

# District Administrator Set-ups and Enrollment Procedures

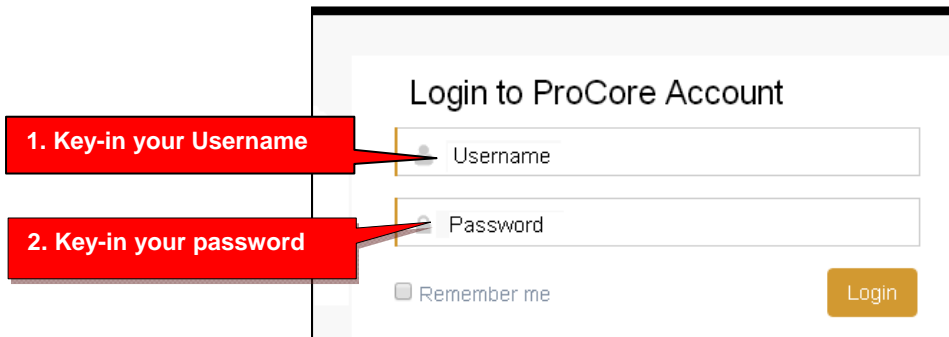
**NEW!** The District or School Administrator or Tech Person is responsible for student, teacher, and class enrollments. Initial enrollment spreadsheet *preparation* instructions are contained in the previous Section C of this Manual.

This section is divided into 4 *required* steps: **The District Managing Administrator is responsible for (1) Adding additional District Level Users, (2) Adding School Level Administrator/Principal Users, (3) Enrolling Students, Teachers and Classes, and (4) Enabling and Disabling Form A, B, C Assessments.**

## DISTRICT ADMINISTRATOR LOG-IN

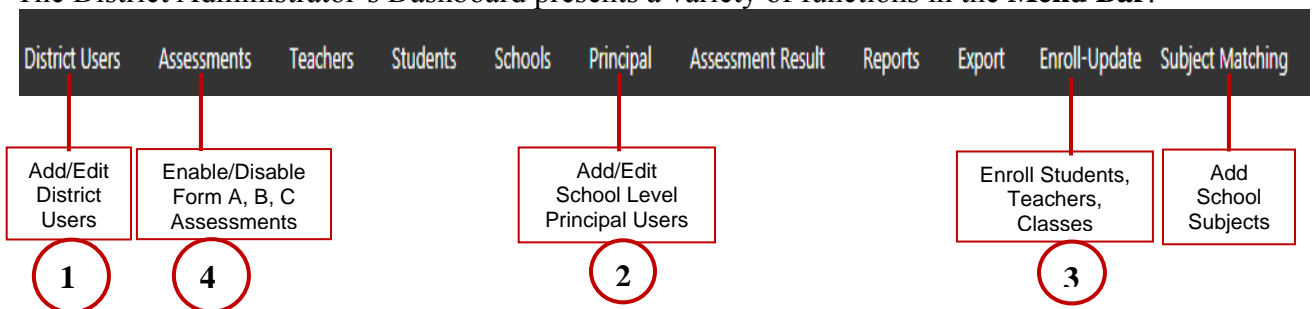
**NOTE:** District Administrators will log-in at a *special district administrator-only url* emailed by Ben Hemingway to the “District Managing Administrator” and/or “Tech Person.” The School Administrator/Principal log-in and functions are presented in Section G.

