

District Administrator Log-in and Editing Functions Individual and Batch 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 Forms A, B, and C. 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.*

This section deals with adding, editing, or deleting records **after** the school enrollment has successfully been accomplished. (see Section D-3f, Step 3.)

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 image shows a screenshot of a web browser window titled "Login to ProCore Account". The window contains two input fields: "Username" and "Password". The "Password" field is masked with dots. Below the input fields is a checkbox labeled "Remember me" and a "Login" button. Two red callout boxes with white text point to the input fields: "1. Key-in your Username" points to the Username field, and "2. Key-in your password" points to the Password field.

View/Add/Edit Teachers and Subject Classes – “Individual” vs “Batch” editing

NEW! In addition to “individual” student, teacher, and class editing functions, the District Administrator or District Tech Person may now edit, add, move, or delete records using “batch” files.

This section is divided into **two parts**: (1) Individual record editing, and (2) Batch records editing. **The new part on batch file editing begins on page E-8.**

Part 1. Individual Teacher, Subject, and Student Record Editing

All the maintenance procedures in **Part 1** are accomplished through the administrator level menu bar by editing, adding, deleting, or moving *individual* records (one-by-one) *manually* as instructed in each topic below. **Part 2**, dealing with batch records, may need to be accomplished by a district tech administrator who has access to all-district or all-school database records.

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 menu bar includes 'District Users', 'Assessments', 'Teachers' (circled in red), 'Students', 'Schools', 'Principal', and 'Assessment Result'. A red callout 'Add a Teacher' points to a red button in the top right. Below the menu bar is a 'Teachers List' header with a 'New +' button. A dropdown menu is open, showing 'See Teacher Classes'. A search bar contains 'Edit Teacher Info'. The table below has columns: First Name, Last Name, Teacher Code, School, and Action. Three rows are visible, each with a red callout 'Delete a Teacher' pointing to the 'Action' column icons.

	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 has the following fields: District (Riverside), School (RIV: Riverside Elem), First Name, Last Name, Teacher Code, and Password. A blue 'Save' button is at the bottom. Red callouts point to the 'School' field ('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 own password.

WARNING: If you **delete** a teacher, you will delete the teacher’s classes as well. So, if a *new* teacher is replacing an *old* teacher, it is preferable simply to change the teacher’s name and password as shown *below*.

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' form with the following fields:

- District: Riverside
- School: Riverside Elementary
- First Name: Jonathan
- Last Name: Depp
- Teacher Code: 100
- Password: DeppJ

Below the form is the 'Available Classes' section with a 'New +' button. The table below shows the current classes:

Subject	Period	Class Code	Action
ELA/Reading 4	2	101	[Delete] [Move] [Add Student]
Mathematics 4	3	102	[Delete] [Move] [Add Student]


Red callout boxes provide the following information:

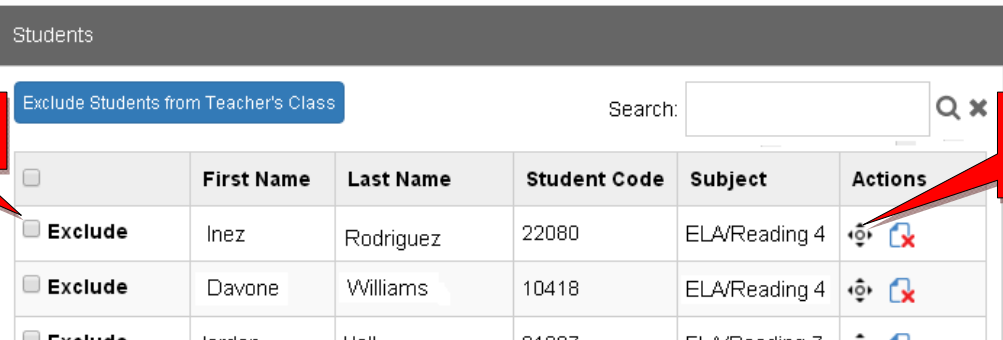
- Teachers** (tab)
- 3-digit Teacher Code Ending in -0** (points to Teacher Code field)
- Add a Subject-Class** (points to New + button)
- Subject-Class Pop-up** (points to Subject dropdown)
- Delete a Subject-class** (points to delete icon)
- View, Move, or Add Students** (points to add student icon)
- Be sure to SAVE changes** (points to Save button)

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 for teacher 100 could be 101...102...103...104...105...106...107...108...109...111...etc. (**Skip** 110 because it ends in -0 and may be mistaken for a Teacher Code rather than a Class Code.)

