Using Your E-SESS Administrator Account

CTECS

Career and Technical Education
Consortium of States

1866 Southern Lane
Decatur, GA 30033-4097
404-994-6536
www.ctecs.org

Contents

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 repots 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:	
Registering students, E-SESS site administrator accounts, errors in the student data, technical questions and/or	Robyn Marshall / Sandi Davison, rmarshall@ctecs.org. 404-994-6534
Policy, administration, reporting, test security, proctoring	Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538
Contracts, invoices, and billing	Dana Wilson, dwilson@ctecs.org, 404-994-6536
Technical questions and/or issues	Robyn Marshall, rmarshall@ctecs.org, 404-994-6534 Darren Morris, dmorris@ctecs.org, 804-543-6094 Ken Potthoff, kpotthoff@ctecs.org, 404-994-6538

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 esess@pitsco.com with account login information.

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

Returning Test Site Administrator

1. Follow the link provided in the email message https://www.techfluency.org/esess/admin/
2. Enter your username (email address) in the **User Name** field.
3. Enter the password in the **Password** field. (If you do not have your password, contact CTECS, rmarshall@ctecs.org or esess@pitsco.com to ask for your password to be reset.)
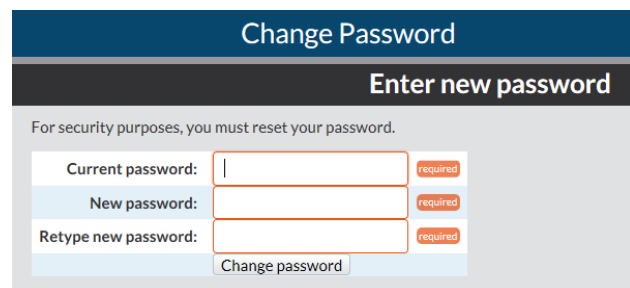
Admin Login

User Name

Password

Log In

4. Click the **Log In** button.

New Test Site Administrator

1. If you did not have an admin account in E-SESS previously, the first time you log in you will be prompted to change the temporary password provided to one that you create. It must be 8-characters in length. ***Make a note of the password! CTECS cannot access the password you set!***

Change Password

Enter new password

For security purposes, you must reset your password.

Current password:		required
New password:		required
Retype new password:		required

Change password

Welcome to E-SESS™

Online testing is easy with E-SESS®. E-SESS is an online assessment delivery engine perfect for teachers, employers, colleges/universities, advisers, testing centers, or anyone who needs a test delivered. E-SESS makes giving tests easier, grading quicker, and analyzing results simpler. E-SESS takes the stress out of the test.

Changing Organizations

You have access to more than one organization. To work in an organization other than South Carolina CATE, either click the organization name in the left panel, or select "Change organization" from the user menu in the top right corner.

The sole responsibility of Pitsco Education, LLC. is assessment delivery and reporting of data. Assessment content is the intellectual property of the organization that prepared it. Assessment content, validity, and administration are the express responsibility of the client organization.

2. A screen similar to the one below will display.

South Carolina CATE

Inactive Organizations

South Carolina CATE

Important! If you had a test site administrator account in previous school years, linked to the same email address you used this year, you will have more than one organization to select from. If you need to access student-testing data from previous school year(s), select an "Inactive Organization," from the list. The admin account settings that were in place that year will remain the same.

E-SESS

Home

⌨ User Name

| Logout |
| Options |
| Change password |
| Change organization |

Welcome to E-SESS®

Online testing is easy with E-SESS®. E-SESS is an online assessment delive
perfect for teachers, employers, colleges/universities, advisers, testing cen
who needs a test delivered. E-SESS makes giving tests easier, grading quick
analyzing results simpler. E-SESS takes the stress out of the test.

South Carolina CATE

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

E-SESS Menu

The menu provides access to participants (test-takers), reports, and the Help 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 **Participants** menu. The Test Tickets report filters displays.

Test Tickets

Filters

Show test tickets

Assessments

CTECS Pretest Workplace Readiness Skills
CTECS Retake Workplace Readiness Skills
CTECS Workplace Readiness Skills
Sample

☑ Only include accounts with assessments

Other Filters

Enrollment Date	Begin: ▾	End: ▾
Start Date	Begin: ▾	End: ▾
Name		
Test Site Administrator		
DistrictID		
SchoolID		
School Name		
Teacher		
TeacherID		
Accommodations		
GradeLevel		
Contract Number		
Period		
Courses		
Tech Center		
Proctor Type		

Report Content

Page break on ▾

Cards per page: 12 ▾

☑ Include assessment names
☑ Truncate assessment list if it's too long
☑ Print separate cards for each assessment

2. Filter the report by clicking in one or more fields' text boxes.
    a. Scroll to the desired data or key it into the blank.
    b. Click the **drop-down arrows** to set the ranges.

