

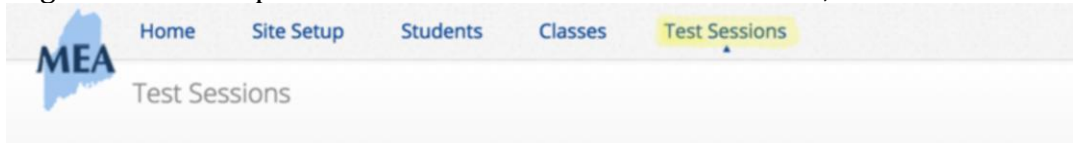
# MEA Mathematics and ELS eMPower™ME

## Test Session Status Quick Start

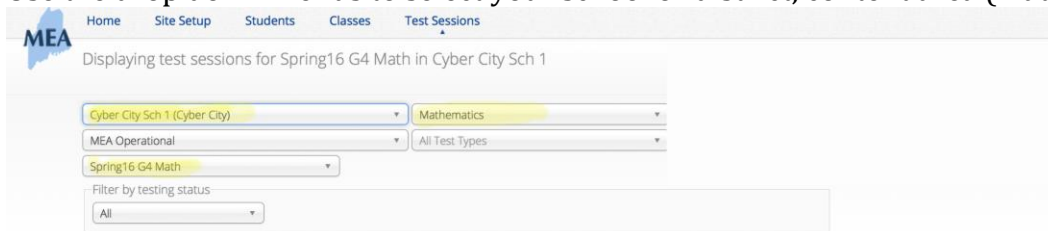
As we approach the halfway point of the eMPowerME ELA and Math online assessment testing window, many schools and districts are concerned with determining the progress and participation of their students. This information can be located within the MEA portal and organized by following the steps below.

### Locating Test Session Statuses

1. Log in to the MEA portal and click on **Administration**. Then, click the **Test Sessions** tab.



2. Use the drop down menus to select your school or district, content area (Math or ELA), and test name.



3. Once the list of sessions is populated, click the **View Details/Student Logins** link. This will need to be done for each class that has been scheduled to take a test, per grade level (e.g., 8<sup>th</sup> Grade Math, 8<sup>th</sup> Grade Reading, 8<sup>th</sup> Grade Writing and Language).

District	School	Class	Testing Status	Created Date	
Cyber City	Cyber City Sch 1	4th-(Grade -4)	In Progress	3/11/2016 1:19:20 PM	<a href="#">View Details/Student Logins</a>

4. The **Status** column will provide further information about a student's testing status per session. The student's status will say Not Started, In Progress, or Finished.

**Not Started**   **In Progress**   **Finished**

**Note:** "In Progress" tests do NOT need to be reopened and submitted to count for participation. They will be automatically submitted at the close of the test window. Provided that a student answered at least one question in each of the sessions (e.g. Math Session 1, Math Session 2), they will be counted as a participant in that domain. PLEASE do NOT reopen "In Progress" tests on a subsequent school day.

Tests with the status "Not Started" should be scheduled to be completed, in a make-up session if needed.

5. If the color-coded visual representation of data is not sufficient, the Test Session Details can be copied and pasted into a spreadsheet. Users can then sort the data and present it in a more sharable form with the TAs or STCs responsible for ensuring as many students as possible have the opportunity to test within the allowable window.

## Copying Test Session Details to Excel

1. To filter the test session details by a specific session of a test, use the **Session** dropdown menu.

« Back to Test Sessions

Session: Session 2 x ^

1 to Session 1  
Session 2

Print selected logins Print all logins (44)

**Last Name** 🔍  **First Name** 🔍  **Username** 🔍  **Pa**

2. Scroll to the last student in the session. Be sure to grab the tiny invisible spacer in the lowest right hand corner (highlighted below).

Spring 2016 Grade 8 Math F2	Session 2: <b>Finished</b>	3/29/2016 9:28:13 AM	3/29/2016 10:24:51 AM	
--------------------------------	-------------------------------	----------------------------	-----------------------------	--

3. Select the test session details data from the bottom right corner and move to the top, stopping shy of the headers. Copy and paste the data into an Excel spreadsheet. The data can then be sorted using standard Excel functionality.

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password 🔍	Form Name 🔍	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Morgan	Robert	[REDACTED]	:CDD:7B3	Spring 2016 Grade 6 Math F8	Session 2: <b>Finished</b>	3/29/2016 9:34:59 AM	3/29/2016 10:40:26 AM

If copying from a Google Chrome browser, you may need to manually manipulate the first row of information by cutting the row, clicking into cell B1 and pasting back in the data.

4. Users can copy information from multiple sessions and paste into a single spreadsheet to create a district- or school-wide list of student test statuses. Users can also use this information to determine the approximate time students have spent on each test session.