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 Dashboard: User Set-up, Enrollments, and Test enabling


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

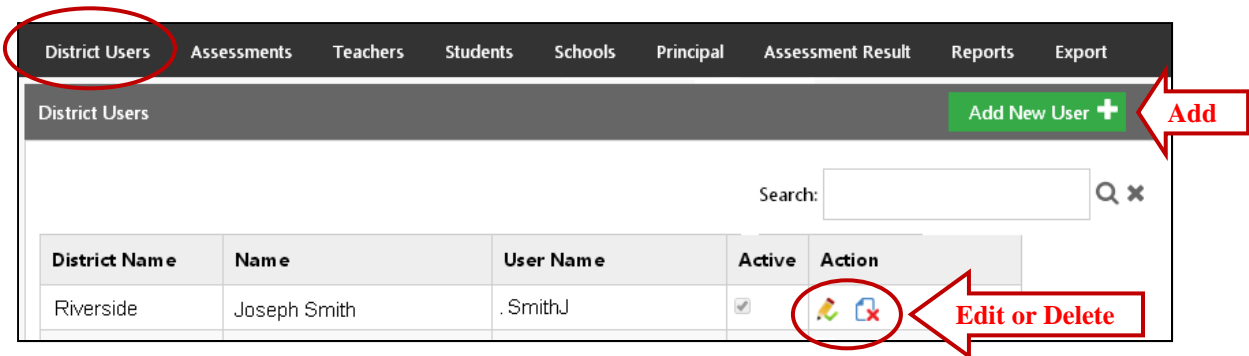


**District Level Users** have full access to each school in the district including enrollments, reports, and functions shown in the District Control Panel Menu Bar. **One District Level User**, the “Managing Administrator,” and district **School Names** will initially be set up by Ben Hemingway. Teacher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

### Step 1. Add/Edit District Level Users

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

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.

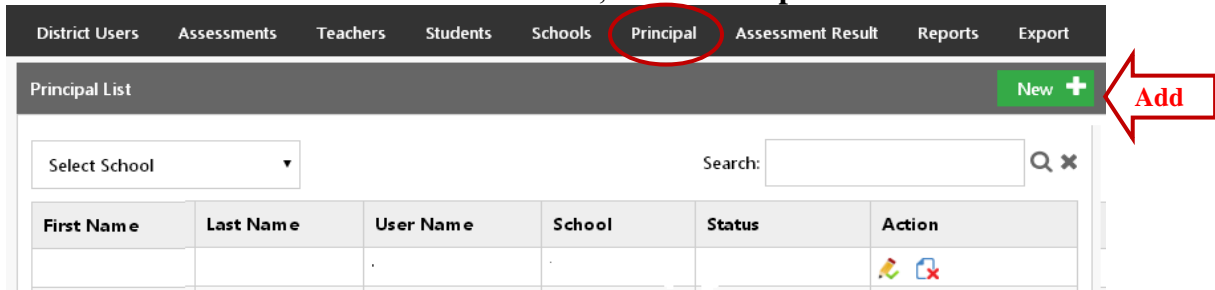


To add new district level users, select the **Add New User+** *button*.

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

### Step 2. Add/Edit School Administrator/Principal Level Users

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



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

**Add Principal**

District: Riverside

School: RIV: Riverside Elementary

First Name: [Text Field]

Last Name: [Text Field]

User name: [Text Field]

Password: [Text Field]

Active

Save

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.

### **NEW!** Step3. Enroll School Students, Teachers and Classes

Initial and “add-on” school enrollments are accomplished by *uploading* your **Pro-Core Data File Spreadsheet** which you prepared in the previous Section C.

In the District Admin Control Panel Menu Bar, select **Enroll-Update**.


