

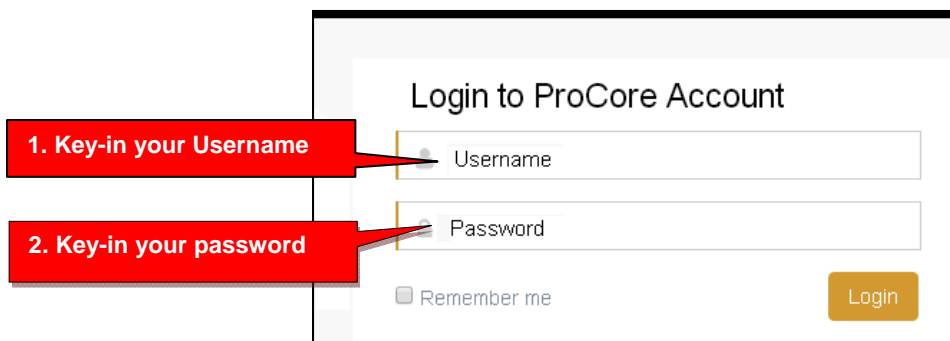
District Administrator Log-in, Functions, and Procedures

IMPORTANT: *Pro-Core Security Guidelines require that the school’s Test Coordinator or Managing Administrator is responsible for monitoring the pre- and post-tests. No previewing of the pre- or post-tests is allowed. No printed or “alternate media” copies of the pre- and post assessments must be made to maintain assessment security.*

DISTRICT ADMINISTRATOR LOG-IN

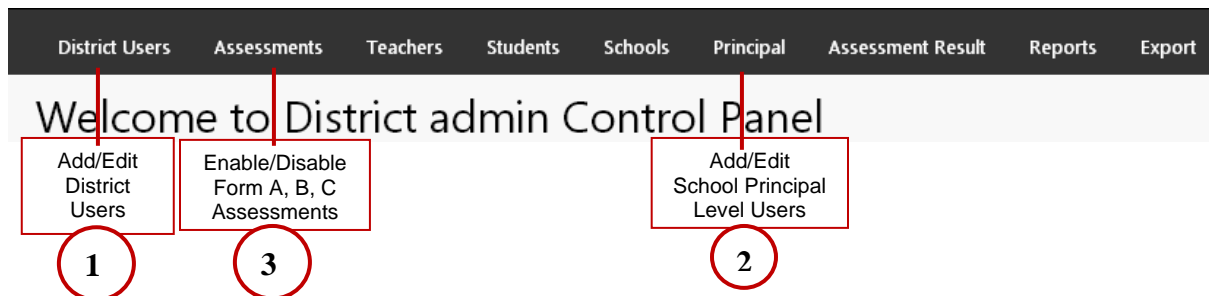
NOTE: District Administrators will log-in at a *special district administrator-only url* emailed by Ben Hemingway to the “**District** Managing Administrator.” School Administrator/ Principal log-in and functions are presented in Section G.

In the *special District Administrator’s url* **ProCore Account window**, key-in your Pro-Core Administrator ID, and password. Your password will appear as *dots ●●●* for security.



The District Administrator’s Control Panel: User Set-up and Test Enabling

The District Administrator’s Control Panel presents a variety of functions in the **Menu Bar**:




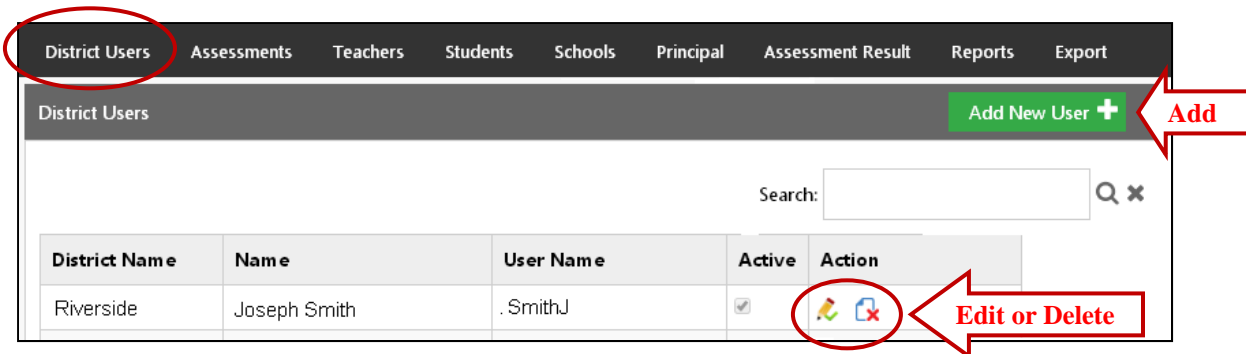
District Level Users have full access to each school in the district including enrollments, reports, and functions shown in the District Control Panel Menu Bar. **One District Level User**, the “**Managing Administrator**,” and district **School Names** will initially be set up by **Ben Hemingway**. Teacher and student level users are *automatically* set-up during enrollment.



