

Pro-Core⁺ Assessment System – Online Procedures Checklist

*In order to take advantage of the full power of the Pro-Core⁺ 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 Guidbook**, 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:

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Pro-Core⁺ Online Assessment System
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