Assessment Result Reports Export **Enroll-Update** Subject Matching

Enrollment

School: RIV: Riverside Elementary

File: Choose File

Upload Preview/Print Teacher Log-ins

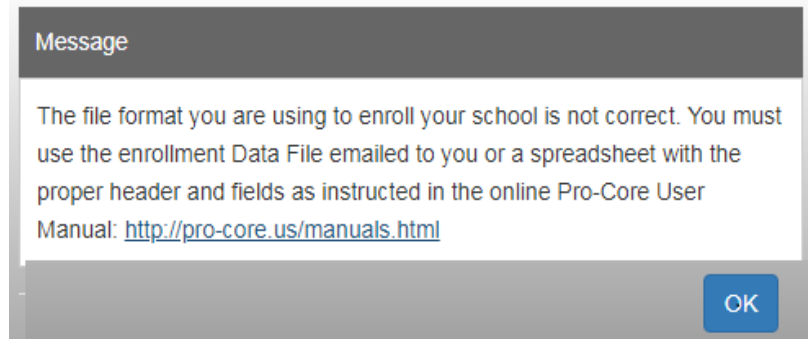
- Select a **School**.
- Click “**Choose File**” to browse your computer, and choose your prepared Pro-Core Data File spreadsheet.
- Then click “**Upload**” to upload your student, teacher, and class enrollments spreadsheet file. *Be patient. Your initial enrollment may take 2-5 minutes to complete.*
- If the enrollment file was correctly set-up, a  **File successfully uploaded.** message will appear; otherwise, and error message will appear. (*see next page for errors*)
- You may now click the “**Preview/Print Teacher Log-ins**” button to view and print teacher log-ins for distribution to teachers.

**New students, teachers, and classes may be added-on to the school enrollments in the same way.**

*Some common enrollment file error messages and fixes are listed below.*

### **Enrollment File Format Error**

If the *format* of your Enrollment **Data File** is incorrect, the following message will appear:

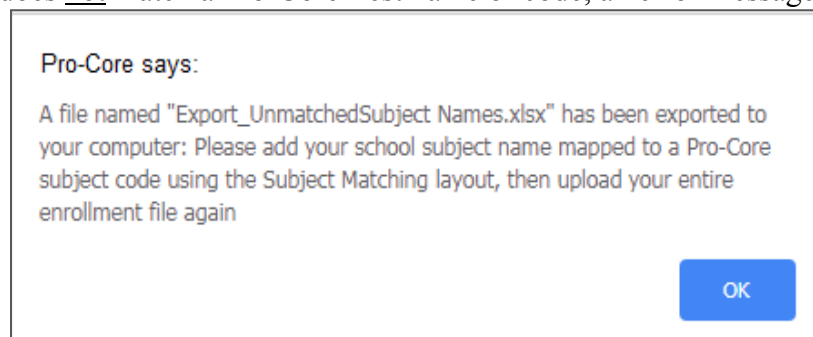


A **Pro-Core Data File template.xls** (spreadsheet) form was emailed to your district or school when your “contact person” registered with Pro-Core. You may use that spreadsheet to collect the required student and teacher enrollment data for each school. **If you use your own spreadsheet, a header row is REQUIRED with the exact headers names and fields in row 1 as instructed in Section C of this Manual.**

**If your header row and/or fields do not match the correct format, your enrollment file will be rejected.** Case-sensitive matching is not required. The order of the columns *is* required. Data is required in most of the *fields*. If they are left blank, the enrollment file may be rejected. Some fields are optional; they may be left blank. *See Section C of this Manual for details.*

### **Subject Matching Error**

If a test subject/course name in your **enrollment upload file field “Test\_Subject&Grade”** (column O) does not match a Pro-Core Test name or code, an error message will appear:



Find the “**Export\_UnmatchedSubject Names.xlsx**” file *downloaded* to your computer and open it. It will list the subject(s) with unmatched name(s). In the example on the next page, Reading is listed as an unmatched subject in your enrollment spreadsheet. Reading requires the grade level to be included in the name to specify a Pro-Core ELA/Reading assessment in grades 2 to 12.

*See the sample on the next page*


	A	B
1	Subject Name	
2	Reading	
3		

**RULE:** Basic subjects (Reading, Math, Science, Social Studies) **MUST** include a grade level number in the enrollment file. This mainly applies to elementary school subjects in grades 2-8, like Reading 7, Math 7. Secondary school subjects like Reading 9-12, Algebra 1 and 2, and Integrated Math 1, 2, 3 must also contain a number.

