Using Your E-SESS Administrator Account

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01-18-24 GEN

Contents

How to Use This Manual

Important!

This is a general ***CTECS Using Your E-SESS Admin Account*** document. It is not specific for a particular CTECS member using E-SESS for online assessments. Most CTECS members use very similar processes and procedures; however, they are some differences. Keep this in mind when using this document!

To reference member-specific information, instructions, policies, forms and documents:

1. go to the CTECS website,
2. click the **Members & Partners link** (select the appropriate member-partner),
3. select a menu item from the menu on the left side of the webpage.

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 Strickland, dstrickland@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

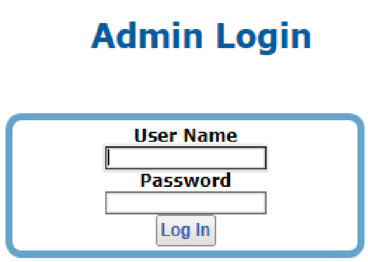
Soon after you submit the ***Test Site Administrator Registration and Agreement*** form, an E-SESS administrator account is set up for you and an email sent from esess@pitsco.com with account login information.

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

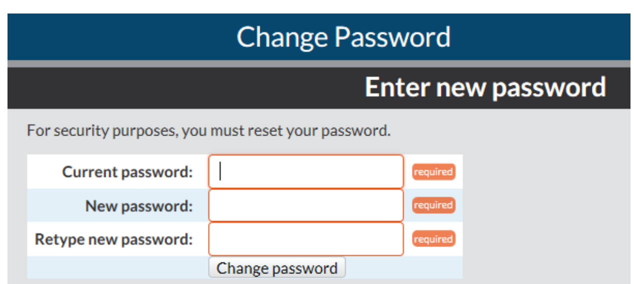
1. Follow the link provided in the email message https://www.techfluency.org/esess/admin/
2. Enter your username (email address) in the **User Name** field.
3. Enter the password in the **Password** field. (If you do not have your password, contact CTECS, rmarshall@ctecs.org or esess@pitsco.com to ask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



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

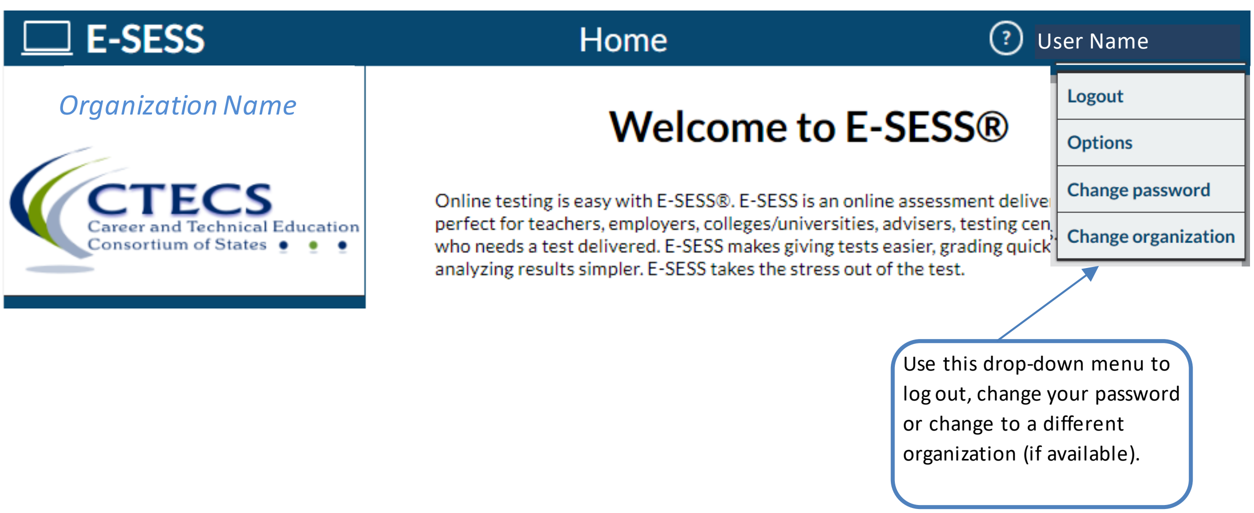
New Test Site Administrator

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!***



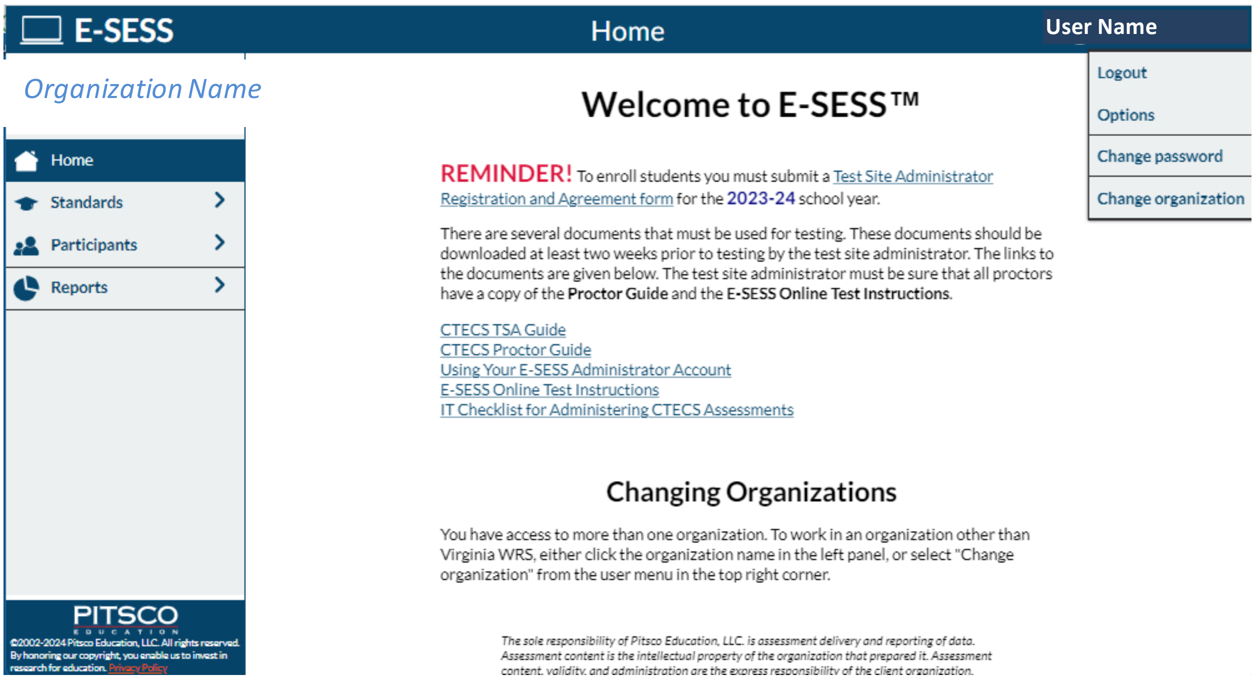
2. A screen similar to the one below will display.

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 Menu

The menu provides access to participants (test-takers), reports, and the Help menu.



> **Note!** Instructions in this section DO NOT APPLY if you are using the FORMER enrollment option where student registration forms are uploaded to CTECS for processing.

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.

Option 1: Common Fields - Prefill Values *(See Option 2 on pg. 9 if you do not want to use common fields)*

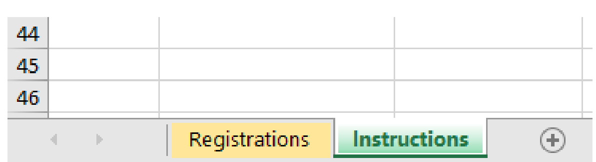
E-SESS contains a feature that allows the use of drop-down menus to select fields that were previously required to be filled in on the student registration form (Excel spreadsheet). For example, instead of entering the school division and code on each line in the student registration form, it can be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

Sample fields that may be available as prefill values are:

- Test Site Administrator
- School
- Contract Number
- Teacher
- Teacher ID
- Grade Level
- Assessment

The appropriate student registration form should be downloaded from a **Student Registration** menu link displayed on the left side of the CTECS webpage. Go to ctecs.org, select the appropriate Member-Partner, and select the Student Registration link. The Student Registration form is on this page.

Each 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 "WRS Registrations."



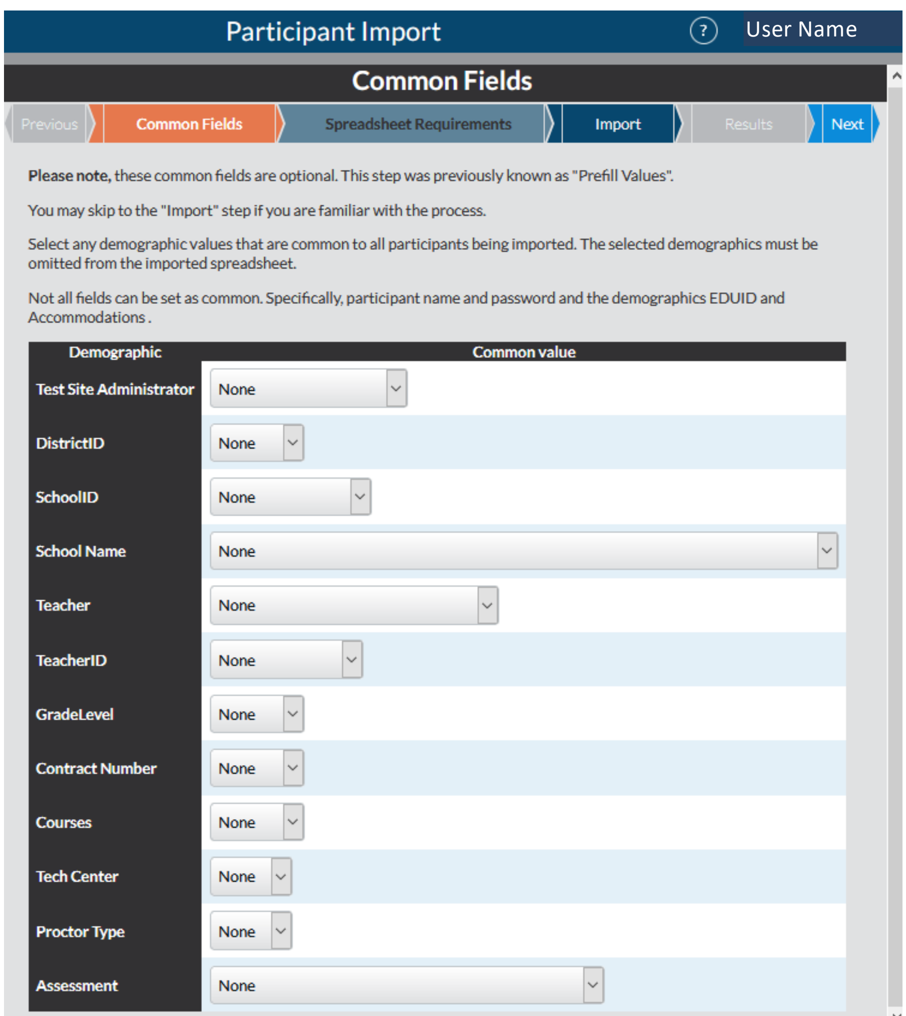
Prepare the student registration form and import the student data

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.

