

Teacher Log-in and Administering the Pro-Core Online Assessments

This section contains information about recommended procedures for administering the Pro-Core online tests Form A, B, and/or C.

- Instructions for the Test Coordinator (Principal or Contact Person)
- Instructions for the Test Administrator (Teacher or Test Administrator)
- Selected Pro-Core Report Descriptions

Instructions for the Test Administrator/Teacher

***IMPORTANT:** Pro-Core Security Guidelines require that the school’s Test Coordinator/Contact Person or 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 assessment must be made to maintain assessment security.

BEFORE THE ASSESSMENTS

1. Your “Contact Person(s)” will receive a list of teacher usernames and passwords for logging into the online Pro-Core Assessment System
2. Teachers should log into the system before the Form A diagnostic pre-test is administered to confirm teacher class and student enrollments are accurate, and to become familiar with the various system features and commands.*
 - Teachers (and students) may login to the Pro-Core 2.0 Assessments (P-C 2.0) program through the Pro-Core Web Site at <http://pro-core.us>
 - Click on the “**2.0 Login New Tech Enhanced**” tab. You may also *bookmark* the P-C Login page on your browser for direct access.

The image shows a screenshot of the Pro-Core website. At the top right, there are two buttons: "WEB TESTING LOGIN" and "2.0 LOGIN: NEW TECH ENHANCED". A red arrow points from the "2.0 LOGIN: NEW TECH ENHANCED" button to a red callout box that says "Go to Login for Teachers and Students". The main content area features the Pro-Core logo and a "WELCOME to Pro-Core" section with the text "FOUR SUBJECTS, ONE SYSTEM" and a description of the assessments. Below this, there are statistics about value-added and achievement.

TEACHER LOG-IN

On the Pro-Core **Login Panel**, select the School (or Login Group), then key-in your Pro-Core teacher number, and password. Your password will appear as *dots* ●●● for security.

Teacher Log-in

The screenshot shows the 'Login to ProCore Account' interface. It features a dropdown menu for school selection, two input fields for Teacher ID and password, a 'Remember me' checkbox, and a 'Login' button. Three red callout boxes provide instructions: 1. Select your school (pointing to the dropdown), 2. Key-in your 3-digit Teacher ID (ending in 0) (pointing to the ID field), and 3. Key-in your last name or last name and first initial (pointing to the password field).

1. Select your school

2. Key-in your 3-digit Teacher ID (ending in 0)

3. Key-in your last name or last name and first initial

REY: Encore Academy

120

.....

Remember me

Login

NOTE: The teacher or student password can be changed after your first log-in. Do NOT change ID numbers.

VIEWING/EDITING STUDENT LOG-INS

On your first log-in, you should become familiar with the various MENU options. Check that teacher classes and students are properly enrolled. This will prevent problems when students first log-in.

The screenshot shows the 'Students' menu in the Pro-Core system. A dropdown menu is open, showing a list of classes: 122 American History, 125 American History, 121 World History, 123 World History, and 124 World History. A red callout box points to the list with the text: 'Select each class and print login info. Take with you to the lab to help student login'.

Students Reports

Students

Select Class

Select Class

122 American History

125 American History

121 World History

123 World History

124 World History

Select each class and print login info
Take with you to the lab to help student login

The **Students** selection list allows you to view and edit student login information.

To print: right-click in any white area and select "print"

Click on a student to change a student's log-in information

First Name	Last Name	Student Code	Subject
Thomas	Bard	301943	American History
Chels	Berch		American History
Ben	Buford		American History
Jake	Diehard		American History
Axel	Gabrial		American History
Shaunna	Hemmings		American History
Mote	Jabbled		American History
Sam	Jardano		American History
Kennedy	Johnson	910697	American History

Notify your system administrator/principal if students are missing, need to move to another class, or need to be deleted from the system

You may change a student's name or password. You cannot change a Student ID (Code). The student's ID must remain the same to compare pre-post test results.

