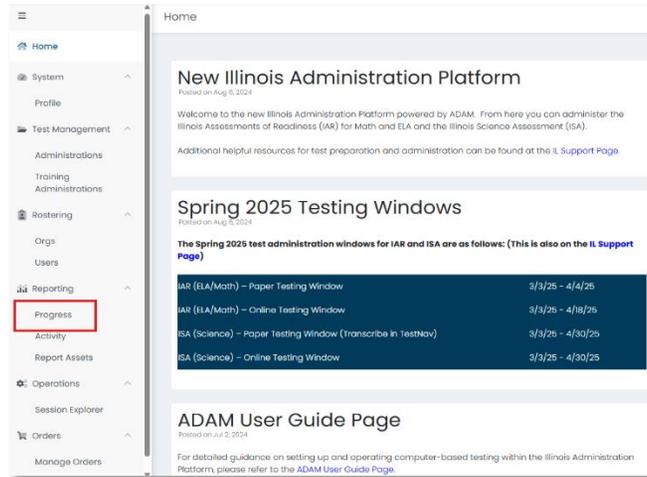


DTC and STC User Guide for Monitoring Testing Progress and Identifying Test Sections for Makeup Testing

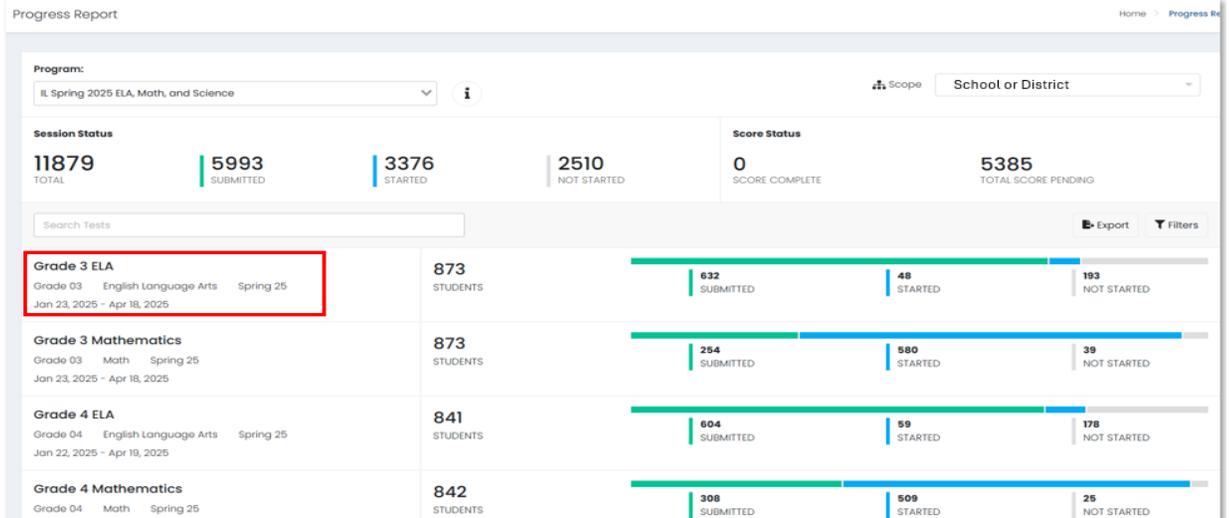
Go to **Reporting>Progress**



The Progress Report screen will display each administration associated with a school or district and provide a Session Status overview of the school or district.

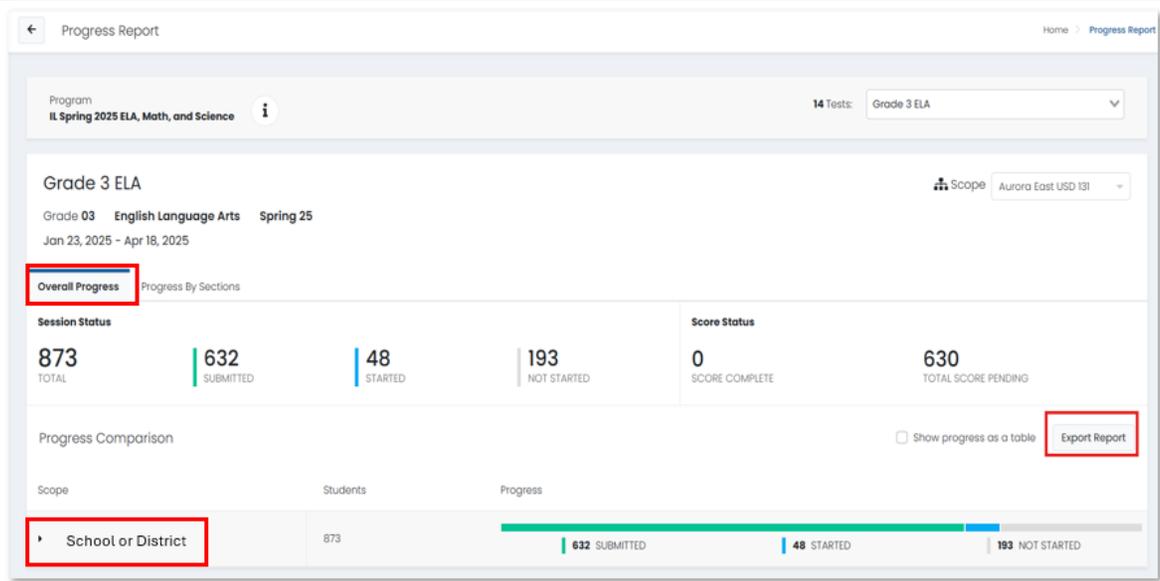
This example shows a district with 11,879 students and the number of student tests submitted, started, and not started.