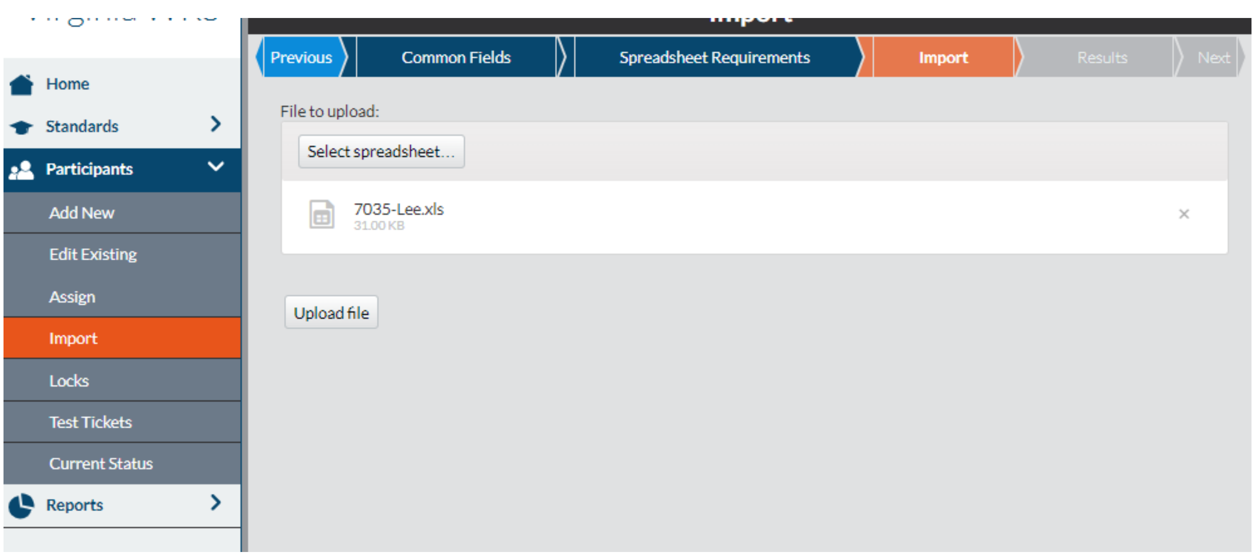
   IMPORTANT! Remember, the prefill values you select will apply to <u>every</u> student listed on the registration form!

   Note: It is <u>not necessary to use all of the prefill values</u>. **Example**: If you need to enroll some students for the pretest and others for the official test on the same student registration form, **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" 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.



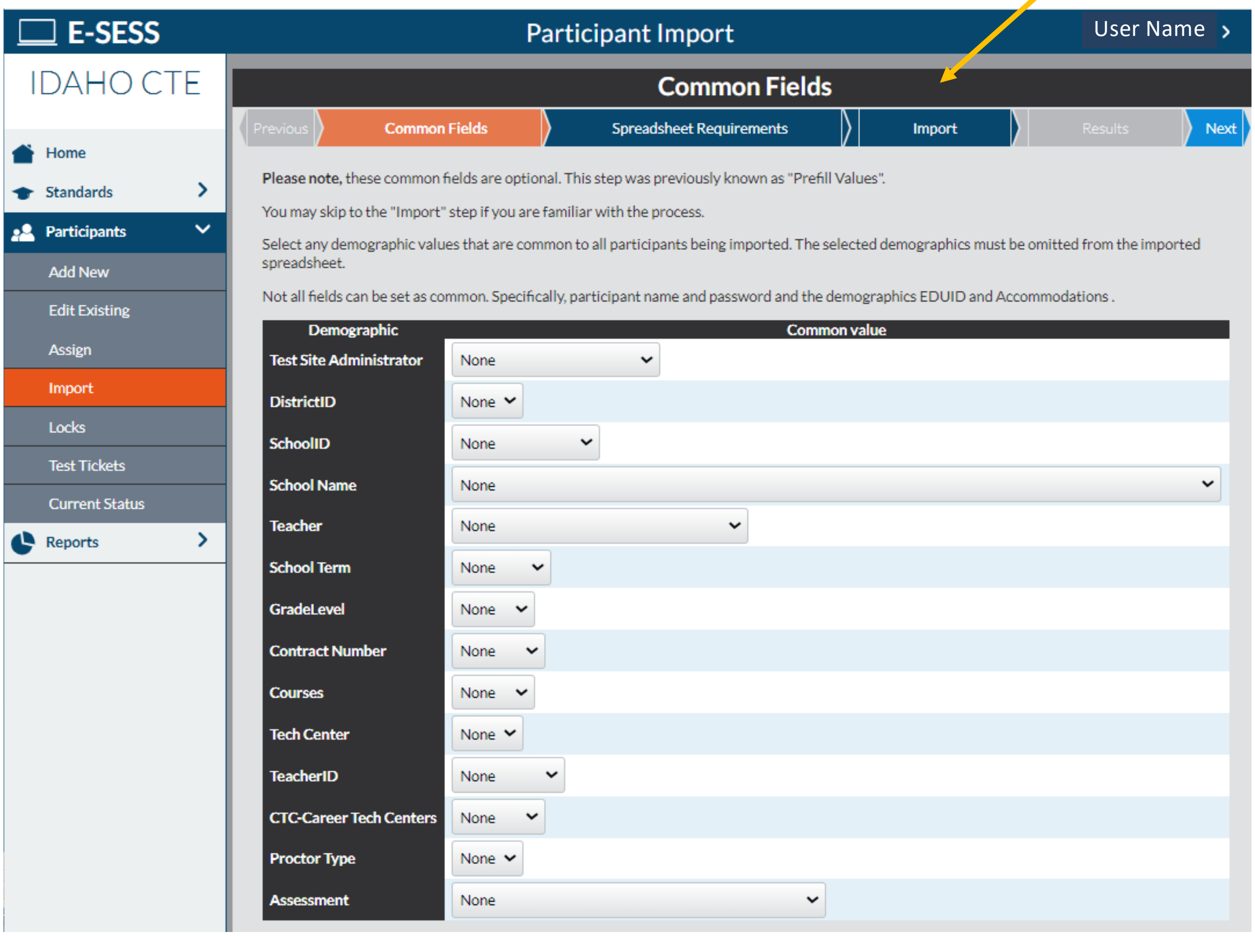
5. Click the down arrow next to each field that you would like to use and make the appropriate selection.
6. Click **Next** at the top right of the screen. An instruction screen will display.
7. Click **Next**.
8. Click the **Select spreadsheet** button and navigate to the student registration form.
9. Click **Upload file**.
10. If the import is successful, you will see a message noting this. If there are errors to be corrected, they will display.



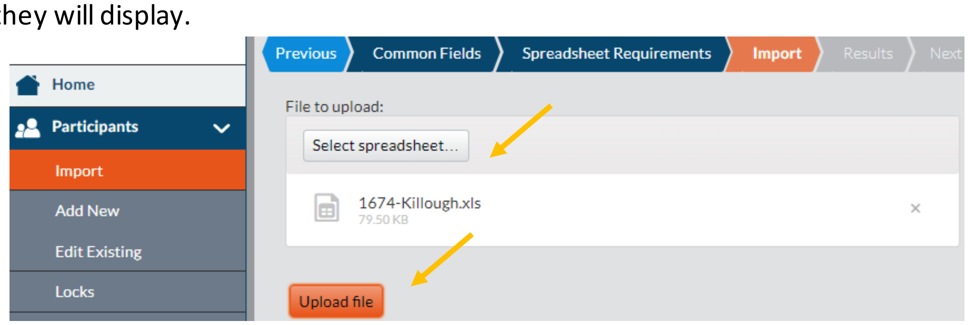
Updated records: You may see a message indicating that some records were updated. This means that some students on the registration form were already present in E-SESS but their records were "updated" with the information from the student registration form. **Example**: If a student had previously been enrolled for the pretest and has just been enrolled for the official exam on the student registration form just imported, the "updated" message will display.

Option 2: Import a Completed Student Registration Form (bypass the Common Fields method)

1. Complete the student registration form according to instructions.
2. Select the **Participants** menu.
3. Select **Import**. The Import options will display.
4. Click on the **Import** tab.



5. Click the **Select spreadsheet** button and navigate to the student registration form.
6. Click **Upload file**.
7. 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. **Example**: If a student had previously been enrolled for the pretest and has just been enrolled for the official exam on the student registration form just imported, the "updated" message will display.

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 (school IDs and district IDs) to correct the student registration form. Then, try the import again.

> **Errors occurred with import. Found 12 rows with errors. No changes were made.**
>
> **Row 2**
>
> The value "72143877" is not a valid EDUID. It must consist of Nine digits.
>
> The value "999" is not a valid SchoolID.
>
> The value "Lake City HS" is not a valid School Name.
>
> The value "CTECS Workplace Readiness Skill" is not a valid assessment. A possible match is: "CTECS Workplace Readiness Skills"
>
> **Row 3**
>
> The value "Lake City HS" is not a valid School Name.

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).

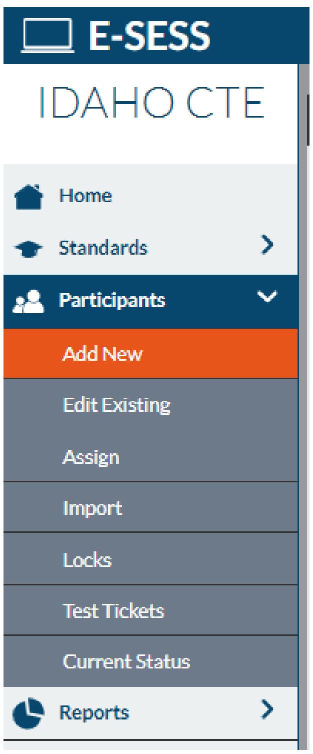
Add New

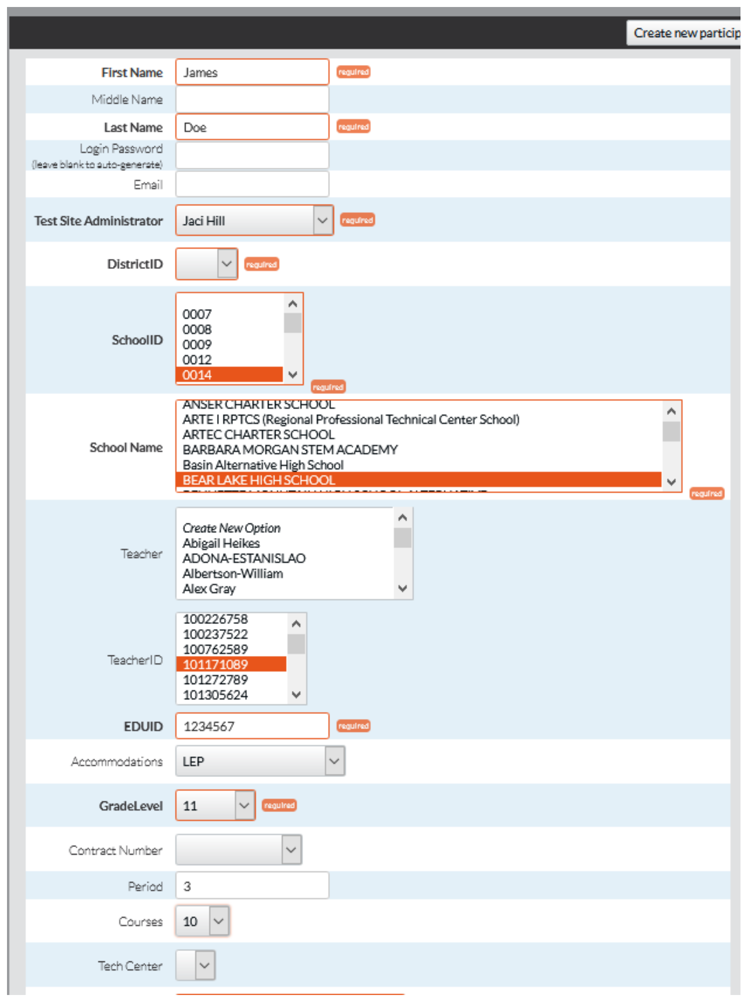
Use this form to enroll a **new** participant (student) that, for example, was left off of the registration form that was previously processed. This form **CANNOT be used to change student information or to add another form of the assessment to a student's account**. Use the **Edit Existing** option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





Edit Existing

Use this function to view and/or change demographic data for a student and/or to add a "form" of the test to a student's account. **Example**: If a name is misspelled, it can be corrected here. You can change the teacher name, course code, school, SWD designation, Proctor Type, etc. The only thing you cannot do is change the EDUID; the field is locked. If a student's EDUID needs to be corrected, contact CTECS for assistance.