Edit Student

First Name: Nija

Last Name: Breckenridge

Password: *****

Cancel Update

STUDENT LOG-IN

In preparation for student testing the first time, **print** their Login IDs and passwords. Normally, the Student's password is his or her Last Name and First Initial as it appears in the Class Login List.

The student's password may be changed. You may want to shorten the password for younger students.

The screenshot shows the 'Login to ProCore Account' page. It features a dropdown menu for school selection, a text input for the Pro-Core ID Number, and a password input field. A 'Remember me' checkbox and a 'Login' button are also present. Three callout boxes provide instructions: 1. 'Select school from the pop-up' points to the dropdown menu showing 'REY: Encore Academy'. 2. 'Key-in the Pro-Core ID Number (assigned by the school)' points to the ID number input field containing '301943'. 3. 'Key-in Last Name and First Initial' points to the password input field containing '*****'.

The Student's Form A, B, C Assessments

In the student's "Available Assessments" menu, direct the students to select the Form A, B, or C assessment subject *first*. Then, direct them to click "Other Assessments."

The screenshot shows the 'Available Assessments' menu in the ProCore system. The 'Other Assessments' button is highlighted. Two callout boxes provide instructions: 1. 'FIRST, for the A, B, or C assessments: Select the SUBJECT' points to the 'Other Assessments' button. 2. 'SECOND: Select "Other Assessments"' points to the 'Other Assessments' button. The background shows a list of assessment items with checkboxes and subject categories like 'American History' and 'Biology'.

The available Form A, B, or C assessment(s) will appear under "Other Assessments."



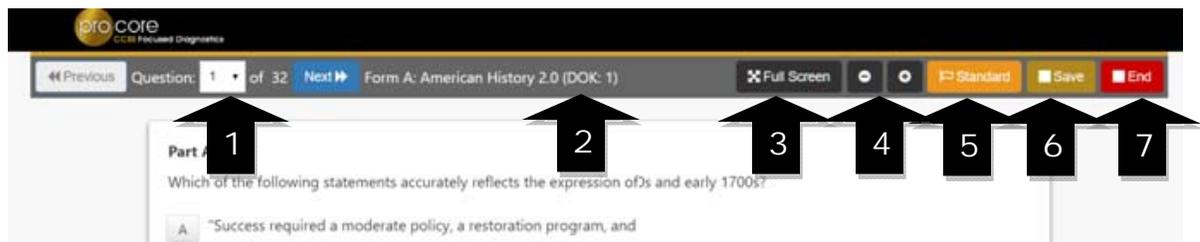
- The long assessment tests may be administered over a 4-5 day period (e.g. Math on Monday, Science on Tuesday, Social Studies on Wednesday, Reading on Thursday, and make-ups on Friday).
- Alternate seating and/or mixing the timing of the start of the Form A/B/C online assessments should be arranged so that students are not answering the same questions at the same time. This is necessary for the pre- and post-tests because they are set to “static” mode. It is the responsibility of the Test Administrator to oversee the test-taking procedure.

***Additional User Guides for administrators, teachers and students are available online on the Pro-Core web site support page. Go to <http://Pro-Core.us/manuals.html>**

