



els

Educational Leadership Solutions

EZ Test Tracker

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

- 1. ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.
- 2. License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.
- 3. Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.
- 4. Term.** The term of this Agreement shall be for the remainder of the school year, commencing on the day of implementation and terminating on June 30, 2012. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.
- 5. Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.
- 6. Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.
- 7. Assignments.** School may not assign this Agreement to any other School.
- 8. Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

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Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

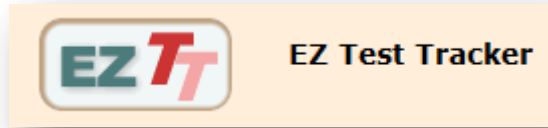
All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
877-233-7833
support@k12els.com

EZ Test Tracker Instructions

Log in (go to www.k12els.com and select *ELS Client Login*) and select the EZ Test Tracker icon.



Application Overview

Administrator Application

The EZ Test Tracker enables users to analyze test data on three levels:

1. Test Level (compiled data totals for the entire school on each test)
2. Teacher Level (compiled data totals for each teacher on each test)
3. Student Level (individual student performance on each test)

General and compiled test data can be viewed for each test, including data such as scaled score, growth residuals, pass/fail, and reporting categories or subskills.

The filter menu (select *Set Filters* button to view) enables users to filter data and display/hide columns of data.

Users can also filter data by clicking on hyperlinked fields in the data table. Data can be sorted by clicking on column subtitles. Column subtitles are sortable, and underlined fields are hyperlinked.

The screenshot shows the EZ Test Tracker interface with the following elements:

- Navigation tabs: Tests, Teachers, Students
- Buttons: Hide Filters (circled in red), View Rpt. Cat.
- Current Filters: data, qdi
- Filter sections: General Data, SubGroup Data, Test Data
- General Data filters: Test (ALL), Year (ALL), Test Type (ALL), Content (ALL), Retest (ALL), Date
- SubGroup Data filters: Race (ALL), Gender (ALL), Migrant (ALL), Econ Disadv (ALL), SPED (ALL), LEP (ALL)
- Test Data filters: Scaled Score, Growth Residual, QDI, Lexile/Quantile, Pass/Fail (SATP), Basic And Above, Proficient And Above
- Data table with columns: Test, Year, # Tested, Score, GR, Min, Basic, Prof, Adv, QDI
- Annotations: "hyperlinked filter" pointing to the "Test" column header, "sort by column" pointing to the "Score" column header.

Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Teacher Application

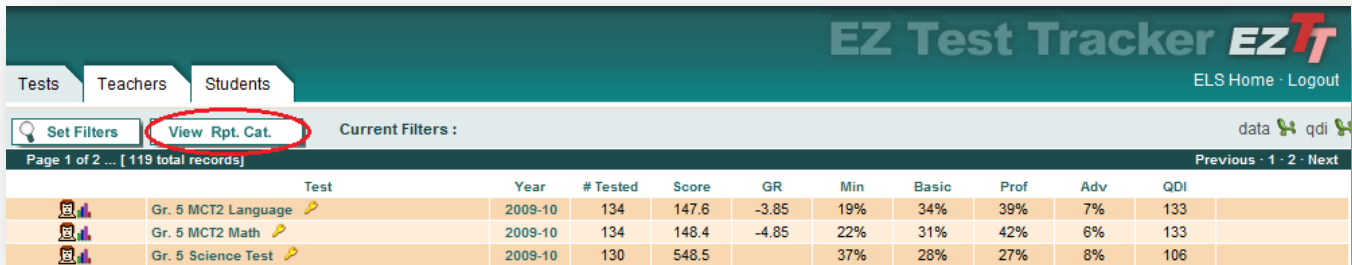
The EZ Test Tracker teacher application has the same functionality as the administrator application. On the *Teachers* tab, however, teachers are only able to see data for students whose tests were attributed to them. On the *Students* tab, teachers can see only test data (from previous and subsequent years) for students that they tested and currently scheduled students.

The following features are functions that exist on all tabs (*Tests, Teachers, and Students*).

Application Features

View Reporting Category Data

Click on the *View Rpt. Cat.* button to view reporting category data (e.g. subskills or strands).



The screenshot shows the EZ Test Tracker interface with the 'View Rpt. Cat.' button circled in red. The table below shows the current data columns.

Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Once the button is clicked, reporting category data columns will appear.



