

Using Your E-SESS Administrator Account



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How to Use This Manual

The purpose of this manual is to provide step-by-step instructions for using E-SESS, the online testing program used by CTECS. It also includes information on usage of the Participant menu options and the reports contained in E-SESS.

Notes/Tips:

- Official test site administrators have access to the menu items covered in this manual. Individuals with “teacher” accounts have access to the reports but not the options listed under the **Participant** menu.
- The words “participant” and “student” are interchangeable in the E-SESS software and this manual.
- You can use CTRL-F to search the manual for specific words/phrases.
- Contact CTECS when you require assistance:

For questions about:	
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
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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

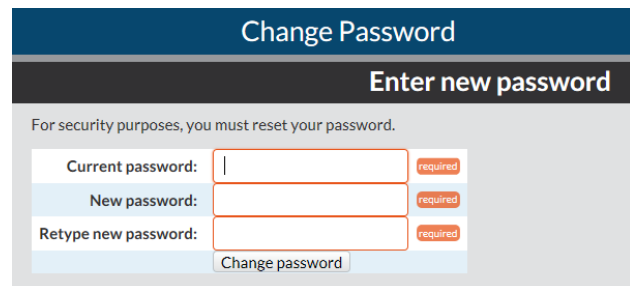


A diagram of the Admin Login form. It consists of a rounded rectangle containing three input fields. The first field is labeled "User Name", the second is labeled "Password", and the third is a "Log In" button.

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 dark grey section with the text "Enter new password". 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. At the bottom of the form is a "Change password" button.

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

The screenshot shows the E-SESS Organization Selector interface. At the top, there is a dark blue header with the E-SESS logo and the text "Organization Selector". On the left side, there is a sidebar with the Virginia WRS logo and contact information: "Contact: [Tim Withee](#)", "Phone: 4046794501", and "Base URL: [virginia-wrs](#)". Below this is a "Home" button. The main content area is titled "Welcome to E-SESS™" and "Select an organization to work with". There is a search input field. Below the search field, there are two sections: "Active Organizations" with buttons for "Virginia Pilot" and "Virginia WRS", and "Inactive Organizations" with a grid of buttons for various school years: "VAWRS 11-12", "VAWRS 12-13", "VAWRS 13-14", "VAWRS 14-15", "VAWRS 15-16", "VAWRS 16-17", "VAWRS 17-18", "VAWRSALT 14-16", "VAWRSALT 17", and "VAWRSALT 17-18".

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.

The screenshot shows the E-SESS Home screen. At the top, there is a dark blue header with the E-SESS logo, the text "Home", and a "User Name" dropdown menu. The left sidebar features the Virginia WRS logo and the CTECS logo (Career and Technical Education Consortium of States). The main content area is titled "Welcome to E-SESS®" and contains a paragraph of text: "Online testing is easy with E-SESS®. E-SESS is an online assessment delivered perfect for teachers, employers, colleges/universities, advisers, testing centers, and anyone who needs a test delivered. E-SESS makes giving tests easier, grading quick, and analyzing results simpler. E-SESS takes the stress out of the test." A dropdown menu is open from the "User Name" field, showing options: "Logout", "Options", "Change password", and "Change organization". A blue callout box with an arrow pointing to the "Change organization" option contains the text: "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.

E-SESS Home ? User Name

Virginia WRS

Home

Participants ▾

- Import
- Add New
- Edit Existing
- Locks
- Test Tickets
- Current Status

Reports ▾

- Assessment Enrollment
- Assessment Scores
- Assessment Statistics
- Assessment Statistics Summary
- Certificates
- Grade Report
- Participant Information
- Standards Performance
- Standards Performance Summary
- ... Switch to Legacy Menu

Welcome to E-SESS™

REMINDER! To enroll students you must submit a [Test Site Administrator Registration and Agreement form](#) for the **2020-21** 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 Test Administrator Guide](#)
[CTECS Proctor Guide](#)
[Using Your E-SESS Administrator Account](#)
[E-SESS Online Test Instructions](#)
[IT Checklist for Administering CTECS Assessments](#)

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 enrolling students directly into the E-SESS online testing system. Once students are successfully enrolled, test tickets can be generated.

If you will upload the student registration form 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 prefill values)*

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."

