

Using Your E-SESS Administrator Account

Nevada



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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.

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Introduction


Students are enrolled to test by the Nevada DOE, Office of Career Readiness, Adult Learning & Education. Once the testing window opens, you will need to log into E-SESS to print test tickets. make changes to student accommodations (if necessary), and generate reports. Your students will access E-SESS with their own logins (test tickets) 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

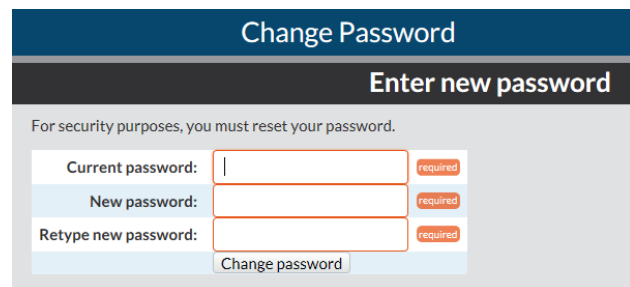


A diagram of the Admin Login form. It consists of a rounded rectangle containing two input fields. The first field is labeled "User Name" and the second is labeled "Password". Below the "Password" field is a button labeled "Log In".

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!***

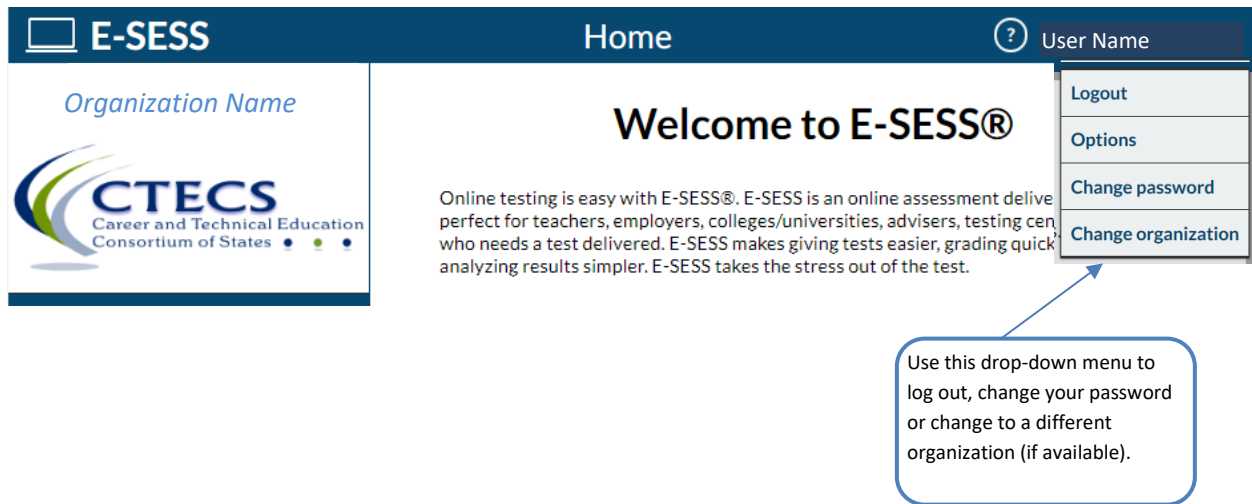


A screenshot of the "Change Password" form. The form has a dark blue header with the text "Change Password". Below the header is a section titled "Enter new password" with a dark background. Underneath, there is a message: "For security purposes, you must reset your password." The form contains three input fields: "Current password:", "New password:", and "Retype new password:". Each field has a "required" label to its right. Below the "Retype new password:" field is a "Change password" button.

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.

The screenshot displays the E-SESS user interface. At the top, a dark blue header contains the E-SESS logo, the word "Home", and the "User Name" field. Below the header, the main content area is divided into three sections. On the left is a vertical navigation menu with icons for Home, Standards, Participants, and Reports. The center section features a "Welcome to E-SESS™" message, a red "REMINDER!" about enrollment forms, a list of links for various guides and instructions, and a "Changing Organizations" section. On the right is a user menu with options for Logout, Options, Change password, and Change organization. At the bottom left is the PITSCO Education logo and copyright information. At the bottom right is a disclaimer about assessment delivery and reporting.

