

## EZ Test Tracker - Teacher Quick Start Guide

**Login:**

**Password:**

**School Code:**

### Login

Go to [www.k12els.com](http://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.

\* 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](mailto:support@k12els.com).