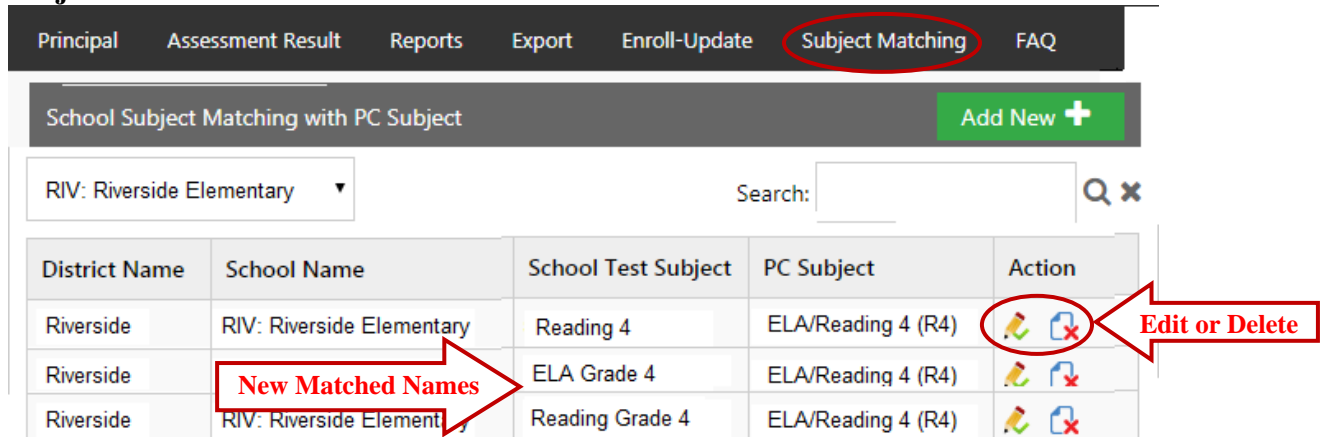
In the District Admin Control Panel Menu Bar, click **Subject Matching**.

- Select your school in the **School Subject Matching with PC Subject** window.
- If your course name is not included in the **School Test Subject** field column, click the “Add New +” button at the top-right of the window.
- The “Add New” box will appear:

- Type-in a correct School Test Subject name (and grade, if required).
- Select the Pro-Core Subject Name and Code that correctly matches.
- Click “Save.”

If the name you type-into the School Test Subject box is not acceptable, an error message such as this will appear:  A grade level number is needed for this subject.

If correct, the newly matched names will appear in the **Subject Matching with PC Subject** window as shown *below*

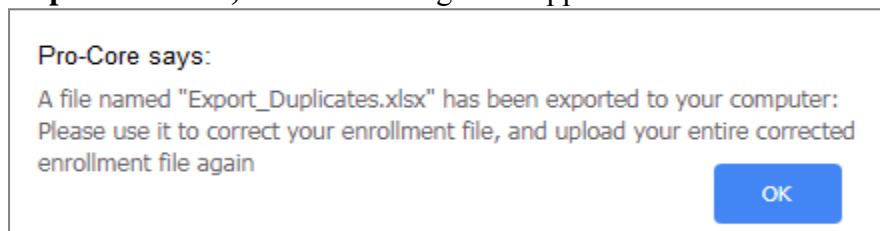


District Name	School Name	School Test Subject	PC Subject	Action
Riverside	RIV: Riverside Elementary	Reading 4	ELA/Reading 4 (R4)	
Riverside	RIV: Riverside Elementary	ELA Grade 4	ELA/Reading 4 (R4)	
Riverside	RIV: Riverside Elementary	Reading Grade 4	ELA/Reading 4 (R4)	