E-SESS Home User Name

Organization Name

Home

Standards >

Participants >

Reports >

Welcome to E-SESS™

REMINDER! To enroll students you must submit a [Test Site Administrator Registration and Agreement form](#) for the **2023-24** school year.

There are several documents that must be used for testing. These documents should be downloaded at least two weeks prior to testing by the test site administrator. The links to the documents are given below. The test site administrator must be sure that all proctors have a copy of the **Proctor Guide** and the **E-SESS Online Test Instructions**.

[CTECS TSA Guide](#)
[CTECS Proctor Guide](#)
[Using Your E-SESS Administrator Account](#)
[E-SESS Online Test Instructions](#)
[IT Checklist for Administering CTECS Assessments](#)

Changing Organizations

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

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Test Tickets

Steps to E-mail/Print Test Tickets Report

Prior to the testing day, 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 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.

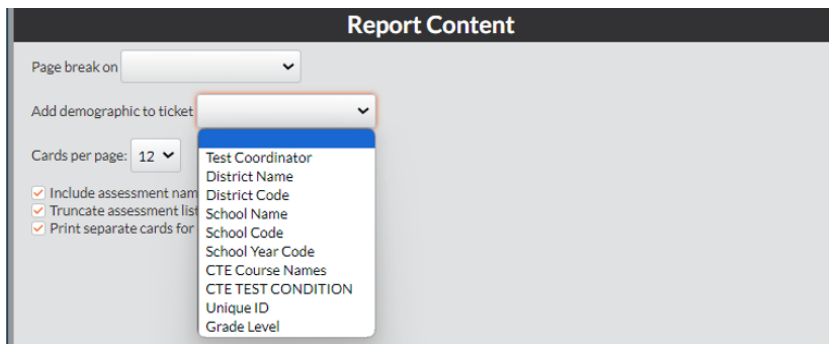
The screenshot shows the 'Test Tickets' report interface. At the top, there is a header with 'Test Tickets' and 'User Name'. Below this is a 'Filters' section with a 'Show test tickets' button. The 'Assessments' section includes a list of assessment types: Accounting and Finance II, Accounting and Finance III, Administrative Services, Aerospace Engineering, AG MET Equipment Fabrication Systems, and AgMET Power Systems. A checkbox is checked for 'Only include accounts with assessments'. The 'Other Filters' section contains a table of filter fields:

Field	Begin:	End:
Enrollment Date	[Dropdown]	[Dropdown]
Start Date	[Dropdown]	[Dropdown]
Name	[Text Box]	
Test Coordinator	[Text Box]	
District Name	[Text Box]	
District Code	[Text Box]	
School Name	[Text Box]	
School Code	[Text Box]	
School Year Code	[Text Box]	
CTE Course Names	[Text Box]	
CTE TEST CONDITION	[Text Box]	
Unique ID	[Text Box]	
Grade Level	[Text Box]	

Below the filters is the 'Report Content' section. It includes a 'Page break on' dropdown, an 'Add demographic to ticket' dropdown (which is open, showing a list of fields: Test Coordinator, District Name, District Code, School Name, School Code, School Year Code, CTE Course Names, CTE TEST CONDITION, Unique ID, Grade Level), and a 'Cards per page' dropdown set to 12. There are also three checked checkboxes: 'Include assessment name', 'Truncate assessment list', and 'Print separate cards for'.

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 CTE Course 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.

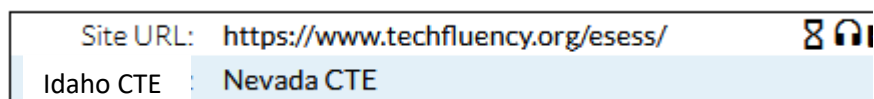
NOTE! To print a ticket for a student that previously accessed a test, uncheck the **Only include accounts with assessments** box. Filter on the student's name to get the ticket.