NOTE: The **District Managing Administrator** is responsible for (1) **Adding additional District Level Users**, (2) **Adding School Administrator/Principal Level Users**, and (3) **Enabling and Disabling Form A, B, C Assessments**.

(1) Add/Edit District Level Users

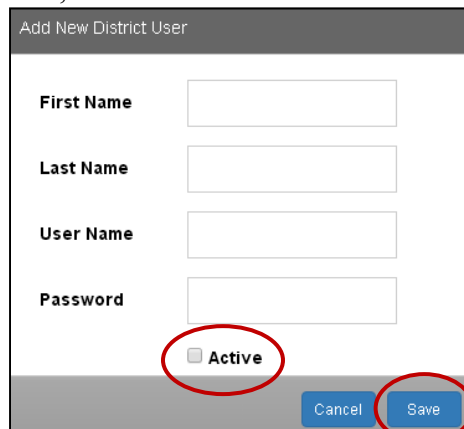
In the District Admin Control Panel Menu Bar, select **District User**.

You will see the Managing Administrator's name set-up by the Pro-Core office. You may edit the original User Name or Password if you wish by clicking the edit  **Action** icon.



District Name	Name	User Name	Active	Action
Riverside	Joseph Smith	.SmithJ	<input checked="" type="checkbox"/>	 

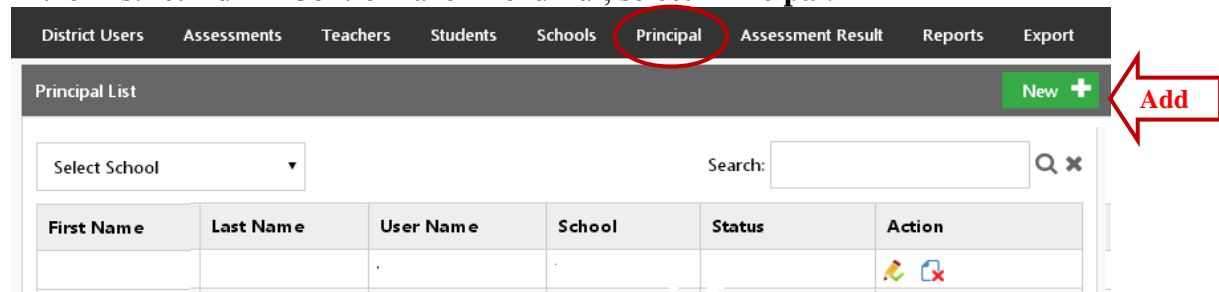
To add new district level users, select the **Add New User+ button**.





Key-in the “Add New District User” information...Select “**Active**,” then “**Save**.”

(2) Add/Edit School Administrator/Principal Level Users

In the District Admin Control Panel Menu Bar, select **Principal**.



First Name	Last Name	User Name	School	Status	Action
					 

To add a Principal (School Level Administrator) user, select the **New+** button.

Select a **School** and key-in the “Add Principal” information. The recommended *default* log-in is *LastnameFirstInitial* with password 789. Select “**Active**,” then “**Save**” when done.

(3) Assessments Enable/Disable *(This section has been corrected from version 3.1)*


Prior to your district or school(s) Form A assessment date. Your teachers and students will be enrolled into the Pro-Core Assessment System. Your Form A assessments will be *activated* by Ben Hemingway and will appear in your **Assessments** window as **disabled**.(unchecked).

Selecting “**Assessments**” in the menu bar allows you to reveal (enable) your Form A, B, or C assessments when they are ready to be used. **Checking** the boxes will **enable** them.

CAUTION: Be sure to click “**Save**” after enabling or disabling assessments.