DURING THE ASSESSMENTS

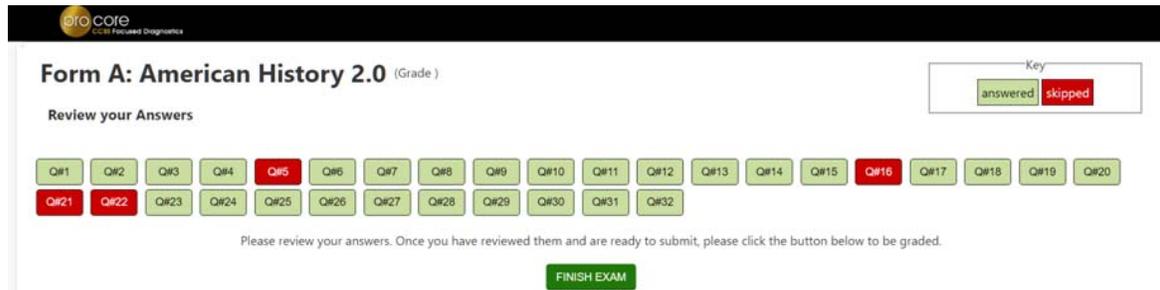
1. **Relaxed assessment:** We recommend the first assessment be relaxed. It is helpful to slowly move the students toward a more structured atmosphere as you approach the end-of-course summative test.
2. **Length of test:** Each major assessment takes approximately 1 to 1.5 hours.
3. **Test Monitoring:** The test administrator should walk around the room, checking that students are “on task” and not talking with other students or looking at other students’ monitors. Be sure students save or submit their responses before logging-off the system.

The Assessment Screen: Navigation Bar Functions



1. The **Down Arrow** allows any question to be selected.
2. **DOK** (Depth of Knowledge) refers to the complexity of the question (1-4)
3. **Full Screen** provides a larger portion of the question. This is especially useful when the question needs to be scrolled down.

4. Clicking the - will **decrease** the text size; + will **increase** the text size.
5. **Standard** will show the full content standard being addressed by this question.
6. **Save** allows the student to bookmark the question and Exit's the test. When the student returns, the test will be blinking, so the student must finish the test before choosing anything else.
7. Clicking the **End** button shows a summary of questions answered or skipped.

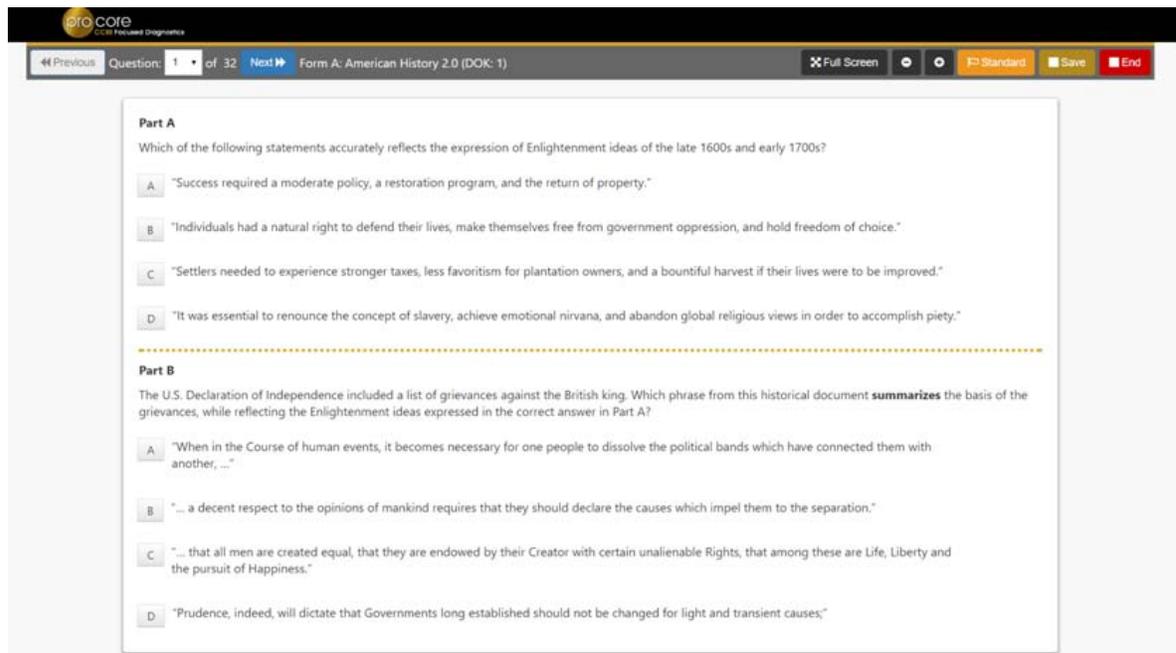


The items in **red** were either not answered or partially answered.