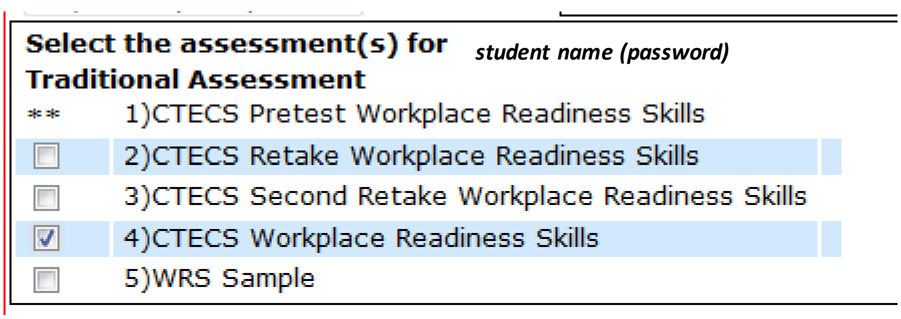
Edit a Student's Record: Change Demographics / Assign or Unassign Assessments

To change demographics:

1. Select **Edit Existing** from the **Participants** menu.
2. Use the filters (optional) to see the desired group of students.
3. Click the **Show summary report** button. The list of students is displayed.
4. Click the **Edit** button to edit demographics.

To assign/unassign an assessment:

1. Select the **Edit Existing** from the **Participants** menu.
2. Use the filters (optional) to see the desired group of students.
3. Click the **Show report** button. The list of students is displayed.
4. Select an **Assign** button**.** A screen similar to the one below will display.

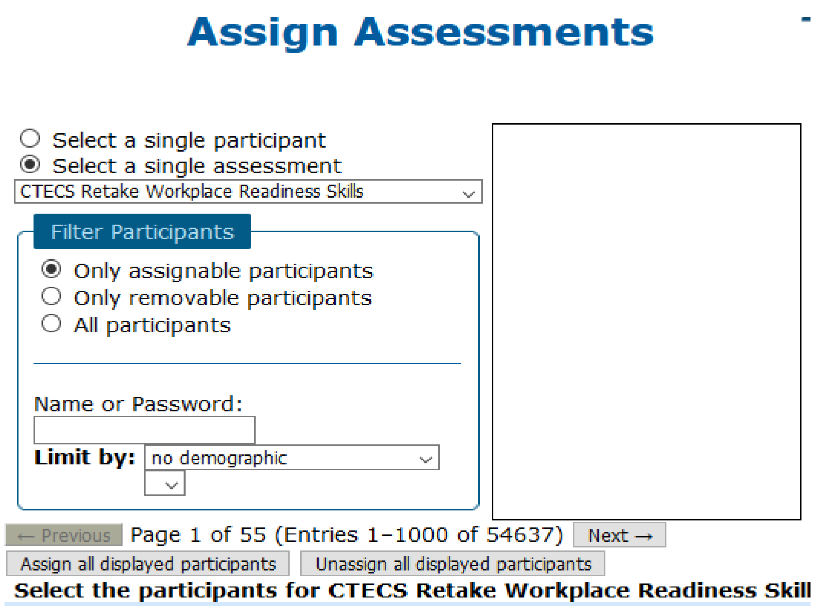


5. Check or uncheck a test title. (** indicates the test has been taken.) The assessment is assigned/unassigned immediately; a test ticket can be generated if an assessment was assigned.

Assign/Unassign Assessments to a Group of Students

To assign/unassign assessments to a group:

1. Select **Assign** from the **Participants** menu.
2. Click a button to Select a **Select a single participant** or **Select a single assessment**. If you are selecting a single assessment, select the one to be assigned or unassigned from the drop-down menu.
6. Use the **Filter Participants** options to select the desired participants.
7. You can **Assign all displayed participants** or **Unassign all displayed participants** or click the box next to students' names to manually select/deselect.
   The assessment is assigned/unassigned immediately. So, if you assigned an assessment, test tickets are immediately available in E-SESS.



Test Tickets

Steps to E-mail/Print Test Tickets Report

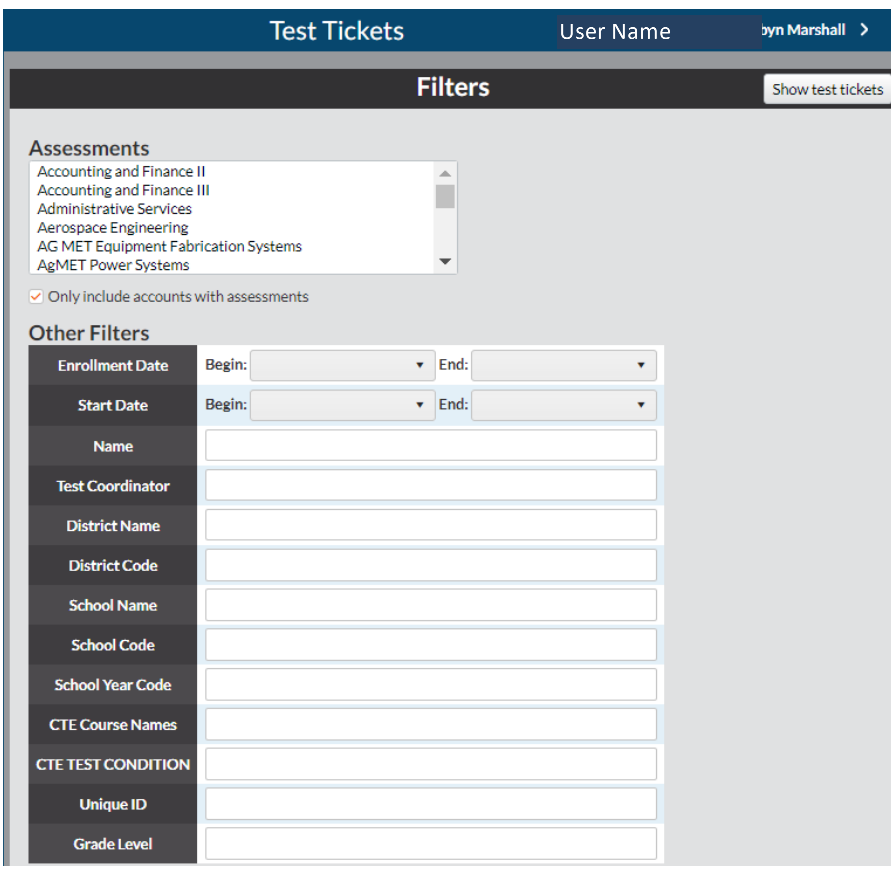
Prior to the day of the test, you will need to access E-SESS and generate the Test Tickets report. This report contains "test tickets" that allow each registered student to login and take their test. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test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

The Test Tickets report generates an alphabetical, block-format list of participant names and passwords. <u>Note that only unused tickets are generated</u>. 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.

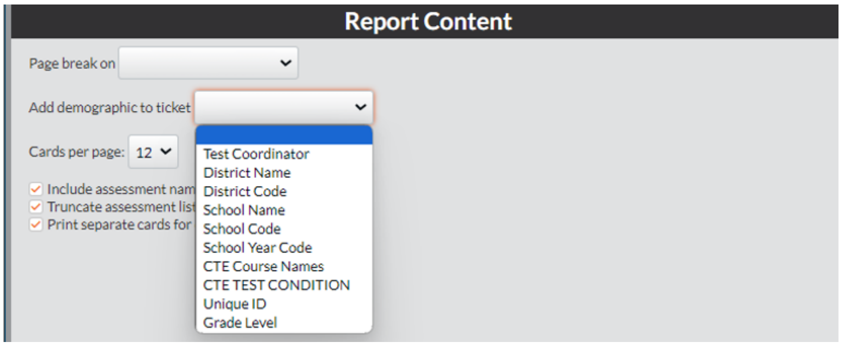
To use the Test Tickets Report:

1. Select the **Test Tickets** report from the **Participants** menu. The Test Tickets report filters display.
2. Filter (***optional***) 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.

You can use the "**Add demographic to ticket**" drop-down to add a demographic to each ticket. For example, you can print the school name on each test ticket.



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.

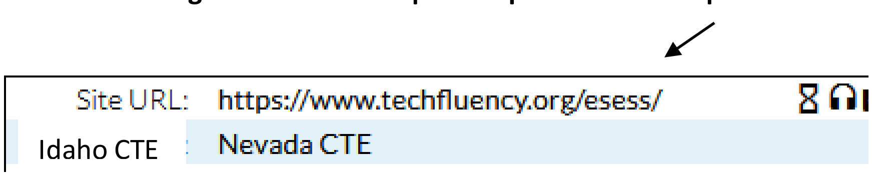
NOTE! To print a ticket for a student that previously accessed a test, uncheck the **Only include accounts with assessments box**. Filter on the student's name to get the ticket.

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

Site URL:	https://www.techfluency.org/esess/
Org Name	Idaho WRA
First Name:	Cody
Last Name:	Breuer
Password:	C77777R
Assessment:	CTECS Workplace Readiness Skills

If a student is enrolled with accommodations, symbols will be printed on the test ticket.

Hour glass: extra time | Headphones: audio |



Locks

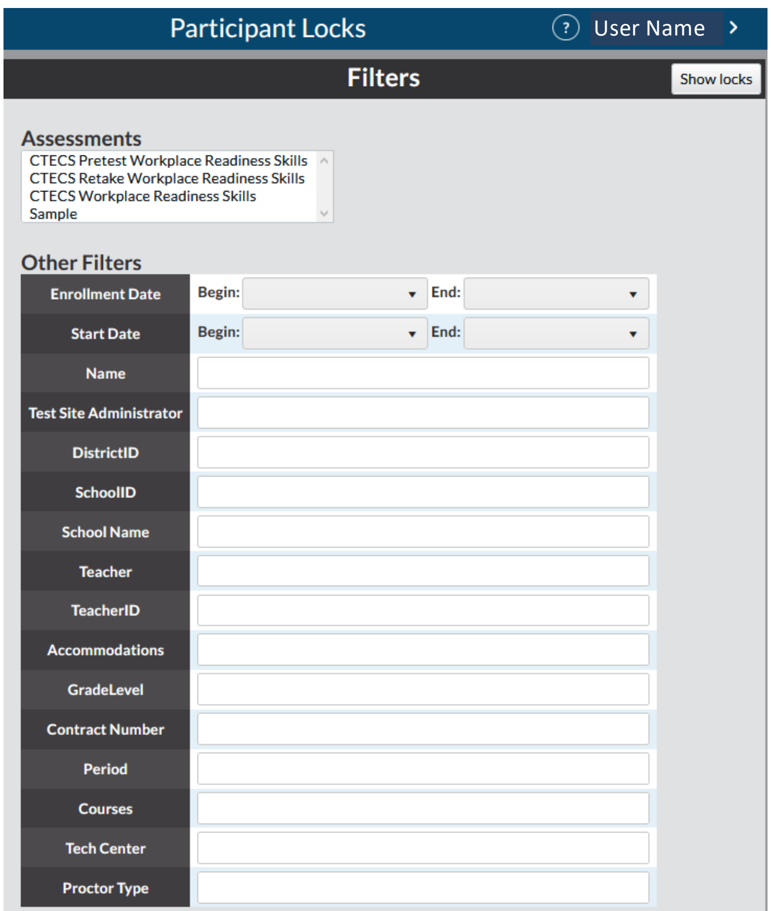
When a student is enrolled for more than one "form" of an assessment (for example, a Welding Pre-test, post-test, and retake) only one password is issued providing access to all three. Therefore, measures should be taken to prevent students from logging into E-SESS and taking the test on their own. As 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 form of the test.

