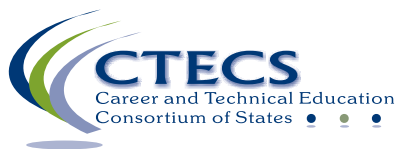


Using Your E-SESS Administrator Account to Generate Assessment Reports



v. 1 October 28, 2011

Introduction

Once your students are registered in the E-SESS system, you will receive an e-mail message (from information@techfluency.org) with your Test Site Administrator log in and password information. As the Test Site Administrator, you are the central contact for your site, and this information will allow you to access the E-SESS assessment system and view, e-mail, and print student assessment log in information and several summative reports.

Prior to the day of the test, you will need to access E-SESS and generate the Login report. This report contains “test tickets” for each registered student. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test tickets appropriately.


After the test, you will log into E-SESS again to access the Summative Assessment Reports:

- Grade Report
- Assessment Statistics Report
- Standards Performance Summary with Graph Report

Test Site Administrator Steps to Log in to your E-SESS account.

1. Follow the link provided in the e-mail message (<http://www.techfluency.org/esess/Admin/index.php>)
2. Enter the organization information provided in the e-mail message in the **Organization** field.
3. Enter your password in the **Password** field.

Login



Organization

Password

E-SESS

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4. Click the **Log In** button. The Administrative Menu will be displayed.

Administrative Menu

The Administrative Menu provides access to several reports and the Help menu.

The screenshot displays the E-SESS Administrative Menu. On the left is a navigation sidebar with the following items: Reports (expanded), Assessment Scores, Assessment Statistics, Grade Report, Login, Standards Performance Summary with...; Help (expanded), Administrator Guide, Participant Guide; and a Log Out button. The main content area features the title "Administrative Menu" and the Technological Fluency Institute logo. Below the title, it shows the organization as "Virginia WRS" and the user as "Jane Doe". A "NEWS" section is visible, which is currently blank. At the bottom of the page, the "E-SESS" logo is displayed alongside the copyright notice: "©2011 Technological Literacy Group, Inc. All rights reserved. Boring our copyright, you you enable us to invest in research for education."

Steps to E-mail/Print Login Report


Prior to the day of the test, you will need to access E-SESS and generate the Login report. This report contains “test tickets” for each registered student. Once the report is generated, you will be able to view/e-mail/print the report and distribute the test tickets appropriately.

The Login report generates an alphabetical, block-format list of participant names and passwords. 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 Login Report lists all participants for a given organization.

To use the Login Report:

1. Click **Reports**.
2. Click **Login**. The Login Report opens in a new window.



Login Report

Optional Filters

Pagebreak on

+ Search by enrollment date

+ Search by start date

+ Search By Last Name

Search by Assessment

(Relaxed) Workplace Readiness Skills for the Commonwealth 2011

Sample Assessment

Workplace Readiness Skills (WRS) for the Commonwealth

Workplace Readiness Skills for the Commonwealth 2011

- Search by School

no value

Henrico High School

- Search by School Division

no value

Henrico County Public Schools

+ Search by State Testing Identifier (STI) Number

+ Search by Student with Disability

+ Search by Test Site Administrator

Only include accounts with assessments

Note: The Optional Filters displayed will vary.

Make selections based on your organization and demographics.

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3. Filter the report.
 - a. Click the + to expand the filter.
 - b. Click the **drop-down arrows** to set the range.

The first filter is "**Pagebreak on.**" This filter 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.

4. Click **View**. A filtered Login Report appears.
5. Print, e-mail, or save the report as a pdf by following one of the steps below.
 - a. Click the **Printable** 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 the **PDF Version** button to create a pdf version of the report.

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

Site URL:	www.techfluency.org/esess
Org. Name:	organization name
First Name:	student's first name
Last Name:	student's last name
Password:	password

The Assessment Scores Report

This report enables administrators to quickly see what each participant scored on a particular assessment. The report also provides the date that the assessment was completed and the status (accessible or locked).

To use the Assessment Scores Report:

1. Click **Reports** from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).
2. Click **Assessment Scores Report**. The report opens in a new window.

Assessment Scores Report

A screenshot of the Assessment Scores Report interface. At the top, there is a "View" button. Below it is a section titled "Optional Filters" with a plus sign. The filters listed are: "+ Search by enrollment date", "+ Search by start date", "+ Search By Last Name", "Search by Assessment" (with a dropdown menu showing "(Pretest) Workplace Readiness Skills for the Commonwealth 2011", "(Retake) Workplace Readiness Skills for the Commonwealth 2011", "Sample Assessment", and "Workplace Readiness Skills for the Commonwealth 2011"), "+ Search by School", "- Search by School Division" (with a dropdown menu showing "Frederick County Public Schools", "Greensville County", "Hampton City Schools", "Henrico County Public Schools", and "Loudoun County"), "+ Search by State Testing Identifier (STI) Number", "+ Search by Student with Disability", "+ Search by SwD", and "+ Search by Test Site Administrator". At the bottom of the filter section, there is another "View" button.

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

Make selections based on your organization and demographics.