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 the test.

Site URL:	https://www.techfluency.org/esess/
Org Name	South Carolina CATE
First Name:	Tanya
Last Name:	Wilson
Password:	C77777R
Assessment:	Accounting

If a student is enrolled with accommodations and/or fully automated proctoring, symbols will be printed on the test ticket.

Hour glass: extra time | Headphones: audio |

Site URL:	https://www.techfluency.org/esess/	⧗ 🎧
Org. Name:	Idaho CTE	

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 Enrollment Report

Filters					Refresh

+ Search by Enrollment Date
+ Search by Start Date
+ Search by Test Site Administrator
+ Search by DistrictID
+ Search by SchoolID
- Search by School Name

ABERDEEN HIGH SCHOOL
ADA PROFESSIONAL-TECHNICAL CTR
AMERICAN FALLS HIGH SCHOOL
BEAR LAKE HIGH SCHOOL
BINGHAM ACADEMY

+ Search by Teacher
+ Search by TeacherID
+ Search by Accommodations
+ Search by GradeLevel
+ Search by Contract Number
+ Search by Period
+ Search by Courses
+ Search by Tech Center
☐ Include expired assessments

Assessment	Enrolled	Completed	Taking Now	Passed
Digital Communications	7	0	0	0
Drafting and Design	35	11	0	2
Early Childhood Education	22	0	0	0
Ecology and Natural Resources Management	12	0	0	0
Education Assistant	7	3	0	2
Electronics Technology	25	7	0	7
Emergency Medical Technician	227	22	0	14
Firefighting	21	0	0	0

Assessment Scores

This report enables administrators 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.

	Participant Name	Assessment Type	Assessment Name	Score	Completed	Status
90	Student's Name	Traditional Assessment	Nursing Assistant	80 / 100 (80%)	12/13/2019	Locked
91		Traditional Assessment	Nursing Assistant	83 / 100 (83%)	12/12/2019	Locked
92		Traditional Assessment	Nursing Assistant	N/A	—	Accessible
93		Traditional Assessment	Nursing Assistant	92 / 100 (92%)	01/14/2020	Locked
94		Traditional Assessment	Nursing Assistant	87 / 100 (87%)	11/18/2019	Locked
95		Traditional Assessment	Nursing Assistant	N/A	—	Accessible
96		Traditional Assessment	Nursing Assistant	61 / 100 (61%)	12/12/2019	Locked

E-SESS — Assessment Scores — User Name
Idaho CTE 19-20 — Print — e.g. jsmith@example.com — Email — Excel Output
Filter: Assessment *(Nursing Assistant)*

