

Using Your E-SESS Administrator Account to Generate Assessment Reports



v. 1 May 2015

Introduction

Once your students are registered in the E-SESS system, you will receive an e-mail message (from information@techfluency.org) with your Test Site Administrator log in and password information. As the Test Site Administrator, you are the central contact for your site, and this information will allow you to access the E-SESS assessment system and view, e-mail, and print student assessment log in information and several summative reports.


Prior to the day of the test, you will need to access E-SESS and generate the Login report. This report contains “test tickets” for each registered student. Once the report is generated, you will be able to view, print, and save the report and distribute the test tickets appropriately.

After the test, you will log into E-SESS again to access Assessment Reports:

Test Site Administrator Steps to Log in to your E-SESS account.

1. Follow the link provided in the e-mail message (<http://www.techfluency.org/esess/Admin/index.php>)
2. Enter the organization information provided in the e-mail message in the **Organization** field.
3. Enter your password in the **Password** field.

Login



Organization

Password

E-SESS

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4. Click the **Log In** button. The Administrative Menu will be displayed.

Administrative Menu

The Administrative Menu provides access to several reports and the Help menu.

The screenshot displays the E-SESS Administrative Menu. On the left is a navigation sidebar with the following items:

- Reports
 - Assessment Scores
 - Assessment Statistics
 - Grade Report
 - Login
 - Standards Performance Summary with
- Help
 - Administrator Guide
 - Participant Guide

A "Log Out" button is located below the Help menu.

The main content area features the title "Administrative Menu" at the top center. To the right is the "Technological Flu" logo. Below the title, the user's organization and login information are displayed: "Organization: South Carolina CATE" and "Logged in as: Jane Person".

A central window titled "NEWS" is open, showing a large blue area, likely representing a news feed or a placeholder for content.

At the bottom of the page, the "E-SESS" logo is visible, followed by a copyright notice: "©2012 Technological Literacy Group, Inc. All rights reserved. By honoring our contri".

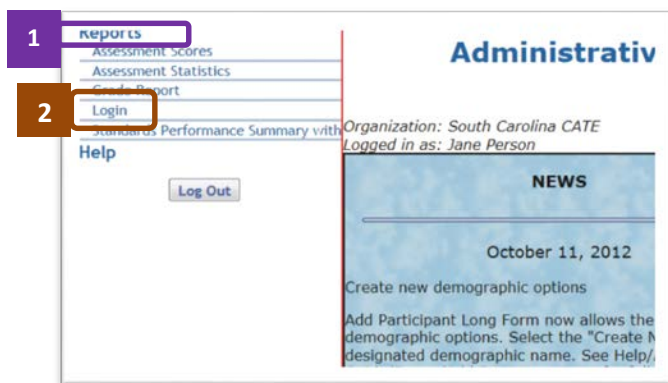
Steps to /Print Login “Test Ticket” Report

Prior to the test, you will need to access E-SESS and generate the Login report. This report contains “**test tickets**” for each registered student. Once the report is generated, you will be able to view, print, and save the report and distribute the test tickets appropriately.

This report is be created using filters. If no filters are used, the default Login Report lists all participants for a given organization.

To use the Login Report:

1. Click **Reports**.
2. Click **Login**. The Login Report opens in a new window.



3. Filter the report.

A screenshot of the 'Optional Filters' dialog box. A red box labeled '3' highlights the 'Search by enrollment date' section, which includes 'Begin:' and 'End:' dropdown menus. A red arrow points from this section to a text box. A yellow box labeled '4' highlights the 'View' button at the bottom of the dialog. The dialog also shows 'Search by Assessment' with a list of assessment types, and other filter options like 'Search by Grade', 'Search by Home School ID Number', etc. A checkbox 'Only include accounts with assessments' is checked.

Search By Enrollment Date - This filter is used to select only the login tickets for the current semester. Be sure to use the earliest date in the current semester as the **Begin** date and the latest date in the semester as the **End** date.


4. Click **View**. A filtered Login Report appears.

5. Print or save the report as a pdf by following one of the steps below.
 - a. Click the **Printable** button to see a printable version of the report in your browser window.
Check the student's names to be sure they are correct and everyone to be tested has a ticket.
 - b. Click the **PDF Version** button to create a pdf version of the report.

Start Over

Printable

PDF Version



Login Report

School *(school name here)*

Assessments *(assessment title here)*

Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

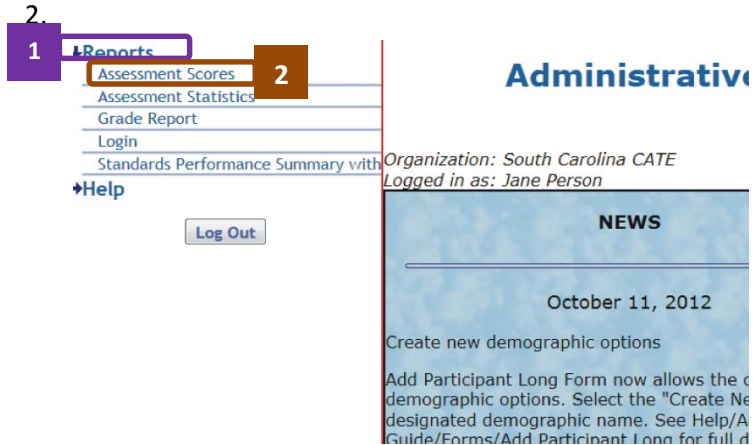
Site URL:	www.techfluency.org/esess
Org. Name:	<i>organization name</i>
First Name:	<i>student's first name</i>
Last Name:	<i>student's last name</i>
Password:	<i>password</i>

The Assessment Scores Report

This report enables Test Site 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. Click **Reports** from the Administrative Menu,



3. Click **Assessment Scores Report**. The report opens in a new window.

The screenshot shows the 'Assessment Scores Report' filter window. A 'View' button is at the top. Under 'Optional Filters', there are several search options: '+ Search by enrollment date', '- Search by start date', '+ Search By Last Name', 'Search by Assessment', '+ Search by Grade', '+ Search by Home School ID Number', '+ Search by Home School Name', '+ Search by School', '+ Search by School/Center Name', '+ Search by State ID Number', and '+ Search by Teacher'. A red box labeled '1' points to the 'Search by start date' filter, which includes 'Begin:' and 'End:' dropdown menus. A red box labeled '2' points to the 'Search by Assessment' dropdown menu, which lists various assessments like 'Sample', 'SC CATE Accounting Assessment', etc. A yellow box labeled '3' points to the 'View' button at the bottom.

Search by Start Date - This filter enables the report to select the date ranges your students tested in. Be sure give a Begin and End date to account for all students

Search by Assessment - This filter enables select by which assessment students took. If you would like to search by more than one assessment, hold the Control key down an click on multiple assessments.

3. Click **Assessment Scores Report**. The report opens in a new window.

The **Assessment Scores Report** will look similar to the sheet below.

Assessment Scores Report



Filters: School

Assessment ((Pretest) Workplace Readiness Skills for the Commonwealth 2011)

Number	Participant Name	Assessment Type	Assessment Name	Percent Correct	Date Completed	Assessment Status
1	K	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
2	B.	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
3	D	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
4		Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	73 / 100 (73%)	10/13/2011	Locked
5	J	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	41 / 100 (41%)	10/13/2011	Locked
6	A	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
7	L	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth	59 / 100 (59%)	10/13/2011	Locked