Students should review their answers before clicking the “**FINISH EXAM**” button.

Sample Two-Part Test Question:

The question below is a 2-point “evidence-based” question in which the student must get both parts correct in order to receive the 2 points.



AFTER THE ASSESSMENTS:

1. Check that students have correctly logged-out of the system, and any scrap paper or notes have been disposed of.
2. Test results and diagnostic reports will be available at the end of the school testing period.

Student Assessment Results

Assessments My Assessments

Form A: American History 2.0 (Grade)

Exam Result

Your Score 46%

Q#1	Q#2	Q#3	Q#4	Q#5	Q#6	Q#7	Q#8	Q#9	Q#10	Q#11	Q#12	Q#13	Q#14	Q#15
Q#16	Q#17	Q#18	Q#19	Q#20	Q#21	Q#22	Q#23	Q#24	Q#25	Q#26	Q#27	Q#28	Q#29	Q#30
Q#31	Q#32													

Logout | Return to Assessments

Assessments completed

“My Assessments” shows the assessments that have been completed. The Form A, B or C assessments can only be taken once, so they will be removed from “Available Assessments” and moved to “My Assessments.”

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CCSS Focused Diagnostics

Welcome Thomas [redacted]
My Account | Logout

Assessments **My Assessments**

Student Assessments

Assessments completed

Search: Q x

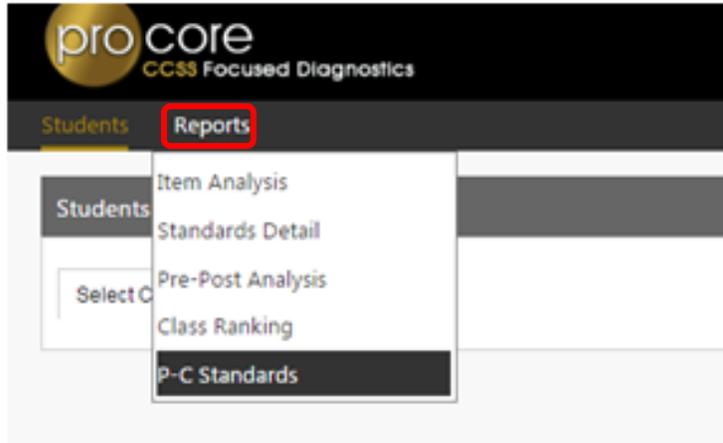
Title	Subject	Action
Form A: American History 2.0	American History	Score
Form A: Biology 2.0	Biology	Score

Page < 1 > of 1 | View 25 records | Found total 2 records

The two assessments listed above are no longer available to retake since they are both Form Assessments.