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.

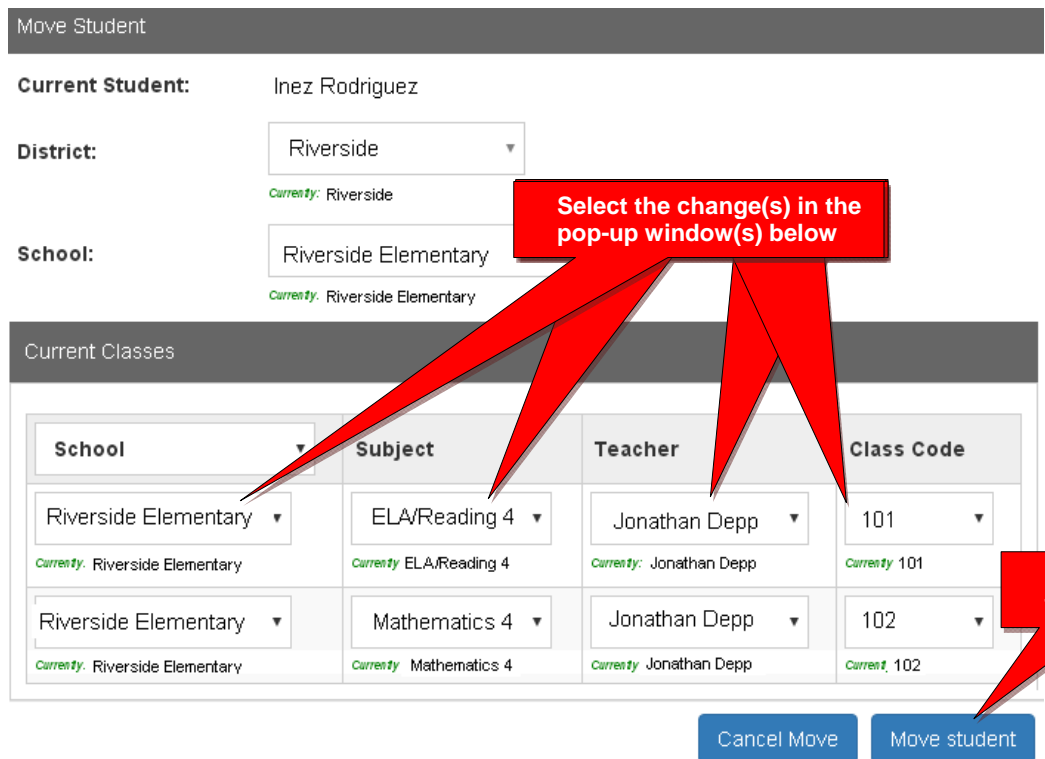


Select students to exclude

Select the student's Move icon

	First Name	Last Name	Student Code	Subject	Actions
<input type="checkbox"/> Exclude	Inez	Rodriguez	22080	ELA/Reading 4	 
<input type="checkbox"/> Exclude	Davone	Williams	10418	ELA/Reading 4	 
<input type="checkbox"/> Exclude

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

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

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

Click to apply the change(s)

Cancel Move Move student

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.

The screenshot shows the 'Students' menu bar with a red circle around the 'Students' option. A red callout bubble points to the 'Add a New Student' button. Below the menu bar is a table of 'Available Students' with a 'New +' button. A red callout bubble points to the 'See Student Classes' dropdown. Another red callout bubble points to the 'Move a student' icon in the table. A third red callout bubble points to the 'Edit Student Info' icon. A fourth red callout bubble points to the 'Delete a Student' icon.