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:

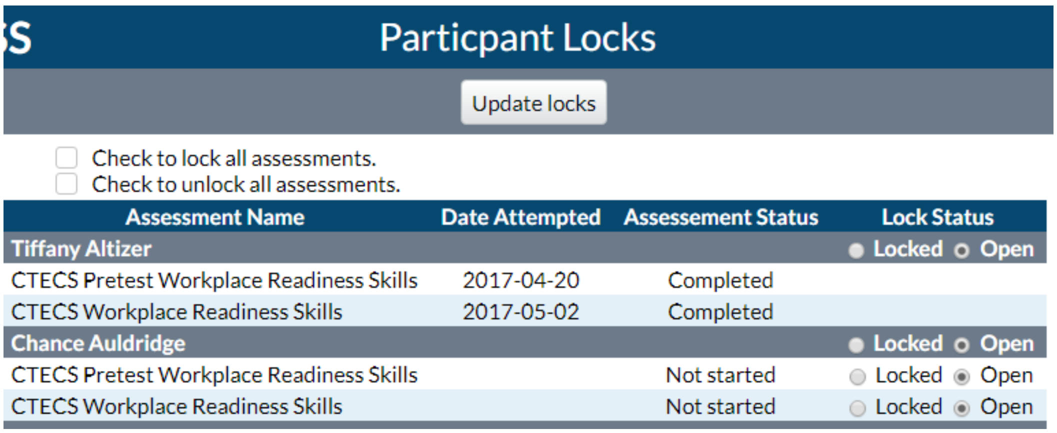
1. Select **Locks** on the **Participants** menu. The Participant locks filters display.



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 drop-down arrows to set the range.

3. Click **Show Locks**. The list of students and assessments displays.



Assessment Name	Date Attempted	Assessement Status	Lock Status
Tiffany Altizer			Locked Open
CTECS Pretest Workplace Readiness Skills	2017-04-20	Completed	
CTECS Workplace Readiness Skills	2017-05-02	Completed	
Chance Auldridge			Locked Open
CTECS Pretest Workplace Readiness Skills		Not started	Locked Open
CTECS Workplace Readiness Skills		Not started	Locked Open

4. To affect <u>**all**</u> 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

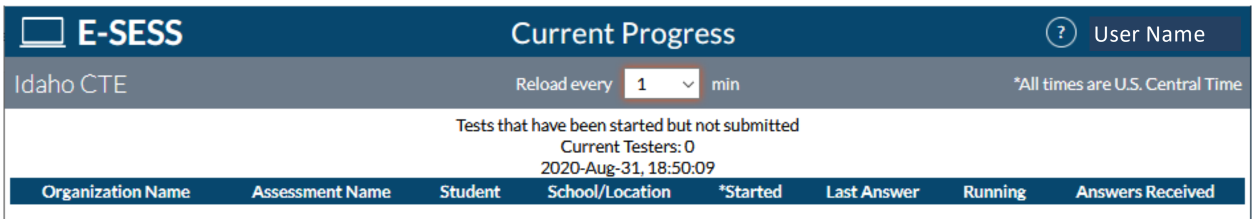
    To affect <u>selected</u> participants, click the button next to the assessment name to lock/unlock the assessment. To lock a student's account, click the **Locked** button on the row with the student's name.

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

Current Status

The Current Status report shows the status of each student's test. This report is useful to monitor testing as it shows all students who are currently testing and how each one is progressing.

You can set the page to refresh the content by making an entry in the **Reload every ___ min** option.



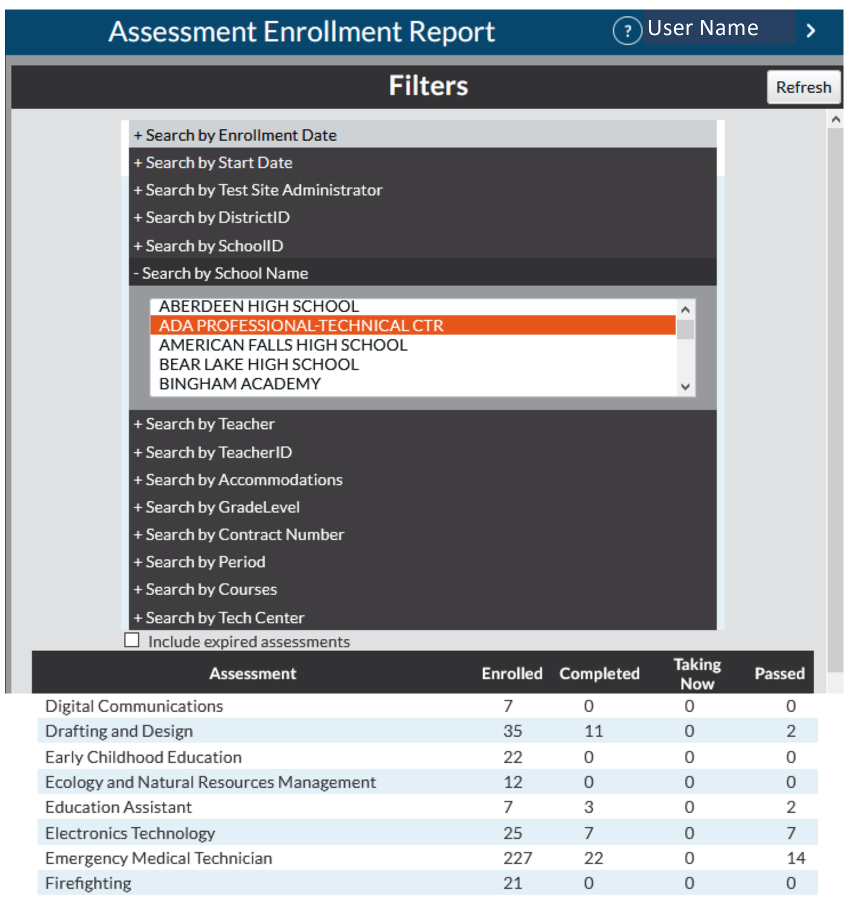
Idaho CTE	Welding	Student's Name	Lakeside HS	10:00am	1 min	35 min	45

Assessment Enrollment

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

To use the Assessment Enrollment Report:

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

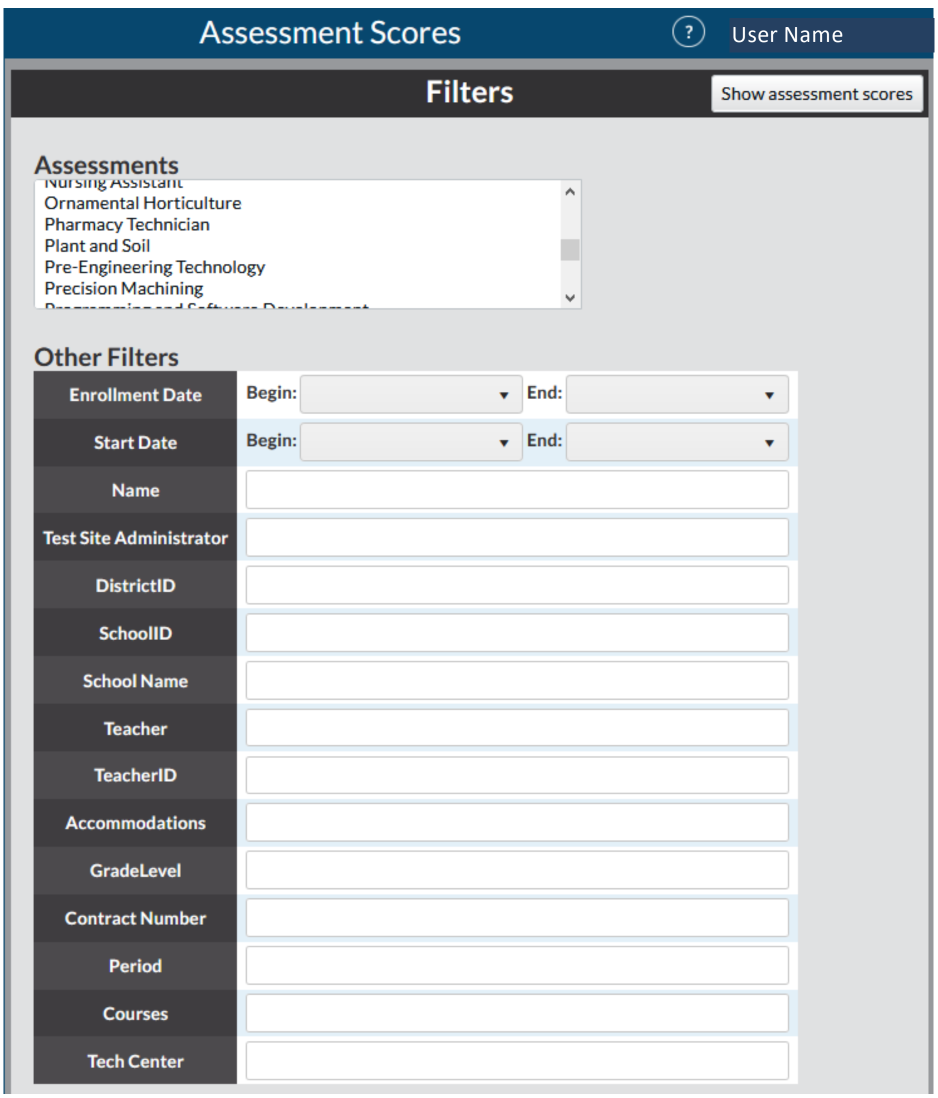


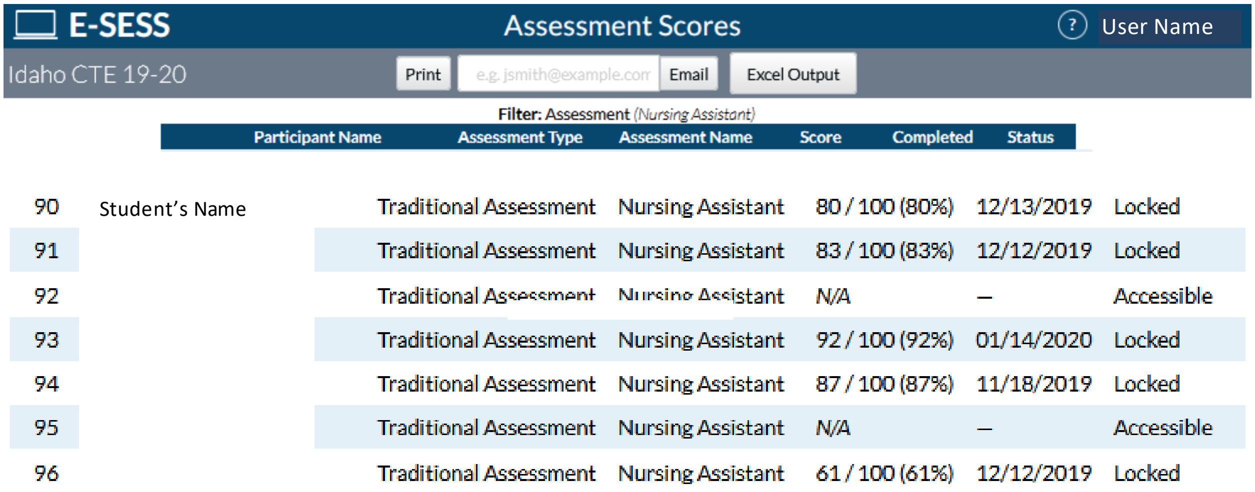
Assessment Scores

This report enables administrators 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

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.