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:
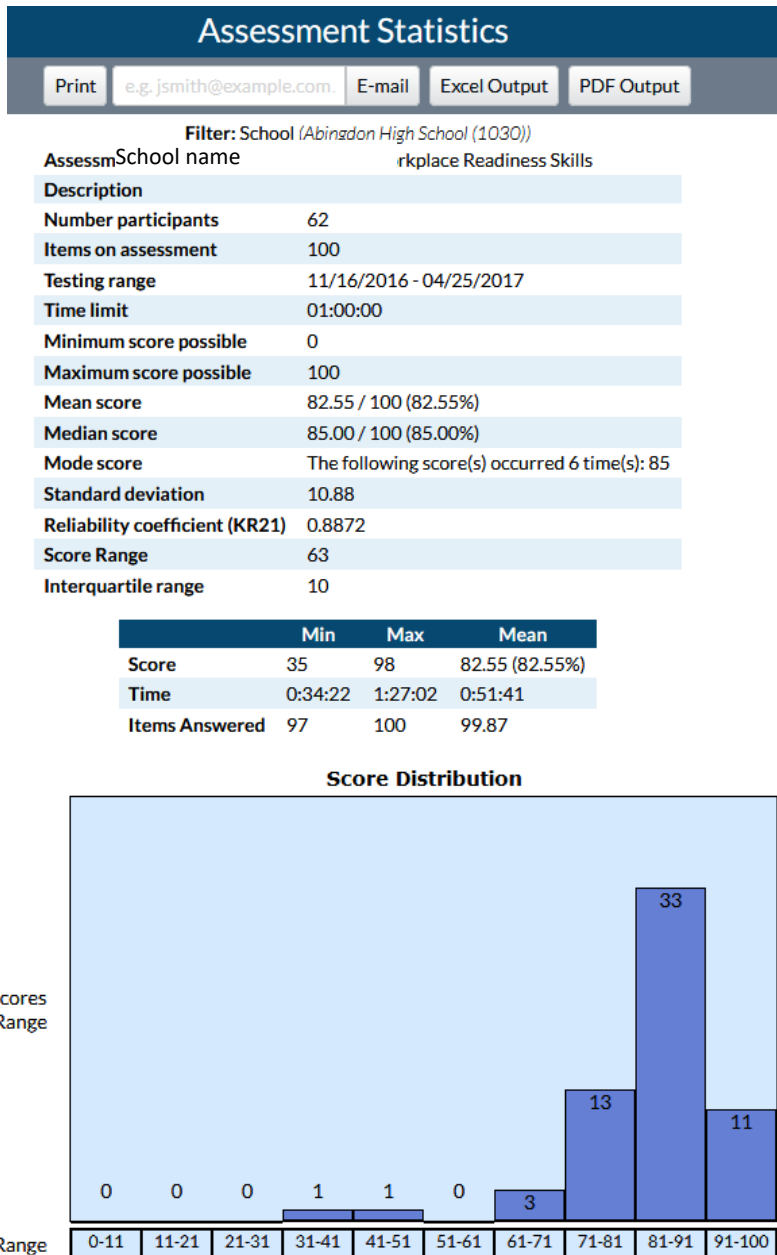
- number of participants who have taken the assessment
- date range of the assessment administration
- time limit for the assessment, if applicable
- minimum and maximum score possible
- low, high, mean, median, and mode scores
- standard deviation
- range and interquartile range
- lowest number, highest 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*).
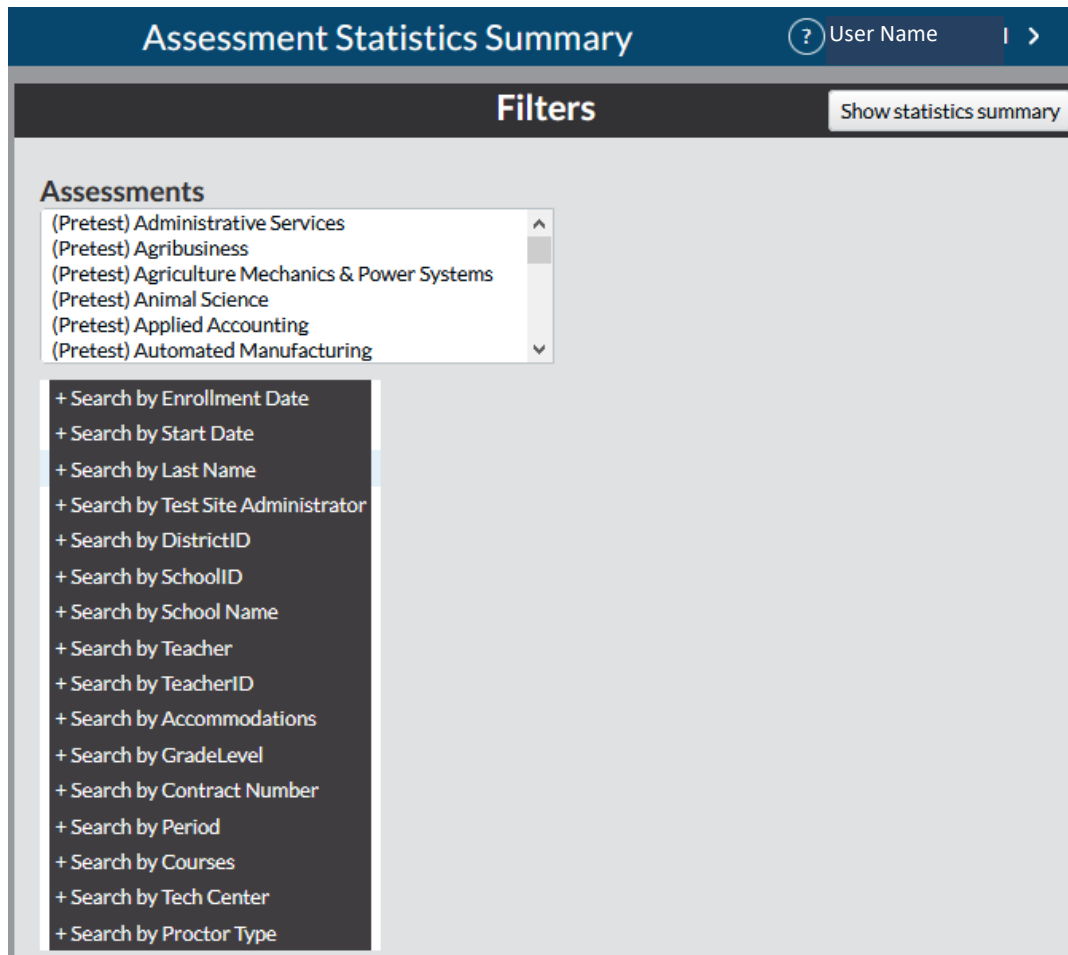5. Click the **Show Statistics** button. The Assessment Statistics displays.