	First Name	Last Name	Gender	District	School	Grade	Student Code	Actions
<input type="checkbox"/>	Inez	Rodriguez	Female	Riverside	RIV: Riverside Elem	4th Grade	22080	
<input type="checkbox"/>	Brady	Williams	Male	Riverside	RIV: Riverside Elem	4th Grade	10418	
<input type="checkbox"/>	Benito	Maldonado	Female	Riverside	RIV: Riverside Elem	4th Grade	14000	

Note: You can add individual students here, but go to Teachers menu to add multiple students to a class, or you may use the new “batch enroll” process. (see pages E-8f)

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: District (Riverside), School (dropdown), First Name (text), Last Name (text), Student Code (text), Gender (dropdown), Grade (4th Grade dropdown), and Password (text). A blue 'Save' button is at the bottom. Three red callout bubbles point to the School dropdown, the Student Code field, and the Save button.

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.

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

Edit Student

District: Riverside

School: Riverside Elementary

First Name: Inez

Last Name: Rodriguez

Student Code: 22080 **Student ID cannot be changed**

Gender: Female

Grade: 4th Grade

Password: RodriguezI

Available Subjects **Add a Subject-Class** New +

School	Subject	Main Teacher	Class	Co-Teacher	Co-T Class Code	ETH	LEP	Dis	IEP	Gift	Action
Riverside Elem	ELA/Reading 4	J Depp	101	Not Set		3	0	0	0	1	SGM Deac
Riverside Elem	Mathematics 4	J Depp	102	Not Set		3	0	0	0		SGM Deac
Riverside Elem	Select Subject	Select Teacher	Class	Not Set							SGM Deac

Add a Co-Teacher

Delete a student from a Subject-Class

Save

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 at the top containing 'District Users', 'Assessments', 'Teachers', 'Students', 'Schools', 'Principal', 'Assessment Result' (circled in red), 'Reports', and 'Export'. Below the navigation bar, there are filters for 'Select School' and 'All', and a search bar. A table lists assessment results with columns for 'School', 'Student Name', 'Title', 'Score Status', and 'Action'. The table contains three rows of data. Callouts point to specific elements: 'Reset the Assessment' points to the 'Reset' button; 'View test responses' points to the 'Score' button; 'Delete record' points to the delete icon; and 'Low score "flag"' points to a flag icon next to 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 'Exam Result' page for 'Form A: M6a On-Line Test 2.0 (Grade)'. It displays 'Your Score 1%' and a note '* Very low'. Below this, a grid of question status boxes is shown, labeled 'Q#1' through 'Q#20'. Callouts point to specific boxes: 'No response' points to Q#1 (yellow), 'incorrect' points to Q#7 (red), and 'correct' points to Q#19 (green).

District Reports are contained in Section F of this Manual.

***New!** Instructions for “batch editing” are on the following pages.*

NEW! Part 2. Batch Records Editing

For schools needing to add new teacher classes and/or students or having to make many student teacher class changes *after the initial enrollment*, Pro-Core now provides a “batch editing” function. Using this feature requires some familiarity with the school enrollment spreadsheet as described in **Sections C and D** of this Manual.

Batch Editing File Using Action Words

WARNING: The **Pro-Core Data File** sample shown below is the *same* spreadsheet used to collect the required student and teacher data for school enrollment as described in **Section C**. It is recommended that you maintain your original school enrollment spreadsheet file which you can more easily edit and make your required changes. You may also export a copy of your enrollment data in the proper format from your **Export menu** (see page E-11). *This is highly recommended if school administrators have been making changes.* If you enter the changes into a new (empty) enrollment spreadsheet, **the header row is REQUIRED with the exact header field names in row 1, columns A-U, as shown in Section C.** Case-sensitive matching is not required. The order of the columns *is* required. You may use an .xls, .xlsx, or .csv format.

