Using Your E-SESS Administrator Account
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How to Use This Manual

The purpose of this manual is to provide step-by-step instructions for using E-SESS, the online testing program used by CTECS. It also includes information on usage of the Participant menu options and the reports contained in E-SESS.

Notes/Tips:

- Official test site administrators have access to the menu items covered in this manual. Individuals with “teacher” accounts have access to the reports but not the options listed under the Participant menu.
- The words “participant” and “student” are interchangeable in the E-SESS software and this manual.
- You can use CTRL-F to search the manual for specific words/phrases.
- Contact CTECS when you require assistance:

<table>
<thead>
<tr>
<th>For questions about:</th>
<th>Dana Wilson, <a href="mailto:dwilson@ctecs.org">dwilson@ctecs.org</a>, 404-994-6536</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts, invoices, and billing</td>
<td></td>
</tr>
<tr>
<td>Technical questions and/or issues</td>
<td>Tim Withee, <a href="mailto:twithee@ctecs.org">twithee@ctecs.org</a>, 404-994-6535</td>
</tr>
<tr>
<td></td>
<td>Robyn Marshall, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a>, 404-994-</td>
</tr>
<tr>
<td></td>
<td>6534</td>
</tr>
</tbody>
</table>
Introduction

Soon after you submit the Test Site Administrator Registration and Agreement form, an E-SESS administrator account is set up for you and an email sent from <info@techfluency.org> with account login information. This document provides step-by-step instructions for using E-SESS.

You will need to log into E-SESS to enroll students, print test tickets, make changes to student data, and generate reports. Your students will access E-SESS with their own logins to take the test.

Logging into E-SESS

1. Follow the link provided in the email message https://www.techfluency.org/esess/admin/
2. Enter the organization name provided in the email message in the Organization field.
3. Enter your password in the Password field.
4. Click the Log In button. The E-SESS home menu will display.
E-SESS Menu

The menu provides access to participants, reports, and the Help menu.

To log out of E-SESS, click your name, then click Logout.

Clicking on “Switch to Legacy Menu” takes you to the FORMER E-SESS user interface. Instructions in this manual are for using the NEW user interface, so do not switch to the legacy menu.
**Test Tickets**

**Steps to E-mail/Print Test Tickets Report**

Prior to the day of the test, you will need to access E-SESS and generate the Test Tickets report. This report contains “test tickets” that allow each registered student to login and take their test. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test tickets appropriately.

The Test Tickets report generates an alphabetical, block-format list of participant names and passwords. **Note that only unused tickets are generated.** The report is designed to be printed. Each login information block can be cut out and distributed to the participants or test proctors.

This report can be created using filters. If no filters are used, the default Test Tickets Report lists all participants.

To use the Test Tickets Report:

1. Select the **Test Tickets** report from the **Reports** menu. The Test Tickets report filters displays.

![Test Tickets Report](image-url)
2. Filter the report.
   a. Click the + to expand the filter.
   b. Click the drop-down arrows to set the range.

The "Pagebreak on" drop-down enables the report to insert a page break on designated demographic (for example, “Search by Last Name”). The login cards are then grouped by that demographic; each new demographic prints on a new page with a header listing the demographic.

3. Click the Show test tickets button. A filtered Test Tickets Report displays.
4. Print, e-mail, or save the report as a pdf by following one of the steps below.
   a. (recommended) Click the PDF Version button to create a pdf version of the report.
   b. Click the Print button to see a printable version of the report in your browser window.
   c. Enter an e-mail address to e-mail the report to yourself or someone else.

Test tickets contain login information for the student(s) to access their test.

<table>
<thead>
<tr>
<th>Site URL:</th>
<th><a href="https://tecfluency.org/essess/">https://tecfluency.org/essess/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Org. Name:</td>
<td>organization name</td>
</tr>
<tr>
<td>First Name:</td>
<td>student’s first name</td>
</tr>
<tr>
<td>Last Name:</td>
<td>student’s last name</td>
</tr>
<tr>
<td>Password:</td>
<td>password</td>
</tr>
<tr>
<td>Assessment:</td>
<td>name of assessment</td>
</tr>
</tbody>
</table>

**Note!** If an asterisk (*) is next to “Assessment:” the student has been marked for and will receive accommodations. A musical note denotes that audio will be available.
Assessment Enrollment

The Assessment Enrollment Report shows the total number of students who were enrolled for each form of the test, completed each form of the test, and passed each form of the test. This report is mainly used to verify totals for the end-of-year verification process.

To use the Assessment Enrollment Report:

1. Select Assessment Enrollment from the Reports menu. The report filters display.
2. Filter the report, if desired.
   a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
   b. Click the + to expand the Search By filter.
   c. Click the drop-down arrows to set the range.
3. Click the Refresh button after making selections. Updated data will be displayed.
**Assessment Scores**

This report enables administrators to quickly see what each participant scored on a particular assessment. The report also provides the date that the assessment was completed and the status (accessible or locked).

