



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 this school year, commencing on the day of implementation and terminating on June 30 of the following school year. 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.

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.

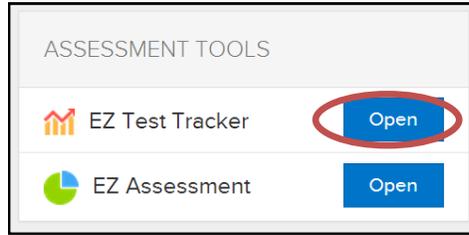
This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

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EZ Test Tracker Instructions

Go to www.k12els.com, select **Login**, enter user information, and select **Login**. Next, select **Open** next to EZ Test Tracker.



APPLICATION OVERVIEW

Administrator Application

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 components:

- Navigation:** Tests, Teachers, Students tabs. User: demoattcenter Admin : Demo Att Ctr.
- Filter Settings:**
 - General Data:** Test (ALL), Year (ALL), Test Type (ALL), Content (ALL), Retest (ALL), Full Academic Year (ALL), Date (ALL).
 - SubGroup Data:** Race (ALL), Gender (ALL), Migrant (ALL), Econ Disadv (ALL), SPED (ALL), LEP (ALL).
 - Test Data:** Scaled Score, Growth Residual, QDI, Lexile/Quantile, Pass/Fail (SATP), Basic And Above, Proficient And Above/Performance Levels.
- Data Table:**

Test	Year	# Tested	Score	Min	Basic	Prof	Adv	PAA%	Growth % (All)	Growth % (<25%)	Total Pts.
Gr. 3 MCT2 Language	2013-14	83	158.0	5%	19%	37%	39%	76%			
Gr. 3 MCT2 Math	2013-14	83	160.2	1%	13%	51%	35%	86%			
Gr. 4 MCT2 Language	2013-14	83	159.1	7%	8%	41%	43%	84%	94	79	257
Gr. 4 MCT2 Math	2013-14	83	161.0	7%	5%	48%	40%	88%	85	64	237

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 'Tests' tab selected. The 'View Rpt. Cat.' button is circled in red. Below the navigation bar, there is a table with the following data:

Test	Year	# Tested	Score
Gr. 3 MCT2 Language	2013-14	83	158.0
Gr. 3 MCT2 Math	2013-14	83	160.2
Gr. 4 MCT2 Language	2013-14	83	159.1

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 reporting category data columns are circled in red. Below the navigation bar, there is a table with the following data:

Test	Year	# Tested	Rpt. Cat 1	Rpt. Cat 2	Rpt. Cat 3	Rpt. Cat 4	Rpt. Cat 5	Rpt. Cat 6
Gr. 3 MCT2 Language	2013-14	83	68%	50%	71%	65%		
Gr. 3 MCT2 Math	2013-14	83	77%	68%	68%	72%	79%	
Gr. 4 MCT2 Language	2013-14	83	60%	70%	63%	75%		

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

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. Below the navigation bar, there is a table with the following data:

Test	Year	# Tested	Score
Gr. 3 MCT2 Language	2013-14	83	158.0
Gr. 3 MCT2 Math	2013-14	83	160.2
Gr. 4 MCT2 Language	2013-14	83	159.1

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 the filter menu open. The filter menu is divided into three sections: General Data, SubGroup Data, and Test Data. Each section has a 'Display?' column with checkboxes and a 'Filter' column with drop-down menus.

Section	Display?	Column	Filter
General Data	<input checked="" type="checkbox"/>	Test	ALL
	<input checked="" type="checkbox"/>	Year	ALL
	<input type="checkbox"/>	Test Type	ALL
	<input type="checkbox"/>	Content	ALL
	<input type="checkbox"/>	Retest	ALL
SubGroup Data	<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
Test Data	<input type="checkbox"/>	Scaled Score	
	<input type="checkbox"/>	Growth Residual	
	<input type="checkbox"/>	QDI	
	<input type="checkbox"/>	Lexile/Quantile	
	<input type="checkbox"/>	Pass/Fail (SATP)	
	<input type="checkbox"/>	Basic And Above	
	<input checked="" type="checkbox"/>	Proficient And Above/Performance Levels	

- ◆ **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.

