Contents

How to Use This Manual ............................................................................................................................... 2
Introduction .................................................................................................................................................. 3
Logging into E-SESS ....................................................................................................................................... 3
E-SESS Menu ................................................................................................................................................. 4
Import ........................................................................................................................................................... 5
Add New........................................................................................................................................................ 9
Test Tickets ................................................................................................................................................. 10
Locks............................................................................................................................................................ 12
Assessment Enrollment .............................................................................................................................. 14
Assessment Scores ...................................................................................................................................... 15
Assessment Statistics .................................................................................................................................. 17
Assessment Statistics Summary .................................................................................................................. 21
CTECS Certificate ......................................................................................................................................... 23
Grade Report................................................................................................................................................ 25
Participant Information ............................................................................................................................... 27
Report Card ................................................................................................................................................. 30
Standards Performance .............................................................................................................................. 32
Standards Performance Summary .................................................................................................................. 34
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>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registering students, E-SESS site administrator accounts, errors in the student data, technical questions and/or issues</td>
<td>Robyn Marshall / Sandi Davison, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a>, 404-994-6534</td>
</tr>
<tr>
<td>Policy, administration, reporting, test security, proctoring</td>
<td>Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a>, 404-994-6538</td>
</tr>
<tr>
<td>Contracts, invoices, and billing</td>
<td>Dana Wilson, <a href="mailto:dwilson@ctecs.org">dwilson@ctecs.org</a>, 404-994-6536</td>
</tr>
<tr>
<td>Technical questions and/or issues</td>
<td>Robyn Marshall, <a href="mailto:rmarshall@ctecs.org">rmarshall@ctecs.org</a>, 404-994-6534</td>
</tr>
<tr>
<td></td>
<td>Darren Morris, <a href="mailto:dmorris@ctecs.org">dmorris@ctecs.org</a>, 804-543-6094</td>
</tr>
<tr>
<td></td>
<td>Ken Potthoff, <a href="mailto:kpotthoff@ctecs.org">kpotthoff@ctecs.org</a>, 404-994-6538</td>
</tr>
<tr>
<td></td>
<td>Tim Withee, <a href="mailto:twithee@ctecs.org">twithee@ctecs.org</a>, 404-994-6535</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.

Important! Read the Idaho Testing information on the CTECS website before enrolling students, as some enrollment will be done by ICTE.

Test tickets and reports are accessed by logging into E-SESS, the online testing system. Students will access tests using the login information on the test tickets.

Logging into E-SESS

1. Follow the link provided in the email message https://www.techfluency.org/esess/admin/
2. Enter the username name provided in the email message in the User Name field.
3. Enter the password in the Password field.
4. Click the Log In button.
5. The first time you log in, you will be prompted to change the temporary password to one of your choice. It must be 8-characters in length. Make a note of the password! CTECS cannot access the password you set!
E-SESS Menu
The menu provides access to participants, reports, and the Help menu.

Use this drop-down menu to log out, change your password or change to a different organization (if available).

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 avoid clicking this option.
Import

Instructions in this section should be followed if you are using the preferred “instant enrollment” method of enrolling students where you import student data at your convenience and test tickets are immediately available.

If you are using the FORMER enrollment option where student registration forms are uploaded to CTECS for processing, skip this import section.

Note! If you need assistance importing student data, please contact CTECS. We will be happy to help you learn the instant enrollment method.

Prefill Values

E-SESS contains a feature that allows the use of drop-down menus to select fields that were previously required to be filled in on the student registration form (Excel spreadsheet). For example, instead of entering the school division and code on each line in the student registration form, it can be selected once, from a drop-down menu. These drop-down menus are called “prefill values.”

Fields available as prefill values are:

- Test Site Administrator
- District Number
- School Name
- Grade Level
- SPED/504
- Assessment

Note: Using prefill values is optional. Students can be enrolled from a complete student registration form.

The student registration form should be downloaded from the appropriate student registration webpage (Pre-test or TSA Retake). Refer to the menu displayed on Idaho Overview for the Student Registration menu link. The registration form contains two sheets in the file, one with the required column headings and one that contains sample column entries and instructions. Click the “Instructions” tab to view the instructions. Enter student data on the sheet labeled “Registrations.”

Prepare the student registration form and import the student data

1. Complete the student registration form according to instructions, except delete the columns that will not be necessary because of the prefill values you plan to use.
IMPORTANT! Remember, the prefill values you select will apply to every student listed on the registration form!