To use the Assessment Scores Report:

1. Select **Assessment Scores** from the **Reports** menu. The report filters display.
2. Filter the report *(optional).*
   a. Click the + to expand the filter.
   b. Click the **drop-down arrows** to set the range.
3. Click the **Show Assessment Scores** button. The report will display.
4. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below:
   a. Click the **Print** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the **PDF Output** button to create a pdf version of the report.
Assessment Statistics
The Assessment Statistics report provides data about a specific assessment. Data includes:

- number of participants who have taken the assessment
- date range of the assessment administration
- time limit for the assessment, if applicable
- minimum and maximum score possible
- low, high, mean, median, and mode scores
- standard deviation
- range and interquartile range
- lowest number, highest number, and average number of items answered
- shortest time, longest time, and average time used to complete the assessment
- score distribution by range

To generate the report

1. Click the Assessment Statistics under the Report menu. The Assessment Statistics report filters will display.
2. Select the appropriate assessment.
3. Filter the report, if desired.
   a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
   b. Click the + to expand the filter.
   c. Click the drop-down arrows to set the range.
4. Click the “Use cut score for graph breakpoint” box (optional).
5. Click the **Show Statistics** button. The Assessment Statistics displays.
### Assessment Statistics

**Filter:** School name

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number participants</td>
<td>62</td>
</tr>
<tr>
<td>Items on assessment</td>
<td>100</td>
</tr>
<tr>
<td>Testing range</td>
<td>11/16/2016 - 04/25/2017</td>
</tr>
<tr>
<td>Time limit</td>
<td>01:00:00</td>
</tr>
<tr>
<td>Minimum score possible</td>
<td>0</td>
</tr>
<tr>
<td>Maximum score possible</td>
<td>100</td>
</tr>
<tr>
<td>Mean score</td>
<td>82.55 / 100 (82.55%)</td>
</tr>
<tr>
<td>Median score</td>
<td>85.00 / 100 (85.00%)</td>
</tr>
<tr>
<td>Mode score</td>
<td>The following score(s) occurred 6 time(s): 85</td>
</tr>
<tr>
<td>Standard deviation</td>
<td>10.88</td>
</tr>
<tr>
<td>Reliability coefficient (KR21)</td>
<td>0.8872</td>
</tr>
<tr>
<td>Score Range</td>
<td>63</td>
</tr>
<tr>
<td>Interquartile range</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Min</th>
<th>Max</th>
<th>Mean (Score)</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>98</td>
<td>82.55 (82.55%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Min</th>
<th>Max</th>
<th>Mean (Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0:34:22</td>
<td>1:27:02</td>
<td>0:51:41</td>
</tr>
</tbody>
</table>

| Items Answered | 97 | 100 | 99.87 |

### Score Distribution

#### # Scores in Range

<table>
<thead>
<tr>
<th>% Range</th>
<th>0-11</th>
<th>11-21</th>
<th>21-31</th>
<th>31-41</th>
<th>41-51</th>
<th>51-61</th>
<th>61-71</th>
<th>71-81</th>
<th>81-91</th>
<th>91-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### CTECS Career and Technical Education Consortium of States

#### TFI Technical Institute
6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the **Print** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the **PDF Version** button to create a pdf version of the report.
Assessment Statistics Summary

The Assessment Statistics Summary report provides data about a specific assessment. Data includes the number of participants who have taken the assessment, number of items on the assessment, the low, high, and average scores.

To use the Assessment Statistics Summary report:

1. Select **Assessment Statistics Summary** from the **Reports** menu. The Assessment Statistics Summary report filters display.

2. Filter the report, if desired.
   a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
   b. Click the + to expand the Search by filter.
   c. Click the drop-down arrows to set the range.
3. Click the **Show statistics summary** button. The report displays: (see next page)
4. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the Print button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click Excel Output to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the PDF Output button to create a pdf version of the report.
Grade Report

(Note: the Grade Report can only be generated for assessments with set cut scores. For other assessments, use the Assessment Scores Report. Refer to Page 18 for instructions.)

This report enables administrators to see the testing status of each student. **Example:** Use this report to see the assessments that have been completed or are still accessible to each student, the dates assessments were taken and the scores.

To use the Grade Report:

1. Select Grade Report from the Reports menu. The Grade Report filters display.
2. Click the button to show passing or failing scores if desired. Show all records is the default selection.
3. Select the assessment from the drop-down list.

Note: The Assessments and Optional Filters (“Search by” options) displayed will vary. Make selections based on your organization and demographics.
4. Select one or more participants (optional).
5. Filter the report *(optional)*.
   a. Click the + to expand the filter.
   b. Click the drop-down arrows to set the range.
6. Click the **Show grade report** button. The Grade Report is displayed.
   The report lists
   • the name of the assessment
   • grade scale (if there is one)
   • participants’ names (ordered alphabetically by last name)
   • participants’ scored percentage.

