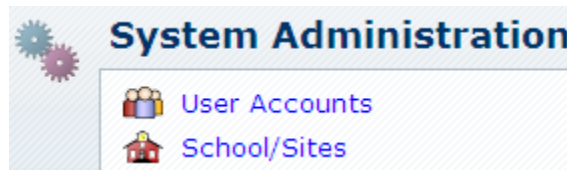


# ETT Assessment: Site Completion Status Report

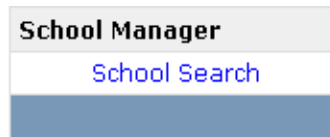
1. Click on **Administration Tab**



2. Select **School/Site** Button



3. Click on **School Search**, under School Manager (if this link does not appear, please proceed to step 5)



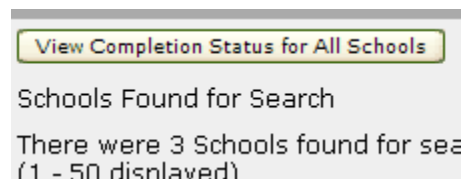
4. To get a full list of the schools you are assigned to, type % in the textboxes. If you know the name of the school you would like to check on, Type it in the School Name/District textbox.

Search Criteria	
School Name:	<input data-bbox="743 1192 1107 1226" type="text" value="%"/>
District Name:	<input data-bbox="743 1251 1107 1285" type="text" value="%"/>

Or you can select



5. If you have one school skip to Step #7; If you have multiply schools you can view site completion for all schools; select **View Completion Status for All Schools**.



6. You will see a list of schools with **#complete**. Select the Blue hyperlink on the left side to the school you want to view and it will be broken down by teacher.

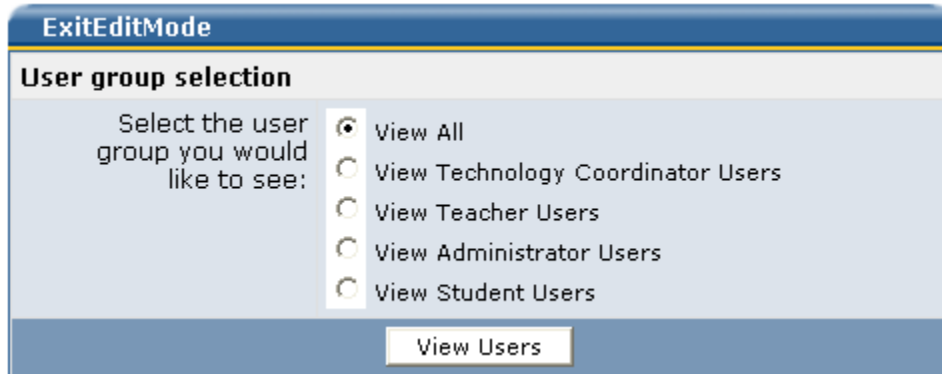
This is the current completion status as per today. The number of educators represents the system-assigned number of teachers on this page.

Edtechtrain HS Educators: 0	Module Name Technology Assessment Profile	# Complete 2	% 33
--------------------------------	--	-----------------	---------

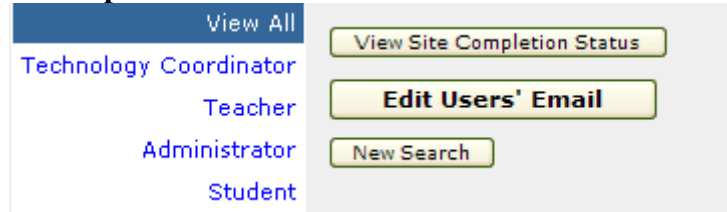
7. If you want to view site completion for an individual school Click on **View Users** button



8. Select **View All** and click the **View Users** button



9. Click **View Site Completion Status**



10. You should now be able to view completion status of your assessments

Assessment/Survey Name		Date of last Full completion
Technology Coordinator Assessment		Not Started  (R)
Teacher Assessment		Not Started  (R)
Administrator Assessment		Not Started  (R)
Student Assessment		Not Started  (R)
Technology Coordinator Assessment		Not Started  (R)
Teacher Assessment		Not Started  (R)
Administrator Assessment		02/18/2007  (G)
Student Assessment		Not Started  (R)
Technology Coordinator Assessment		Not Started  (R)
Teacher Assessment		02/22/2007  (Y)
Administrator Assessment		02/16/2007  (G)
Student Assessment		Not Started  (R)