Fields available as prefill values are:

- Contract Number
- School Division
- School
- Test Site Administrator
- Course Code
- Optional-Tech Center/Academy
- Proctor Type
- Assessment

The student registration form should be downloaded from the [Student Registration](#) webpage. It contains two sheets in the file, one with the required column headings and one that contains sample column entries and instructions. Click the yellow "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 every student listed on the registration form!

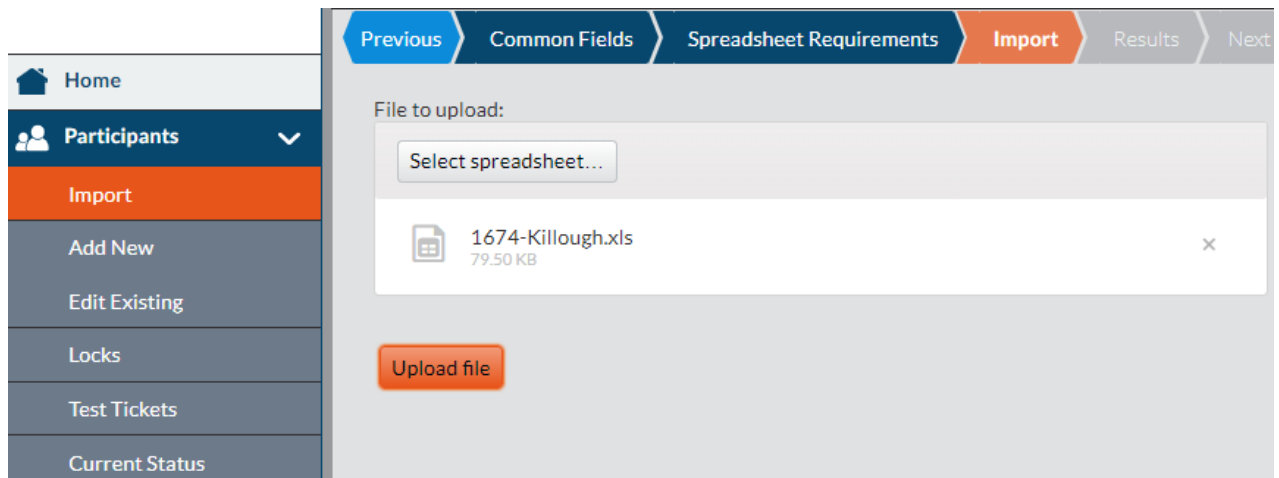
Note: It is not necessary to use all of the prefill values. **Example:** If you need to enroll some students for the pretest and others for the official test on the same student registration form, **do not** use the "Assessment" prefill value. Just list the test titles in the "Assessment Name 1" column 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.

Demographic	Common value
Contract Number	None
School Division	None
School	None
Test Site Administrator	None
Course Code	None
OPTIONAL-Tech Ctr/Academy	None
Proctor Type	None
Assessment	None

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.

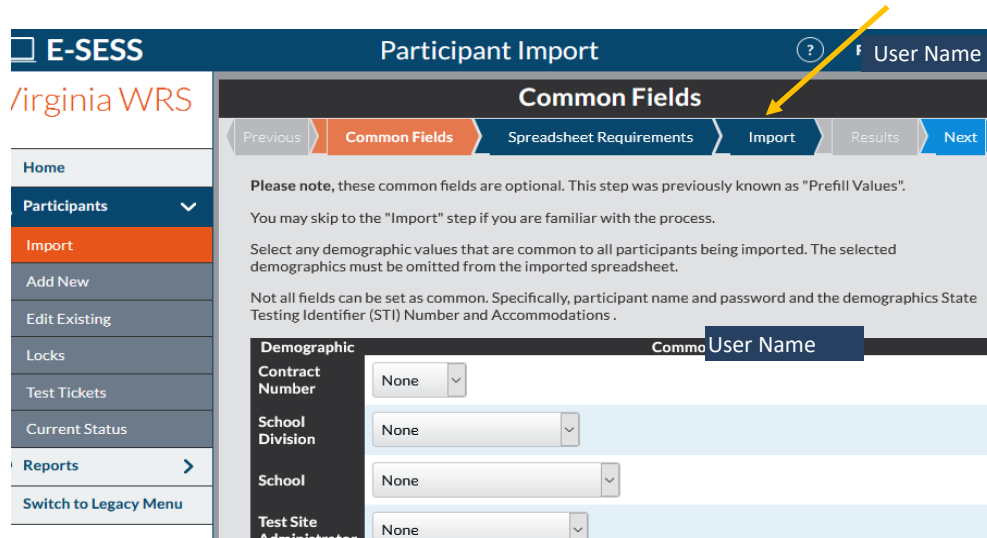
7. Click **Next**.
8. Click the **Select spreadsheet** button and navigate to the student registration form.
9. Click **Upload file**.
10. If the import is successful, you will see a message noting this. If there are errors to be corrected, they will display.