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
CTE Course Name:	Animal Science

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

Hour glass: extra time | Headphones: audio |



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.

E-SESS		Current Progress				User Name	
Idaho CTE		Reload every <input type="text" value="1"/> min		*All times are U.S. Central Time			
Tests that have been started but not submitted							
Current Testers: 0							
2020-Aug-31, 18:50:09							
Organization Name	Assessment Name	Student	School/Location	*Started	Last Answer	Running	Answers Received
Idaho CTE	Welding	Student's Name	Lakeside HS	10:00am	1 min	35 min	45

Add/remove Accommodations - Edit Existing

Use this function to view and/or change demographic data for a student. Note that not everyone with an admin account in ESESS has the “rights” to make changes to demographics.

For a student to receive accommodations, the CTE Test Condition must be set to “A” prior to the student logging into the test.

Edit a Student’s Record to add/remove CTE Test Condition (accommodations):

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.
5. Make the change to the CTE Test Condition demographic. A-accommodations / R-regular
6. Click **Submit** to save the change.

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
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.
 - a. Filter the report (*optional*). Click the **drop-down arrows** to set the range.
2. Click the **Show Assessment Scores** button. The report will display.

Assessment Scores		?	User Name
Filters		Show assessment scores	
Assessments			
Accounting and Finance II			
Accounting and Finance III			
Administrative Services			
Aerospace Engineering			
AG MET Equipment Fabrication Systems			
AgMET Power Systems			
Other Filters			
Enrollment Date	Begin:		End:
Start Date	Begin:		End:
Name			
Test Coordinator			
District Name			
District Code			
School Name			
School Code			
School Year Code			
CTE Course Names			
CTE TEST CONDITION			
Unique ID			
Grade Level			

Filter: Assessment (Nursing Assistant)