Note: It is not necessary to use all prefill values. Example: If you need to enroll students in various assessments, do not use the "Assessment" prefill value. Just list the test titles in the "Assessment Name 1" column on the registration form. Example: If students listed on the form are from two or more schools do not use the "School Name" prefill value. You should list each school on the student registration form.

2. Log in to your E-SESS account.
3. Select the Participants menu.
4. Select Import. The Import options will display.

5. Click the Browse button to navigate to and select the student registration form (Excel file) for import.
6. Click the Import button if you are not using prefill values and go to Step 10. Otherwise, click the Prefill fields button and follow the instructions below.
7. If you clicked the **Prefill fields** button, the menu below will display.

8. Click the down arrow next to each field and make the appropriate selection.
9. Click the **Set Prefills** button to continue or the **Cancel** button if you need to start again.
10. Click the **Import** button to import the student data. If the import is successful, you will see a message noting this. If there are errors to be corrected, they will display.

**Updated records**: You may see a message indicating that some records were updated. This means that some students on the registration form were already present in E-SESS but their records were "updated" with the information from the student registration form.
Correcting Errors on the Student Registration Form

Below are examples of error messages you may see.

Use this information along with other resources provided on the CTECS website (the school division and school code and course code documents) to correct the student registration form. Then, try the import again.

Occasionally there are "hidden" values in the spreadsheet cells. If errors are noted on rows that appear to be blank on the registration form, select and delete the rows.

To quickly delete all blank rows:

1. Select the first blank row to be removed.
2. Press the keys Shift/Ctrl then the down arrow key.
3. Right click and select "Delete" from the pop-up menu.
4. Save the file (preferably under a new file name to retain original data).
Add New

Use this form to enroll a new participant (student) that, for example, was left off of the registration form that was previously processed. This form CANNOT be used to change student information or to add another form of the assessment to a student’s account. Use the Edit Existing option on the Participants menu to make changes to the demographic data for a currently enrolled student or to add an additional assessment to a student’s account.

If you have more than a few new participants to enroll, it is more efficient to enter the required data on the student registration form (Excel) provided on the CTECS website.

To add a new student:

1. Complete the required fields.
2. Click the Create new participant button. You will see the “successfully created” message or an error message.
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 Participant menu. The Test Tickets report filters displays.

![Test Tickets Report](image)

The Test Tickets Report includes filters for assessments and other criteria. This allows for targeted distribution of test tickets.
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/esess/">https://tecfluency.org/esess/</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.
Locks

When a student is registered for more than one assessment, only one password is issued providing access to all three. Therefore, measures should be taken to prevent students from logging into E-SESS and taking the test on their own. As the test site administrator, this is part of your responsibility as agreed to in the Test Site Administrator Registration and Agreement form.

E-SESS has a Participant Lock feature. The Participant Lock should be used if students have been provided with a test login password and are enrolled in more than one assessment.

You can lock or unlock a selected group of students by filtering by student last name or by school. CTECS requests that you lock/unlock all participants. We will not be held responsible if a student takes a test on their own. Instructions on how to control Participant Locks are provided below.

Please contact CTECS if you have any questions.

To use the Participant Locks:

1. Select Locks on the Participants menu. The Participant locks 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 **Show Locks**. The list of students and assessments displays.

4. To affect **all** participants:
   a. Click the **Check to lock all assessments** box to restrict access to all assessments.
   b. Click the **Check to unlock all assessments** box to enable access to all assessments.
      Note: The "unlock all assessments" only applies to the **assessments** and **NOT** the student account.

      OR

      To affect **selected** participants, click the button next to the assessment name to lock/unlock the assessment. To lock a student’s account, click the **Locked** button on the row with the student’s name.

5. Click the **Update Locks** button. Changes are saved.
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.

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.
Using Your E-SESS Administrator Account
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:


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.
CTECS Certificate

A CTECS Certificate can be produced automatically for each student with a passing score.

To use the CTECS Certificate Report:

1. Select **CTECS Certificate** from the **Reports** menu.
2. Select one or more assessments (**optional**).
3. Filter the report (**optional**).
   a. Click the + to expand the filter.
   b. Click the **drop-down arrows** to set the range.
5. Click the **View Certificates** button. You will see a certificate for each student with a passing score.

6. Use the options displayed in the browser window to download or print the certificates.
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.
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.
   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.
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.
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 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**.
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.