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.

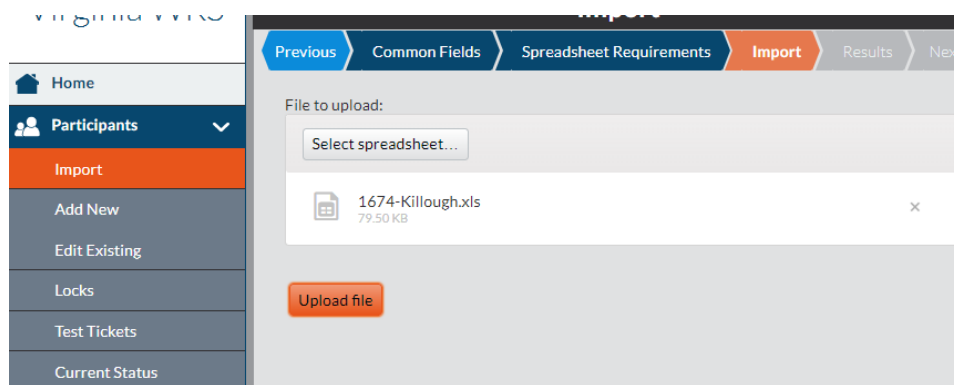
Option 2: Import a Completed Student Registration Form (bypass the Common Fields method)

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.



The screenshot shows the E-SESS Participant Import interface. The top navigation bar includes 'E-SESS', 'Participant Import', and a search field for 'User Name'. The main content area is titled 'Common Fields' and contains instructions: 'Please note, these common fields are optional. This step was previously known as "Prefill Values". You may skip to the "Import" step if you are familiar with the process. Select any demographic values that are common to all participants being imported. The selected demographics must be omitted from the imported spreadsheet. Not all fields can be set as common. Specifically, participant name and password and the demographics State Testing Identifier (STI) Number and Accommodations.' Below the text are several dropdown menus for demographic fields: 'Contract Number', 'School Division', 'School', and 'Test Site Administrator', each with a 'None' option selected. A yellow arrow points to the 'Import' tab in the navigation bar.

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.



The screenshot shows the E-SESS Participant Import interface at the 'Import' step. The navigation bar includes 'Previous', 'Common Fields', 'Spreadsheet Requirements', 'Import', 'Results', and 'Next'. The main content area is titled 'File to upload:' and contains a 'Select spreadsheet...' button. Below this, a file named '1674-Killough.xls' (79.50 KB) is shown with a close button. An 'Upload file' button is located at the bottom of the upload area.

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 (the school division and school code and course code documents) to correct the student registration form. Then, try the import again.

The screenshot shows a web interface titled "Participant Import" with a "User Name" field. Below the title is a dark bar with the word "Options" and an "Import" button. A red-bordered box contains the following error messages:

Errors occurred with import. Found 2 rows with errors. No changes were made.

Row 2

- The value "101888888" is not a valid State Testing Identifier (STI) Number. It must consist of the digits "101" followed by 7 digits.
- The value "7777" is not a valid Course Code.
- The value "yes" is not a valid Accommodations. A possible match is: "x"
- The value "x" is not a valid LEP or SWD. Some possible matches are: "LEP" and "SWD"
- The value "Thomas Dale High (0610)" is not a valid School.
- The value "CTECS Workplace Readiness Test" is not a valid assessment.

Row 6

- The value "3004" is not a valid Contract Number.

Global

- There was 1 invalid Course Code entry. **Error occurred on row 2.**
- There was 1 invalid Accommodations entry. **Error occurred on row 2.**
- There was 1 invalid LEP or SWD entry. **Error occurred on row 2.**
- There was 1 invalid School entry. **Error occurred on row 2.**
- There was 1 invalid Contract Number entry. **Error occurred on row 6.**

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.