	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

3. 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

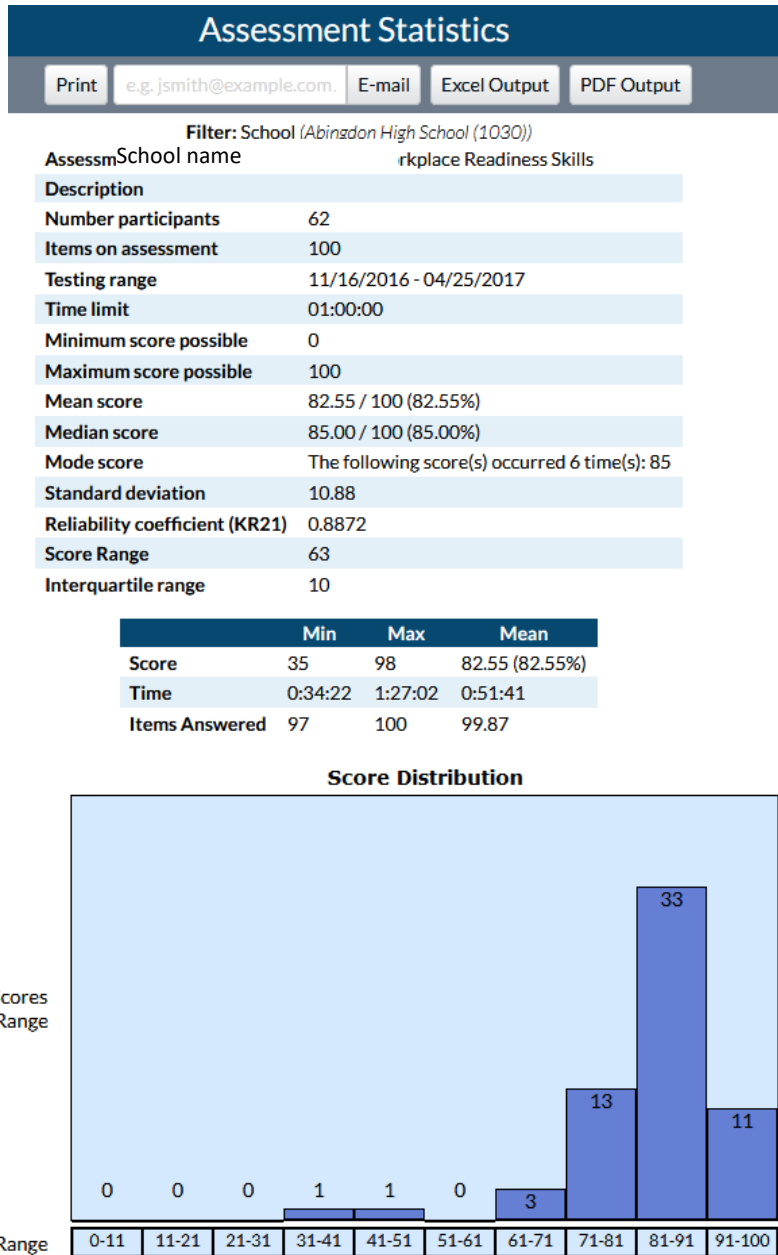
To generate the report

1. Click the **Assessment Statistics** under the **Report** menu. The Assessment Statistics report filters will display.
2. Select the appropriate assessment.

The screenshot shows the 'Assessment Statistics' report filters interface. At the top, there is a dark blue header with the title 'Assessment Statistics' and a user profile 'Robyn Marshall'. Below the header is a 'Filters' section with a 'Show assessment statistics' button. The main area is titled 'Assessments' and contains a list of assessment names: Accounting and Finance II, Accounting and Finance III, Administrative Services, Aerospace Engineering, AG MET Equipment Fabrication Systems, and AgMET Power Systems. Below the list is a checkbox labeled 'Use cut score for graph breakpoint'. The bottom section contains a table of filter fields:

Enrollment Date	Begin:	End:
Start Date	Begin:	End:
Name		
Test Coordinator		
District Name		
District Code		
School Name		
School Code		
School Year Code		
CTE Course Names		
CTE TEST CONDITION		
Unique ID		
Grade Level		

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.
 - 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.



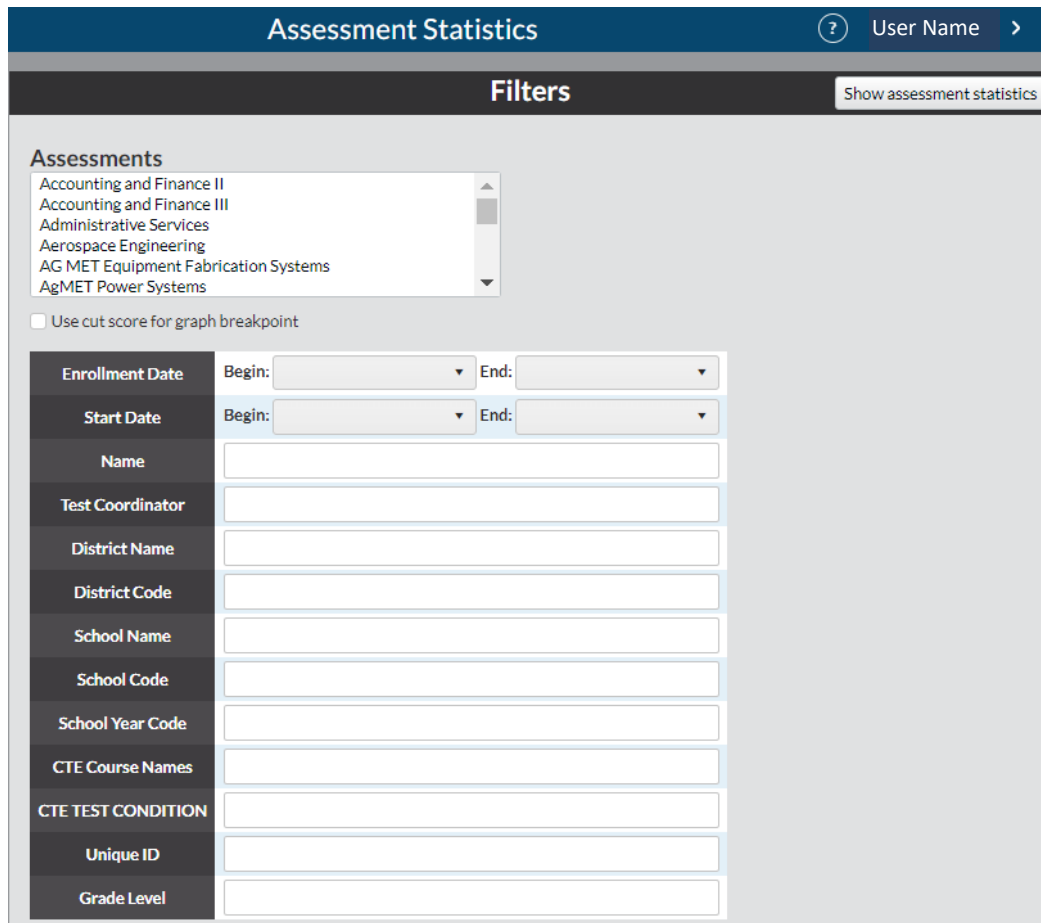
6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
 - c. Click **Excel Output**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



