

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** on the Pro-Core website: <http://pro-core.us/manuals.html>
- Ben will contact Pro-Core Services: You will be sent a Pro-Core **Enrollment Form** and a school **Data File template** for student and teacher class school enrollments.

At least one week prior to your planned pre-assessment date

- Return your **Enrollment Form** to Pro-Core Services. Be sure to include your district **Managing Administrator's** and/or **Tech Person's** name and email information and your planned beginning and ending **assessment dates**. [*see Pro-Core User Manual Section B*]
- Ben Hemingway** will set-up your district Managing Administrator's log-in Username and Password and your district school names. That information will be emailed to your Managing Administrator.
- NEW!** Your district **Managing Administrator** or Tech Person will be responsible for **enrolling (uploading) your students, teachers and classes into the system using a special Data File spreadsheet**. [*Section C*]
- Your District **Managing Administrator** will also be responsible for setting-up additional district and individual school administrator/principal log-in information, if needed, **and distributing your teacher and student log-in information**. [*Sections D and E*]

Before your planned assessment date

- Ben Hemingway will **activate** your Pro-Core Form A assessments based on your subject enrollments.
- Your Managing Administrator will **enable** your activated Pro-Core assessments for each school.
- Work with principals, teachers, and students to become familiar with the Pro-Core system by using the Teacher and Student pages and samples from the online **Pro-Core User Manual**. [*Section F*]
 - Principals should log into the system to confirm teacher class rosters. [*Section G*]
 - Teachers should log into the system to confirm their classes and enrollments. [*Section J*]
 - Students should log into the system to confirm their class assignments. [*Section L*]

During the diagnostic Form A pre-test:

- Follow the instructions for Test Administrators in the **Pro-Core User Manual**. [*Appendix 1*]
- Inform students that they will be allowed to submit their completed test only one time. You may want students scoring *below* a certain threshold to re-take the pre-test.

After the test:

- The Pro-Core assessment results will be available to you immediately after your *official* test Ending Date. At that time, your Managing Administrator should **disable** the assessments.

NOTES:

- Pro-Core technical assistance via phone or email is provided at no additional charge.
- **After the initial Pro-Core student and teacher enrollments, your Managing Administrator, Tech Person, or School Principals will be responsible to add new students or teacher classes or to move students to new classes. Instructions are available in the online Pro-Core User Manual, Sections E and G.**
- Pro-Core Manuals are continually being revised to reflect ongoing changes in the new Pro-Core system

Contact Information:

Ben Hemingway, CEO Hemingway@pro-core.us 513.827.0363 (office, cell & fax)

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		*✓			
Add School Administrators/Principals		*✓			
Add/Edit School-level Administrators		✓	✓		
NEW! 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		✓	✓	✓	
Reports					
Item Analysis		✓	✓	✓	
Standards Detail – Assessment Results		✓	✓	✓	✓
Pre-Post Analysis		✓	✓	✓	
Class Ranking		✓	✓	✓	
Pro-Core Standards		✓	✓	✓	
District/School/Class Standards		✓	✓	✓	
District/School Domains/Subgroups		✓	✓		
District Summary Form		✓			
Test Completion		✓	✓	✓	
Item Analysis Usage		✓			
Teacher Effectiveness		✓	✓		
Release TE to Teachers		*✓			
Top Students		✓	✓	✓	
Web Test Count		✓	✓	✓	
Assessments/Subject Usage		✓	✓	✓	
Student Report Card/Writing				✓	

**Go to the Pro-Core web site > Support > User Manuals web page:
<http://pro-core.us/manuals.html> for detailed information on the above.**