The screenshot shows the E-SESS 'Add Participant' form. The left sidebar contains navigation options: Home, Participants (selected), Import, Add New (highlighted), Edit Existing, Locks, Test Tickets, Current Status, Reports, and Switch to Legacy Menu. The main form area is titled 'Add Participant' and includes a 'Create new participant' button. The form fields are as follows:

Field	Value	Required
First Name	James	required
Middle Name		
Last Name	Doe	required
Login Password (leave blank to auto-generate)		
Email		
Contract Number	Sample	required
School Division	Albemarle County (002)	required
School	Albemarle High School (0880)	required
Test Site Administrator		required
State Testing Identifier (STI) Number	101888888	required
Accommodations	LEP SWD	
Course Code	3120	required
Teacher	Diaz	
OPTIONAL-Tech Ctr/Academy		
Proctor Type		required
Assessment	CTECS Workplace Readiness Skills	

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 STI, because that field is locked. If a student’s STI 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 a form of the WRS 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.

Select the assessment(s) for *student name (password)*

Traditional Assessment

** 1)CTECS Pretest Workplace Readiness Skills

2)CTECS Retake Workplace Readiness Skills

3)CTECS Second Retake Workplace Readiness Skills

4)CTECS Workplace Readiness Skills

5)WRS Sample

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

Assign/Unassign Assessments to a Group of Students

To assign/unassign assessments to a group:

1. Select **Edit Existing** from the **Participants** menu.
2. Use the filters (optional) to list the desired group of students.
3. Click the **Show summary report** button. The list of students is displayed.
4. Click an **Assign** button. The Assign Assessments menu will display.
5. Click the button next to **Select a single assessment**
6. Select the assessment to be assigned or unassigned, from the drop-down menu.
6. Use the **Filter Participants** options to select the desired participants.
7. You can click **Assign all displayed participants** or **Un-assign 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 WRS retakes, tickets for retakes are immediately available in E-SESS.

Assign Assessments

Select a single participant
 Select a single assessment

CTECS Retake Workplace Readiness Skills

Filter Participants

Only assignable participants
 Only removable participants
 All participants

Name or Password:
[]

Limit by: no demographic

← Previous Page 1 of 55 (Entries 1-1000 of 54637) Next →

Assign all displayed participants Unassign all displayed participants

Select the participants for CTECS Retake Workplace Readiness Skills

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 (User Name)

Filters Show test tickets

Assessments

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

Only include accounts with assessments

Other Filters

Enrollment Date	Begin:		End:	
Start Date	Begin:		End:	
Name				
Contract Number				
School Division				
School				
Test Site Administrator				
Accommodations				
Course Code				
Teacher				
OPTIONAL-Tech Ctr/Academy				

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:	Virginia WRS	
First Name:	Mark	
Last Name:	Diaz	
Password:	M6942Z	
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

Site URL:	https://www.techfluency.org/esess/	⌵  
Org. Name:	Virginia WRS	

Locks

When a student is registered for more than one form of the VA WRS (forms include: WRS Assessment, WRS Pretest, or WRS 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. If students have taken the Pretest and try to access the official test within 9 calendar days, the system will automatically prevent them from testing. The same is true for Retakes except it is 14 calendar days. But from day 15 on, a student can access the “next” test unless the test site administrator has locked the participant out 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.

Participant Locks		User Name
Filters		Show locks
Assessments		
CTECS Pretest Workplace Readiness Skills		
CTECS Retake Workplace Readiness Skills		
CTECS Second Retake Workplace Readiness Skills		
CTECS Workplace Readiness Skills		
WRS Sample		
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]	

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.

E-SESS
Participant Locks

Virginia WRS
Update locks

Check to lock all assessments.
 Check to unlock all assessments.

Assessment Name	Date Attempted	Assesment 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 **all** 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 selected 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.

E-SESS		Current Progress			User Name		
Virginia WRS	Reload every	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
Virginia WRS	CTECS WRS	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.

The screenshot shows the 'Assessment Enrollment Report' interface. At the top right, there is a 'User Name' field. Below the title is a 'Filters' section with a 'Refresh' button. The filters include: '+ Search by Enrollment Date', '+ Search by Contract Number', '- Search by School Division' (with a dropdown menu showing 'no value', 'Albemarle County (002)', 'Alexandria City (101)', and 'Alleghany County (003)'), '+ Search by School', '+ Search by Test Site Administrator', '+ Search by Teacher', '+ Search by State Testing Identifier (STI) Number', '+ Search by Accommodations', '+ Search by LEP or SWD', and '+ Search by Course Code'. There is also a checkbox for 'Include expired assessments'. At the bottom, a table displays the enrollment data for various assessments.

