



P.O. Box 1708
Pittsburg, KS 66762
866-277-5061
www.techfluency.org

TFI INSTRUCTIONS FOR PRINTING LOGIN CARDS AND TROUBLESHOOTING:

Instructions for advisers and proctors with E-SESS access to print the Login Cards...

You should have already received an email from esess@pitsco.com with your user name and a temporary password. If you have not received the email, please contact TFI.

When you login for the first time, you will be required to first re-enter the temporary password as to confirm your current password and then you will be prompted to set a new password.

*If you happen to use E-SESS for another organizations (say State and District FBLA or maybe End of Course/Ready to Work testing) you will have access to all organizations thru the one user name and password.

Login go to www.techfluency.org/esess/Admin and login to your org with the user name and password provided in the email from esess@pitsco.com

Click Participants

Click Login

Click Show login report (in the top right-hand corner) to see ALL of your student passwords. (Note - if you do not change any of the default settings you will get a Login Card for each event students are in AND the assessment name WILL BE ON THE LOGIN CARD. If you wish to filter the report, select the info you want to limit the data by and then click show.)

After you click "Show login report" the login cards will open in a new tab. The PDF output is the best options for printing - Right click the **PDF Version** in the top center of the page and choose to open in a new tab and print OR choose to save and print later. After you print the login report - cut the boxes apart and give them to students when you are ready for them to test.

****Note** Collaborative teams** - All collaborative team members will have a password. They will all sit down together AT ONE computer and take one test. They will have to verify all team member passwords. They can use any of the passwords for the initial login. They will click "Check in team" and then each member will be required to enter their password (or check not present) then they will click "Continue" to redirect to the "Begin" button. (Any team member that enters a password will get a score, any team member marked as Not Present will NOT get a score for the collaborative event.) Parliamentary Procedure is NOT a collaborative team test. It is an individual team test. Each member of Parliamentary Procedure team will sit at a separate computer and take their own test and their scores will be averaged for an overall team score.

Collaborative events are: Banking & Financial Systems, Business Ethics, Business Management, Entrepreneurship, Hospitality & Event Management, International Business, Introduction to Event Planning, Management Information Systems, Marketing, Network Design, Sports & Entertainment Management.

E-SESS Practice test info for schools

We recommend that everyone take a sample test in the lab students will be using, logged in AS A STUDENT, prior to student testing, to ensure access to our site. To take a sample test, follow these instructions...

Go to www.techfluency.org/esess and type Sample in all 4 fields (Organization, First Name, Last Name, and Password **will all be Sample**). To try the Team login click "Check in team" and use TEAM as the password for the 2nd member.

Click "Continue" then click "Begin" on any test. Go through the test and make sure the page loads correctly, that answers are saved (watch for the green check mark by the disc icon at top of page- it will appear every 3-5 questions) and make sure the test can be submitted for grading. If anyone has any problems with a practice test - please contact TFI Tech Support at 866-277-5061. (Hours are 9 am - 6 pm M-F Eastern time)

Trouble shooting common issues during testing (other than password/login issues)

Most important thing is to let students know their time can be reset.

When students see the clock 'ticking down' but they are unable to answer questions - they tend to panic...Anytime students lose more than 1 minute on their clock - call Tech Support to have more time added. (TFI Tech Support 866-277-5061)Internet freeze ups are the most common issue during testing.

Issue: When student clicks begin the timer shows up and starts counting down but there are no questions

Reason: Test did not load correctly

Solution: Have the student close the page (they will get a warning asking them if they are sure they want to leave the page - click yes). They will go back to the "Begin" screen - have them click begin again. The questions should load correctly. Call tech support if they lose more than 1 minute.

Issue: Student keeps getting a warning that says they have lost internet connection. (or their warning says their security settings prohibit E-SESS from displaying)

Reason: Typically means there is a slowdown in communication with TFI servers. Either as a result of a lot of 'traffic' on the internet at your school or not enough bandwidth available to accommodate fast connections. Another thing that causes internet slow down is having a totally wireless lab.

Solution: 1) try to test during times you know internet traffic will be lower. 2) Have the student close the page (they will get a warning asking them if they are sure they want to leave the page - click yes). They will go back to the "Begin" screen - have them click begin again. Sometimes closing and restarting gives them a 'fresher' connection to continue testing. Call tech support if they lose more than 1 minute.

Issue: Students submit their test for grading, and they get a processing message. (When students submit they should get a confirmation message that lets them know the test is complete with the date it was completed.)

Reason: Somehow students lost communication with our server and the system can't display the confirmation.

Solution: Call tech support to confirm that the test was submitted correctly.