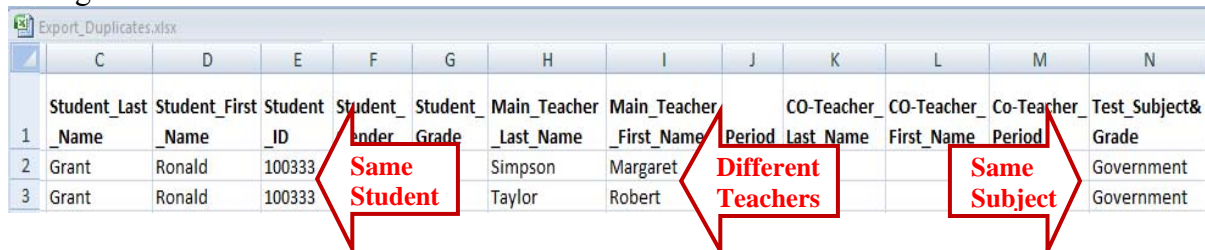
**WARNING:** Be sure to **find and correct** your unmatched subject name(s) ***in your enrollment file*** to match the new School Test Subject name(s) you entered in the Subject Matching layout before uploading your enrollment file again. Then, go back to Step 3a on page D-3 to upload the corrected enrollment file again.

### Duplicate Records Error

A duplicate record is defined as the *same* student having 2 or more *different* teachers (who are *not* co-teachers) enrolled in the *same* subject. If duplicate records are found in any **enrollment upload file row**, an error message will appear:



Find the “**Export\_Duplicates.xlsx**” file *downloaded* to your computer and open it. It will list the duplicate student records. In the example below, student Ronald Grant is shown as having two different main teachers in his Government class. **One record *must* be deleted.**



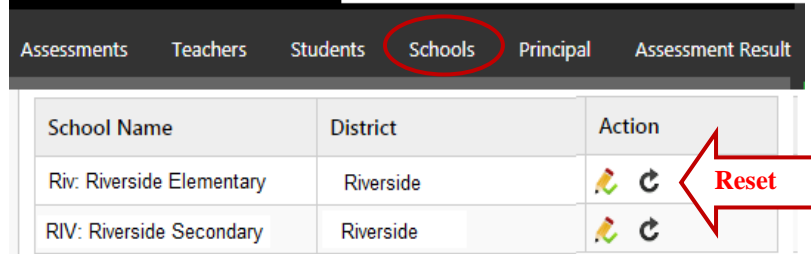
	C	D	E	F	G	H	I	J	K	L	M	N
	Student_Last Name	Student_First Name	Student_ID	Student_Gender	Student_Grade	Main_Teacher_Last Name	Main_Teacher_First Name	Period	CO-Teacher_Last Name	CO-Teacher_First Name	CO-Teacher_Period	Test_Subject& Grade
1	Grant	Ronald	100333			Simpson	Margaret					Government
2	Grant	Ronald	100333			Taylor	Robert					Government

**WARNING:** You *must* **find and delete** each *incorrect* duplicate record (the entire row) ***in your enrollment file***. Then, go back to Step 3a on page D-3 to upload the corrected enrollment file again.

## Resetting/Deleting Your School Enrollments

If you have “successfully” uploaded your enrollments, **but they are not accurate**, you will want to determine the error(s) and *reset* (clear/delete) the entire enrollment, then correct and upload your corrected enrollment records Data File.

Select **Schools** in your District Menu Bar.



School Name	District	Action
Riv: Riverside Elementary	Riverside	<b>Reset</b>
RIV: Riverside Secondary	Riverside	

- Click the Reset *button* for the school you want to reset/empty.
- *Correct the problems your enrollment file.*
- Then, go back to **Step 3a on page D-3** to upload your corrected data file.

**WARNING:** Students should not begin testing until your enrollments are accurate. If a school is reset, all testing data will be deleted and unable to be recovered.