The screenshot shows the EZ Test Tracker interface with the 'View Test Data' button selected. The table below shows the updated data columns, with the reporting category columns circled in red.

Test	Year	# Tested	Rpt. Cat 1	Rpt. Cat 2	Rpt. Cat 3	Rpt. Cat 4	Rpt. Cat 5	Rpt. Cat 6	Rpt. Cat 7
Gr. 5 MCT2 Language	2009-10	134	59%	54%	52%	45%			
Gr. 5 MCT2 Math	2009-10	134	62%	51%	61%	42%	52%		
Gr. 5 Science Test	2009-10	130	59%	61%	53%	52%	51%	50%	58%

To view a description of reporting categories for a test, select the key icon next to the text name.

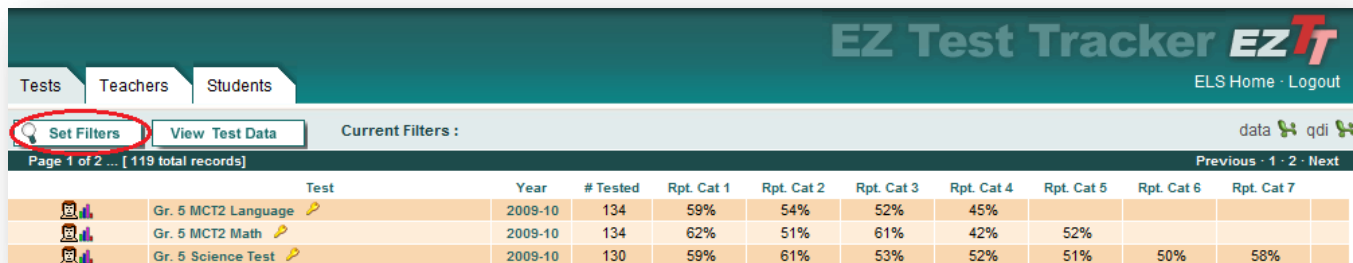


The screenshot shows the EZ Test Tracker interface with a key icon next to the 'Gr. 5 MCT2 Language' test name circled in red.

Test	Year	# Tested	Rpt. Cat 1	Rpt. Cat 2	Rpt. Cat 3	Rpt. Cat 4	Rpt. Cat 5	Rpt. Cat 6	Rpt. Cat 7
Gr. 5 MCT2 Language	2009-10	134	59%	54%	52%	45%			
Gr. 5 MCT2 Math	2009-10	134	62%	51%	61%	42%	52%		
Gr. 5 Science Test	2009-10	130	59%	61%	53%	52%	51%	50%	58%

Filter Menu

To view the filter options, click on the *Set Filters* button.



The screenshot shows the EZ Test Tracker interface with the 'Set Filters' button circled in red.

Test	Year	# Tested	Rpt. Cat 1	Rpt. Cat 2	Rpt. Cat 3	Rpt. Cat 4	Rpt. Cat 5	Rpt. Cat 6	Rpt. Cat 7
Gr. 5 MCT2 Language	2009-10	134	59%	54%	52%	45%			
Gr. 5 MCT2 Math	2009-10	134	62%	51%	61%	42%	52%		
Gr. 5 Science Test	2009-10	130	59%	61%	53%	52%	51%	50%	58%

Choose from the drop-down fields to filter data and use the Display? column next to each filter to hide/display columns of data. When you have selected the criteria, select the *Apply Filters* button.

The screenshot shows the EZ Test Tracker interface with three filter sections: General Data, SubGroup Data, and Test Data. Each section has a 'Display?' checkbox and a 'Column' dropdown menu. The 'Apply Filters' button is circled in red.

Section	Column	Filter	Display?
General Data	Test	ALL	<input type="checkbox"/>
	Year	ALL	<input type="checkbox"/>
	Test Type	ALL	<input type="checkbox"/>
	Content	ALL	<input type="checkbox"/>
	Retest	ALL	<input type="checkbox"/>
	Date		<input type="checkbox"/>
SubGroup Data	Race	ALL	<input type="checkbox"/>
	Gender	ALL	<input type="checkbox"/>
	Migrant	ALL	<input type="checkbox"/>
	Econ Disadv	ALL	<input type="checkbox"/>
	SPED	ALL	<input type="checkbox"/>
	LEP	ALL	<input type="checkbox"/>
Test Data	Scaled Score		<input checked="" type="checkbox"/>
	Growth Residual		<input checked="" type="checkbox"/>
	QDI		<input checked="" type="checkbox"/>
	Lexile/Quantile		<input type="checkbox"/>
	Pass/Fail (SATP)		<input type="checkbox"/>
	Basic And Above		<input type="checkbox"/>