	Threshold Score	Riverside Elem	Riverside Middle	Riverside HS
<input type="checkbox"/> FORM A: SocSt6a On-Line Test	10.8	<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled
<input type="checkbox"/> FORM A: Alg1 On-Line Test 2.C	1.9	<input checked="" type="checkbox"/> Enabled	<input type="checkbox"/> Disabled	<input checked="" type="checkbox"/> Enabled
<input type="checkbox"/> FORM A: Alg2 On-Line Test 2.C	1.2	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input type="checkbox"/> Disabled

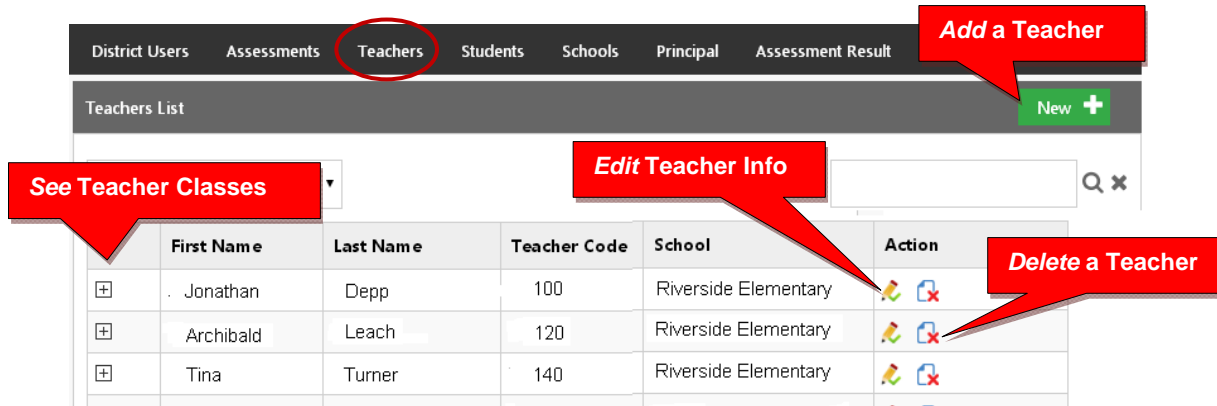
WARNING: Allow a **one-week testing window** for the assessments you enabled. You should **disable** (uncheck) the assessments at the end of the testing period window. Leaving the Form A or C tests enabled after the testing week has ended may affect the student growth and teacher effectiveness results.

For Form A assessments, there is a column of “Threshold Scores.” A “flag”  symbol will appear next to students who score below that score. You may change the score if you wish.

The remaining functions in the District Administrator’s Control Panel **Menu Bar** are available **after** teachers and students have been enrolled into your district school subject classes.

View/Add/Edit Teachers and Subject Classes

Selecting “**Teachers**” in the menu bar allows you to view, add, edit, or remove teacher information, log-in, subjects, classes, and see student lists.

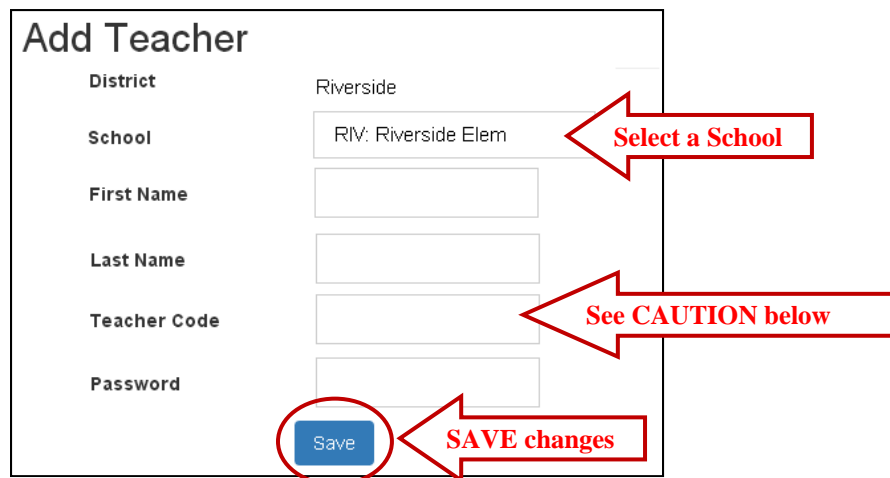


The screenshot shows the 'Teachers List' interface. The 'Teachers' menu item is circled in red. A red callout 'Add a Teacher' points to a 'New +' button. Another red callout 'See Teacher Classes' points to a dropdown menu. A third red callout 'Edit Teacher Info' points to a search bar. A fourth red callout 'Delete a Teacher' points to the 'Action' column of the table, which contains icons for edit and delete.

