

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:

For questions about:	
Contracts, invoices, and billing	Dana Wilson, dwilson@ctecs.org , 404-994-6536
Technical questions and/or issues	Tim Withee, twithee@ctecs.org , 404-994-6535 Robyn Marshall, rmarshall@ctecs.org , 404-994-6534

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.

Admin Login

A screenshot of the E-SESS Admin Login form. The form is enclosed in a blue rounded rectangle. It contains two input fields: the first is labeled 'Organization' and the second is labeled 'Password'. Below these fields is a button labeled 'Log In'.

E-SESS

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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.

The screenshot displays the E-SESS administrator interface. At the top, there is a dark blue header with the E-SESS logo on the left, the word "Home" in the center, and a user profile icon labeled "User Name" on the right. Below the header, the main content area is split into two columns. The left column contains the Virginia WRS logo and the CTECS logo (Career and Technical Education Consortium of States). Below these logos is a vertical navigation menu with a dark blue background. The menu items are: Home, Participants (with a dropdown arrow), Import, Add New, Edit Existing, Locks, Test Tickets, Current Status, Reports (with a dropdown arrow), Assessment Enrollment, Assessment Scores, Assessment Statistics, Assessment Statistics Summary, Certificates, Grade Report, Participant Information, Report Card, Standards Performance, Standards Performance Summary, and a "Switch to Legacy Menu" option with a left-pointing arrow. The right column of the main content area displays "Welcome to E-SESS®" and "Information / News". In the top right corner, there is a dropdown menu for the user profile with "Logout" and "Options" options. A callout box with an arrow pointing to the "Logout" option contains the text: "To log out of E-SESS, click your name, then click Logout." Another callout box with an arrow pointing to the "Switch to Legacy Menu" option contains the text: "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." At the bottom left of the page, there is a logo for TFI (Technological Fluency Institute) and a copyright notice: "©2002-2017 Technological Fluency Institute, Inc. All rights reserved. By honoring our copyright, you enable us to Invest In research for education."

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.

The screenshot shows the 'Test Tickets' report configuration page. At the top, there is a header with 'Test Tickets' and a 'User Name' dropdown. Below this is a 'Filters' section with a 'Show test tickets' button. The 'Assessments' section contains a dropdown menu with the following options: 'CTECS Pretest Workplace Readiness Skills', 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', 'CTECS Workplace Readiness Skills', and 'WRS Sample'. Below the dropdown is a checked checkbox labeled 'Only include accounts with assessments'. The 'Other Filters' section is a list of search criteria, each with a plus sign: '+ Search by Enrollment Date', '+ Search by Start Date', '+ Search by Last Name', '+ Search by Contract Number', '+ Search by School Division', '+ Search by School', '+ Search by Test Site Administrator', '+ Search by Teacher', '+ Search by State Testing Identifier (STI) Number', '+ Search by Accommodations', '+ Search by LEP or SWD', and '+ Search by Course Code'. At the bottom is the 'Report Content' section, which includes a 'Page break on' dropdown, 'Cards per page: 12' with a dropdown arrow, and three checked checkboxes: 'Include assessment names', 'Truncate assessment list if it's too long', and 'Print separate cards for each assessment'.

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.

Site URL:	<i>https://tecfluency.org/esess/</i>
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>
Assessment:	<i>name of assessment</i>

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.