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

Assessment Scores

This report enables administrators 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.

The screenshot shows the 'Assessment Scores' report filter interface. At the top, there is a dark blue header with the title 'Assessment Scores' 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 assessment scores'. The main content area is light grey and contains two sections: 'Assessments' and 'Other Filters'. The 'Assessments' section has a dropdown menu with five 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 '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.

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

Other Filters	
Enrollment Date	Begin: <input type="text"/> End: <input type="text"/>
Start Date	Begin: <input type="text"/> End: <input type="text"/>
Name	<input type="text"/>
Contract Number	<input type="text"/>
School Division	<input type="text"/>
School	<input type="text"/>
Test Site Administrator	<input type="text"/>
Accommodations	<input type="text"/>
Course Code	<input type="text"/>
Teacher	<input type="text"/>
OPTIONAL-Tech Ctr/Academy	<input type="text"/>
Proctor Type	<input type="text"/>

Filters: School : Assessment (CTECS Workplace Readiness Skills)

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

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

Assessment Statistics

The Assessment Statistics report provides data about a specific assessment. Data includes:

- number of participants who have taken the assessment
- date range of the assessment administration
- time limit for the assessment, if applicable
- minimum and maximum score possible
- low, high, mean, median, and mode scores
- standard deviation
- range and interquartile range
- lowest number, highest number, and average number of items answered
- shortest time, longest time, and average time used to complete the assessment
- score distribution by range

To generate the report

1. Click the **Assessment Statistics** under the **Report** menu. The Assessment Statistics report filters will display.

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

2. Select the appropriate assessment.
3. Filter the report, if desired.
 - a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
 - b. Click the + to expand the filter.
 - c. Click the drop-down arrows to set the range.
4. Click the "Use cut score for graph breakpoint" box (*optional*).
5. Click the **Show Statistics** button. The Assessment Statistics displays.