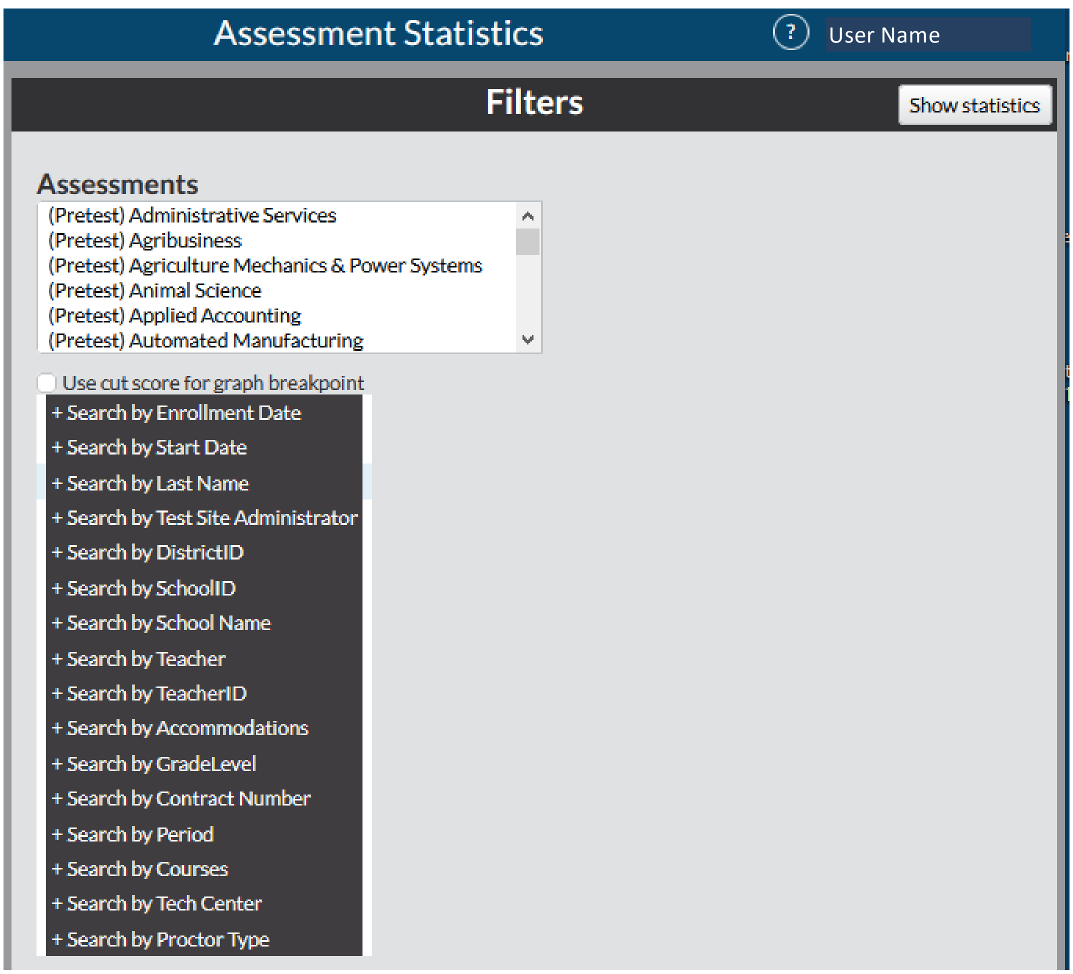
Assessment Statistics

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

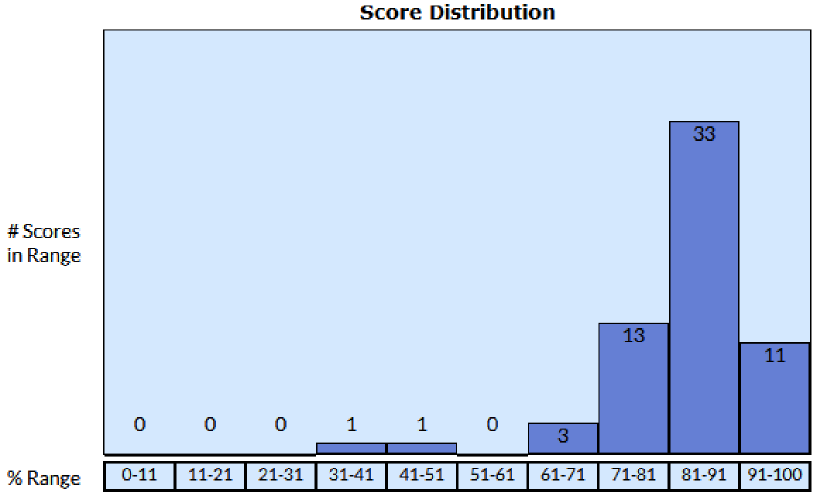
Print | e.g. jsmith@example.com | E-mail | Excel Output | PDF Output

Filter: School *(Abingdon High School (1030))*

AssessmSchool name	ırkplace 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



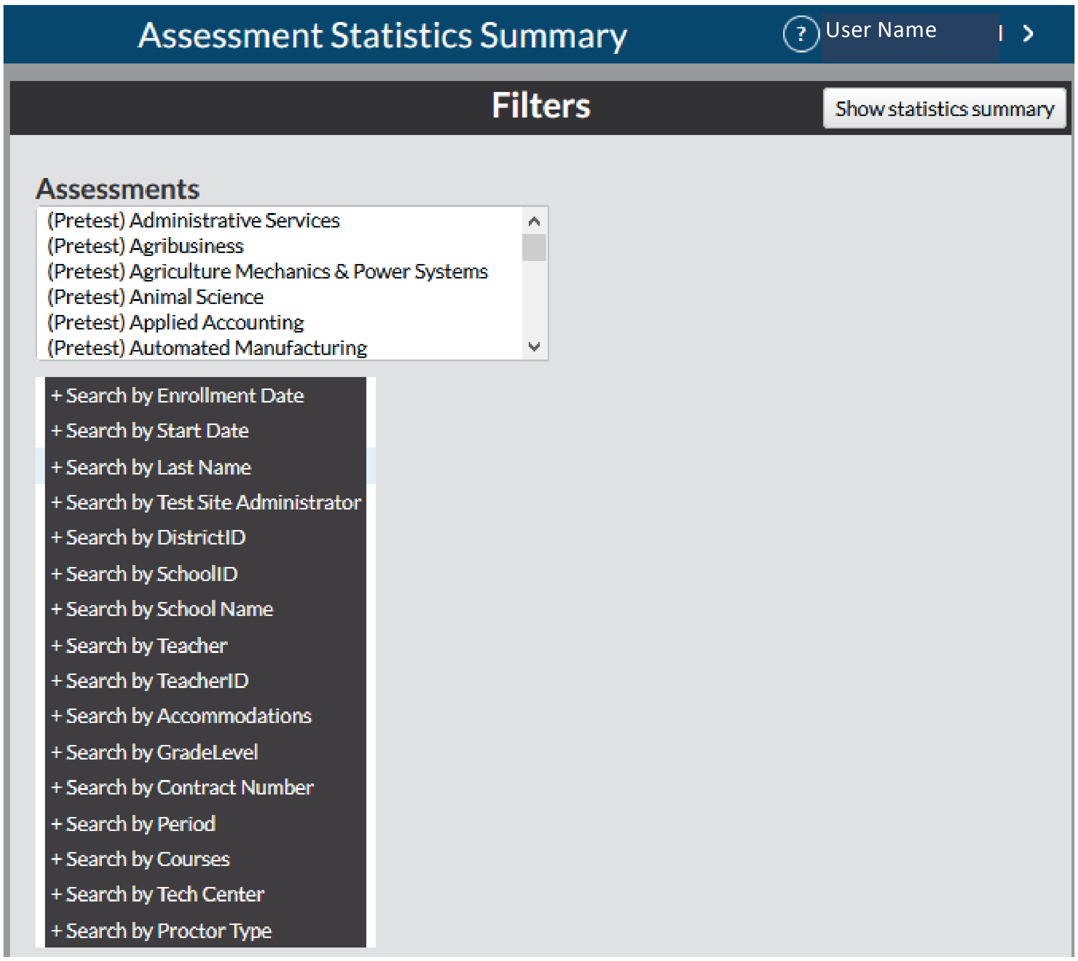
6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
    a. Click the **Print** button to see a printable version of the report in your browser window.
    b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
    c. Click **Excel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

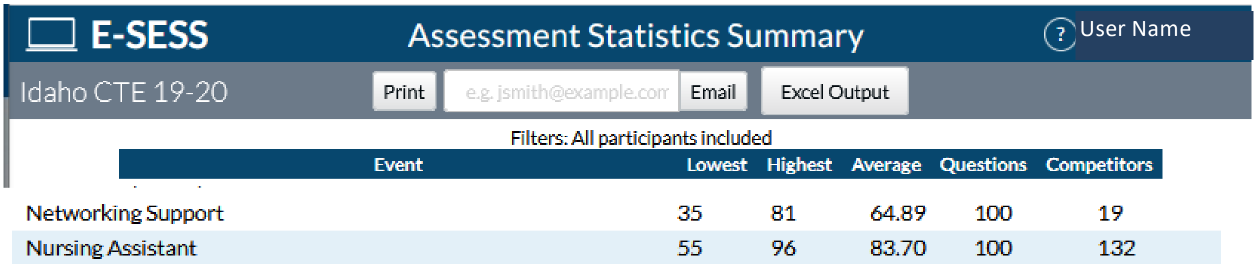
The Assessment Statistics Summary report provides data about a specific assessment. Data includes the number of participants who have taken the assessment, number of items on the assessment, the low, high, and average scores.

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)



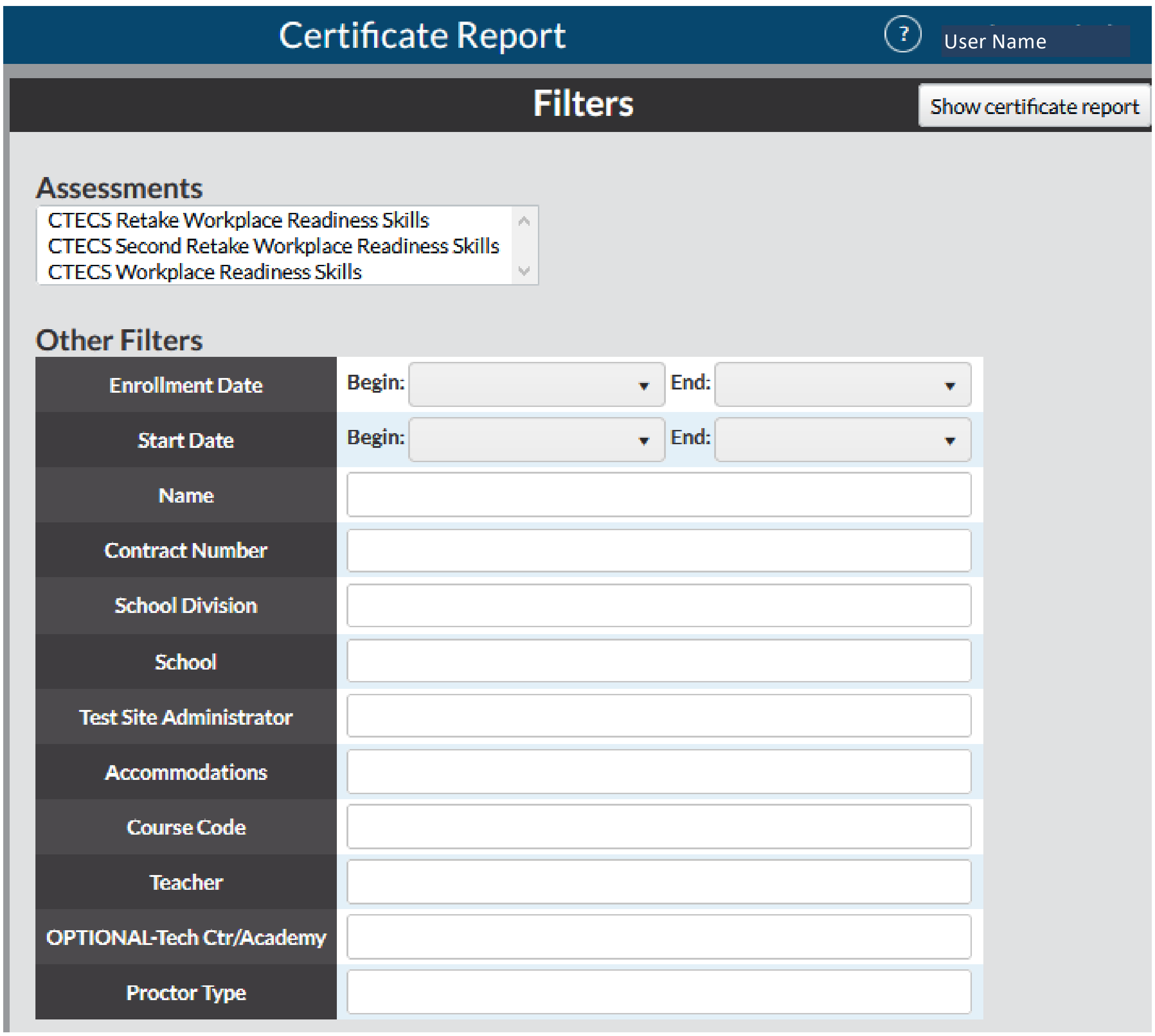
Event	Lowest	Highest	Average	Questions	Competitors
Networking Support	35	81	64.89	100	19
Nursing Assistant	55	96	83.70	100	132