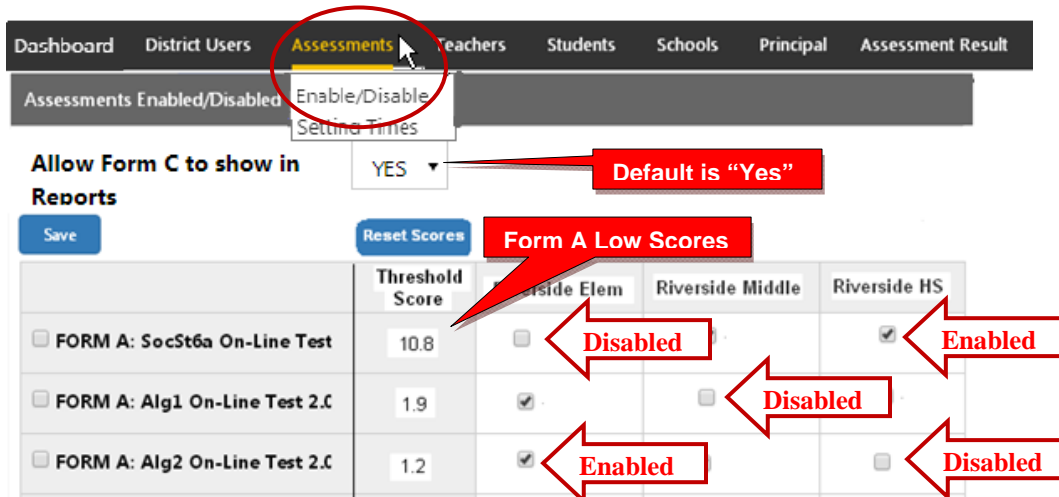
If your enrollments are not accurate and some students have begun testing, you will be blocked from emptying the school. If you still want the school cleared--

- Email Ben [Hemingway@pro-core.us](mailto:Hemingway@pro-core.us) and request a school enrollment “*reset*.”
- *Correct the problem(s) in your enrollment file.*
- Ben will email you when your school has been cleared/emptied.
- Go back to **Step 3a on page D-3** to upload your corrected data file.

## Step 4. Enable/Disable Assessments

You should enroll your teachers and students into the Pro-Core system about a week prior to your district or school(s) Form A assessment date. 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.




	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 type="checkbox"/> FORM A: Alg1 On-Line Test 2.C	1.9	<input checked="" type="checkbox"/>	<input type="checkbox"/> Disabled	
<input type="checkbox"/> FORM A: Alg2 On-Line Test 2.C	1.2	<input checked="" type="checkbox"/> Enabled		<input type="checkbox"/> Disabled

**CAUTION:** Do **NOT** enable Form A, B, or C assessments that you have not ordered or you may incur additional charges to your district.

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

**WARNING:** Allow a **one or two-week testing window** for the assessments you enabled. You should then **disable (uncheck)** the assessments at the end of the testing period window.

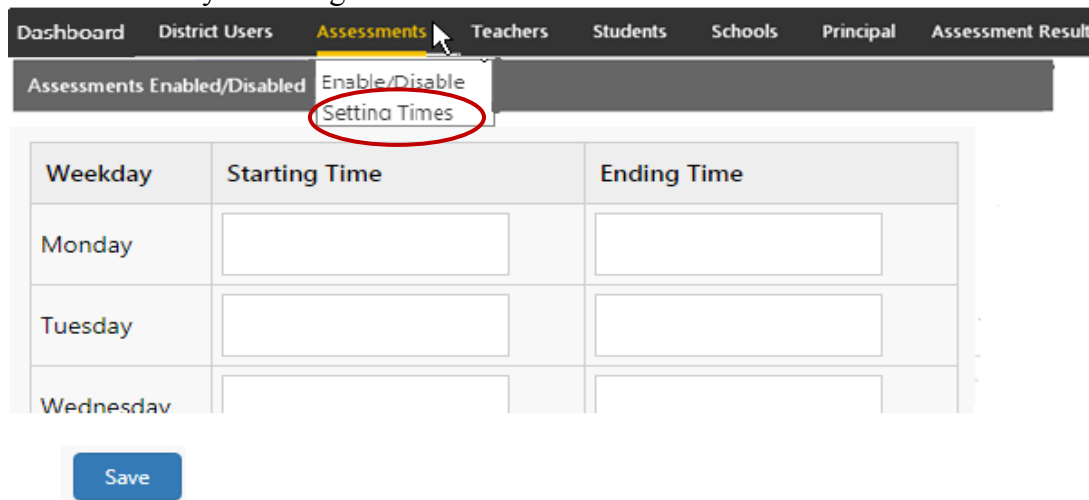
*Leaving the Form A or C tests enabled after the testing week has ended may affect the end-of-course student growth and teacher effectiveness results.*