	First Name	Last Name	Teacher Code	School	Action
	Jonathan	Depp	100	Riverside Elementary	
	Archibald	Leach	120	Riverside Elementary	
	Tina	Turner	140	Riverside Elementary	

Adding a New Teacher

Teachers, classes, and students will already have been enrolled in each district school based on the Enrollment Data File you submitted previously. District or school administrators/principals are responsible for adding new teachers.



The 'Add Teacher' form includes fields for District (Riverside), School (RIV: Riverside Elem), First Name, Last Name, Teacher Code, and Password. A 'Save' button is at the bottom. Red callouts point to the School dropdown ('Select a School'), the Teacher Code field ('See CAUTION below'), and the Save button ('SAVE changes').

CAUTION: When **adding** a new teacher, you *must* create a unique 3-digit **Teacher Code** ending in -0 which does not duplicate another teacher’s code already in existence in the school.

Teacher codes are normally created sequentially, 20 numerals apart. Default passwords are *LastNameFirstInitial*. The school administrator or teacher may change their password.

WARNING: If you **delete** a teacher, you will delete the teacher’s classes as well.

Edit Teacher Info Classes and Students

Selecting the “**Edit Teacher**” icon allows you to view, edit, add or remove teacher log-in information or subject classes, and view, move or add students.

The screenshot shows the 'Edit Teacher' page for a teacher named Jonathan Depp at Riverside Elementary. The interface includes fields for District, School, First Name, Last Name, Teacher Code, and Password. Below these fields is a table of 'Available Classes' with columns for Subject, Period, Class Code, and Action. A 'Save' button is located at the bottom.


Callouts and annotations include:

- Teachers**: A red circle highlights the 'Teachers' tab in the top navigation bar.
- 3-digit Teacher Code Ending in -0**: A red callout points to the 'Teacher Code' field containing '100'.
- Add a Subject-Class**: A red callout points to the 'New +' button in the 'Available Classes' table.
- Delete a Subject-class**: A red callout points to the delete icon (trash can) in the 'Action' column of the 'Available Classes' table.
- View, Move, or Add Students**: A red callout points to the student management icons (person, arrows, plus) in the 'Action' column of the 'Available Classes' table.
- Subject-Class Pop-up**: A red callout points to the 'Subject' dropdown menu in the 'Available Classes' table.
- Be sure to SAVE changes**: A red callout points to the 'Save' button at the bottom.

CAUTION: When Adding a subject class, Class Codes should be sequential starting +1 after the Teacher Code. In the sample above, the Teacher Code is 100, so Class Codes should be 101...102...103...104...etc.

WARNING: If you **delete** a teacher’s subject, you will delete the teacher’s classes as well.

View and Move a Student to a Different Teacher Class

Selecting the **View Students** icon  takes you to a student list where you can view, move, or remove students to different teacher classes or exclude students from certain reports.

The screenshot shows the 'Students' page with a table of student information. A blue button at the top says 'Exclude Students from Teacher's Class'. A search box is also present. The table has columns for First Name, Last Name, Student Code, Subject, and Actions.

Callouts and annotations include:

- Select students to exclude**: A red callout points to the 'Exclude' checkbox in the 'Actions' column of the student list.
- Select the student's Move icon**: A red callout points to the move icon (person with arrows) in the 'Actions' column of the student list.

When you select an individual student's Action icon, a "Move Student" pop-up window will appear showing the student's current classes. You may then select the school, teacher, and class code where you want the student moved.

Move Student

Current Student: Inez Rodriguez

District: Riverside
Currently: Riverside

School: Riverside Elementary
Currently: Riverside Elementary

Current Classes

School	Subject	Teacher	Class Code
Riverside Elementary <i>Currently: Riverside Elementary</i>	ELA/Reading 4 <i>Currently: ELA/Reading 4</i>	Jonathan Depp <i>Currently: Jonathan Depp</i>	101 <i>Currently: 101</i>
Riverside Elementary <i>Currently: Riverside Elementary</i>	Mathematics 4 <i>Currently: Mathematics 4</i>	Jonathan Depp <i>Currently: Jonathan Depp</i>	102 <i>Current: 102</i>

Cancel Move Move student

Select the change(s) in the pop-up window(s) below

Click to apply the change(s)

View/Edit/Add Students and Student Classes










Selecting "**Students**" in the menu bar allows you to view, add, edit, delete, and move students and students' assigned subject.