All batch functions can be accomplished by entering an “**Action word**” in **column A** of your Enrollment spreadsheet file with the change(s) in the student record **row#**. You may also enter new or updated student records in a new (empty) **Pro-Core Data File template**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	S	
	Action	District_Name	School_Name	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	
2		Riverside District	Riverside HS	Bailey	Larry	695530	M	10	Brown	Darnell		1	Andrews	Albert		1	ENGLISH 10

Actions words

The following **Action words** are used in **Column A** of the Pro-Core Data File

- **enroll** – enroll a new student in a teacher class subject (or may be left *empty*)
- **add** – add a new student in a teacher class subject (same as enroll; or may be left *empty*)
- **move** – move student in a subject to a different teacher class or period (or may be left *empty*)
- **delete** – delete a student from the named teacher class(es) (action word **required**)
- **delete_student** – delete a student from all class(es) in the school (action word **required**)
- **update** – change the information in *any* field (or may be left *empty*)

CAUTION: Do **not** use “move” to move a student to an entirely **new subject**. First, “**delete**” the student from the old subject class(es), then “**enroll**” or “**add**” the student to the new subject class(es).

The examples on the next page have truncated columns so that you can see the data more clearly. **Your Pro-Core Data File must contain a header row with the exact header field names in row 1, columns A-U. See Section C of this manual for more information.**

The cells are colorized in the samples, so you can compare the data in the initial enrollment file to the changes made in each sample. Your spreadsheet does not need to be colorized in any way.

Batch Editing Samples Using Action Words

Below is a sample of an initial enrollment file.

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject & Grade
2	enroll	Bailey	Larry	695530	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
3	enroll	Olivo	Juan	733870	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
4	enroll	Harvey	Barbara	737190	Oneil	Richard	2				ENGLISH 9
5	enroll	Dunbar	Trent	651140	McCall	Connie	2	Cotton	Larry	2	ENGLISH 9
6	enroll	Houston	Shaniqua	737270	Oneil	Richard	2	Mason	James	7	ENGLISH 9
7	enroll	Alman	Braden	738670	Jones	Marsha	1				PHYSICAL SCI
8	enroll	Black	Kanton	615550	Smith	Alice	4	Temple	Zelda	5	ALGEBRA 1
9	enroll	Arrigo	Marisco	741900	Grissom	Evelyn	2	Wilson	Michael	5	PHYSICAL SCI

Enroll

Your initial enrollment may include the action word “**enroll**” in column A or the column may be left empty. *Error tests* are applied during the enrollment process. See **Section D-3f** for more information.

You may “**enroll**” or “**add**” new students, teachers, and subject classes at any time using your original enrollment file or using a new Pro-Core Data File template.

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject & Grade
1											
1	enroll	Harris	Kenneth	734350	Lawson	Anette	2				BIOLOGY
3	add	Bell	Lester	704040	Lawson	Anette	2	Ramirez	Juan	1	BIOLOGY
4		Bailey	Larry	695530	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
5		Olivo	Juan	733870	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10

Enroll or Add

In the example above, students Harris and Bell have been **added** to the *original enrollment* data file. Column A for Bailey and Olivo are left empty because they were previously enrolled. If this were a *new* data file, the records for Bailey and Olivo would not need to be included.

You may “**delete**” students only after they have been enrolled in Pro-Core..

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject & Grade
6	delete	Harvey	Barbara	737190	Oneil	Richard	2				ENGLISH 9
7	delete	Dunbar	Trent	651140	McCall	Connie	2	Cotton	Larry	2	ENGLISH 9
8	delete_student	Houston	Shaniqua	737270	Oneil	Richard	2	Mason	James	7	ENGLISH 9

Delete student from classes

Delete student From ALL classes

In the example above, student Harvey will be **deleted** from Oneil’s English9 class *only*. Student Dunbar will be **deleted** from *both* McCall’s (main teacher) and Cotton’s (co-teacher) classes. Student Houston will be **deleted** from Oneil and Mason’s classes and *all* other classes in which she is enrolled. **The action words “delete” or “delete_student” *must* be used to delete student records.**

You may “**move**” students only after they have been enrolled in Pro-Core..