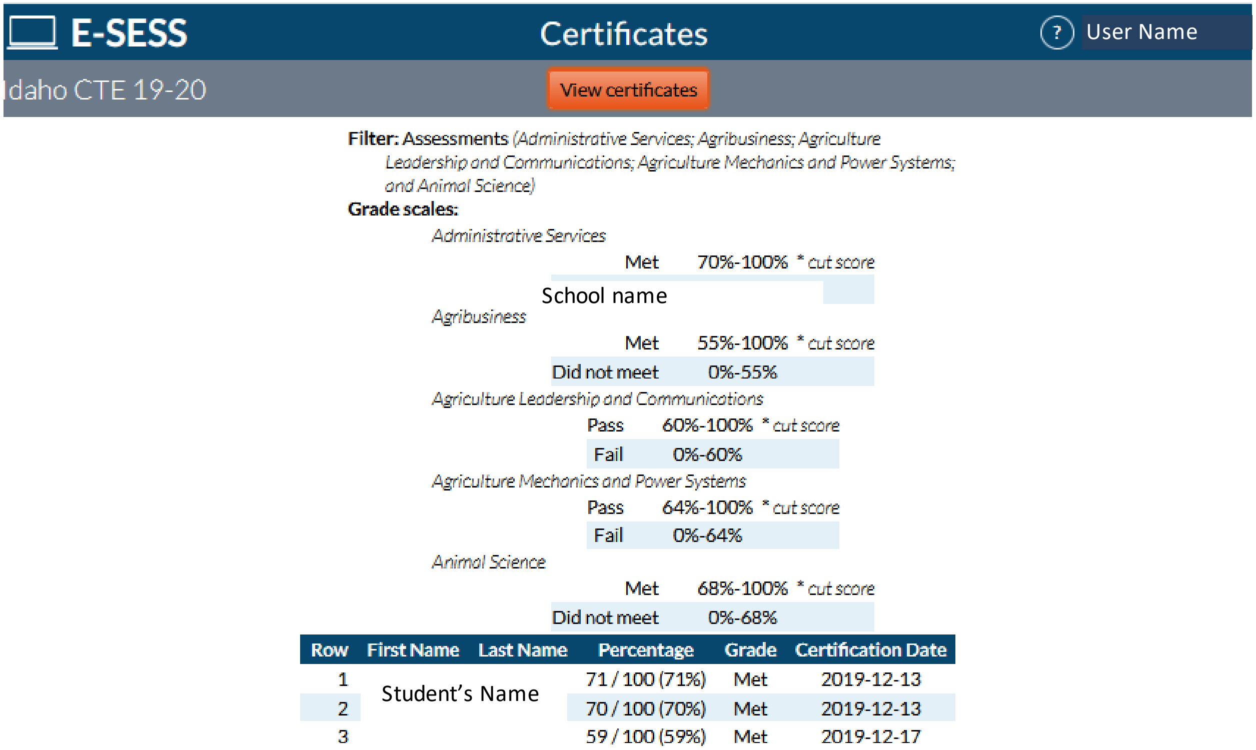
4. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
    a. Click the **Print** button to see a printable version of the report in your browser window.
    b. Enter an e-mail address to e-mail the report to yourself or someone else.
    c. Click **Excel Output**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

CTECS Certificate

A CTECS Certificate can be generated for each student with a passing score on the WRS assessment. 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.
4. Click **Show Certificate Report**. The report displays.





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.

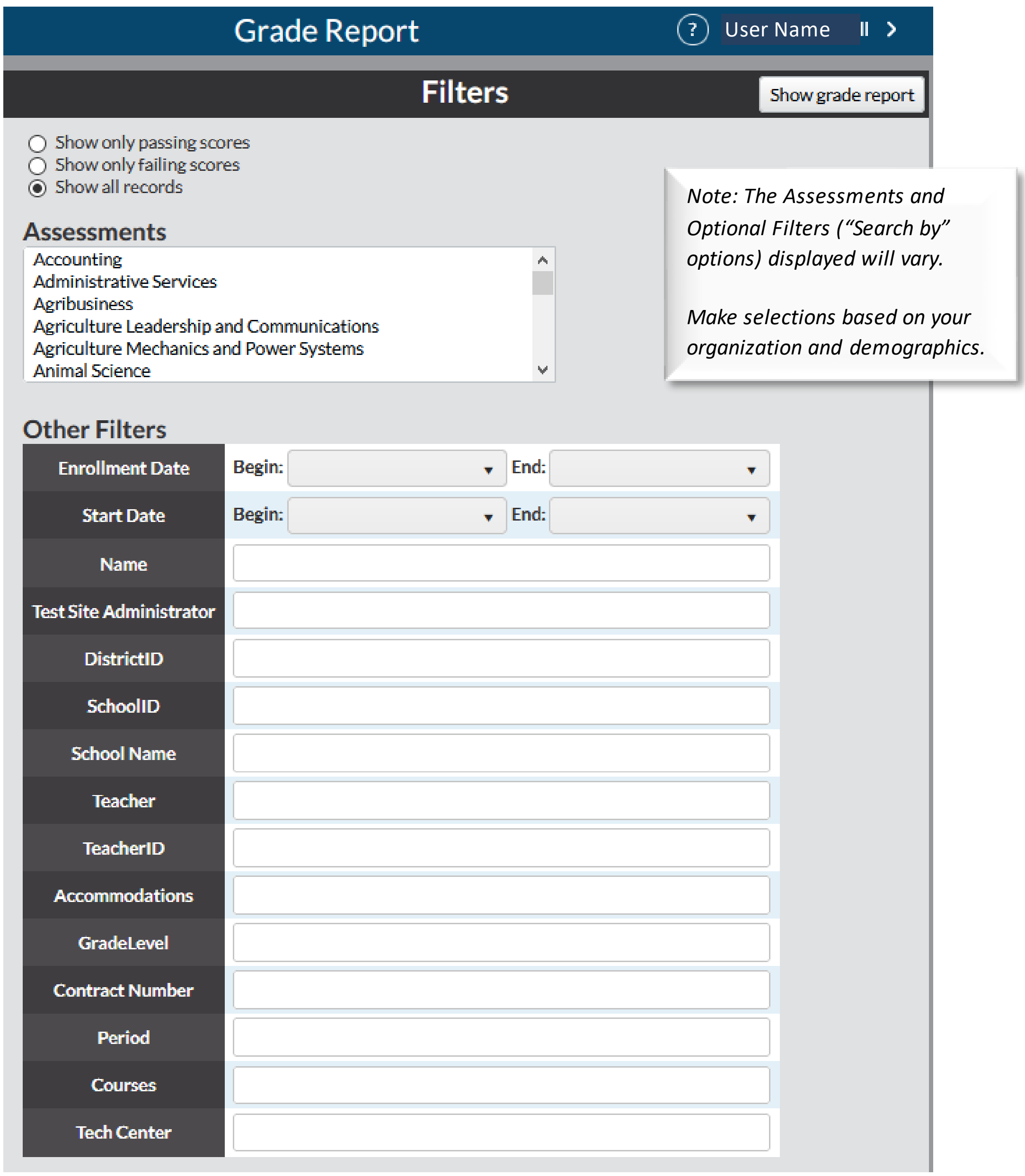
Grade Report

(***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 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.

E-SESS Assessment Grade Report ? User Name

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					
5					
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. School name
    d. Click the **PDF Output** button to create a pdf version of the report.

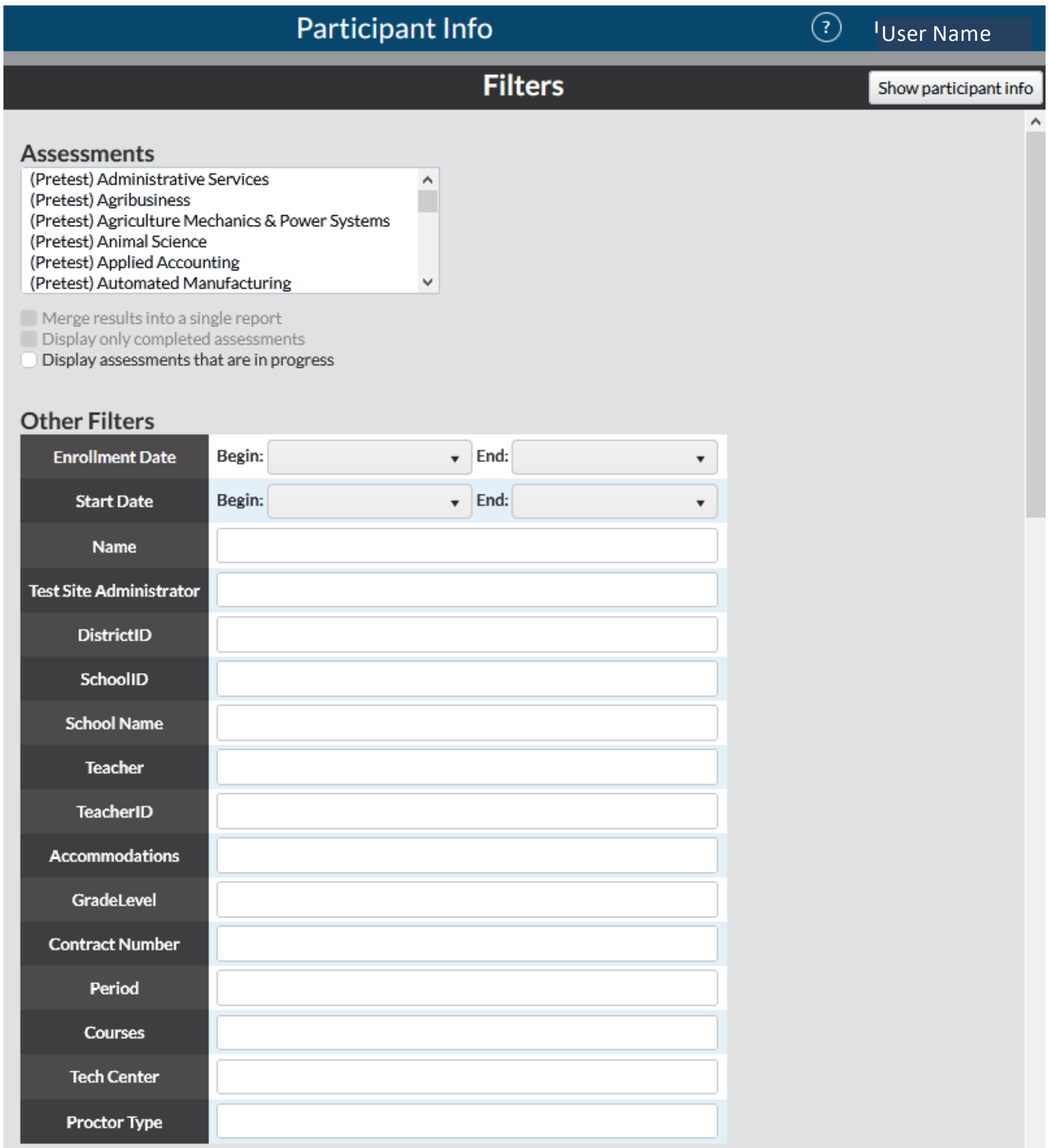
Student's names will be listed here.