District Users Assessments Teachers **Students** Schools Principal Assessment Result Reports Export

Add a New Student

Available Students New +

See Student Classes

	First Name	Last Name	Gender	District	School	Grade	Student Code	Action
+	Inez	Rodriguez	Female	Riverside	RIV: Riverside Elem	4th Grade	22080	  
+	Brady	Williams	Male	Riverside	RIV: Riverside Elem	4th Grade	10418	  
+	Devin	Field	Female	Riverside	RIV: Riverside Elem	4th Grade	14000	  

Move a student

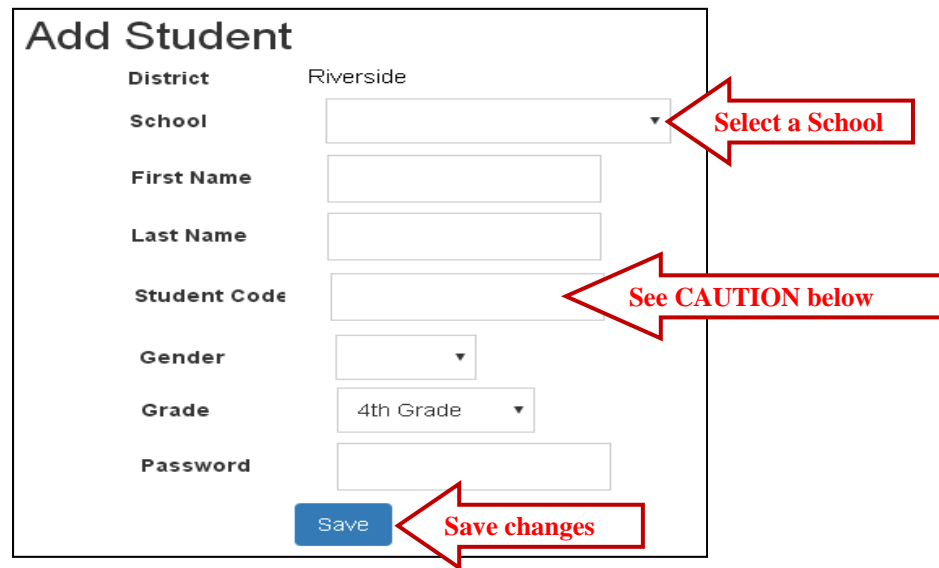
Edit Student Info

Delete a Student

Note: You can add individual students here, but go to Teachers menu to add multiple students to a class

Adding a New Student

Teachers, classes, and students will already have been enrolled in each district school based on the Enrollment Data File you submitted previously.



The screenshot shows the 'Add Student' form with the following fields and annotations:

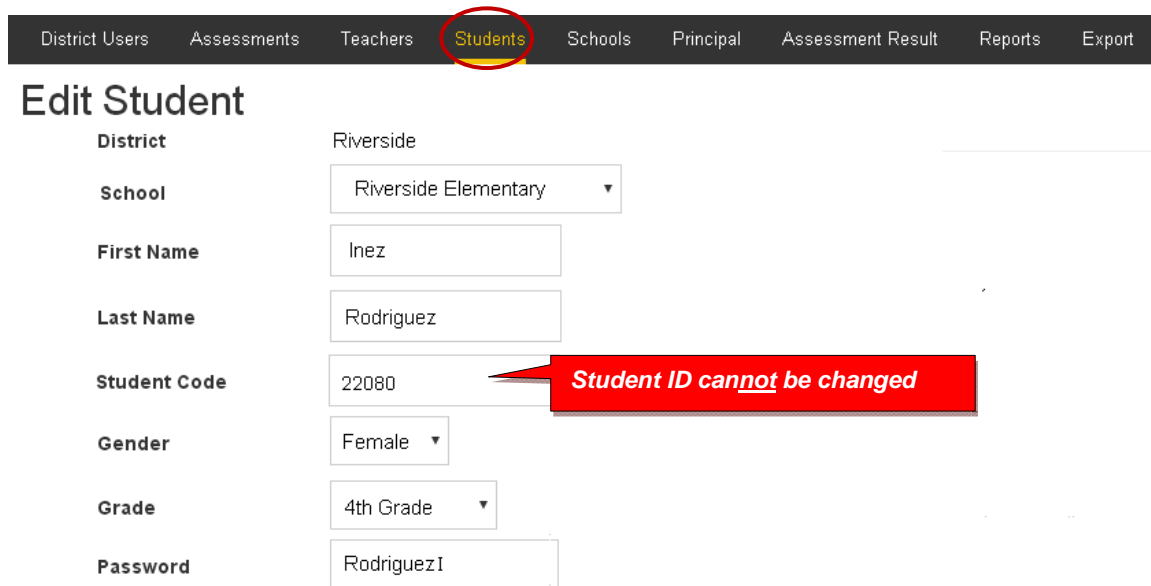
- District:** Riverside
- School:** A dropdown menu with a red arrow pointing to it labeled 'Select a School'.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Student Code:** An empty text input field with a red arrow pointing to it labeled 'See CAUTION below'.
- Gender:** A dropdown menu.
- Grade:** A dropdown menu with '4th Grade' selected.
- Password:** An empty text input field.
- Save:** A blue button with a red arrow pointing to it labeled 'Save changes'.