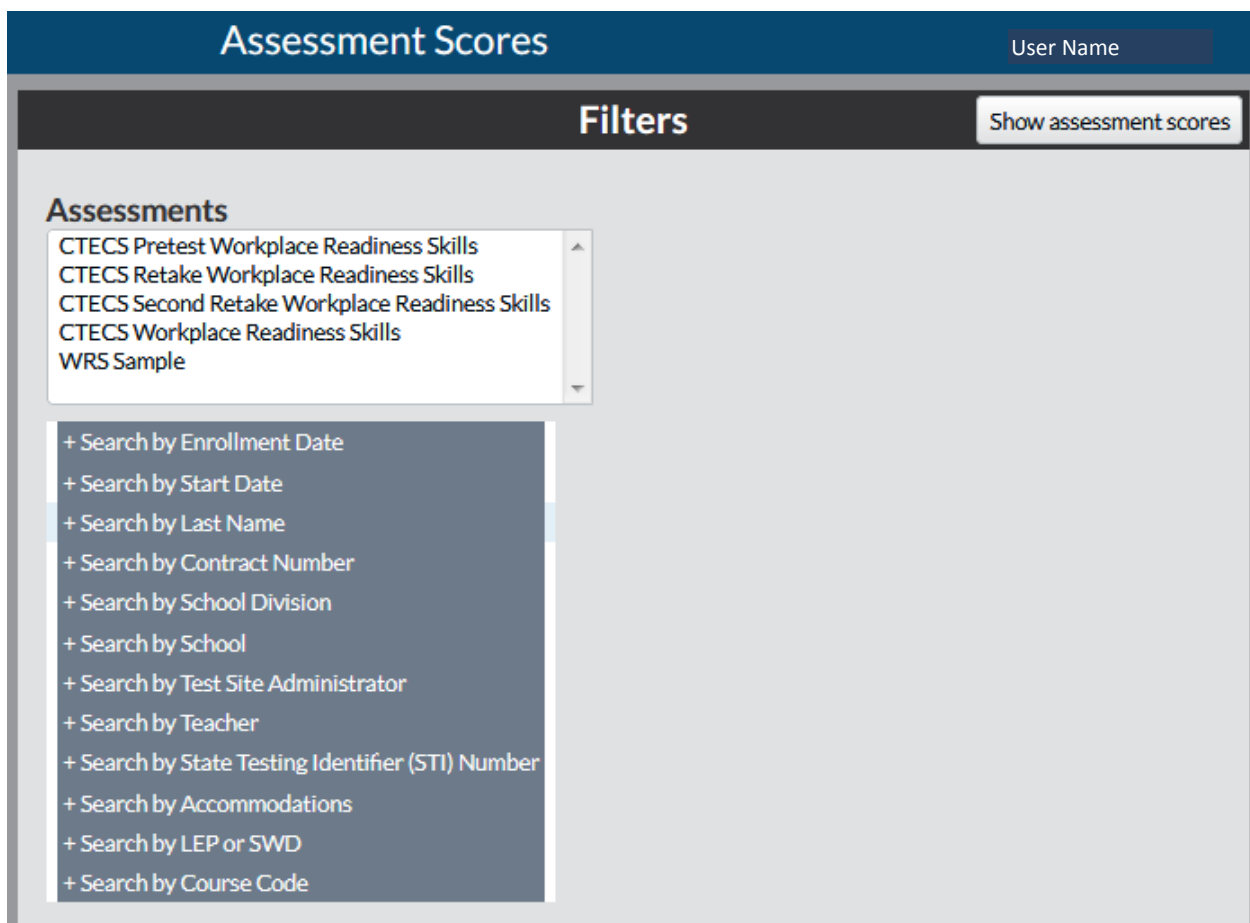
Assessment	Enrolled	Completed	Taking Now	Passed
CTECS Pretest Workplace Readiness Skills	315	312	0	--
CTECS Retake Workplace Readiness Skills	27	22	0	17
CTECS Second Retake Workplace Readiness Skills	4	4	0	2
CTECS Workplace Readiness Skills	319	313	0	289

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.



The screenshot displays the 'Assessment Scores' report interface. At the top, there is a dark blue header with the title 'Assessment Scores' on the left and a 'User Name' field on the right. Below the header is a dark grey bar with the word 'Filters' in white text on the left and a 'Show assessment scores' button on the right. The main content area is light grey and contains a section titled 'Assessments' with a scrollable list of assessment types: 'CTECS Pretest Workplace Readiness Skills', 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', 'CTECS Workplace Readiness Skills', and 'WRS Sample'. Below this list is a dark grey panel with a list of search filters, each preceded by a plus sign: '+ Search by Enrollment Date', '+ Search by Start Date', '+ Search by Last Name', '+ Search by Contract Number', '+ Search by School Division', '+ Search by School', '+ Search by Test Site Administrator', '+ Search by Teacher', '+ Search by State Testing Identifier (STI) Number', '+ Search by Accommodations', '+ Search by LEP or SWD', and '+ Search by Course Code'.