11. The key at the top of the report provides the completion status and you can also select print and it will generate a PDF report

View All

[Technology Coordinator](#)

[Teacher](#)

[Administrator](#)


[Student](#)


New Search


Email This Page


Email Login Info to Users


Print

 = (R)ed: not started

 = (G)reen: up to date and complete  
(does not represent grant program requirement completion)

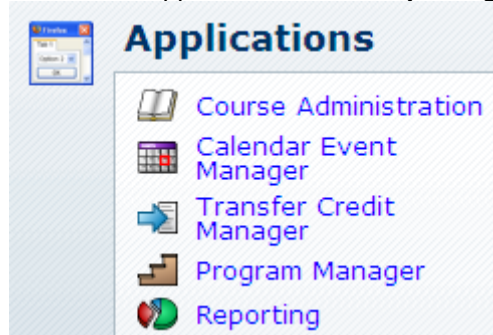
 = (Y)ellow: not fully completed

 = (O)range: out of date

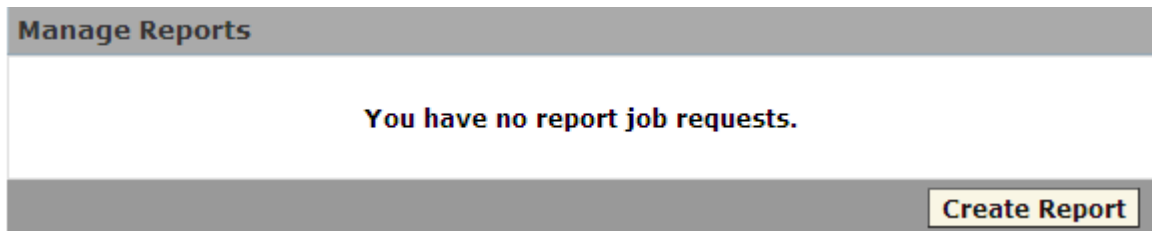
 = (N/A) Not Applicable

# ETT Assessment: Run Assessments Report

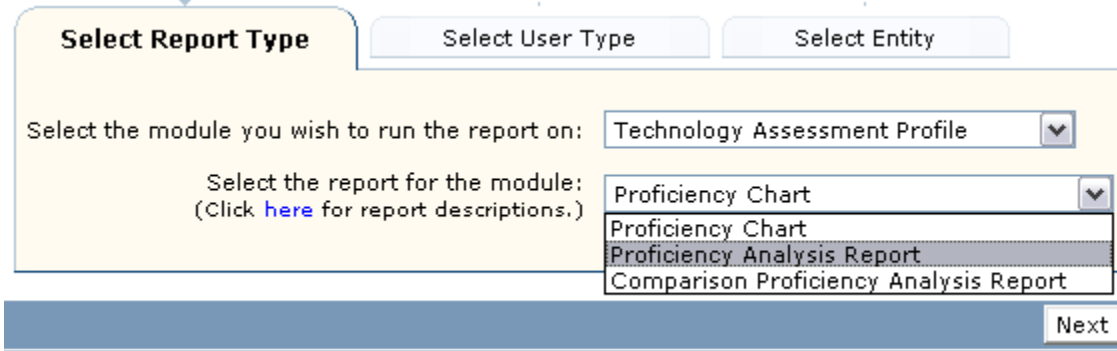
1. Go to **Administration** tab. Under "Applications", click **Reporting**.



2. Click "Create Report"



3. Under "**Select Report Type**", select "**Technology Assessment Profile**" and "**Proficiency Analysis Report**"



4. Under "**Select a User Type**", select "**All Users**" and click **Next**

- Under "**Select Entity**", select School or District, and then select your **School**. Select **Done**.

- You will then see the results chart you can either view individual sections or select to download the full PDF and print it

lin Area HS		Select New School	
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Personal Use</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Computer Knowledge</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Student Use</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Using Technology in</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Using Technology to</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Staff Development N</b>
<a href="#">Response Tables</a>	<a href="#">Category Chart</a>	<a href="#">Sub-Category Chart</a>	<b>Technical Support</b>

**NOTE:** If you have multiply schools in your district, you can change to another school at the top drop –down and click “**Select New School**,” so you do not have to repeat the above steps for all your schools.