CAUTION: When **adding** a new student, you *must* create a **unique** Student ID Code of 4 or more digits which does not duplicate another student ID in existence in the school.

Default student passwords are *LastNameFirstInitial*. The school administrator or teacher may change student passwords.

Edit Student Info/Add Subject Classes

Selecting the **Student Info** icon allows you to view, edit, add or remove student information, log-in, and add subjects-classes to a student.



The screenshot shows the 'Edit Student' form with the following fields and annotations:

- District:** Riverside
- School:** Riverside Elementary
- First Name:** Inez
- Last Name:** Rodriguez
- Student Code:** 22080 with a red arrow pointing to it labeled 'Student ID cannot be changed'.
- Gender:** Female
- Grade:** 4th Grade
- Password:** RodriguezI

At the top of the page, a navigation bar contains the following items: District Users, Assessments, Teachers, **Students** (circled in red), Schools, Principal, Assessment Result, Reports, Export.

The screenshot shows a table titled "Available Subjects" with columns: School, Subject, Main Teacher, M-T Code, Co-Teacher, Co-T Class Code, ETH, LEP, Dis, IEP, Gift, and Action. The table contains three rows of data. A red callout "Add a Co-Teacher" points to the Co-Teacher column. Another red callout "Add a Subject-Class" points to the Co-T Class Code column. A blue "Save" button is circled in red. A red callout "Delete a student from a Subject-Class" points to the Action column, which contains "SGM Deac" and a delete icon (a red 'x' in a blue square).

Select the New+ button to add the student to a new subject class.


New subject-class selections or co-teachers are made from each pop-up box.

Be sure to **Save** all changes or additions.

Assessment Result (View/Reset)

Selecting “Assessment Result” allows you to reset student assessments, view student responses and scores, and/or delete a student’s test record.

The screenshot shows the "Assessment Result" page with a navigation bar including "District Users", "Assessments", "Teachers", "Students", "Schools", "Principal", "Assessment Result", "Reports", and "Export". The "Assessment Result" tab is highlighted. Below the navigation bar, there are filters for "Select School" and "All", and a search box. A table lists assessment results with columns: School, Student Name, Title, Score Status, and Action. The table has three rows. Red callouts point to: "Reset the Assessment" (pointing to the "Reset" button), "View test responses" (pointing to the "Score" button), "Delete record" (pointing to the delete icon), and "Low score 'flag'" (pointing to a flag icon in the "Score Status" column).

If an Assessment “freezes” or there is another problem with a student’s assessment, selecting **Reset** will allow you to reset the assessment, and the student to re-take the test. The  symbol “flags” students who scored very low on the pre-test. They may need to re-take the assessment. Selecting **Score** will allow you to view a student’s test responses and test Score.

The screenshot shows the "Form A: M6a On-Line Test 2.0" exam result page. It displays "Your Score 1% * Very low". Below this, there is a grid of question results for 20 questions (Q#1 to Q#20). Red callouts point to: "No response" (pointing to Q#1), "incorrect" (pointing to Q#2), and "correct" (pointing to Q#19, which has a green checkmark).

District Reports are contained in the next section of this Guidebook.