- ❖ **General Data Filters:** Include test, year, test type, content, retest, and date
- ❖ **SubGroup Data Filters:** Include race, gender, migrant, economically disadvantaged, SPED, and LEP
- ❖ **Test Data Filters:** Include scaled scores, growth residuals, QDI, Lexile/Quantile, pass/fail, Basic and Above, Proficient and Above

Hyperlinked Sorts

Hold your cursor over a column heading (e.g. Test) and click on it to sort the data by the selected column.

The screenshot shows a table of test results. The 'Test' column header is circled in red, indicating it is a hyperlinked sort option.

Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Hyperlinked Filters

Hold your cursor over an underlined field (e.g. Gr. 5 MCT2 Language) and click on it to sort the data by the selected field.

The screenshot shows the same table of test results as above. The 'Gr. 5 MCT2 Language' field in the first row is circled in red, indicating it is a hyperlinked filter option.

Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Graphs

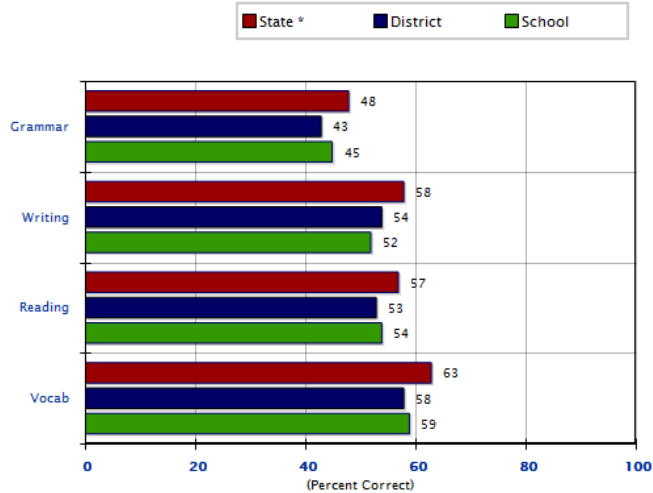
Select the graph icon to the left of any test data row to view a comparison of school and district reporting category performance.

EZ Test Tracker EZT											
Tests	Teachers	Students									ELS Home · Logout
	<input type="button" value="Set Filters"/>	<input type="button" value="View Rpt. Cat."/>	Current Filters :								data
Page 1 of 2 ... [119 total records] Previous · 1 · 2 · Next											
	Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI	
	Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133	
	Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133	
	Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106	

Test Subskills Graph

School: Northside Middle [Demo020]
 Test: Gr. 5 MCT2 Language
 Year: 2010

[Back](#) | [Print Chart](#) | [Close](#)



* State Level represents average for all Test Tracker schools, which includes over 2/3's of the state's test data

	School	District
Scaled Score	147.6	147.5
Growth Residual	-3.8	-1.9
Performance Level	2.3	2.3
Lexile/Quantile	0.0	0.0
Basic And Above	81	83
Proficient And Above	46	45
Pass/Fail (SATP)	0	0

Reporting Categories ...

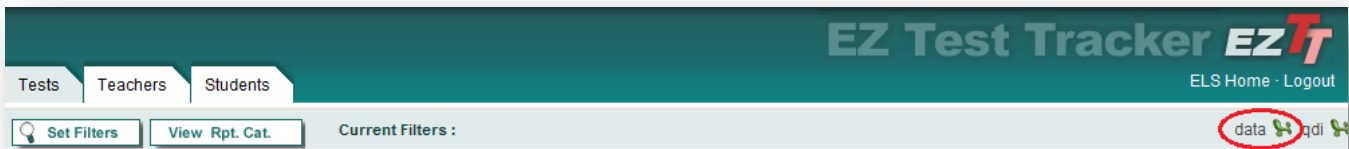
- Language
- Math
- Reading
- SATP- Biology
- SATP- U.S. History

Testing Years ...