Assessment Statistics	
User Name >	
Filters	
Show assessment statistics	
Assessments	
Accounting and Finance II	
Accounting and Finance III	
Administrative Services	
Aerospace Engineering	
AG MET Equipment Fabrication Systems	
AgMET Power Systems	
<input type="checkbox"/> Use cut score for graph breakpoint	
Enrollment Date	Begin: [dropdown] End: [dropdown]
Start Date	Begin: [dropdown] End: [dropdown]
Name	[text input]
Test Coordinator	[text input]
District Name	[text input]
District Code	[text input]
School Name	[text input]
School Code	[text input]
School Year Code	[text input]
CTE Course Names	[text input]
CTE TEST CONDITION	[text input]
Unique ID	[text input]
Grade Level	[text input]

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)



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.

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.

The screenshot shows the 'Certificate Report' interface. At the top, there is a dark blue header with the text 'Certificate Report' and a user profile icon labeled 'User Name'. Below the header is a dark grey bar with the word 'Filters' in white and a button labeled 'Show certificate report'. The main content area is light grey and contains two sections: 'Assessments' and 'Other Filters'. The 'Assessments' section has a dropdown menu with three options: 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', and 'CTECS Workplace Readiness Skills'. The 'Other Filters' section is a table with 13 rows, each with a filter name and a corresponding input field. The first two rows, 'Enrollment Date' and 'Start Date', have 'Begin:' and 'End:' dropdown menus. The remaining 11 rows have single-line text input fields.

Filters	
Assessments	
CTECS Retake Workplace Readiness Skills ^	
CTECS Second Retake Workplace Readiness Skills	
CTECS Workplace Readiness Skills v	
Other Filters	
Enrollment Date	Begin: [dropdown] End: [dropdown]
Start Date	Begin: [dropdown] End: [dropdown]
Name	[text input]
Contract Number	[text input]
School Division	[text input]
School	[text input]
Test Site Administrator	[text input]
Accommodations	[text input]
Course Code	[text input]
Teacher	[text input]
OPTIONAL-Tech Ctr/Academy	[text input]
Proctor Type	[text input]

View certificates

Filter: Assessments (Administrative Services; Agribusiness; Agriculture Leadership and Communications; Agriculture Mechanics and Power Systems; and Animal Science)

Grade scales:

Administrative Services

Met 70%-100% * cut score

School name

Agribusiness

Met 55%-100% * cut score

Did not meet 0%-55%

Agriculture Leadership and Communications

Pass 60%-100% * cut score

Fail 0%-60%

Agriculture Mechanics and Power Systems

Pass 64%-100% * cut score

Fail 0%-64%

Animal Science

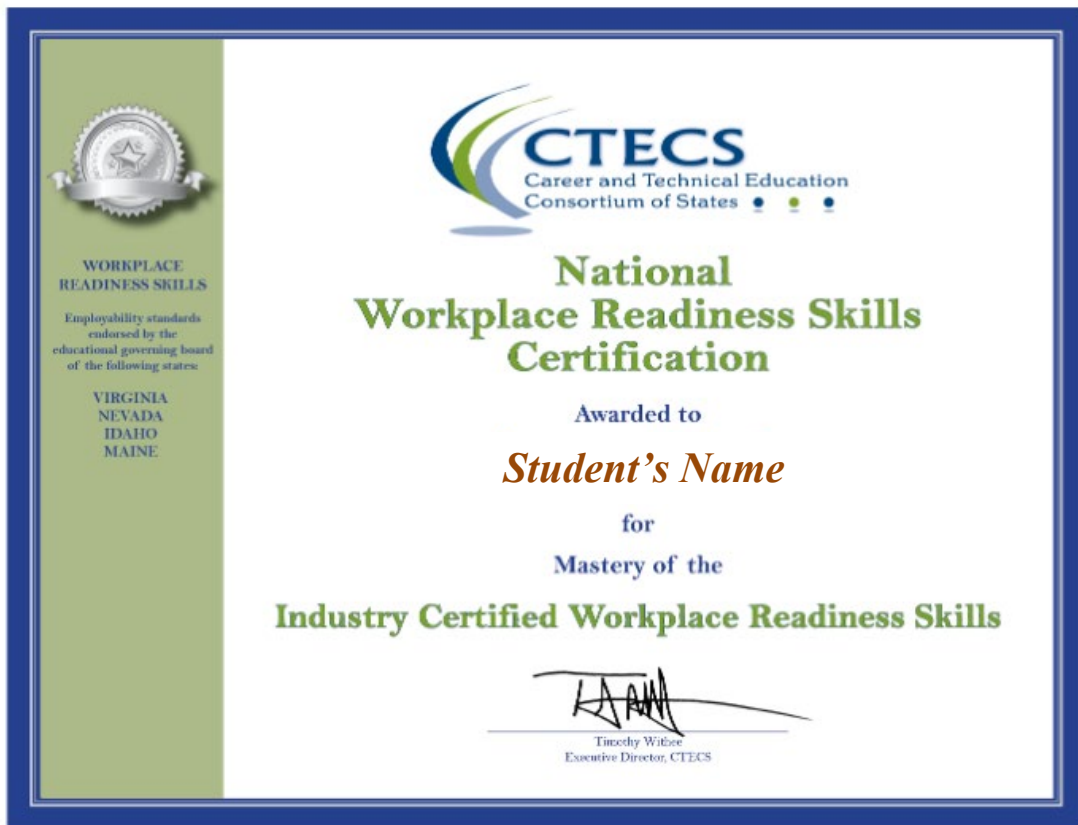
Met 68%-100% * cut score

Did not meet 0%-68%

Row	First Name	Last Name	Percentage	Grade	Certification Date
1	Student's Name		71 / 100 (71%)	Met	2019-12-13
2			70 / 100 (70%)	Met	2019-12-13
3			59 / 100 (59%)	Met	2019-12-17

- 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.

The screenshot shows the 'Grade Report' interface. At the top, there is a dark blue header with the text 'Grade Report' and a user profile icon labeled 'User Name'. 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' (unselected), 'Show only failing scores' (unselected), and 'Show all records' (selected). Below these is an 'Assessments' dropdown menu with a scrollable list of assessment titles: 'Accounting and Finance II', 'Accounting and Finance III', 'Administrative Services', 'Aerospace Engineering', 'Agricultural Leadership, Communication and Policy', and 'Agricultural Mechanics Technology'. Below the assessments is an 'Other Filters' section with a table of filter fields:

Filter Name	Begin:	End:
Enrollment Date	[Dropdown]	[Dropdown]
Start Date	[Dropdown]	[Dropdown]
Name	[Text Input]	[Text Input]
Test Coordinator	[Text Input]	[Text Input]
District Name	[Text Input]	[Text Input]
District Code	[Text Input]	[Text Input]
School Name	[Text Input]	[Text Input]
School Code	[Text Input]	[Text Input]
School Year Code	[Text Input]	[Text Input]
CTE Course Names	[Text Input]	[Text Input]
CTE TEST CONDITION	[Text Input]	[Text Input]
Unique ID	[Text Input]	[Text Input]
Grade Level	[Text Input]	[Text Input]

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.

