

2019 eMPowerME

Math & ELA/Literacy Grades 3-8

Test Completion Status Check – Quick Guide

Authorized users (DACs & STCs) can check the status of test completion within the online testing platform. After logging in to the portal and clicking on the Administration icon, click the Test Sessions tab. The Test Sessions page displays a list of scheduled test sessions, with filters for organizations, content area, program and test name. The Test Sessions table includes district and school information, class name, testing status (Not Started, In Progress, or Finished), and the date the test session was schedule. “In Progress” test sessions must be completed on the same day that they were started. Note: The testing status filter is available for scheduled tests only. For more detailed information, please see the [MEA Portal User Guide](#).

Export Test Status Feature

From the Test Sessions tab, a user may export test status at the school and test level by clicking the **Export Test Status** button below the green **Schedule New Test Session** button.

The screenshot shows the MEA Test Sessions interface. At the top, there are navigation tabs: Home, Site Readiness, Students, Classes, Test Sessions (selected), and Dashboard. On the right, there are links for Demo Admin, Help & Support, and Logout. Below the navigation, it says "Displaying test sessions for Demo Math Test in Grand Canyon Elementary School". There are several dropdown menus for filtering: "Grand Canyon Elementary School (Grand Canyon Dist...", "Mathematics", "MEA Operational", and "Demo Math Test". To the right of these filters are two buttons: "Schedule New Test Session" (green) and "Export Test Status" (white with a red border). Below the filters is a "Filter by testing status" dropdown menu set to "All". A red arrow points from the "Export Test Status" button to a table below. The table has columns for District, School, Class, Testing Status, and Created Date. The first row shows "Grand Canyon District", "Grand Canyon Elementary School", "Maths2-(Grade -6)", "In Progress", and "11/15/18 10:56:19 AM". Below the table, it says "Showing 1 - 1 of 1". A red box with the text "You can filter by status" is overlaid on the table area.

A CSV file listing every student and their completion status per session of the currently selected test will download to your device.

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	SSID	Grade Level	Test Name	Class Name	School	Session Name	DateTimeStartedTestSession	DateTimeEndedTestSession	StudentTestStatus
2	Five Hundred	DemoStudent	924925322	3	Sample Test	Sample Class	Grand Canyon Middle School	Session 1	1/5/2017 17:29		In Progress
3	Five Hundred and Eighteen	DemoStudent	937781178	8	Sample Test	Sample Class	Grand Canyon Middle School	Session 1			Not Started
4	Five Hundred and Eighty	DemoStudent	914575327	8	Sample Test	Sample Class	Grand Canyon Middle School	Session 1			Not Started
5	Five Hundred and Eighty Eight	DemoStudent	927112110	7	Sample Test	Sample Class	Grand Canyon Middle School	Session 1			Not Started
6	Five Hundred and Eighty Five	DemoStudent	935613171	6	Sample Test	Sample Class	Grand Canyon Middle School	Session 1			Not Started

Note: If a student’s test has been reactivated by MDOE, the test status will display as “In Progress.” If a student’s test has been reactivated, the previously listed End Time will remain the same until the student has turned in their test again.