- 2002
- 2003
- 2004
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011

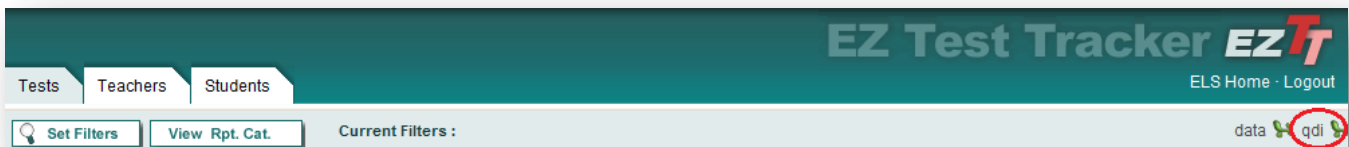
Data Icon

Select the *data* icon at the right of the filter bar menu to export data from the screen to an Excel spreadsheet. Note: You must have Excel loaded to your computer in order to use this function.



QDI Icon

Select the *qdi* icon at the right of the filter bar menu to export data to an Excel qdi worksheet. Note: You must have Excel loaded to your computer in order to use this function. Only one year of test data should be exported per download to accurately calculate qdi.



Printing Reports

Hard copies of reports can be printed from any of the EZ Test Tracker screens. To print a report, go to the Internet Explorer Browser menu bar and select File>Print.

If the report does not fit correctly onto the page, margins and page orientation (landscape vs. portrait) can be adjusted by going to File>Page Setup.

Multiple Pages of Data

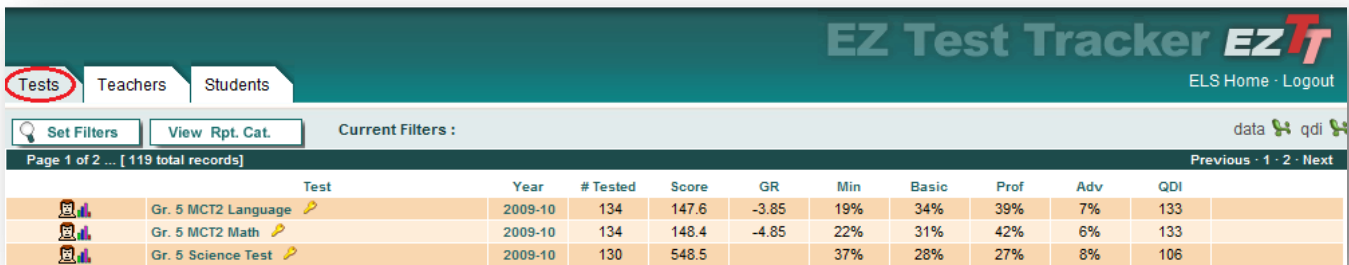
EZ Test Tracker data tables will show up to 100 rows of data on one page. In instances where there are more than 100 records (e.g. a list of 145 students who took the 5th grade language test), the data will appear in multiple pages. The page numbers will appear between the filter bar and column headings. Multiple pages can be navigated by clicking on *Previous*, *Next*, or a specific page number.




A screenshot of the EZ Test Tracker web application interface showing a data table. The table has columns for Test, Year, # Tested, Score, GR, Min, Basic, Prof, Adv, and QDI. The first three rows of data are visible. The pagination controls at the bottom of the table show 'Page 1 of 2 ... [119 total records]' and 'Previous 1 2 Next'. The 'Previous' and 'Next' buttons are circled in red.

Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Tests Tab

The *Tests* tab displays all years of compiled test results for the entire school.



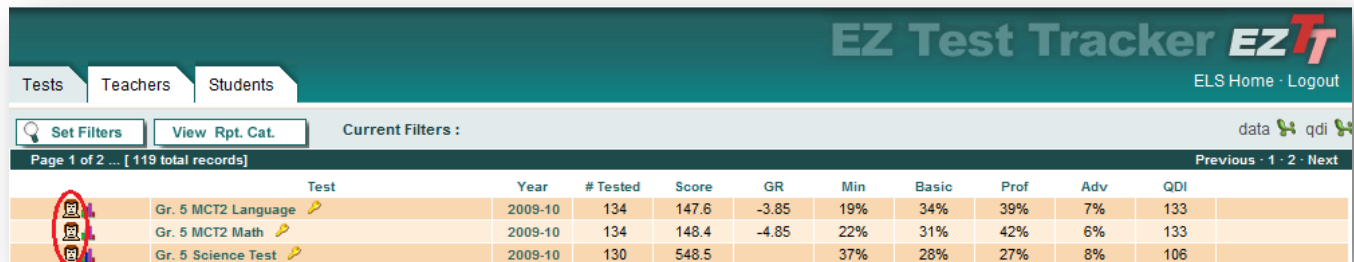
	Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
	Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
	Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
	Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106