Assessment Statistics

Print

e.g. jsmith@example.com

E-mail

Excel Output

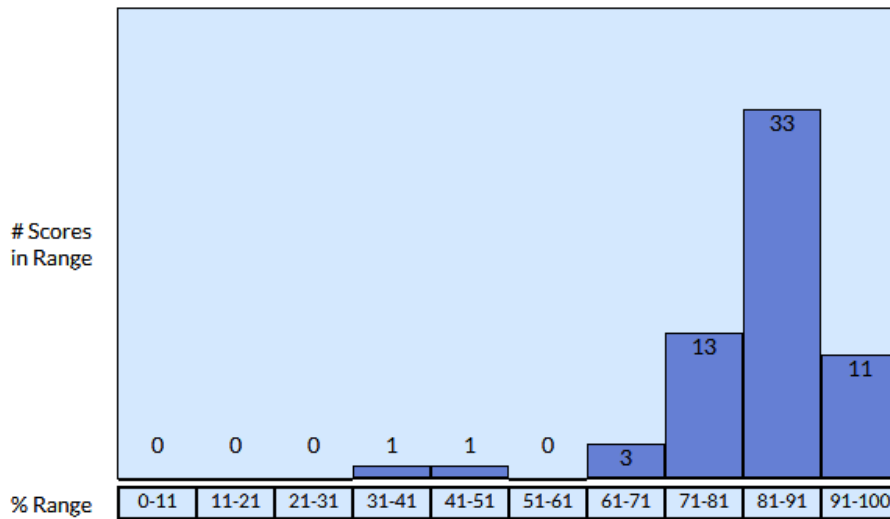
PDF Output

Filter: School School name

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

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

Score Distribution



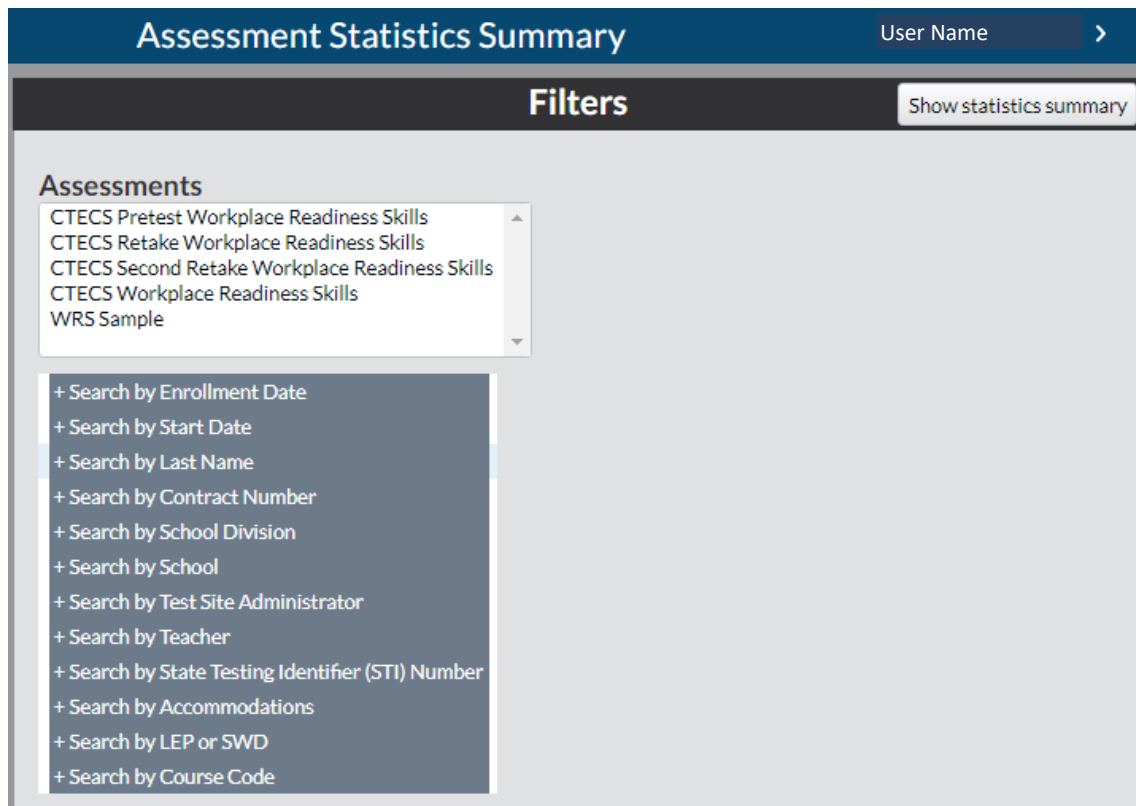
6. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
 - c. Click **Excel Output**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

Assessment Statistics Summary

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

To use the Assessment Statistics Summary report:

1. Select **Assessment Statistics Summary** from the **Reports** menu. The Assessment Statistics Summary report filters display.



2. Filter the report, if desired.
 - a. Click the assessment name to filter by a specific assessment or set of assessments. To select more than one assessment, press and hold the Control key while clicking the assessment name.
 - b. Click the + to expand the Search by filter.
 - c. Click the drop-down arrows to set the range.
3. Click the **Show statistics summary** button. The report displays: (see next page)

Filters: School Division

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

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 12 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 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]

Filter: School (/School name)
Grade scale:

CTECS Workplace Readiness Skills

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

Row	First Name	Last Name	Percentage	Grade	Certification Date
1	Student's	Name	88 / 100 (88%)	Pass	2017-04-05
2			92 / 100 (92%)	Pass	2017-04-05
3			87 / 100 (87%)	Pass	2016-11-16
4			82 / 100 (82%)	Pass	2017-04-05
5			85 / 100 (85%)	Pass	2016-11-16
6			78 / 100 (78%)	Pass	2017-04-05
7			90 / 100 (90%)	Pass	2017-04-05
8			89 / 100 (89%)	Pass	2017-04-05
9			84 / 100 (84%)	Pass	2017-04-05
10			79 / 100 (79%)	Pass	2016-11-16

- Click the **View Certificates** button. You will see a certificate for each student with a passing score.
- 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 18 for instructions.*)

This report enables administrators to see the testing status of each student. **Example:** Use this report to see the assessments that have been completed or are still accessible to each student, the dates assessments were taken and the scores.

To use the Grade Report:

1. Select **Grade Report** from the **Reports** menu. The Grade Report filters display.
2. Click the button to show passing or failing scores if desired. Show all records is the default selection.

Grade Report

? User Name

Filters

Show grade report

Show only passing scores
 Show only failing scores
 Show all records

Assessments

- CTECS Retake Workplace Readiness Skills
- CTECS Second Retake Workplace Readiness Skills
- CTECS Workplace Readiness Skills

Note: The Assessments and Optional Filters ("Search by" options) displayed will vary.