Test	Year	# Tested	Score	Min	Basic	Prof	Adv	PAA%	Growth % (All)	Growth % (<25%)	Total Pts.
Gr. 3 MCT2 Language	2013-14	83	158.0	5%	19%	37%	39%	76%			
Gr. 3 MCT2 Math	2013-14	83	160.2	1%	13%	51%	35%	86%			
Gr. 4 MCT2 Language	2013-14	83	159.1	7%	8%	41%	43%	84%	94	79	257

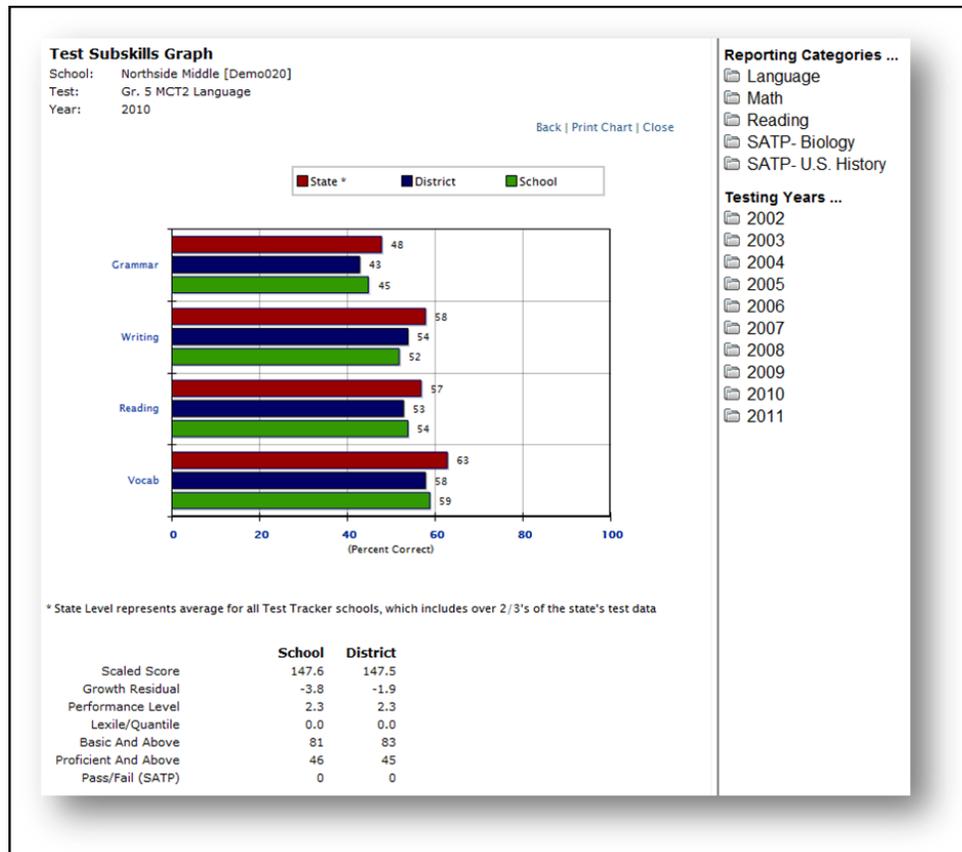
Hyperlinked Filters

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.

Graphs

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

Test	Year	# Tested	Score
Gr. 3 MCT2 Language	2013-14	83	158.0
Gr. 3 MCT2 Math	2013-14	83	160.2
Gr. 4 MCT2 Language	2013-14	83	159.1
Gr. 4 MCT2 Math	2013-14	83	161.0



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.

The screenshot shows the top navigation bar of the EZ Test Tracker application. It includes the logo, navigation tabs for 'Tests', 'Teachers', and 'Students', and user information 'demoattcenter Admin : Demo Att Ctr'. Below the navigation bar is a filter bar with buttons for 'Hide Filters' and 'View Test Data'. On the right side of the filter bar, there are icons for 'data', 'qdi', 'impact summary', and 'impact overall'. The 'data' icon is circled in red.

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.

Impact Summary Icon

Select the *Impact Summary* icon at the right of the filter bar menu to bring up a report of the test results by test.

Impact Overall Icon

Select the *Impact Overall Summary* icon at the right of the filter bar menu to bring up a summary of the tests that were taken at the school by subject.

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 148 students), 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.

The screenshot shows a data table in the EZ Test Tracker application. The table has columns for Test, Year, # Tested, Score, Min, Basic, Prof, Adv, PAA%, Growth % (All), Growth % (<25%), and Total Pts. The first four rows of data are visible. Below the table, there are navigation controls: 'Page 1 of 2 ... [148 total records]' and 'Previous - 1 - 2 - Next'. The 'Previous' and 'Next' buttons are circled in red.