Participant Information

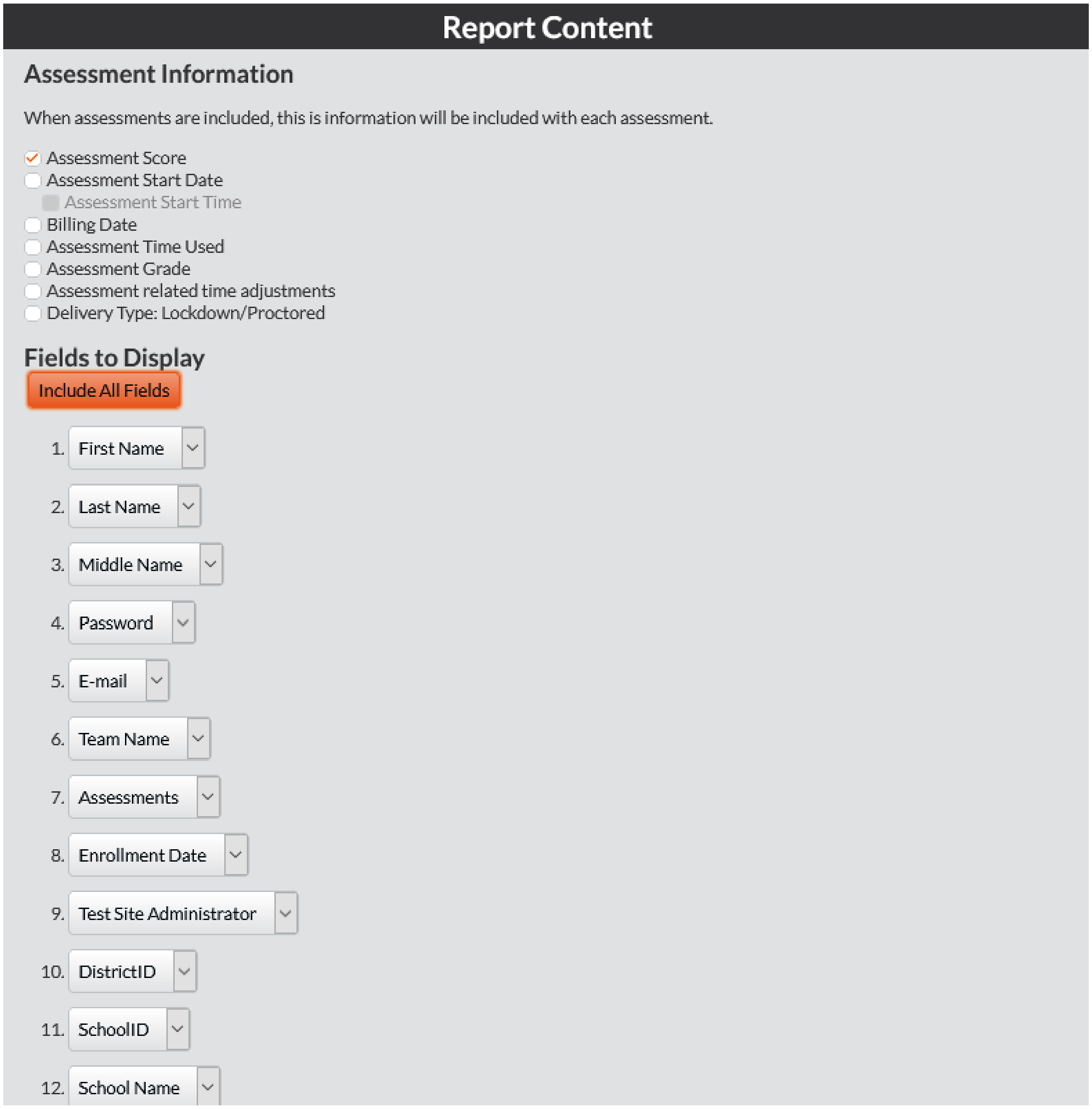
The Participant Information Report shows any combination of participant information stored in the database. All demographic information, enrollment/start dates, and assessment details are accessible from this report. It is also used to extract a spreadsheet of password and assigned assessment information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

To use the Participant Information report:

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



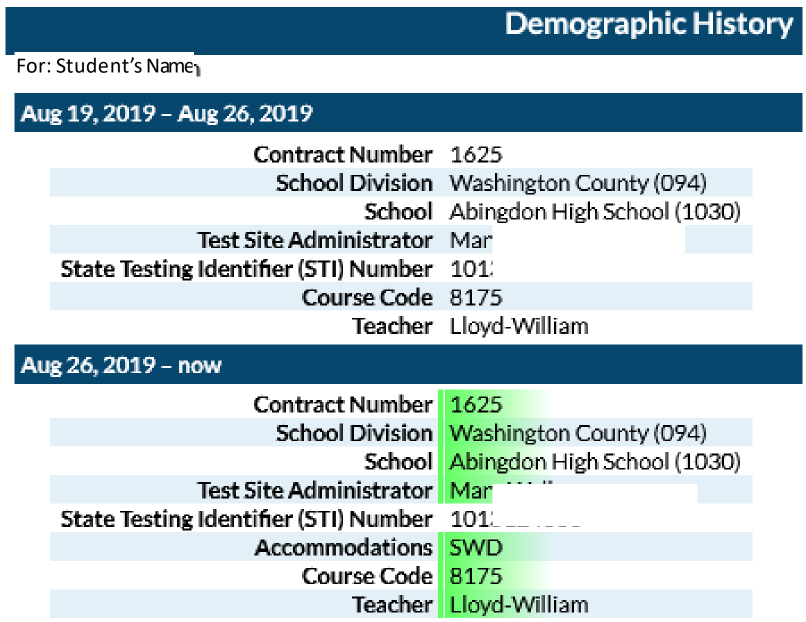
(Continued on next page.)



2. Filter the report (*optional*).
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.
    - 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 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.



Demographic History

For: Student's Name

Aug 19, 2019 – Aug 26, 2019

Contract Number	1625
School Division	Washington County (094)
School	Abingdon High School (1030)
Test Site Administrator	Mar
State Testing Identifier (STI) Number	101:
Course Code	8175
Teacher	Lloyd-William

Aug 26, 2019 – now

Contract Number	1625
School Division	Washington County (094)
School	Abingdon High School (1030)
Test Site Administrator	Mar
State Testing Identifier (STI) Number	101:
Accommodations	SWD
Course Code	8175
Teacher	Lloyd-William

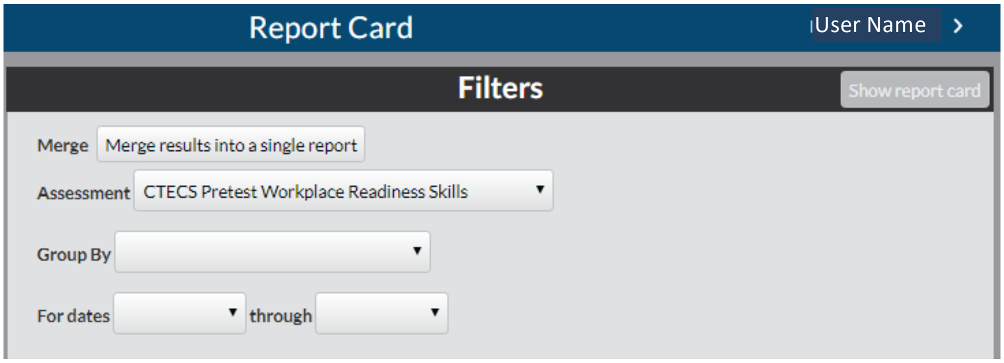
7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
    a. Click the **Print** button to see a printable version of the report in your browser window.
    b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
    c. Click **Excel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

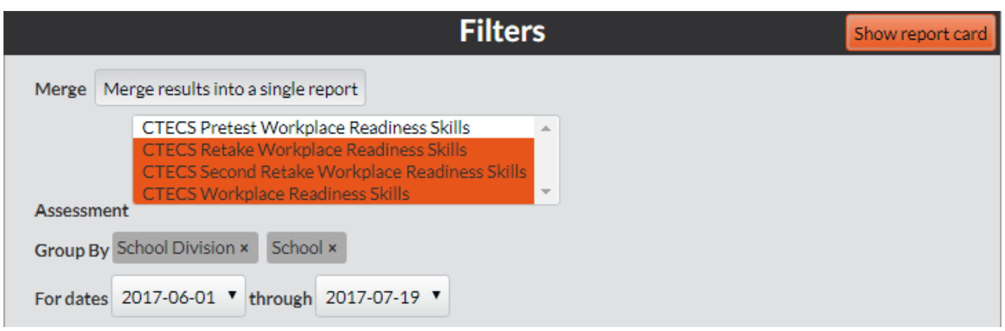
The Report Card report shows, by selected demographics, the total number of participants with pass/fail breakouts. The mean score for each demographic is displayed.

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.

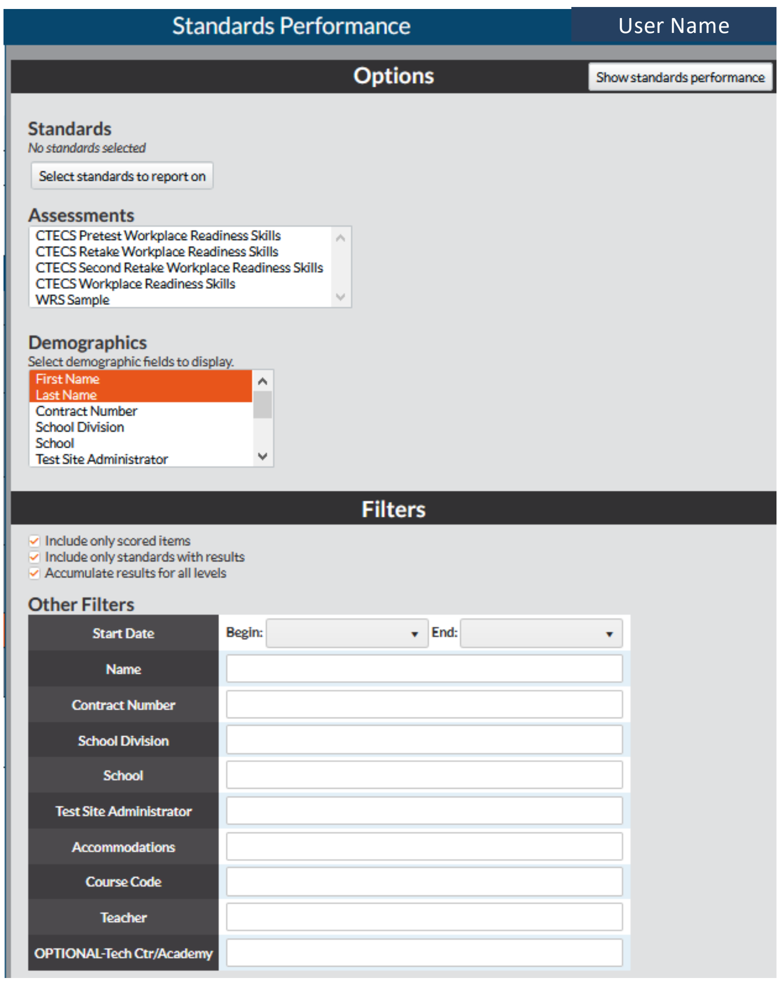
a. Click the **Print** button to see a printable version of the report in your browser window.
b. Enter an e-mail address to e-mail the report to yourself or someone else.
c. Click **Excel Output** to open the report as an Excel file. This file can be saved on your local computer and distributed as needed.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