Assessment Statistics

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

Filter: School (Abingdon High School (1030))

Assessm School name   rkplace 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

% Range	0-11	11-21	21-31	31-41	41-51	51-61	61-71	71-81	81-91	91-100
# Scores in Range	0	0	0	1	1	0	3	13	33	11

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)

E-SESS	Assessment Statistics Summary					User Name
Idaho CTE 19-20	Print	e.g. jsmith@example.com	Email	Excel Output		

Filters: All participants included

Event	Lowest	Highest	Average	Questions	Competitors
Networking Support	35	81	64.89	100	19
Nursing Assistant	55	96	83.70	100	132

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 30 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 title.
4. Select one or more participants (optional).
    a. Filter the report (*optional*). Click the **drop-down arrows** to set the range.
5. 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.

Idaho CTE 18-19   Print   e.g. jsmith@example.com   Email   Excel Output   PDF Output

Administrative Services

Filter: Assessments *(Accounting; Administrative Services; Agribusiness; Agriculture Mechanics and Power Systems; Animal Science; and Automated Manufacturing)*
Grade scale:

Met	70%-100%	*cut score
Did not meet	0%-70%	

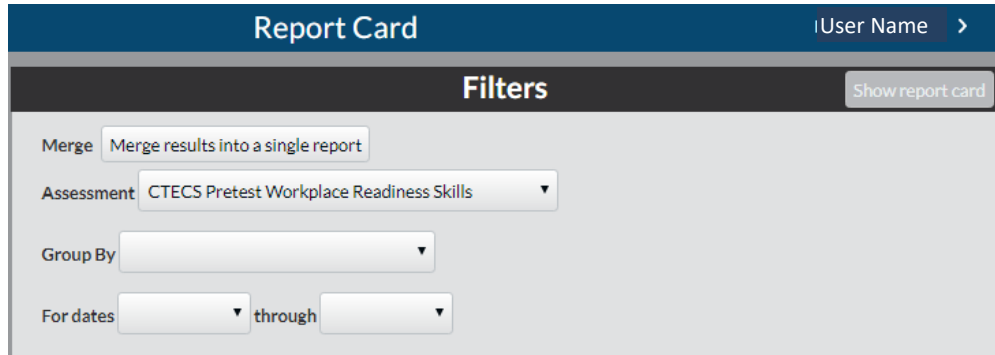| Row	First Name	Last Name	Percentage	Grade	Started
1	Student's Name		67 / 100 (67%) *2	Did not meet	2019-05-20
2			84 / 100 (84%)	Met	2019-04-22
3			58 / 100 (58%)	Did not meet	2019-04-18
4	Student's names will be				
5	listed here.				
6			68 / 100 (68%)	Did not meet	2019-04-18
7		es	81 / 100 (81%)	Met	2019-04-22
8					
9			70 / 100 (70%)	Met	2019-05-20
10					
11					
12			76 / 100 (76%)	Met	2019-04-18
13					
14			44 / 100 (44%)	Did not meet	2019-04-18
15					
16					
17					
18			74 / 100 (74%) *2	Met	2019-05-20
19			76 / 100 (76%)	Met	2019-05-20
20			82 / 100 (82%) *2	Met	2019-05-20
21			71 / 100 (71%)	Met	2019-04-17
22			73 / 100 (73%) *2	Met	2019-05-29
23			70 / 100 (70%) *2	Met	2019-05-22

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.
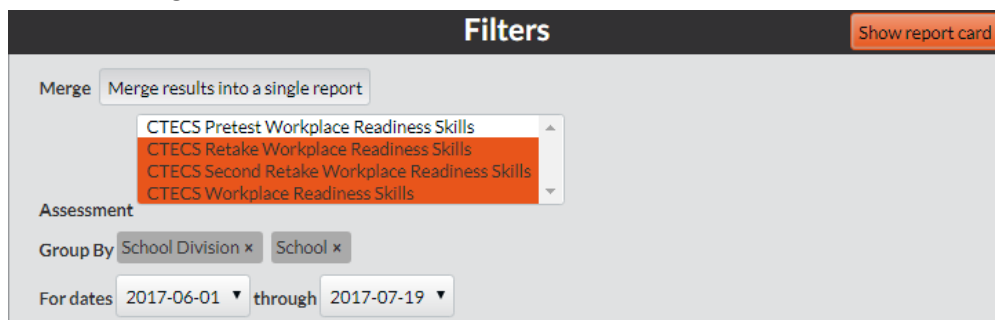   d. Click the **PDF Output** button to create a pdf version of the report.