The Export button on this Progress Report Overview screen will only export the visible data seen in this screenshot. The export functionality becomes more useful at the administration level.



Let's take a closer look at the 873 students taking a Grade 3 ELA test in this district by clicking on the Grade 3 ELA table row.

In this Overall Progress view by administration, more information can be derived by either clicking on the arrow to the left of the school or district or by exporting a report by administration.

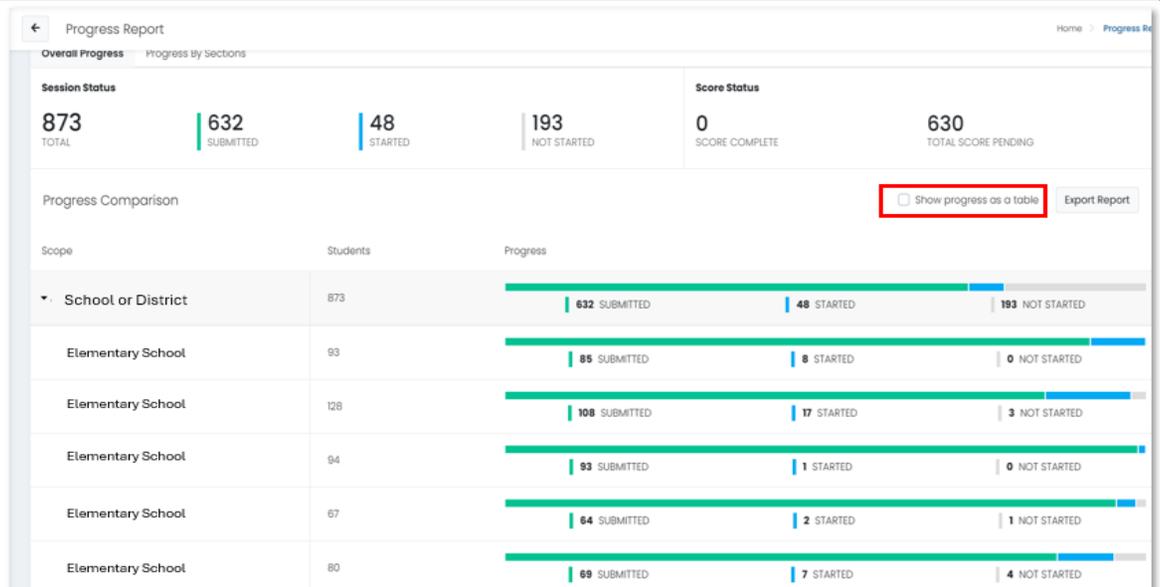


By clicking the arrow to the left of the school or district, the data will expand to include an overview of the overall progress within a school or district. In this example, a DTC can skim progress across elementary schools that are testing Grade 3 ELA.

An STC would see a progress screen by proctor group rather than by school.

This same view can be changed to show progress as a table by clicking on the check box to the left the Show Progress as a Table function.

An overall progress export report can also be initiated from this view.



Toggle to the Progress By Sections view. This view will provide a DTC or STC visibility into the number of sections that remain to be taken in a school or district.

Clicking the arrow to the left of the school or district, the data will expand to include a view of Progress by Section within a school or district.

Clicking on the Export Report initiates a CSV download of Progress by Section for each test by school or district within the administration chosen.

The CSV Export from the Progress by Sections view will provide data that includes student section status. Student sections in **Not Started** are sections that remain to be completed.

Section Status:

- Submitted**
- Not Started**
- Exited**
- Reseat**
- In Progress**

A	school
B	student
C	student_identifier
D	test_progress
E	test_status
F	score_status
G	section_1_status
H	section_1_visited
I	section_1_submitted
J	section_1_started_time
K	section_1_submitted_time
L	section_2_status
O	section_2_visited
P	section_2_submitted
Q	section_2_started_time
R	section_2_submitted_time
S	section_3_status
T	section_3_visited
U	section_3_submitted
V	section_3_started_time
W	section_3_submitted_time