Column Key

- ❖ **Test:** Test description
- ❖ **Year:** School year in which the test was administered
- ❖ **# Tested:** Number of students tested by the school
- ❖ *** Score:** Average scaled score of all students
- ❖ *** GR:** Average Growth Residual (student's actual scaled score minus student's MDE predicted scaled score) for all students who had a calculated growth residual
- ❖ *** Min:** Percentage of students whose score was Minimal
- ❖ *** Basic:** Percentage of students whose score was Basic
- ❖ *** Prof:** Percentage of students whose score was Proficient
- ❖ *** Adv:** Percentage of students whose score was Advanced
- ❖ *** QDI:** Quality of Distribution Index for data row

Go to Teacher Data

Click on the teacher icon at the left of any test data row to view a breakdown of teacher performance for that test. This will take the user to the *Teachers* tab.



	Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
	Gr. 5 MCT2 Language	2009-10	134	147.6	-3.85	19%	34%	39%	7%	133
	Gr. 5 MCT2 Math	2009-10	134	148.4	-4.85	22%	31%	42%	6%	133
	Gr. 5 Science Test	2009-10	130	548.5		37%	28%	27%	8%	106

Teachers Tab

The *Teachers* tab displays all years of compiled test results for each teacher in a school.

EZ Test Tracker EZTT											
Tests Teachers Students											ELS Home · Logout
Set Filters	View Rpt. Cat.	Current Filters :									data qdi
Page 1 of 4 ... [310 total records]											Previous · 1 · 2 · 3 · 4 · Next
	Teacher	Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
	Farrior, Faye	Gr. 5 MCT Reading	2004-05	30	516.4	-29.20	7%	17%	53%	23%	192
	Farrior, Faye	Gr. 6 MCT Reading	2004-05	33	520.1	-18.69	18%	15%	55%	12%	161
	Feather, Roy	Gr. 7 MCT Math	2002-03	19	571.1		32%	11%	32%	26%	153

Column Key

- ❖ **Teacher:** The teacher of record
- ❖ **Test:** Test description
- ❖ **Year:** School year in which the test was administered
- ❖ **# Tested:** Number of students tested by the school
- ❖ *** Score:** Average scaled score of all students
- ❖ *** GR:** Average Growth Residual for students from the teacher's class (student's actual scaled score minus student's MDE predicted scaled score) for all students who had a calculated growth residual
- ❖ *** Min:** Percentage of students whose score was Minimal for teacher's class
- ❖ *** Basic:** Percentage of students whose score was Basic for teacher's class
- ❖ *** Prof:** Percentage of students whose score was Proficient for teacher's class
- ❖ *** Adv:** Percentage of students whose score was Advanced for teacher's class
- ❖ *** QDI:** Quality of Distribution Index for data row

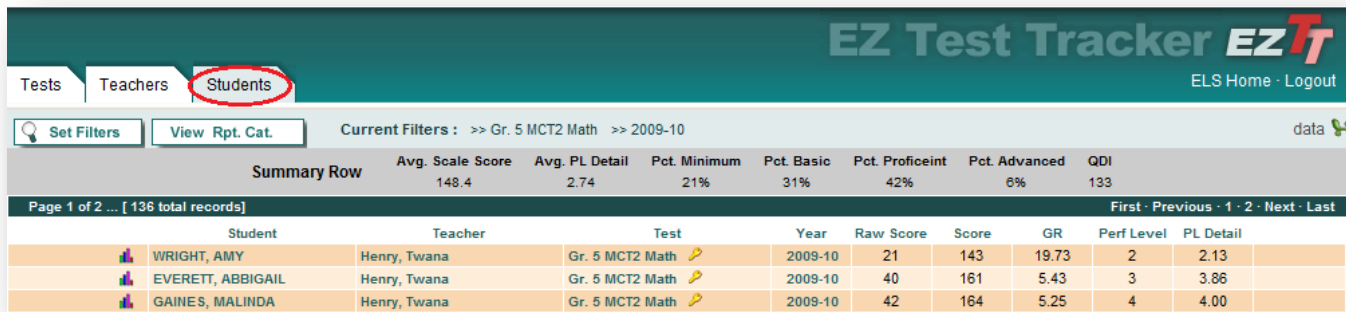
Go to Student Data

Click on the student icon at the left of any test data row to view a breakdown of student performance for that test. This will take the user to the *Students* tab.