- 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	<i>Student's names will be listed here.</i>				
5					
6			68 / 100 (68%)	Did not meet	2019-04-18
7			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

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

Participant Info		User Name
Filters		Show participant info
Assessments		
(Pretest) Administrative Services		
(Pretest) Agribusiness		
(Pretest) Agriculture Mechanics & Power Systems		
(Pretest) Animal Science		
(Pretest) Applied Accounting		
(Pretest) Automated Manufacturing		
<input type="checkbox"/> Merge results into a single report		
<input type="checkbox"/> Display only completed assessments		
<input type="checkbox"/> Display assessments that are in progress		
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		

(Continued on next page.)

Report Content

Assessment Information

When assessments are included, this 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

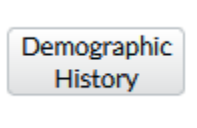
Fields to Display

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.
 - 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 CTE Test Condition was added to the student's record April 20.

Demographic History	
For: student's name	
Apr 5, 2023 – Apr 20, 2023	
Test Coordinator	Susan Roman
District Name	Carson City
District Code	13
School Name	Carson HS
School Code	501
School Year Code	2223
CTE Course Name	Emergency Medical Technician
CTE TEST CONDITION	R
Unique ID	8312840672
Grade Level	12
Apr 20, 2023 – now	
Test Coordinator	Susan Roman
District Name	Carson City
District Code	13
School Name	Carson HS
School Code	501
School Year Code	2223
CTE Course Name	Emergency Medical Technician
CTE TEST CONDITION	A
CTE TEST CONDITION	A
Unique ID	8312840672
Grade Level	12

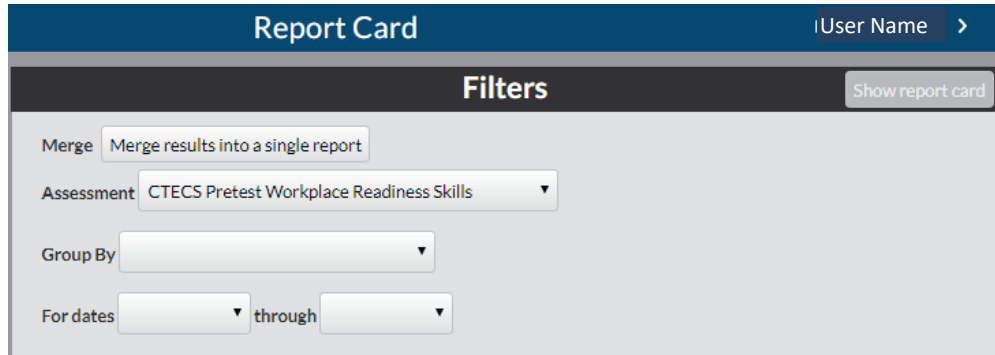
7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
 - c. Click **Excel Output**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

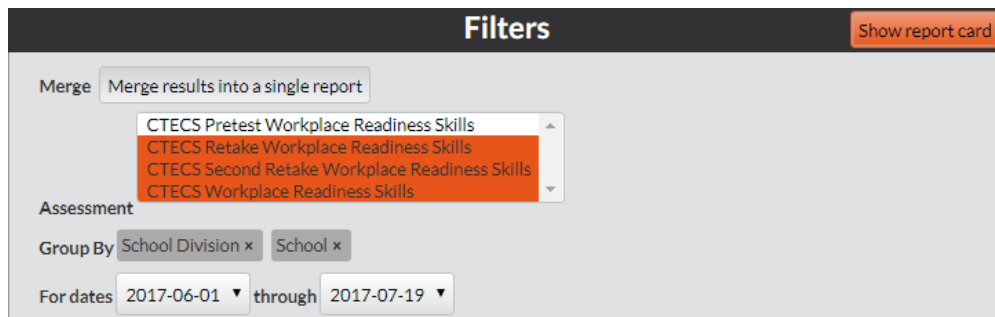
1. Select **Report Card** from the **Reports** menu. The Report Card filters display.