3. Click the **Show Assessment Scores** button. The report will display.

Filters: School : Assessment (CTECS Workplace Readiness Skills)

	Participant Name	Assessment Type	Assessment Name	Score	Completed	Status
1	Student's Name	Traditional Assessment	CTECS Workplace Readiness Skills	88 / 100 (88%)	04/05/2017	Locked
2		Traditional Assessment	CTECS Workplace Readiness Skills	92 / 100 (92%)	04/05/2017	Locked
3		Traditional Assessment	CTECS Workplace Readiness Skills	87 / 100 (87%)	11/16/2016	Locked
4		Traditional Assessment	CTECS Workplace Readiness Skills	82 / 100 (82%)	04/05/2017	Locked
5		Traditional Assessment	CTECS Workplace Readiness Skills	85 / 100 (85%)	11/16/2016	Locked
6		Traditional Assessment	CTECS Workplace Readiness Skills	78 / 100 (78%)	04/05/2017	Locked
7		Traditional Assessment	CTECS Workplace Readiness Skills	90 / 100 (90%)	04/05/2017	Locked
8		Traditional Assessment	CTECS Workplace Readiness Skills	89 / 100 (89%)	04/05/2017	Locked
9		Traditional Assessment	CTECS Workplace Readiness Skills	84 / 100 (84%)	04/05/2017	Locked
10		Traditional Assessment	CTECS Workplace Readiness Skills	79 / 100 (79%)	11/16/2016	Locked
11		Traditional Assessment	CTECS Workplace Readiness Skills	82 / 100 (82%)	11/16/2016	Locked
12		Traditional Assessment	CTECS Workplace Readiness Skills	85 / 100 (85%)	11/16/2016	Locked
13		Traditional Assessment	CTECS Workplace Readiness Skills	79 / 100 (79%)	11/16/2016	Locked
14		Traditional Assessment	CTECS Workplace Readiness Skills	N/A	—	Accessible
15		Traditional Assessment	CTECS Workplace Readiness Skills	69 / 100 (69%)	11/16/2016	Locked
16		Traditional Assessment	CTECS Workplace Readiness Skills	86 / 100 (86%)	04/05/2017	Locked

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.

The screenshot shows the 'Assessment Statistics' report interface. At the top, there is a dark blue header with the title 'Assessment Statistics' and a 'User Name' field. Below the header is a dark grey bar with the word 'Filters' and a 'Show statistics' button. The main content area is light grey and contains a section titled 'Assessments' with a dropdown menu listing: 'CTECS Pretest Workplace Readiness Skills', 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', 'CTECS Workplace Readiness Skills', and 'WRS Sample'. Below this is a checkbox labeled 'Use cut score for graph breakpoint'. A dark grey sidebar on the left contains a list of search filters, each with a plus sign: '+ Search by Enrollment Date', '+ Search by Start Date', '+ Search by Last Name', '+ Search by Contract Number', '+ Search by School Division', '+ Search by School', '+ Search by Test Site Administrator', '+ Search by Teacher', '+ Search by State Testing Identifier (STI) Number', '+ Search by Accommodations', '+ Search by LEP or SWD', and '+ Search by Course Code'.