EZ Test Tracker EZTT											
Tests Teachers Students											ELS Home · Logout
Set Filters	View Rpt. Cat.	Current Filters :									data qdi
Page 1 of 4 ... [310 total records]											Previous · 1 · 2 · 3 · 4 · Next
	Teacher	Test	Year	# Tested	Score	GR	Min	Basic	Prof	Adv	QDI
	Farrior, Faye	Gr. 5 MCT Reading	2004-05	30	516.4	-29.20	7%	17%	53%	23%	192
	Farrior, Faye	Gr. 6 MCT Reading	2004-05	33	520.1	-18.69	18%	15%	55%	12%	161
	Feather, Roy	Gr. 7 MCT Math	2002-03	19	571.1		32%	11%	32%	26%	153

Students Tab

The *Students* tab displays all years of compiled test results for all tested and currently enrolled students.



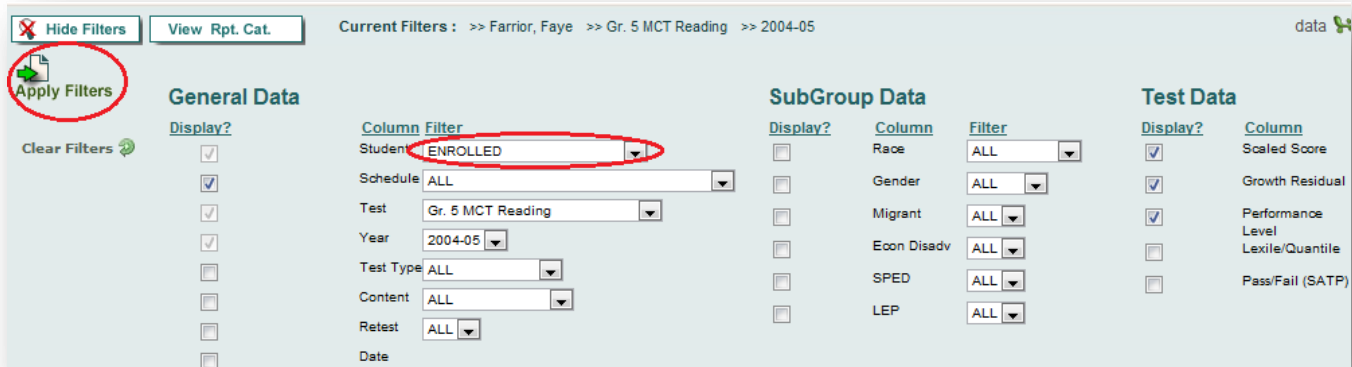
Student	Teacher	Test	Year	Raw Score	Score	GR	Perf Level	PL Detail
WRIGHT, AMY	Henry, Twana	Gr. 5 MCT2 Math	2009-10	21	143	19.73	2	2.13
EVERETT, ABBIGAIL	Henry, Twana	Gr. 5 MCT2 Math	2009-10	40	161	5.43	3	3.86
GAINES, MALINDA	Henry, Twana	Gr. 5 MCT2 Math	2009-10	42	164	5.25	4	4.00

Column Key

- ❖ **Student:** Student who took the test
- ❖ **Teacher:** The teacher who taught the student this content area
- ❖ **Test:** Test description (click on test to filter)
- ❖ **Year:** School year in which the test was administered (click on year to filter)
- ❖ * **Raw Score:** Points obtained
- ❖ * **Score:** Scaled score for student
- ❖ * **GR:** Growth Residual (student's actual scaled score minus student's MDE predicted scaled score) for the student if the student had a calculated growth residual
- ❖ * **Perf Level:** Performance level, 1=Minimal, 2=Basic, 3=Proficient, 4=Advanced
- ❖ * **PL Detail:** Performance level detail, performance level and a decimal showing how far from next level

Viewing Student Data

To view currently enrolled student data, choose *Enrolled* in the student filter and select *Apply Filters*.