   ![Assessment Grade Report](image)

   **CTECS Retake Workplace Readiness Skills**

<table>
<thead>
<tr>
<th>Row</th>
<th>First Name</th>
<th>Last Name</th>
<th>Percentage</th>
<th>Grade</th>
<th>Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student's Name</td>
<td></td>
<td>66 / 100 (66%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>65 / 100 (65%)</td>
<td>Fail</td>
<td>2016-11-29</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>80 / 100 (80%)</td>
<td>Pass</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2016-11-29</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>62 / 100 (62%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>78 / 100 (78%)</td>
<td>Pass</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>75 / 100 (75%)</td>
<td>Pass</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>86 / 100 (86%)</td>
<td>Pass</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-05-16</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>66 / 100 (66%)</td>
<td>Fail</td>
<td>2017-04-19</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>74 / 100 (74%)</td>
<td>Fail</td>
<td>2017-05-15</td>
</tr>
</tbody>
</table>

7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the **Print** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the **PDF Output** button to create a pdf version of the report.
**Participant Information**

The Participant Information Report shows any combination of participant information stored in the database. All demographic information, enrollment/start dates, and assessment details are accessible from this report. It is also used to extract a spreadsheet of password and assigned assessment information for each student.

To use the Participant Information report:

1. Select **Participant Information** from the **Reports** menu. The Participant Information report filters display.

(Continued on next page.)
2. Filter the report (optional).
   a. Click the + to expand the filter.
   b. Click the drop-down arrows to set the range.
3. Click the Assessment Information checkboxes to select additional report information, if desired.
4. Under the “Fields to Display” heading, use the drop-down arrows to select the fields to show in the report. The report will always include first name and last name, but any demographics can be included. You must select the Assessments field to see assessment details. Repeat the data selection for each field until all desired information is listed in the fields.
5. Click the **Show participant info** button. The Participant Information report appears. The participants are listed in alphabetical order by last name.
   - The onscreen report includes a "Demographic History" button for each participant who has had updated demographics at any point since the initial enrollment.
   - The Demographic History button opens a new pop-up window documenting all demographic changes as arranged by a timeline.

6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   - Click the **Print** button to see a printable version of the report in your browser window.
   - Enter an e-mail address to **e-mail** the report to yourself or someone else.
   - Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   - Click the **PDF Output** button to create a pdf version of the report.
Report Card

The Report Card report shows, by selected demographics, the total number of participants with pass/fail breakouts. The mean score for each demographic is displayed.

To use the Report Card report:


2. Select an assessment from the drop-down list. If results for multiple assessments are needed, click Merge results into a single report.
   Note: Merged results returns only the most recent score for each participant. Only one score per participant is returned, regardless of how many assessments are selected.
   a. Select the first assessment.
   b. Multi-select the next assessment (press and hold the Control key while clicking the next assessment in the list).

3. Select a demographic from the Group By drop-down list. The selected demographic is recorded and a second demographic list appears.

4. Select a second demographic from the drop-down list. Two demographics must be selected for the Report Card report.

5. Set the date range.

7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the Print button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click Excel Output to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the PDF Output button to create a pdf version of the report.
Standards Performance

This report enables administrators to view data on participant performance on each standard. Data for each participant includes a listing of the entire standard set with the number correct, number incorrect, number not attempted, and percent correct for each standard element.

To use the Standards Performance report:

1. Click Standards Performance from the Reports menu. The Standards Performance report options and filters display.
   
   Note: If you would like to manually select standards to appear on the report, click the Select Standards to Report On button. Make selections then click the Select button to return to the options and filters.

2. Select an assessment.

3. Select the demographic fields.
4. Select participant(s).

5. Filter the report (optional).
   a. Click the checkbox to include only scored items, include only standards with results, or to accumulate results for all levels.
   b. Click the drop-down arrows to set an assessment administration date range.
   c. Click the participant/participants. To select multiple participants, press and hold the Control key while clicking participant names with the mouse.
   d. Click the + to expand the other filters.

6. Click the **Show Standards Performance** button. The Standards Performance report displays.

1. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the **Print** button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the **PDF Output** button to create a pdf version of the report.
Standards Performance Summary

This report enables administrators to see the aggregate data of all participants on each standard or skill area. The report lists the standard set and provides a graph of the percent correct for each standard element. This is very helpful when trying to improve teaching and in making remediation decisions.

To use the Standards Performance Summary report:

1. Click the **Standards Performance Summary** from the **Reports** menu. The Standards Performance Summary options and filters display.

2. Click the **Select Standards to Report On** button.
3. Click the check-box next to the standards you would like to have on the report. Deselect the standards to remove them from the report.
4. Click Select.

(Additional graphic, continued next page)
5. Select an assessment.

6. Filter the report.
   a. Click the checkbox to include only scored items, include only standards with results, or to accumulate results for all levels.
   b. Click the + to expand the other filters.

7. Click **Show standards performance summary**.

8. The Standards Performance Summary displays.
9. Set the depth of the report by clicking the drop-down arrow.

10. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
   a. Click the Print button to see a printable version of the report in your browser window.
   b. Enter an e-mail address to e-mail the report to yourself or someone else.
   c. Click Excel Output to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.
   d. Click the PDF Output button to create a pdf version of the report.