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Assessment Scores Report



Filters: School

Assessment ((Pretest) Workplace Readiness Skills for the Commonwealth 2011)

Number	Participant Name	Assessment Type	Assessment Name	Percent Correct	Date Completed	Assessment Status
1	K	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
2	B.	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
3	D	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
4		Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	73 / 100 (73%)	10/13/2011	Locked
5	J	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	41 / 100 (41%)	10/13/2011	Locked
6	A	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth 2011	N/A	Not begun	Accessible
7	L	Traditional Assessment	(Pretest) Workplace Readiness Skills for the Commonwealth	59 / 100 (59%)	10/13/2011	Locked


The 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 5 for instructions.)

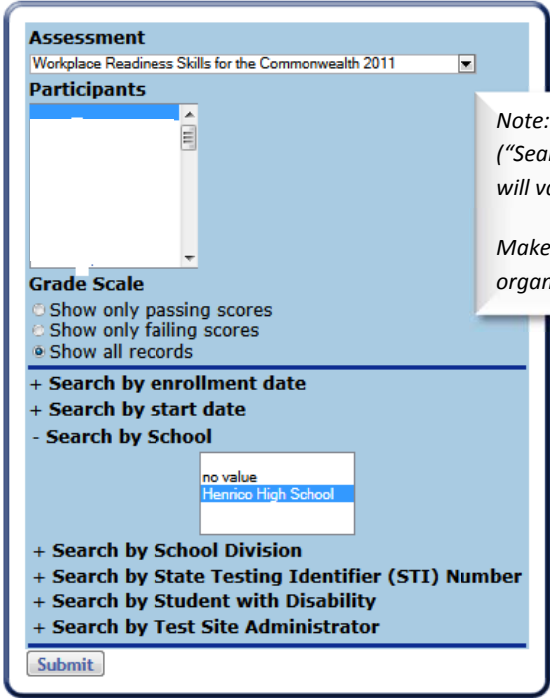
This report enables administrators to quickly see what each participant scored on a particular assessment.

To use the Grade Report:

3. Click **Reports** from the Administrator Menu, (see Page 2 for instructions on accessing the Administrator Menu).
4. Click **Grade Report**. The Grade Report opens in a new window.



Grade Report



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

Make selections based on your organization and demographics.

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5. Select the assessment from the drop-down list.
6. Click an option under **Grade Scale**.
7. Click **Submit**. The Grade Report is displayed.

The report lists

- the name of the assessment
- assessment description (if given)
- exam type

- grade scale (if there is one)
 - participants' names (ordered alphabetically by last name)
 - participants' scored percentage (23/34)
 - participants' letter grades
8. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Printable** 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 (Office 2003) 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.

Start Over

Printable

E-mail

Excel Output
PDF Version

Grade Report

Name: Workplace Readiness Skills for the Commonwealth 2011
 Type: Traditional Assessment
 Filters: School (Henrico High School)
 Grade Scale: Pass : 100 - 75 % *
 Fail : 74 - 0 %

Row	First Name	Last Name	Percentage	Grade
1	<i>Student's first name</i>	<i>Student's last name</i>	89 / 100 (89%)	Pass
2	<i>Student's first name</i>	<i>Student's last name</i>	84 / 100 (84%)	Pass
3	<i>Student's first name</i>	<i>Student's last name</i>	76 / 100 (76%)	Pass
4	<i>Student's first name</i>	<i>Student's last name</i>	70 / 100 (70%)	Fail
5	<i>Student's first name</i>	<i>Student's last name</i>	89 / 100 (89%)	Pass
6	<i>Student's first name</i>	<i>Student's last name</i>	76 / 100 (76%)	Pass
4	<i>Student's first name</i>	<i>Student's last name</i>	68 / 100 (68%)	Fail


The Assessment Statistics Report

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. Select **Assessment Statistics** Report from the Administrator Menu (see Page 2 for instructions on accessing the Administrator Menu). You will see a list of filters to use for generating the report.



Assessment Statistics

[View](#)

Optional Filters

Search by Assessment

(Retake) Workplace Readiness Skills for the Commonwealth 2011
Sample Assessment
Workplace Readiness Skills (WRS) for the Commonwealth
Workplace Readiness Skills for the Commonwealth 2011

- + Search by enrollment date
- + Search by start date
- + Search By Last Name
- + Search by School
- + Search by School Division
- + Search by State Testing Identifier (STI) Number
- + Search by Student with Disability
- + Search by Test Site Administrator

[View](#)

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

Make selections based on your organization and demographics.

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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 View. The Assessment Statistics report appears.
5. Print, e-mail, or save the report as a pdf or Excel file by following one of the steps below.
 - a. Click the **Printable** 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 (Office 2003) 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.