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

Print

e.g. jsmith@example.com

E-mail

Excel Output

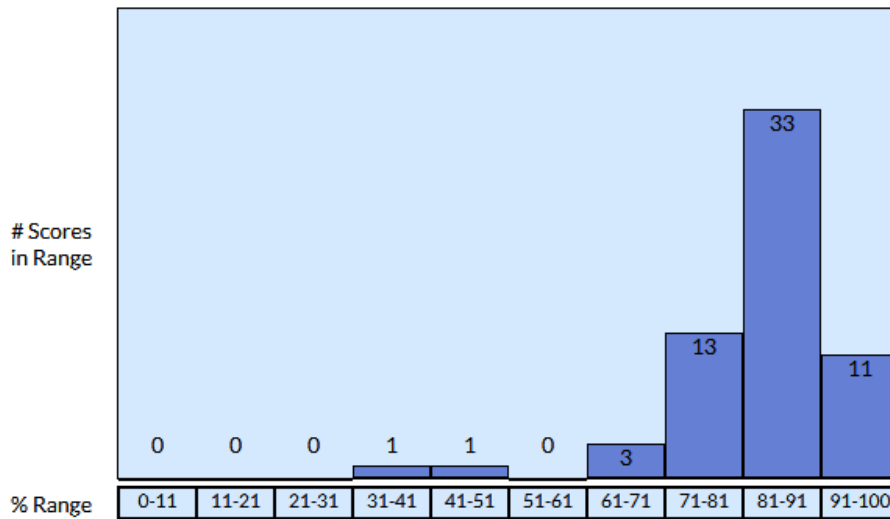
PDF Output

Filter: School School name

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

	Min	Max	Mean
Score	35	98	82.55 (82.55%)
Time	0:34:22	1:27:02	0:51:41
Items Answered	97	100	99.87

Score Distribution



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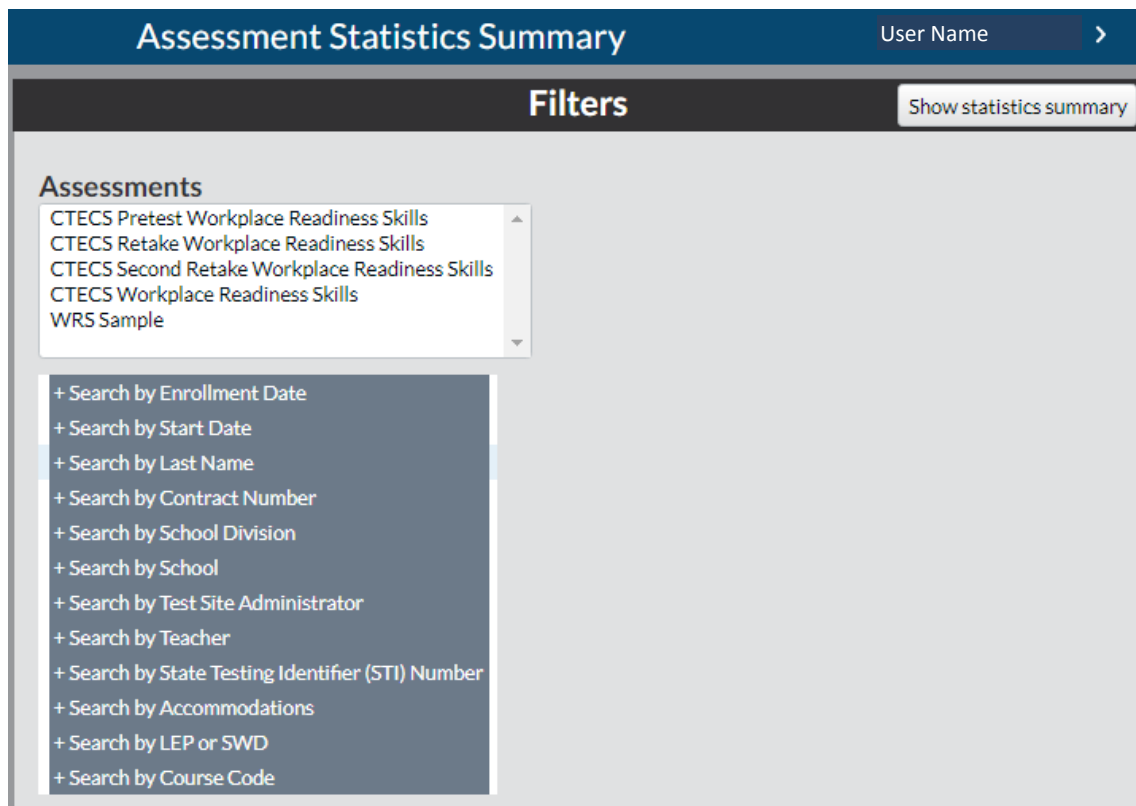
6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
 - c. Click **Excel Output** 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)

Filters: School Division

Event	Lowest	Highest	Average	Questions	Competitors
CTECS Retake Workplace Readiness Skills	25	89	62.46	100	115
CTECS Workplace Readiness Skills	25	98	67.81	100	229



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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.