**NOTE 1:** For **Form A** assessments, there is a column of “Threshold Scores.” A “flag”  symbol will appear next to students who score below that number. You may **reset** and change any Form A test threshold score if you wish. Click “**Save**” to save your changes.

**NOTE 2:** For **Form C** assessments, you have the option to **hide** all Form C reports by selecting “**No**” until all students have completed the Form C assessments. The *default* setting is “**Yes**” which will allow all Form C results to show in all reports whether all students have completed the assessments or not. Click “**Save**” to save your changes.

## Setting Times

You have the option under Assessments to select daily beginning and ending times on a 24-hour clock when students may access the Pro-Core assessment system. You may or may not want to allow access before or after regular school hours or on weekends. Click “**Save**” to save your changes.



The screenshot shows a navigation menu with 'Assessments' highlighted. Below it, a dropdown menu is open, showing 'Assessments Enabled/Disabled', 'Enable/Disable', and 'Setting Times' (circled in red). Below the dropdown is a table for setting assessment times.

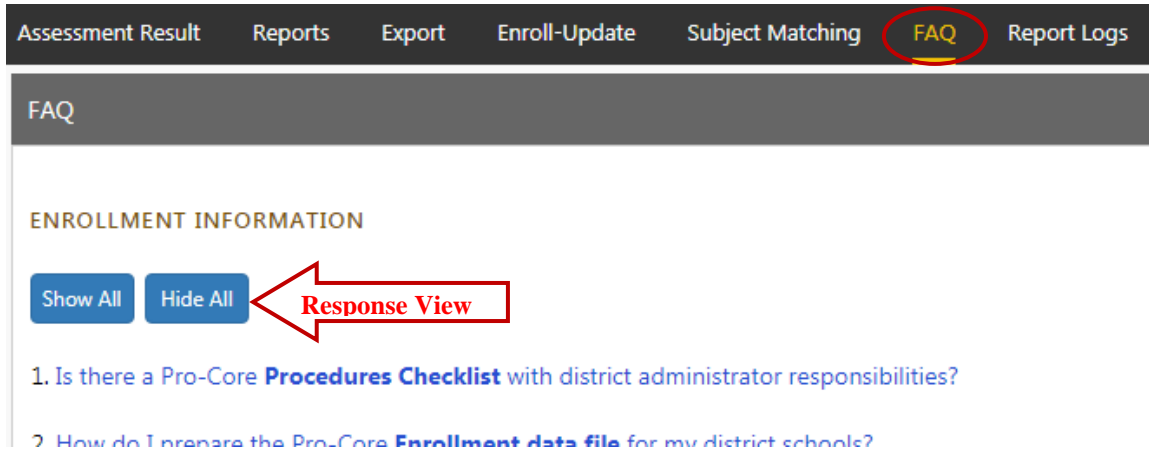
Weekday	Starting Time	Ending Time
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>

Save



**New! District Manager FAQs (Frequently Asked Questions)**

Selecting “FAQ” will display some commonly asked questions and answers which will help you understand and use the Pro-Core system more effectively. New FAQs appear from time-to-time, so be sure to check this selection often. You may also submit your own questions to [hemingway@pro-core.us](mailto:hemingway@pro-core.us)



There is a FAQ selection addressed specifically to school administrator/principals and teachers in their respective menus.

General FAQ’s related to the Pro-Core system are available on the Pro-Core web site Support > FAQ page: <http://pro-core.us/faq.html>

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.

➤ *The next Section deals with adding, moving, editing, or deleting records after the school enrollment has successfully been accomplished.*