[Start Over](#)

[Printable](#)

[E-mail](#)

[Excel Output](#)

[PDF Version](#)

Assessment Statistics

Filters: School Division

Assessment: Workplace Readiness Skills for the Commonwealth 2011

Description:

Number participants: 39

Items on assessment: 100

Testing range: 05/12/2011 - 06/10/2011

Time limit: 01:00:00

Minimum score possible: 0

Maximum score possible: 100

Mean score: 70.36

Median score: 74

Mode score: The following score(s) occurred 4 time(s): 77

Standard deviation: 12.57

Reliability coefficient (KR21): 0.8768

Range: 48

Interquartile range: 16

	Min	Max	Mean
Score	41	89	70.36
Time	00:30:21	01:00:00	00:52:51
Items Answered	66	100	96.67

Score Distribution

% Range	# Scores in Range
0-10	0
11-20	0
21-30	0
31-40	0
41-50	3
51-60	6
61-70	7
71-80	14
81-90	9
91-100	0

Standards Performance Summary with Graphs Report

This report enables administrators to see how the aggregate data of all participants on each standard. The report lists the standard set and provides a graph of the percent correct for each standard element.

To use the Standards Performance Summary with Graphs report:

1. Click Reports.
2. Click Standards Performance Summary with Graphs. The Standards Performance Summary with Graphs report opens in a new window.

Note: The list of Assessments and Standard Sets may be different from the ones on this sample screen.

Standards Performance Summary

Submit

Standards

Up

Down

Assessment

(Retake) Workplace Readiness Skills for the Commonwealth 2011
Sample Assessment
Workplace Readiness Skills (WRS) for the Commonwealth
Workplace Readiness Skills for the Commonwealth 2011

Demographic Breakdowns

Show all standards
Show only standards at or below:
Show only standards at or above:
0%

FILTERS

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

Assessment Date

Begin: End:

+ Search by Extra Time
+ Search by School
+ Search by School Division
+ Search by State Testing Identifier (STI) Number
+ Search by Student with Disability
+ Search by Test Site Administrator

Submit

**existing correlations*

Assessment	Standard Set
(Retake) Workplace Readiness Skills for the Commonwealth 2011	Workplace Readiness Skills (WRS) for the Commonwealth 2011
Sample Assessment	Sample
Workplace Readiness Skills (WRS) for the Commonwealth 2011	New Workplace Readiness Skills (WRS) for the Commonwealth 2011

Note: The Filters and "Search by" options will vary. Make selections based on your organization and demographics.

3. Select a standard set from the drop-down list.
 - To select additional levels of the standard set, click **Down** or **Up**. The information displayed will be used as the standard set filter.
4. Select an assessment.

5. Select the demographic breakdowns (*optional*).
6. Select which standards to be shown: all standards, only standards at or below a specified level, or only standards at or above a specified level.
7. Filter the report.
 - a. Click the checkbox to include only scored items, include only standards with results, or to accumulate results for all levels.
 - b. Click the drop-down arrows to set an assessment administration date range.
 - c. Click the + to expand the other filters.
8. Click **Submit**.
9. The Standards Performance Summary with Graphs report appears.
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 **Printable** 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 (Office 2003) 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.

[Start Over](#)

[Printable](#)

[E-mail](#)

[Excel Output PDF Version](#)

Standards Performance

Assessment: Workplace Readiness Skills for the Commonwealth 2011
Standard Set: Workplace Readiness Skills (WRS) for the Commonwealth 2011

Filters: School
 All Standards
 Number tested: 39

Depth: 3 Standard

1) Workplace Readiness Skills (WRS) for the Commonwealth

Standard	Score
A) Personal Qualities and People Skills	
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	78.21 %
2) Integrity: Abides by workplace policies and laws and demonstrates honesty and reliability	76.28 %
3) Teamwork: Contributes to the success of the team, assists others, and requests help when needed	79.49 %
4) Self-representation: Dresses appropriately and uses language and manners suitable for the workplace	72.82 %
5) Diversity Awareness: Works well with all customers and coworkers	87.18 %
6) Conflict Resolution: Negotiates diplomatic solutions to interpersonal and workplace issues	83.08 %
7) Creativity and Resourcefulness: Contributes new ideas and works with initiative	71.15 %
B) Professional Knowledge and Skills	
8) Speaking And Listening: Follows directions and communicates effectively with customers and fellow employees	77.95 %
9) Reading And Writing: Reads and interprets workplace documents and writes clearly	56.92 %
10) Critical Thinking And Problem Solving: Analyzes and resolves problems that arise in completing assigned tasks	64.74 %
11) Health And Safety: Follows safety guidelines and manages personal health	74.36 %
12) Organizations, Systems, And Climates: Identifies big picture issues and his or her role in fulfilling the mission of the workplace	50.26 %
13) Lifelong Learning: Continually acquires new industry-related information and improves professional skills	57.05 %
14) Job Acquisition And Advancement: Prepares to apply for a job and to seek promotion	61.03 %
15) Time, Task, And Resource Management: Organizes and implements a productive plan of work	64.74 %
16) Mathematics: Uses mathematical reasoning to accomplish tasks	78.21 %
17) Customer Service: Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service	79.49 %
C) Technology Knowledge and Skills	
18) Job-Specific Technologies: Selects and safely uses technological resources to accomplish work responsibilities in a productive manner	74.36 %
19) Information Technology: Uses computers, file management techniques, and software/programs effectively	57.88 %
20) Internet Use And Security: Uses the Internet appropriately for work	80.77 %
21) Telecommunications: Selects and uses appropriate devices, services, and applications	57.95 %

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