TEACHER REPORTS

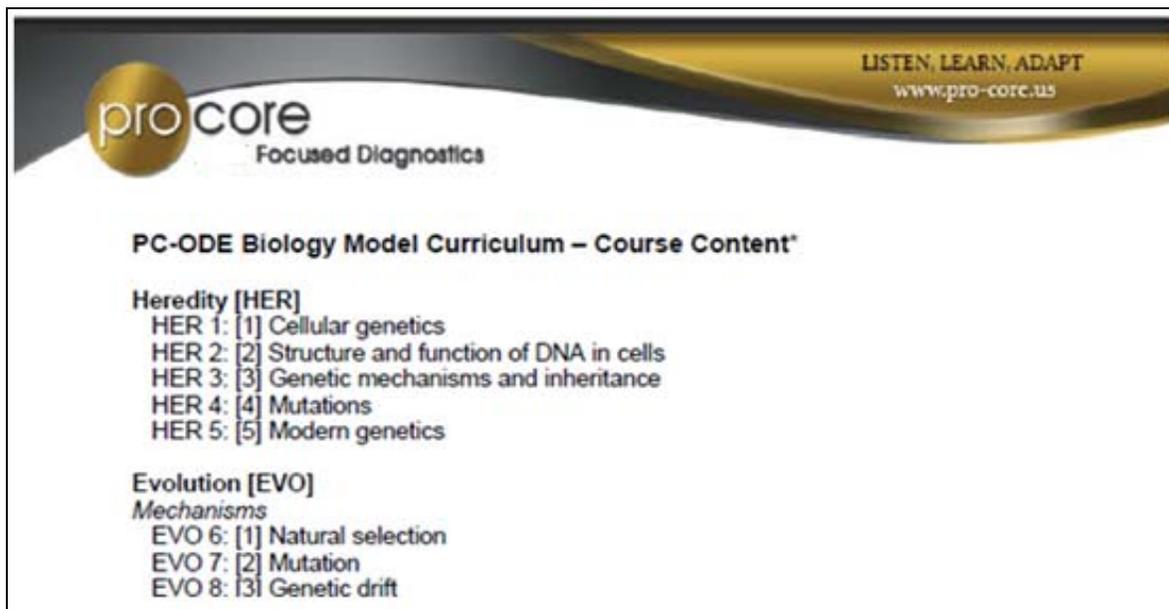
Logging-in and selecting “Reports” allows you to generate 4 special reports.



Note: Full page samples of the following reports are available in Appendix A.

Pro-Core Standards Report

The P-C Standards Report shows the individual learning standards/course content assessed in the Pro-Core system.



Standards Detail Report

The **Standards Detail Report** shows the 1 to 5 questions for every content standard given on each test. They are numbered across the top of the chart and are listed on the second page so you know which P-C Standard the score corresponds to. This report shows a Star (100%) or actual percent showing the teacher how the class scored.

Biology		Pro-Core Standards Detail Report																			8/29/2016	CALICOAT # 121	REY: eStem HS
Student Name	Student Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	%Avg	
Phanindra Adhikari	911108	50	0	50	50	0	33	0	0	50	0	0	50	0	0	0	0	0	33	0	33	17%	
Patrick Young	910906	50	★	50	50	50	33	0	★	0	50	50	★	★	0	50	★	★	33	67	33	58%	
Richard Young	907415	50	0	0	0	50	0	0	50	0	0	0	0	0	0	25	0	0	0	33	33	12%	
Count: 13	% Avg	38	27	27	38	23	23	31	38	12	23	19	31	27	13	29	56	58	27	21	18	29%	

1. HER Cellular genetics;	5. HER Modern genetics;
2. HER Structure and function of DNA in cells;	6. EVO Natural selection;
3. HER Genetic mechanisms and inheritance;	7. EVO Mutation;
4. HER Mutations;	8. EVO Genetic drift;

Item Analysis Report

The **Item Response Analysis Report** displays each of the 1-8 responses. It shows the % of students choosing A-G. This is helpful in identifying student misconceptions. The correct answer will be indicated by a green check.

Form A: Biology Online Test 2.0 121 Generate Report Hide Answers Print Preview

Form A: Biology Online Test 2.0		Pro-Core Item Analysis Report											
Std.#	Question Text	Score %	Q-Type	DOK	Count	A	B	C	D	E	F	G	H
1: Cellular genetics													
⊕ 1	A muscle cell from a specific salamander is compared to a ne...	46	PL	1	13	46	46 ✓	54 ✓	54	0	0	0	0
⊕ 1	Sometimes the ratios of phenotypes from a dihybrid cross are...	31	MCR	1	13	31 ✓	23	23	23	0	0	0	0
2: Structure and function of DNA in cells													
	Transcription and												

Selecting the test question, shows the entire item which can be expanded to full screen for classroom presentation and discussion

Result: ✖ WRONG (2 of 4 are correct) SCORE Full Screen Zoom In Zoom Out Standard

Examine the chart below, and then answer the question that follows.