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
<i>School Division Name</i>	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.

The screenshot shows the 'Standards Performance' configuration page. At the top, there is a header with 'Standards Performance' on the left and 'User Name' on the right. Below the header is a dark grey bar with 'Options' in the center and a button labeled 'Show standards performance' on the right. The main content area is divided into three sections: 'Standards', 'Assessments', and 'Demographics'. The 'Standards' section has a sub-header 'Standards' and the text 'No standards selected' below it, followed by a button 'Select standards to report on'. The 'Assessments' section has a sub-header 'Assessments' and 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'. The 'Demographics' section has a sub-header 'Demographics' and the text 'Select demographic fields to display.' below it, followed by a dropdown menu with the following options: 'First Name', 'Last Name', 'Contract Number', 'School Division', 'School', and 'Test Site Administrator'. Below these sections is a dark grey bar with 'Filters' in the center. Under 'Filters', there are three checked checkboxes: 'Include only scored items', 'Include only standards with results', and 'Accumulate results for all levels'. Below the filters is a section titled 'Other Filters' which contains a table with the following columns: 'Field Name' and 'Filter Value'. The rows in the table are: 'Start Date' with 'Begin:' and 'End:' dropdowns; 'Name'; 'Contract Number'; 'School Division'; 'School'; 'Test Site Administrator'; 'Accommodations'; 'Course Code'; 'Teacher'; and 'OPTIONAL-Tech Ctr/Academy'.

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.

E-SESS
Standards Performance User Name

Idaho 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%

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**.

Select standards Save Cancel

- Posttest 21st Century Workplace Readiness Skills for the Commonwealth
- 21st Century Workplace Readiness Skills for the Commonwealth
 - .1. Personal Qualities and Abilities
 - .2. Interpersonal Skills
 - .2.6. 6.CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
 - .2.7. 7.LISTENING AND SPEAKING: Listens attentively and asks questions to clarify meaning; articulates ideas clearly in a manner appropriate for the setting and audience
 - .2.8. 8.RESPECT FOR DIVERSITY: Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences
 - .2.9. 9.CUSTOMER SERVICE ORIENTATION: Anticipates and addresses the needs of customers and coworkers, providing thoughtful, courteous, and knowledgeable service

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

The screenshot displays the 'Standards Performance Summary' interface. At the top, there is a header with a question mark icon and the text 'User Name'. Below the header is a dark blue bar with the word 'Options' in white. To the right of this bar is a button labeled 'Show standards performance summary'. The main content area is divided into several sections:

- Standards:** A section with the text 'No standards selected' and a button labeled 'Select standards to report on'.
- Assessments:** 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'.
- Group Results By:** A section with the text 'Grouped demographics are applied in the order added.' and a red warning: 'Adding grouping can slow down processing.' Below this is an empty text input field.
- Additional Options:** A section with a checkbox labeled 'Include raw results for each standard'.
- Filters:** A section with three checked checkboxes: 'Include only scored items', 'Include only standards with results', and 'Accumulate results for all levels'.
- Other Filters:** A section with a table of filter options:

Start Date	Begin:	End:
Contract Number	<input type="text"/>	<input type="text"/>
School Division	<input type="text"/>	<input type="text"/>
School	<input type="text"/>	<input type="text"/>
Test Site Administrator	<input type="text"/>	<input type="text"/>
Accommodations	<input type="text"/>	<input type="text"/>
Course Code	<input type="text"/>	<input type="text"/>
Teacher	<input type="text"/>	<input type="text"/>
OPTIONAL Test Site/Academy	<input type="text"/>	<input type="text"/>

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

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	 82.10%	

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.

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