Standards Performance

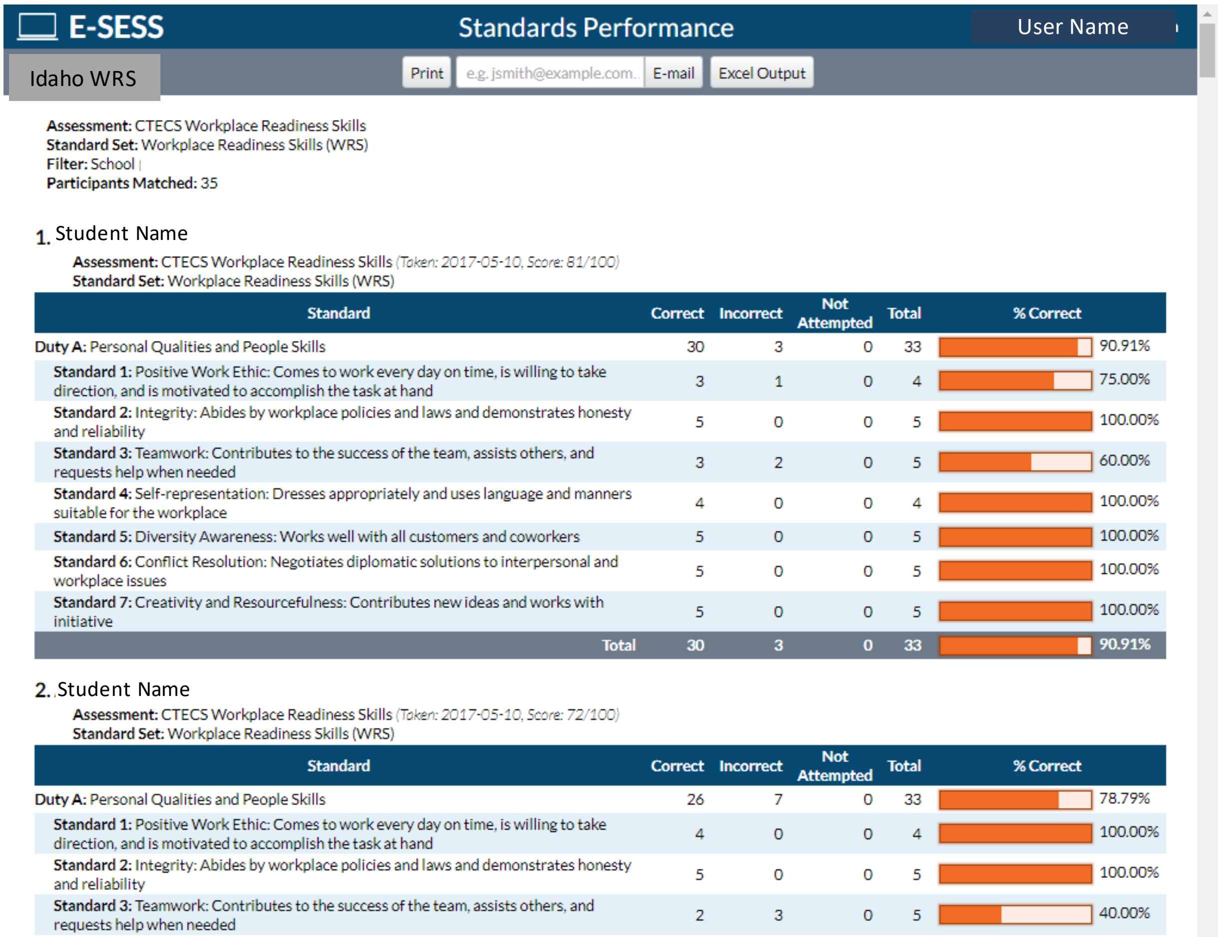
This report enables administrators to view data on participant performance on each standard. Data for each participant includes a listing of the entire standard set with the number correct, number incorrect, number not attempted, and percent correct for each standard element.

To use the Standards Performance report:

1. Click **Performance** from the **Standards** 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.



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%

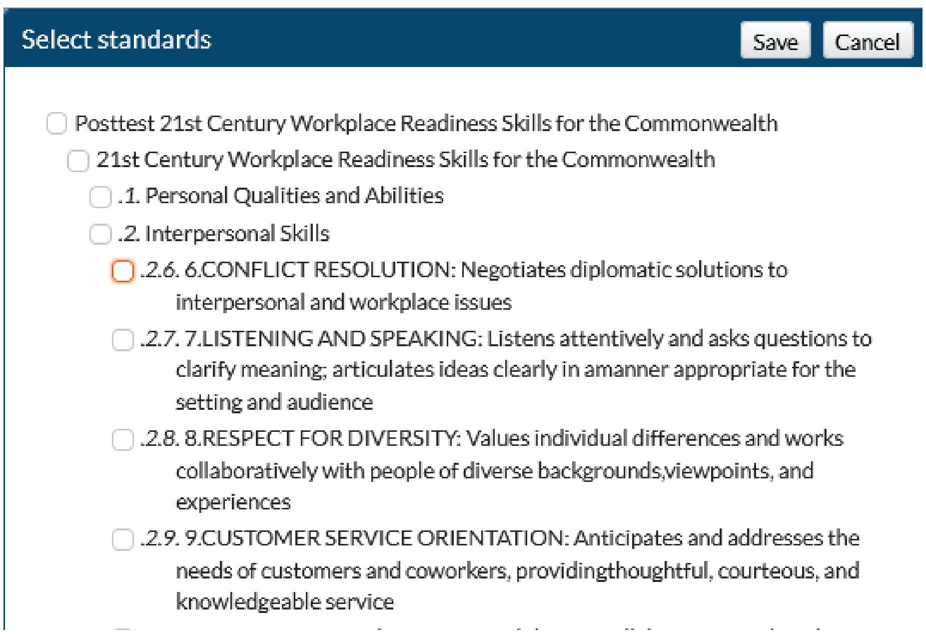
7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
    a. Click the **Print** button to see a printable version of the report in your browser window.
    b. Enter an e-mail address to e-mail the report to yourself or someone else.
    c. Click **Excel Output**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

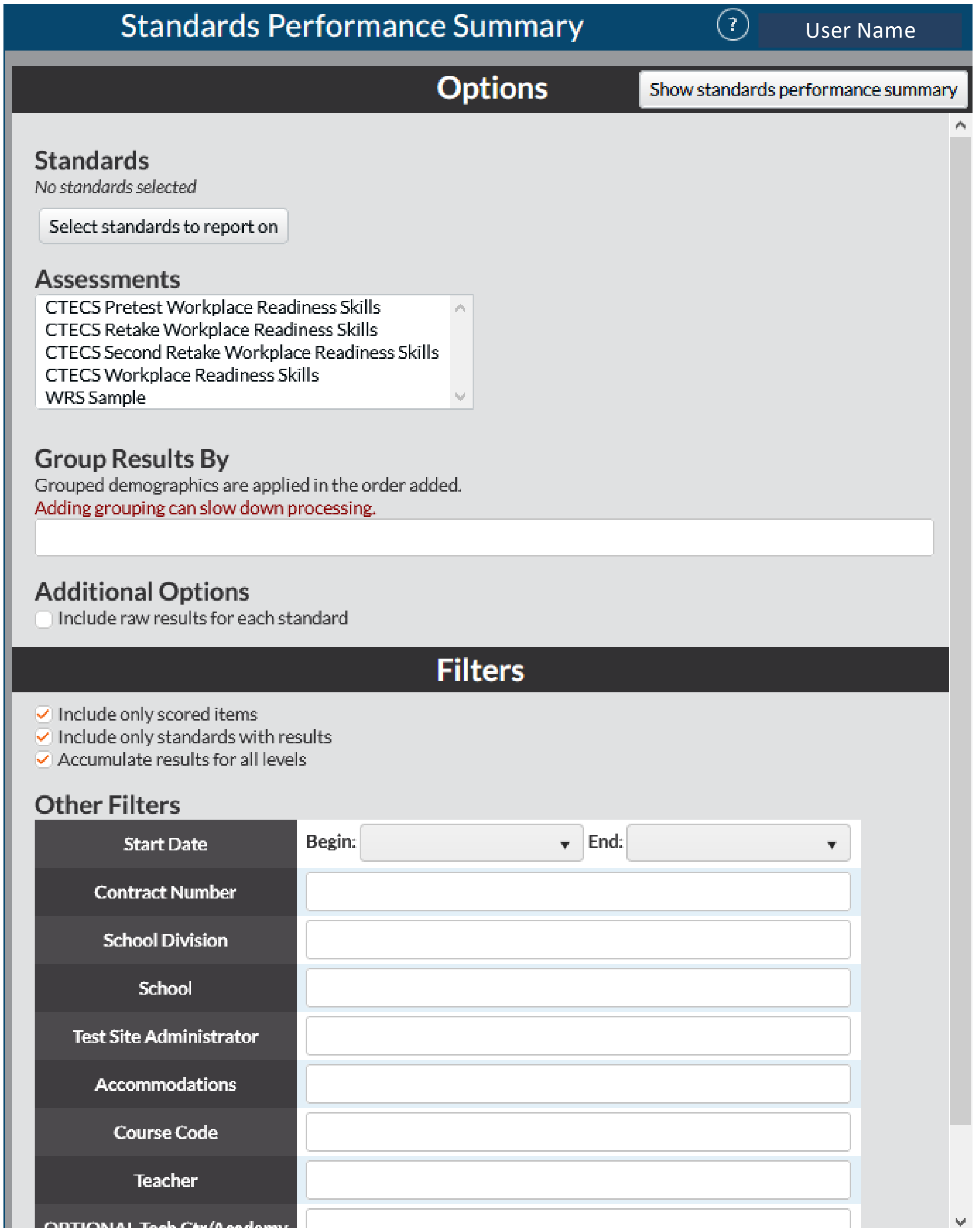
This report enables administrators to see the aggregate data of all participants on each standard or skill area. The report lists the standard set and provides a graph of the percent correct for each standard element. This is very helpful when trying to improve teaching and in making remediation decisions.

To use the Standards Performance Summary report:

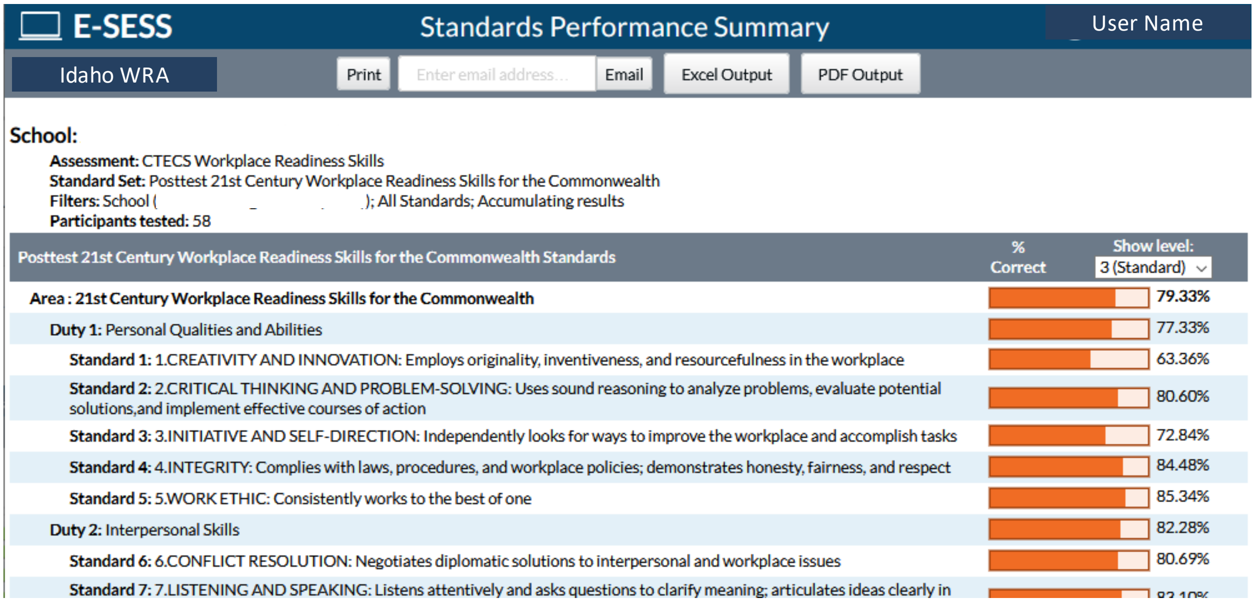
1. Click the **Standards Performance Summary** from the **Standards** menu. The Standards Performance Summary options and filters display.
2. Click **the Select Standards to Report On** button.
3. To select all standards in the title, click the check-box next to the standards you would like to have on 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.



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.