Code for Amino Acids					
	U	C	A	G	
U	Phe	Ser	Tyr	Cys	U
	Phe	Ser	Tyr	Cys	C
	Leu	Ser	Stop	Stop	A
	Leu	Ser	Stop	Trp	G
C	Leu	Pro	His	Arg	U
	Leu	Pro	His	Arg	C
	Leu	Pro	Gln	Arg	A
	Leu	Pro	Gln	Arg	G
A	Ile	Thr	Asn	Ser	U
	Ile	Thr	Asn	Ser	C

The chart shows the amino acids made from the different combinations of codons.

Drag amino acids to create the correct amino acid sequence encoded by the following piece of mRNA.

AGG UCG ACG GAC

Amino Acid Sequence

Arg - Ser - Trp - Glu

Thr Asp

Pre-Post Analysis

The **Pre-Post Analysis** automatic shows the Short-Cycle Web Assessment Pre-Post scores. The Pre-test is always the 1st test taken and the Post-test is the last test taken. The difference is the evidence of learning.

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Welcome CALLICOAT!
My Account | Logout

Students Reports

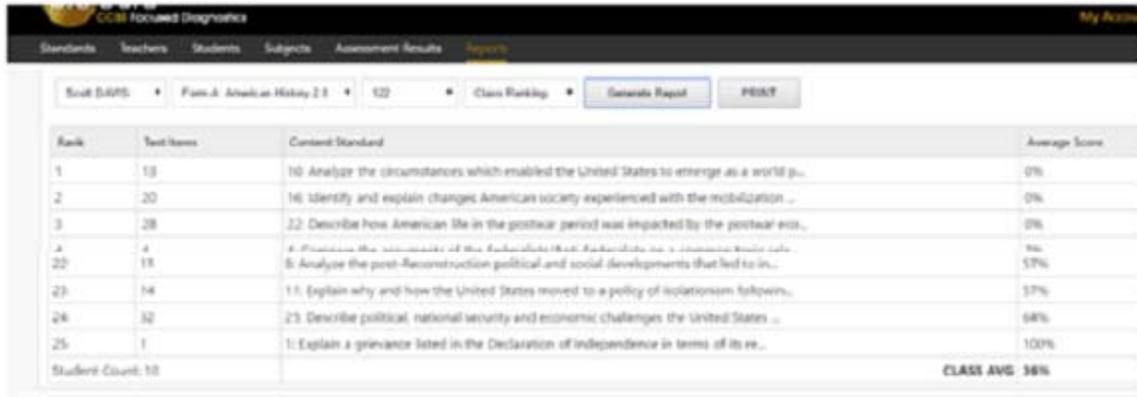
Pre Post SCWA Report

01 HER: Cellular genetics 122 Generate Report

Student Name	Pre Score	Post Score	Difference
Armando Bravo	23.1%	30.8%	+7.7

Class Ranking Report

The **Class Ranking Report** gives more detail by ranking domains and standards from weakest to strongest. This is a great report for analyzing class strengths and weaknesses. It includes the test item numbers and Content Standards.



Rank	Test Items	Content Standard	Average Score
1	13	10. Analyze the circumstances which enabled the United States to emerge as a world p...	0%
2	20	16. Identify and explain changes American society experienced with the mobilization ...	0%
3	28	22. Describe how American life in the postwar period was impacted by the postwar era...	0%
4	4	4. Analyze the economic and social conditions of the Reconstruction period...	0%
20	15	5. Analyze the post-Reconstruction political and social developments that led to in...	57%
23	14	11. Explain why and how the United States moved to a policy of isolationism followin...	57%
24	32	23. Describe political, national security and economic challenges the United States ...	64%
25	1	1. Explain a grievance listed in the Declaration of Independence in terms of its re...	100%
Student Count: 10			CLASS AVG 36%

Samples of the Pro-Core Reports are contained in the *Appendices* of this Guidebook.

Additional Information about the Pro-Core Short Cycle Web Assessments (SCWA) and reports is available from the Pro-Core online Support page:

Go to <http://Pro-Core.us/manuals.html>