The screenshot displays the 'Grade Report' interface. At the top, there is a header with 'Grade Report' on the left and 'User Name' on the right. Below the header is a 'Filters' section with a 'Show grade report' button. Under 'Filters', there are three radio button options: 'Show only passing scores', 'Show only failing scores', and 'Show all records' (which is selected). Below the filters is an 'Assessments' section with a drop-down menu containing three items: 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', and 'CTECS Workplace Readiness Skills'. Below the assessments is a 'Participants' section with a text input field containing the placeholder text 'Student's names will be listed here.' and a search icon. To the right of the 'Participants' section is a list of search options, each with a plus sign: '+ Search by Enrollment Date', '+ Search by Start Date', '+ Search by Contract Number', '+ Search by School Division', '+ Search by School', '+ Search by Test Site Administrator', '+ Search by Teacher', '+ Search by State Testing Identifier (STI) Number', '+ Search by Accommodations', '+ Search by LEP or SWD', and '+ Search by Course Code'. A callout box on the right side of the interface contains the following text: 'Note: The Assessments and Optional Filters ("Search by" options) displayed will vary. Make selections based on your organization and demographics.'

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.

E-SESS
Assessment Grade Report

Virginia WRS
Print
e.g. jsmith@example.com
E-mail
Excel Output
PDF Output

CTECS Retake Workplace Readiness Skills

Filter: School School name
Grade scale:

Pass	75%-100% * cut score
Fail	0%-75%

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

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.

The screenshot shows the 'Participant Info' report interface. At the top, there is a dark blue header with the title 'Participant Info' and a 'User Name' field. Below the header is a 'Filters' section with a 'Show participant info' button. The main content area contains several sections: a warning message about load times, an 'Assessments' section with a list of assessment types and three checkboxes for report options, and an 'Other Filters' section with a list of search criteria.

Participant Info User Name

Filters Show participant info

This organization has a large number of participants. If filtering is not used, this report will require an extended load time. Computers with less than 2GB of RAM may experience trouble loading the full report.

The Excel output generates one row for each participant's assessment. Participants assigned to multiple assessments subsequently are listed in multiple rows. The Excel output may not function correctly if more than 65,000 rows are included in the report.

Assessments

- CTECS Pretest Workplace Readiness Skills
- CTECS Retake Workplace Readiness Skills
- CTECS Second Retake Workplace Readiness Skills
- CTECS Workplace Readiness Skills
- WRS Sample

Merge results into a single report

Display only completed assessments

Display assessments that are in progress

Other Filters

- + Search by Enrollment Date
- + Search by Start Date
- + Search by Last Name
- + Search by Contract Number
- + Search by School Division
- + Search by School
- + Search by Test Site Administrator
- + Search by Teacher
- + Search by State Testing Identifier (STI) Number
- + Search by Accommodations
- + Search by LEP or SWD
- + Search by Course Code

(Continued on next page.)

Report Content

Assessment Information

When assessments are included, this is information will be included with each assessment.

- Assessment Score
- Assessment Start Date
- Billing Date
- Assessment Start Time
- Assessment Time Used
- Assessment Grade
- Assessment related time adjustments

Fields to Display

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

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.

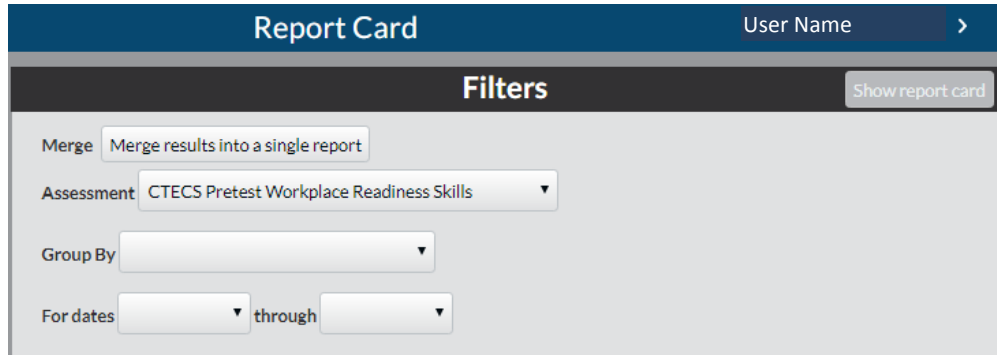
5. Click the **Show participant info** button. The Participant Information report appears.
The participants are listed in alphabetical order by last name.
 - The onscreen report includes a "Demographic History" button for each participant who has had updated demographics at any point since the initial 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:

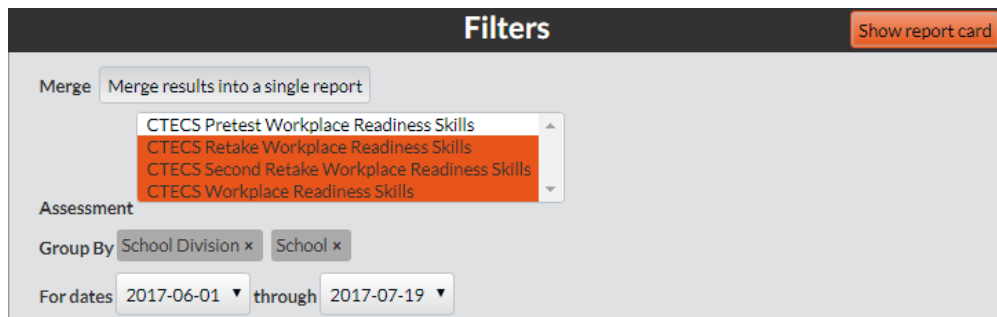
1. Select **Report Card** from the **Reports** menu. The Report Card filters display.



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.



6. Click **Show Report Card**. The Report Card 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

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.

The screenshot shows the 'Standards Performance' report configuration page. At the top, there is a header with 'Standards Performance' and 'User Name >'. Below the header is an 'Options' section with a 'Show standards performance' button. The main area is divided into three sections: 'Assessments', 'Demographics', and 'Filters'. The 'Assessments' section has a 'Select standards to report on' button and a list of assessment types: CTECS Pretest Workplace Readiness Skills, CTECS Retake Workplace Readiness Skills, CTECS Second Retake Workplace Readiness Skills, CTECS Workplace Readiness Skills, and WRS Sample. The 'Demographics' section has a 'Select demographic fields to display.' label and a list of fields: First Name, Last Name, Contract Number, School Division, School, and Test Site Administrator. The 'Filters' section has three checked checkboxes: 'Include only scored items', 'Include only standards with results', and 'Accumulate results for all levels'. Below the filters is a 'Participants' section with a dropdown menu set to 'All' and 'Students' Names'. At the bottom, there is a search section with five options: '+ Search by Start Date', '+ Search by Contract Number', '+ Search by School Division', '+ Search by School', and '+ Search by Test Site Administrator'.

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.

E-SESS
Standards Performance User Name

Virginia WRS
Print
e.g. jsmith@example.com.
E-mail
Excel Output

Assessment: CTECS Workplace Readiness Skills
Standard Set: Workplace Readiness Skills (WRS)
Filter: School |
Participants Matched: 35

1. Student Name
Assessment: CTECS Workplace Readiness Skills (Token: 2017-05-10, Score: 81/100)
Standard Set: Workplace Readiness Skills (WRS)

Standard	Correct	Incorrect	Not Attempted	Total	% Correct
Duty A: Personal Qualities and People Skills	30	3	0	33	90.91%
Standard 1: Positive Work Ethic: Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand	3	1	0	4	75.00%
Standard 2: Integrity: Abides by workplace policies and laws and demonstrates honesty and reliability	5	0	0	5	100.00%
Standard 3: Teamwork: Contributes to the success of the team, assists others, and requests help when needed	3	2	0	5	60.00%
Standard 4: Self-representation: Dresses appropriately and uses language and manners suitable for the workplace	4	0	0	4	100.00%
Standard 5: Diversity Awareness: Works well with all customers and coworkers	5	0	0	5	100.00%
Standard 6: Conflict Resolution: Negotiates diplomatic solutions to interpersonal and workplace issues	5	0	0	5	100.00%
Standard 7: Creativity and Resourcefulness: Contributes new ideas and works with initiative	5	0	0	5	100.00%
Total	30	3	0	33	90.91%

2. Student Name
Assessment: CTECS Workplace Readiness Skills (Token: 2017-05-10, Score: 72/100)
Standard Set: Workplace Readiness Skills (WRS)

Standard	Correct	Incorrect	Not Attempted	Total	% Correct
Duty A: Personal Qualities and People Skills	26	7	0	33	78.79%
Standard 1: Positive Work Ethic: Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand	4	0	0	4	100.00%
Standard 2: Integrity: Abides by workplace policies and laws and demonstrates honesty and reliability	5	0	0	5	100.00%
Standard 3: Teamwork: Contributes to the success of the team, assists others, and requests help when needed	2	3	0	5	40.00%

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.