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.)

Report Content

Assessment Information

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

- ☑ Assessment Score
- ☐ Assessment Start Date
-   ☐ Assessment Start Time
- ☐ Billing Date
- ☐ Assessment Time Used
- ☐ Assessment Grade
- ☐ Assessment related time adjustments
- ☐ Delivery Type: Lockdown/Proctored

Fields to Display

[Include All Fields]

1. First Name ⌄
2. Last Name ⌄
3. Middle Name ⌄
4. Password ⌄
5. E-mail ⌄
6. Team Name ⌄
7. Assessments ⌄
8. Enrollment Date ⌄
9. Test Site Administrator ⌄
10. DistrictID ⌄
11. SchoolID ⌄
12. School Name ⌄

2. Filter the report (*optional*).
3. Click the **drop-down arrows** to set the range.
4. Click the **Assessment Information** checkboxes (*optional*) to select additional report information.
5. 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.

6. Click the **Show participant info** button**.** The Participant Information report appears.
   The participants are listed in alphabetical order by last name.
   - o The onscreen report includes a "Demographic History" button for each participant who has had updated demographics at any point since the initial enrollment.
   - o The Demographic History button opens a pop-up window documenting all demographic changes as arranged by a timeline.
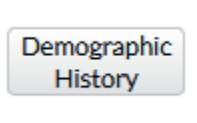
In this example, the SWD Accommodation was added to the student's record August 26.

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.

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.

E-SESS		Report Card				User Name
		Print	Email	Excel Output		
School Division	**School**	**Total Takers**	**Passed**	**Failed**	**Pass Percentage**	**Mean Score**
	School 1	58	43	15	74.14	79.74
	School 2	38	24	14	63.16	75.42
	School 3	5	4	1	80.00	89.20
	School 4	179	154	25	86.03	84.59
School Division Name	***Total***	**280**	**225**	**55**	**80.36**	**82.42**

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.
2. Click **Select standards to report on** button.
3. Select the set of standards then click **Save**.
4. Select the Assessment.
5. Select the demographic fields that will be on the report.

6. 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. Enter data into the Other Filters fields, as desired.
7. 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. To select all standards in the title, click the check-box next to the standards you would like to have on the report. To expand the standards list, click on the title itself. Deselect the standards to remove them from the report.
4. Click **Save**.

5. Select the Assessment.
6. (*optional*) **Group Results By** one or more demographics.
7. (*optional*) Make Filter selections

8. Click **Show standards performance summary** button.
9. The Standards Performance Summary displays.

E-SESS	Standards Performance Summary	User Name

Idaho WRA   Print   Enter email address…   Email   Excel Output   PDF Output

School:
  Assessment: CTECS Workplace Readiness Skills
  Standard Set: Posttest 21st Century Workplace Readiness Skills for the Commonwealth
  Filters: School ( ); All Standards; Accumulating results
  Participants tested: 58

Posttest 21st Century Workplace Readiness Skills for the Commonwealth Standards	% Correct	Show level: 3 (Standard) ⌄
Area : 21st Century Workplace Readiness Skills for the Commonwealth		79.33%
Duty 1: Personal Qualities and Abilities		77.33%
Standard 1: 1.CREATIVITY AND INNOVATION: Employs originality, inventiveness, and resourcefulness in the workplace		63.36%
Standard 2: 2.CRITICAL THINKING AND PROBLEM-SOLVING: Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action		80.60%
Standard 3: 3.INITIATIVE AND SELF-DIRECTION: Independently looks for ways to improve the workplace and accomplish tasks		72.84%
Standard 4: 4.INTEGRITY: Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect		84.48%
Standard 5: 5.WORK ETHIC: Consistently works to the best of one		85.34%
Duty 2: Interpersonal Skills		82.28%
Standard 6: 6.CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues		80.69%
Standard 7: 7.LISTENING AND SPEAKING: Listens attentively and asks questions to clarify meaning; articulates ideas clearly in		83.10%

10. Set the depth of the report by clicking the drop-down arrow.
11. 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.