Make selections based on your organization and demographics.

Other Filters

Enrollment Date	Begin:		End:	
Start Date	Begin:		End:	
Name				
Contract Number				
School Division				
School				
Test Site Administrator				
Accommodations				
Course Code				
Teacher				
OPTIONAL-Tech Ctr/Academy				
Proctor Type				

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

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

CTECS Retake Workplace Readiness Skills

Filter: School School name

Grade scale:

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

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

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.

The screenshot shows the 'Participant Info' report filter interface. At the top, there is a header with 'Participant Info' and a user profile icon labeled 'User Name'. Below the header is a 'Filters' section with a 'Show participant info' button. A warning message states: 'This organization has a large number of participants. If filtering is not used, this report will require an extended load time. Computers with less than 2GB of RAM may experience trouble loading the full report.' Another warning states: 'The Excel output generates one row for each participant's assessment. Participants assigned to multiple assessments subsequently are listed in multiple rows. The Excel output may not function correctly if more than 65,000 rows are included in the report.' Under the 'Assessments' section, a dropdown menu lists: 'CTECS Pretest Workplace Readiness Skills', 'CTECS Retake Workplace Readiness Skills', 'CTECS Second Retake Workplace Readiness Skills', 'CTECS Workplace Readiness Skills', and 'WRS Sample'. Below the dropdown are three checkboxes: 'Merge results into a single report' (checked), 'Display only completed assessments' (checked), and 'Display assessments that are in progress' (unchecked). The 'Other Filters' section contains a table of filter fields:

Enrollment Date	Begin:	End:
Start Date	Begin:	End:
Name		
Contract Number		
School Division		
School		
Test Site Administrator		
Accommodations		
Course Code		
Teacher		
OPTIONAL-Tech Ctr/Academy		

(Continued on next page.)

Report Content

Assessment Information

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

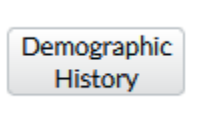
- Assessment Score
- Assessment Start Date
- Billing Date
- Assessment Start Time
- Assessment Time Used
- Assessment Grade
- Assessment related time adjustments

Fields to Display

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

2. Filter the report (*optional*).
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

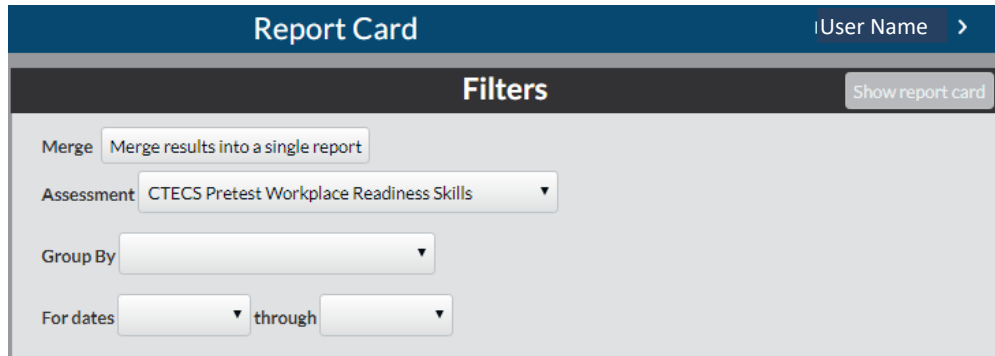
7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to **e-mail** the report to yourself or someone else.
 - c. Click **Excel Output**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

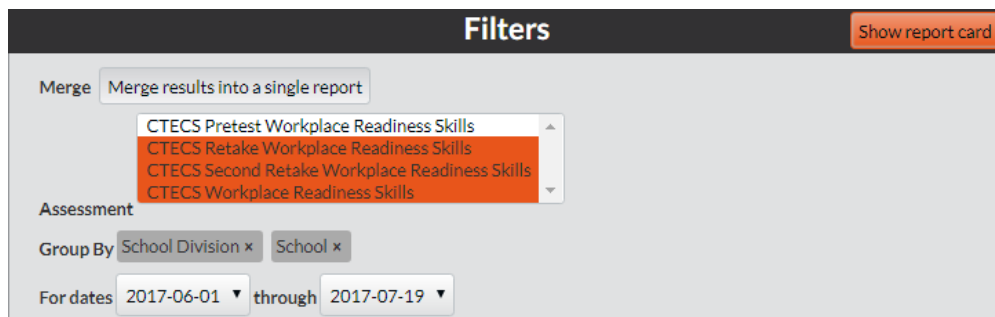
1. Select **Report Card** from the **Reports** menu. The Report Card filters display.