Standards Performance Summary User Name

Options Show standards performance summary

Standards
No standards selected
Select standards to report on

Assessments
CTECS Pretest Workplace Readiness Skills
CTECS Retake Workplace Readiness Skills
CTECS Second Retake Workplace Readiness Skills
CTECS Workplace Readiness Skills
WRS Sample

Filters

- Include only scored items
- Include only standards with results
- Accumulate results for all levels
- + Search by Start Date
- + Search by Contract Number
- + Search by School Division
- + Search by School
- + Search by Test Site Administrator
- + Search by Teacher
- + Search by State Testing Identifier (STI) Number
- + Search by Accommodations
- + Search by LEP or SWD
- + Search by Course Code

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**.

The screenshot shows a dialog box titled "Select standards" with "Select" and "Cancel" buttons. The list of standards is as follows:

- (Pretest) Workplace Readiness Skills (WRS)
- (Retake) Workplace Readiness Skills (WRS)
- (Second Retake) Workplace Readiness Skills (WRS)
- Sample
- Workplace Readiness Skills (WRS)
 - 1. Workplace Readiness Skills (WRS)
 - 1.A. Personal Qualities and People Skills
 - 1.A.1. Positive Work Ethic: Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
 - 1.A.2. Integrity: Abides by workplace policies and laws and demonstrates honesty and reliability
 - 1.A.3. Teamwork: Contributes to the success of the team, assists others, and requests help when needed
 - 1.A.4. Self-representation: Dresses appropriately and uses language and manners suitable for the workplace
 - 1.A.5. Diversity Awareness: Works well with all customers and coworkers
 - 1.A.6. Conflict Resolution: Negotiates diplomatic solutions to interpersonal and workplace issues
 - 1.A.7. Creativity and Resourcefulness: Contributes new ideas and works with initiative

(additional graphic, continued next page)

Standards Performance Summary
User Name

Options

Show standards performance summary

Standards

Workplace Readiness Skills (WRS)
 1. Workplace Readiness Skills (WRS)
 1.A. Personal Qualities and People Skills

Select standards to report on

Assessments

CTECS Pretest Workplace Readiness Skills ▲
 CTECS Retake Workplace Readiness Skills
 CTECS Second Retake Workplace Readiness Skills
CTECS Workplace Readiness Skills
 WRS Sample ▼

Filters

- Include only scored items
- Include only standards with results
- Accumulate results for all levels

- + Search by Start Date
- + Search by Contract Number
- + Search by School Division
- + Search by School
- + Search by Test Site Administrator
- + Search by Teacher
- + Search by State Testing Identifier (STI) Number
- + Search by Accommodations
- + Search by LEP or SWD
- + Search by Course Code

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.

Assessment: CTECS Workplace Readiness Skills

Standard Set: Workplace Readiness Skills (WRS)

Filters: School (Abingdon High School (1030)); Restricted to standard (A) Personal Qualities and People Skills; Accumulating results

Participants tested: 62

Workplace Readiness Skills (WRS)		Show level: 3 (Standard) ▾
1) Workplace Readiness Skills (WRS)		85.29%
A) Personal Qualities and People Skills		85.29%
1) Positive Work Ethic: Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand		85.08%
2) Integrity: Abides by workplace policies and laws and demonstrates honesty and reliability		93.87%
3) Teamwork: Contributes to the success of the team, assists others, and requests help when needed		85.48%
4) Self-representation: Dresses appropriately and uses language and manners suitable for the workplace		81.05%
5) Diversity Awareness: Works well with all customers and coworkers		82.26%
6) Conflict Resolution: Negotiates diplomatic solutions to interpersonal and workplace issues		89.03%
7) Creativity and Resourcefulness: Contributes new ideas and works with initiative		79.35%



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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.