Hide Filters | View Rpt. Cat. | Current Filters : >> Farrior, Faye >> Gr. 5 MCT Reading >> 2004-05

Apply Filters

Clear Filters

General Data

Display?	Column Filter
<input checked="" type="checkbox"/>	Student: ENROLLED
<input checked="" type="checkbox"/>	Schedule: ALL
<input checked="" type="checkbox"/>	Test: Gr. 5 MCT Reading
<input checked="" type="checkbox"/>	Year: 2004-05
<input type="checkbox"/>	Test Type: ALL
<input type="checkbox"/>	Content: ALL
<input type="checkbox"/>	Retest: ALL
<input type="checkbox"/>	Date

SubGroup Data

Display?	Column	Filter
<input type="checkbox"/>	Race	ALL
<input type="checkbox"/>	Gender	ALL
<input type="checkbox"/>	Migrant	ALL
<input type="checkbox"/>	Econ Disadv	ALL
<input type="checkbox"/>	SPED	ALL
<input type="checkbox"/>	LEP	ALL

Test Data

Display?	Column
<input checked="" type="checkbox"/>	Scaled Score
<input checked="" type="checkbox"/>	Growth Residual
<input type="checkbox"/>	Performance Level
<input type="checkbox"/>	Lexile/Quantile
<input type="checkbox"/>	Pass/Fail (SATP)

Once *Enrolled* has been selected in the student filter, a *Schedule* filter will replace the *Teacher* filter. The filter can be set to *ALL* if the user wants to view test data for all students, or can be set to a teacher/course combo to view the students enrolled in that specific course.

EZ Test Tracker - Administrator Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Test Tracker icon.

TAB DESCRIPTIONS

Tests Tab

- This tab displays all years of compiled test results for the entire school. Users can view teacher results for the selected test by selecting the teacher icon (located to the left on each row of data).
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing school performance to district and state* performance on reporting categories can be viewed by selecting the graph icon (located to the left on each row of data).

Teachers Tab

- This tab displays compiled teacher data for all years and all tests. Users can view student results for the selected teacher/test combination by selecting the student icon (located to the left on each row of data).
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing teacher performance to school, district, and state* performance on reporting categories can be viewed by selecting the graph icon (located to the left on each row of data).

Students Tab

- This tab displays all of the student test data.
- Student filter options include *Tested* (only those tested at the user's school) or *Enrolled* (only those students who are currently enrolled). When *Enrolled* is selected in the *Student* filter, the user can select *ALL* scheduled students, or a specific teacher/course group of students. (See Filter Menu feature details below.)
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing student performance to school and district performance on reporting categories can be viewed by selecting the graph icon (located to the left on each row of data).

TAB FEATURES

- **Hyperlinked Data:** Data can be filtered by selecting underlined fields in the data table (e.g. click on 04/05/2011 to filter all test data for the selected test date).
- **Filter Menu:** Data can also be filtered, and columns displayed or hidden, by using the filter menu (accessed by clicking on *Set Filters*).
- **Reporting Category Data:** Reporting category performance (also referred to as subskills or strands) can be viewed for tests by clicking on the *View Rpt. Cat.* button.
- **Reporting Category Key:** A gold key by each test name defines the columns for the corresponding reporting category.

* State Level represents average for all Test Tracker schools, which includes over 2/3's of the state's test data.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.

EZ Test Tracker - Teacher Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Test Tracker icon.

TAB DESCRIPTIONS

Tests Tab

- This tab displays all years of compiled test results for the entire school.
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing school performance to district and state* performance on reporting categories can be viewed by selecting the graph icon (located to the left on each row of data).

Teachers Tab

- This tab displays compiled data for students that the user tested or was credited with testing. Users can view student results for the selected teacher/test combination by selecting the student icon (located to the left on each row of data).
- Reporting category data can be viewed by selecting the *View Rpt. Cat.* button.
- Graphs comparing the user's performance to school, district, and state* performance on reporting categories can be viewed by selecting the graph icon (located to the left on each row of data).

