

EZ Assessment - *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 Assessment 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 performance, for district level tests, can be viewed by selecting the graph icon (located to the left on each row of data).
- An Objective Report may be viewed by clicking on the *O* icon next to the corresponding test name. This report displays number of items for each competency and the corresponding objectives. The percentage correct is displayed for each competency and the objectives tested within that competency.
- An Item Analysis Report may be viewed by clicking on the *I* icon next to the corresponding test name. This report displays the percentage correct for each item and the matching objective as well as a distribution of student responses.

Teachers Tab

- This tab displays compiled teacher data specific to the user, for all years and all tests.
- All functionality, reports, and graphs available on the *Tests* tab are also available on the *Teachers* tab. The data, reports, and graphs, however, are specific to the user.
- An Item Results Report may be viewed by clicking on the *R* icon next to the corresponding test name. This report prints complete test results for each student, four to a page.
- The Objective Report on the *Teachers* tab includes the *View Student Reports* link at the top of the page. Click *View Student Reports* to view objective level results for each student.
- The Item Analysis Report on the *Teachers* tab includes the *details* link. Click *details* to view student responses on test items

Students Tab

- This tab displays all student level test data specific to the user.
- *Student Type* filter options include *Tested* (students tested by the teacher) or *Enrolled* (only students currently taught by user).
- All functionality, reports, and graphs available on the *Tests* and *Teachers* tabs are also available on the *Students* tab. The data, reports, and graphs, however, are specific to each student.

TAB FEATURES

- **Hyperlinked Data:** Data can be filtered by selecting highlighted fields in the data table (e.g. click on *04/05/2011* to filter all test data for that specific test date).
- **Filter Menu:** Data can also be filtered, and columns displayed, 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.

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