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject& Grade
1	move	Alman	Braden	738670	Grissom	Evelyn	2				PHYSICAL SCI
10	move	Black	Kanton	615550	Demoto	Mario	5	Temple	Zelda		5 ALGEBRA 1
11	move	Arrigo	Marisco	741900	Grissom	Evelyn	2	Lopez	Juanita		2 PHYSICAL SCI

Move Student to new classes

In the example above, student Alman will be **moved** from Jones’s class to Grissom’s class. Student Black will be **moved** from Smith’s class to Demoto’s class, but **remain** in Temple’s class. Student Arrigo will **remain** in Grissom’s class, but be **moved** from Wilson’s to Lopez’s class.

CAUTION: In moving students to a different teacher class or district school, the changed name must be spelled **exactly** the way the name is spelled as enrolled in the Pro-Core system.

The action word “**update**” may be used to make *any* changes in *any* student record field—except Student ID and Test_Subject&Grade

	A	D	E	F	I	J	K	O	P	Q	R	S	T
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	Test Subject& Grade	Subgroup1: Ethnicity	Subgroup2: LEP	Subgroup3: Migrant	Subgroup4: Gifted&Talent	Subgroup5: 504 Plan
2	update	Bailey	Lawrence	695530	Brown	Darnell	1	ENGLISH 10	6	N	Y	Y	

Update info

In the example above, student Baily’s First_Name has been **updated** from” Larry” to “Lawrence,” and the student’s Subgroup 4 and Subgroup 5 have been **updated** “ from “N” to “Y.”

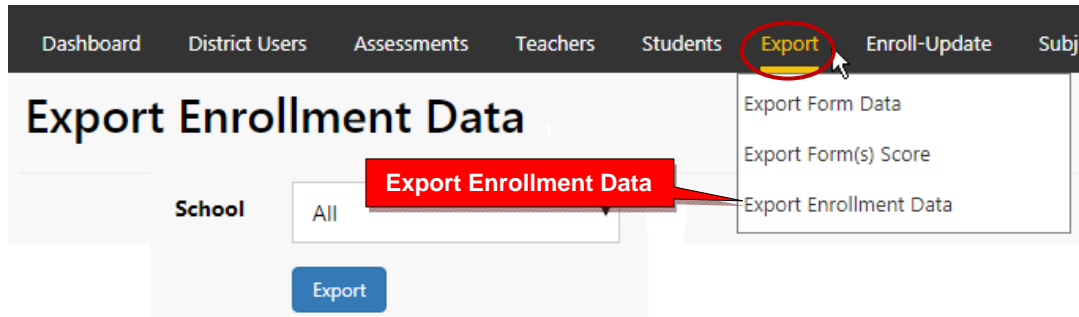
The Action word field *may* be left empty in most cases *except* for “delete” and “delete_student.” But we recommend using the action words, so that you may keep track of any changes you make in the Pro-Core system. If any discrepancies are found, you can more easily trace the source if you have a record of the intended action.

What May Not be Done with Action Words

- **You may not change a Student ID**
Once enrolled, the student’s unique student ID is used by the student to log-into the Pro-Core system and to keep track of the student’s work. If a student’s ID is incorrect, the student must be *deleted* and *re-enrolled* (added) into the system. Any work completed will be lost
- **You may not change a student’s Test Subject**
If a student has been enrolled into an incorrect subject, you may *delete* the student from that subject and *re-enroll* (add) the student into the correct teacher subject class. Any work completed in the previous subject will be lost

NEW! Exporting Enrollment Data

There are three *pre-programmed* export files that you may find useful for viewing test results in a spreadsheet format or reviewing your school enrollment records.



Select “**Export Enrollment Data**” to export a file copy of your school enrollments. It is most useful for record maintenance and may be used as a *batch file* for re-enrollment or batch editing functions using “Action” words.

CAUTION: It is highly recommended that you use the most current **Export Enrollment Data file** if school administrators have been making changes themselves since your original enrollments. This will avoid school-level changes being reverted to the original enrollments.

See **Section F, page 12**, in this Manual for further information about the **export** files..

Email Pro-Core Support with questions or comments:

Pro-Core@windstream.net