Test	Year	# Tested	Score	Min	Basic	Prof	Adv	PAA%	Growth % (All)	Growth % (<25%)	Total Pts.
Gr. 3 MCT2 Language	2013-14	83	158.0	5%	19%	37%	39%	76%			
Gr. 3 MCT2 Math	2013-14	83	160.2	1%	13%	51%	35%	86%			
Gr. 4 MCT2 Language	2013-14	83	159.1	7%	8%	41%	43%	84%	94	79	257
Gr. 4 MCT2 Math	2013-14	83	161.0	7%	5%	48%	40%	88%	85	64	237

TEST TAB

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

Test	Year	# Tested	Score	Min	Basic	Prof	Adv	PAA%	Growth % (All)	Growth % (<25%)	Total Pts.
Gr. 3 MCT2 Language	2013-14	83	158.0	5%	19%	37%	39%	76%			
Gr. 3 MCT2 Math	2013-14	83	160.2	1%	13%	51%	35%	86%			
Gr. 4 MCT2 Language	2013-14	83	159.1	7%	8%	41%	43%	84%	94	79	257
Gr. 4 MCT2 Math	2013-14	83	161.0	7%	5%	48%	40%	88%	85	64	237

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
- ◆ **BAA%:** Percentage of students whose score was Basic and Above
- ◆ **PAA%:** Percentage of students whose score was Proficient or Advanced
- ◆ **Growth% (All):** Growth of all students
- ◆ **Growth% (< 25%):** Growth of students listed as bottom 25% for the school
- ◆ **Total Pts.:** PAA% + Growth % (All) + Growth% (<25%)
- ◆ **Pass:** Percentage of students that passed

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. 3 MCT2 Language	2013-14	83	158.0
Gr. 3 MCT2 Math	2013-14	83	160.2
Gr. 4 MCT2 Language	2013-14	83	159.1
Gr. 4 MCT2 Math	2013-14	83	161.0

TEACHER TAB

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

Teacher	Test	Year	# Tested	Score	Min	Basic	Prof	Adv	PAA%	Growth % (All)	Total Pts.
Walters, Deana	Gr. 7 MCT2 Language	2010-11	67	155.4	6%	21%	63%	10%	73		
Walters, Deana	Gr. 7 MCT2 Language	2011-12	56	153.9	5%	21%	66%	7%	73		
Walters, Deana	Gr. 7 MCT2 Language	2012-13	56	153.9	5%	21%	66%	7%	73		
Walters, Deana	Gr. 7 MCT2 Language	2013-14	63	151.7	13%	22%	59%	6%	65	62	127

See *Descriptions of Columns under Test Tab section p. 8)*

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.

Teacher	Test	Year	# Tested
Walters, Deana	Gr. 7 MCT2 Language	2010-11	67
Walters, Deana	Gr. 7 MCT2 Language	2011-12	56
Walters, Deana	Gr. 7 MCT2 Language	2012-13	56
Walters, Deana	Gr. 7 MCT2 Language	2013-14	63

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	Perf Level	PL Detail	<25% School	<25% District	Growth
Adcock, Mccarthy	Walters, Deana	Gr. 7 MCT2 Language	2013-14	33	154	3				1.00
Albright, Fannie	Walters, Deana	Gr. 5 MCT2 Language	2007-08	47	163	3	3.92			
Allen, Jonah	Walters, Deana	Gr. 7 MCT2 Language	2013-14	33	154	3				1.00
Allen, Megan	Walters, Deana	Gr. 7 MCT2 Language	2010-11	34	151	3	3.05			

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
- ◆ **Pass:** Indicates if student passed
- ◆ **<25% School:** Student listed as bottom 25% in the school
- ◆ **< 25% District:** Student listed as bottom 25% in the district
- ◆ **Growth:** Mississippi Impact Growth data

Viewing Student Data

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



The screenshot shows the 'Students' tab in the EZ Test Tracker interface. The 'Apply Filters' button is circled in red. The 'Current Filters' section shows '>> Gr. 5 MAP Language 1 (Fall)'. The 'General Data' section has a 'Filter' dropdown menu set to 'ENROLLED', which is also circled in red. The 'SubGroup Data' section shows various filters set to 'ALL'.

Display?	Column	Filter
<input checked="" type="checkbox"/>	Student	ENROLLED
<input checked="" type="checkbox"/>	Schedule	ALL
<input checked="" type="checkbox"/>	Test	Gr. 5 MAP Language 1 (Fall)
<input checked="" type="checkbox"/>	Year	2010-11
<input type="checkbox"/>	Test Type	ALL
<input type="checkbox"/>	Content	ALL
<input type="checkbox"/>	Retest	ALL
<input type="checkbox"/>	Full Academic Year	ALL
<input type="checkbox"/>	Date	

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

EZ Test Tracker - Administrator Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select **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.

*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 **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

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- 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

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- 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).

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* 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.

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
