

## Pro-Core<sup>+</sup> Assessment System – Online Procedures Checklist

*In order to take advantage of the full power of the Pro-Core<sup>+</sup> Assessment system, including Student Growth measures and Teacher Effectiveness ranking, students **MUST** be enrolled and grouped by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups. In other words, your enrollment data file should reflect your teacher class rosters.*

### Preliminary Preparations

- Contact Ben Hemingway when your Purchase Order is forthcoming.
- Download the relevant sections from the **Pro-Core User Manual** from the Pro-Core website:  
<http://pro-core.us/manuals.html>
- Ben will contact TWM Services: Frank Cotturo will email you a Pro-Core **Enrollment Form**. Included will be a school **Data File template** for student and teacher class enrollment.

### At least one week prior to your planned assessment date

- Return your **Enrollment Form** and school **Data File** spreadsheet to TWM Services (Frank Cotturo)  
Be sure to include your planned Beginning and Ending Dates for the Form A pre-test
- Your students and teacher classes will be automatically enrolled into the system, and your Contact Person will be sent teacher and student log-in information.

### Before your planned assessment date

- Work with teachers and students in becoming familiar with the Pro-Core system by using the Teacher and Student pages and samples from the online **Pro-Core Help Guides**.
  - o Teachers should log into the system to confirm their classes and enrollments.
  - o Students should log into the system to confirm their class assignments.

### During the diagnostic Form A pre-test:

- Follow the instructions for Test Administrators in the **Pro-Core User Guidebook**, Section D
- Inform students that they will be allowed to submit their completed test only one time.

### After the test:

- The Pro-Core assessment results will be available to you within 1-3 days after your *official* test Ending Date.

### **\*NOTE:**

- Pro-Core technical assistance is provided at no additional charge.
- After the initial Pro-Core student and teacher enrollments, school personnel will be responsible to *manually* add new students or teacher classes or to move students to new classes. Instructions are available in the online **Pro-Core Guidebook, Sections E and F**.
- Pro-Core Guides are being revised to reflect ongoing changes in the new Pro-Core 2.0 system

### Contact Information:

Ben Hemingway, CEO [Hemingway@pro-core.us](mailto:Hemingway@pro-core.us) 513.827.0363 (office, cell & fax)  
Pro-Core<sup>+</sup> Online Assessment System

Frank Cotturo, [TWMS@windstream.net](mailto:TWMS@windstream.net) Technical help for data file enrollment *only*,  
440.298.1511 (10 a.m. - 5 p.m., Mon.-Fri.),

## Pro-Core System Processes and Reports

The table below shows the Guidebook processes and reports available to Pro-Core system users.

Those listed with a star (\*✓) show the primary responsibilities of the district-level administrator(s).

Pro-Core Processes	Pro-Core Office	District Admin	School Admin	Teacher	Student
Enroll one District Administrator	✓				
Set-up School Names	✓				
Add District-level Administrators		*✓			
Enroll School Administrators/Principals		*✓			
Add/Edit School-level Administrators		✓	✓		
Batch-enroll Teachers, Classes, Students	✓				
Activate Form A,B,C assessments	✓				
Enable/Disable Form A,B,C assessments		*✓			
Reset Form A, B, C student assessments		*✓			
Edit Teachers, Classes, Students		✓	✓		
Add new Teachers, Classes, Students		✓	✓		
View Learning Standards, Subjects		✓	✓		
View/Edit Student information		✓	✓	✓	
<b>Reports</b>					
Item Analysis		✓	✓	✓	
Standards Detail – Assessment Results		✓	✓	✓	✓
Pre-Post Analysis		✓	✓	✓	
Class Ranking		✓	✓	✓	
Pro-Core Standards		✓	✓	✓	
District/School/Class Standards		✓	✓	✓	
District/School Domains		✓	✓		
District Summary Form		✓			
District/Principal/Class Test Completion		✓	✓	✓	
Item Analysis Usage		✓			
Teacher Effectiveness		✓	✓		
Release TE to Teachers		*✓			
Top Students		✓	✓	✓	
Web Test Count		✓			