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
<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 **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.

The screenshot shows the 'Standards Performance' configuration page. At the top, there is a header with 'Standards Performance' and 'User Name'. Below this is an 'Options' section with a 'Show standards performance' button. The 'Standards' section has a 'Select standards to report on' button and shows 'No standards selected'. The 'Assessments' section is a dropdown menu with 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 is a dropdown menu with options: 'First Name', 'Last Name', 'Contract Number', 'School Division', 'School', and 'Test Site Administrator'. The 'Filters' section has three checked checkboxes: 'Include only scored items', 'Include only standards with results', and 'Accumulate results for all levels'. The 'Other Filters' section has a table with columns for field names and input fields for 'Begin' and 'End' dates.

Field Name	Begin	End
Name		
Contract Number		
School Division		
School		
Test Site Administrator		
Accommodations		
Course Code		
Teacher		
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

Virginia WRS

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%

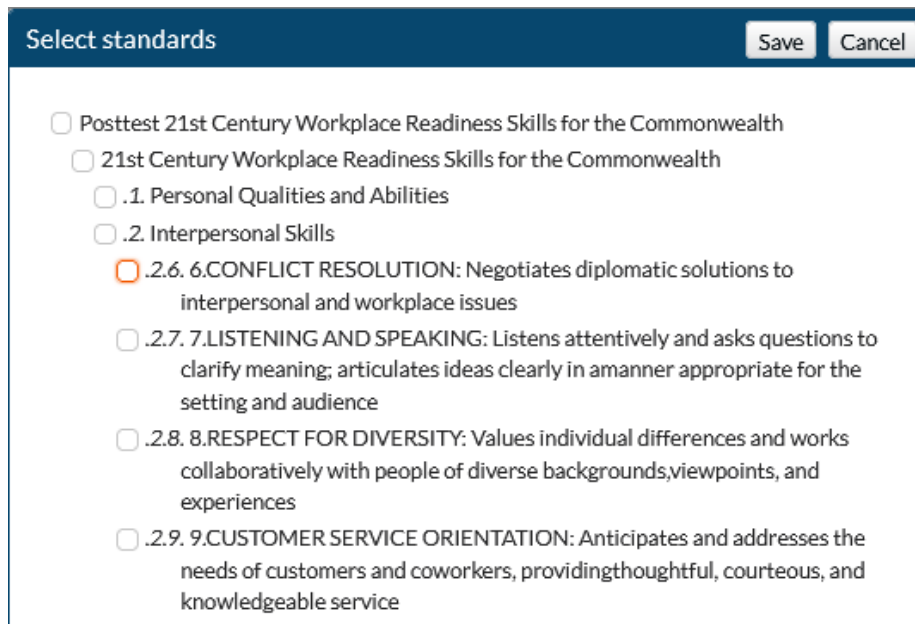
7. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Print** button to see a printable version of the report in your browser window.
 - b. Enter an e-mail address to e-mail the report to yourself or someone else.
 - c. Click **Excel Output**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



The screenshot shows a dialog box titled "Select standards" with "Save" and "Cancel" buttons. The list of standards includes:

- 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 shows the 'Standards Performance Summary' interface. At the top, there is a header with a question mark icon and 'User Name'. Below the header is a dark bar labeled 'Options' containing a button 'Show standards performance summary'. The main content area is divided into sections: 'Standards' (with 'No standards selected' and a 'Select standards to report on' button), 'Assessments' (a dropdown menu with options like 'CTECS Pretest Workplace Readiness Skills'), 'Group Results By' (a text input field with a note 'Adding grouping can slow down processing.'), and 'Additional Options' (a checkbox for 'Include raw results for each standard'). Below this is a dark bar labeled 'Filters' containing three checked checkboxes: 'Include only scored items', 'Include only standards with results', and 'Accumulate results for all levels'. The 'Other Filters' section includes a table with columns for 'Start Date' (with 'Begin:' and 'End:' dropdowns) and various demographic filters: 'Contract Number', 'School Division', 'School', 'Test Site Administrator', 'Accommodations', 'Course Code', 'Teacher', and 'OPTIONAL Tech Ctr/Academy'.

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



Virginia WRS

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) v
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.
 - 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.