Students Tab

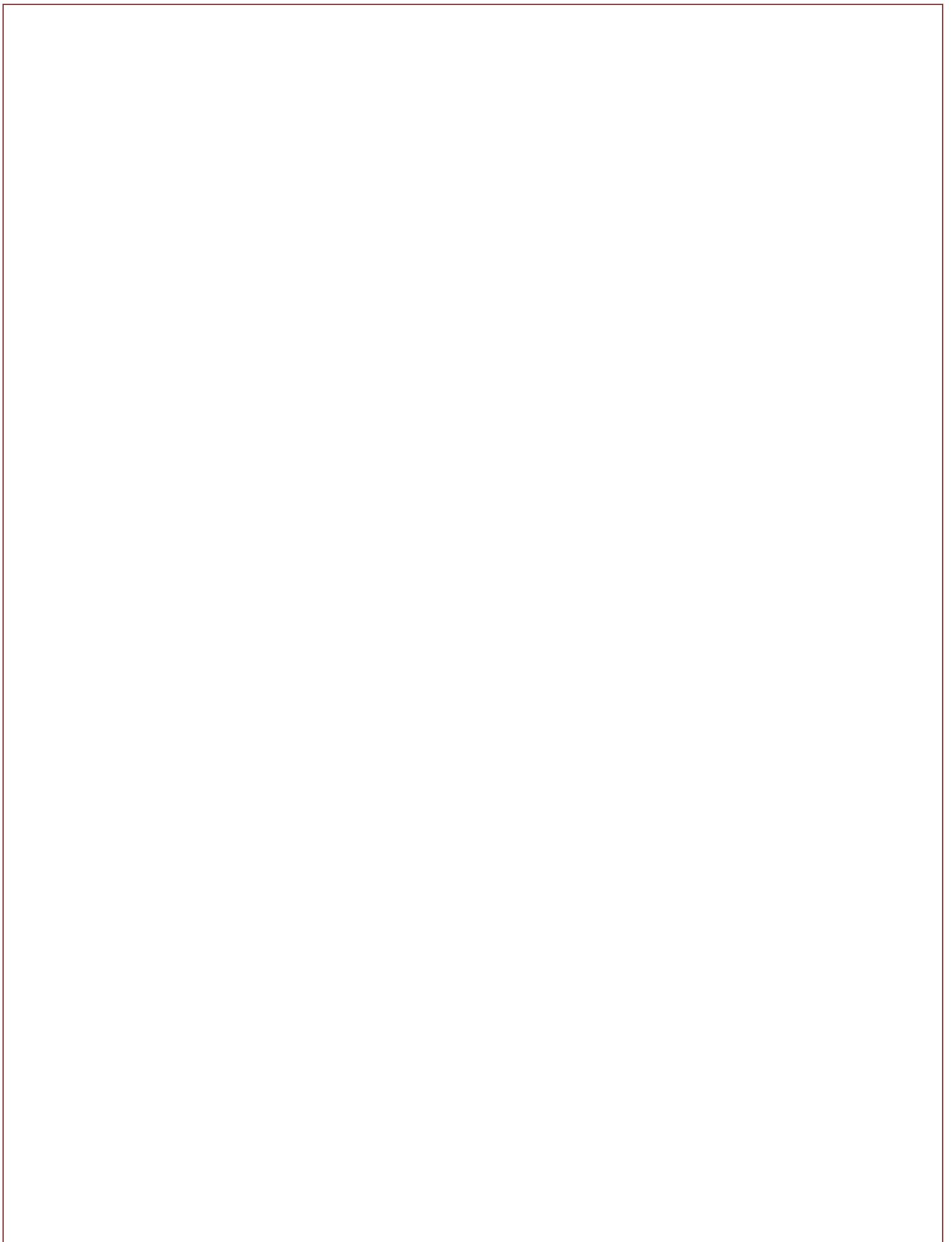
- This tab displays all of the student test data for students tested by the user (or the user was credited with testing) and students currently scheduled in the user's classroom.
- Student filter options include *Tested* (only those tested by the user) or *Enrolled* students (only the user's currently enrolled students). When *Enrolled* is selected in the *Student* filter, the user can select *ALL* scheduled students, or select a specifically scheduled course. (See Filter Menu feature details below.)
- Graphs comparing student performance to school and district performance on reporting categories can be viewed by clicking on the graph icon (located to the left on each row of data).

TAB FEATURES

- **Hyperlinked Data:** Data can be filtered by selecting underlined fields in the data table (e.g. click on 04/05/2011 to filter all test data for the selected test date).
- **Filter Menu:** Data can also be filtered, and columns displayed or hidden, by using the filter menu (accessed by clicking on *Set Filters*).
- **Reporting Category Data:** Reporting category performance (also referred to as subskills or strands) can be viewed for tests by clicking on the *View Rpt. Cat.* button.
- **Reporting Category Key:** A gold key by each test name defines the columns for the corresponding reporting category.

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Notes:

Support Information:

Educational Leadership Solution

1-877-233-73833

support@k12els.com

