District Administrator Enrollment Procedures (Non-Clever/ClassLink)

NOTE: Schools using **Clever** or **ClassLink** MUST follow the enrollment instructions in **Section C**.

The District or School Administrator or Tech Person is responsible for student, teacher, and class enrollments. Non-Clever/Classlink initial enrollment spreadsheet *preparation* instructions are contained in the previous Section D of this Manual**. Updated security features settings are in Section G. (***see also*** Appendix 2)**

The District Managing Administrator is responsible for (1) Adding additional District Level Users, (2) Adding School Level Administrator/Principal Users, and (3) Enrolling Students, Teachers and Classes.
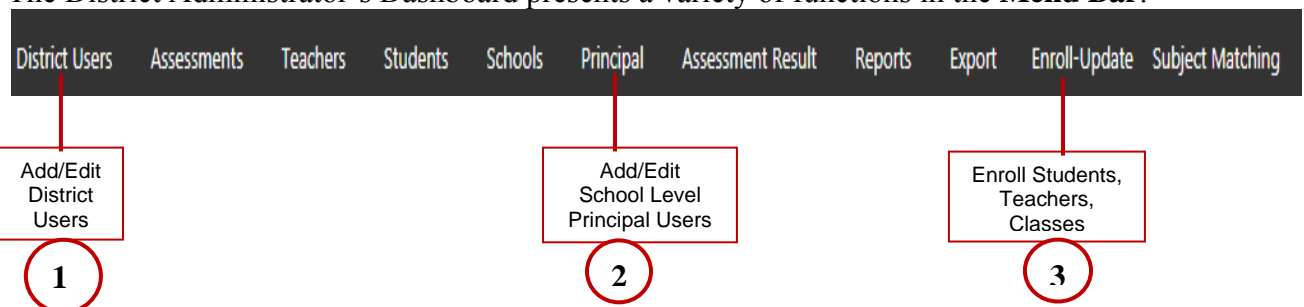
DISTRICT ADMINISTRATOR LOG-IN

> **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 I.

In the *special* District Administrator's url **Pro-Core Account window**, key-in your Pro-Core Administrator Username, 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 Users	Assessments	Teachers	Students	Schools	Principal	Assessment Result	Reports	Export	Enroll-Update	Subject Matching

Add/Edit District Users — **1**

Add/Edit School Level Principal Users — **2**
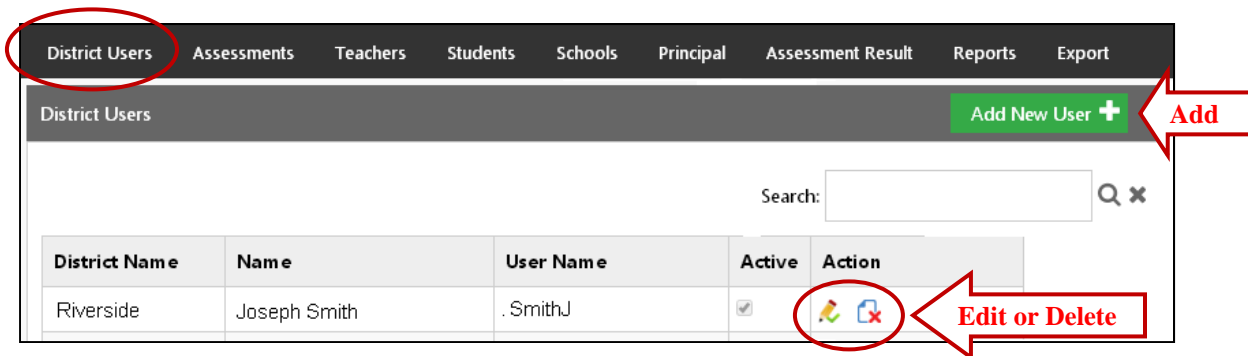
Enroll Students, Teachers, Classes — **3**

District Level Users have full access to each school in the district including enrollments, reports, and functions shown in the District Dashboard 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 Dashboard Menu Bar, select **District Users.**

You will see the Managing Administrator's name set-up by the Pro-Core office. You may edit your original User Name or Password by clicking the edit 🖊**Action** icon. In particular, *we recommend that you change your password.* **There *must* be at least one District User.**
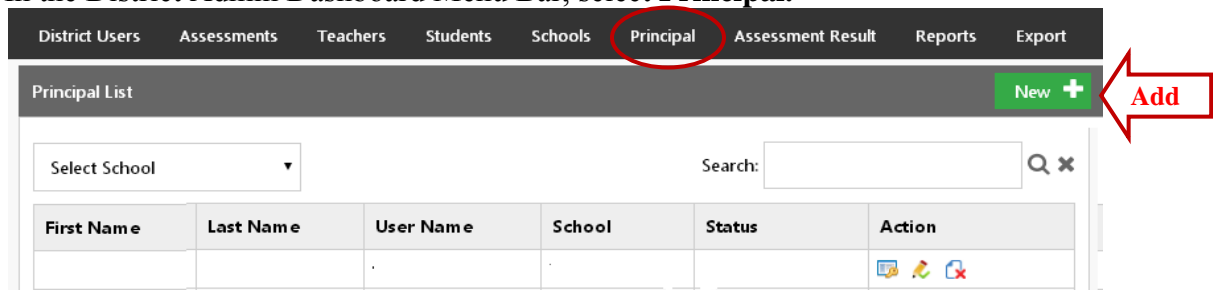

To add new district level users, select the **Add New User+** *button*.

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 Dashboard Menu Bar, select **Principal.**

To <u>add</u> a Principal (School Level Administrator) user, select the **New+** *button*. (*above*)

Select a **School** and key-in the "Add Principal" information. The *standard default* log-in is *LastnameFirstName* with password 789, but you may enter whatever you wish. Select "**Active**," then "**Save**" when done.

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 D.

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

- 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 messages*)
- You may now click the "**Preview/Print Teacher List**" *button* to view and print teacher classes for distribution to teachers. Click "**Counts**" to see enrollment counts.

<u>NOTE</u>: New students, teachers, and classes may be added-on to the school enrollments in the same way. *SEE* pages F-7*f* **"Batch Editing."**

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:
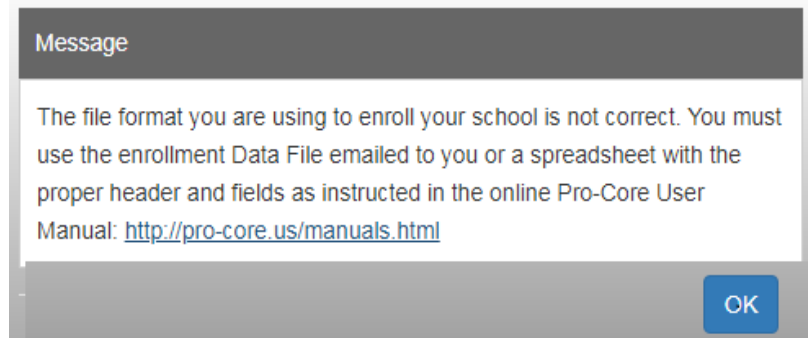

A **Pro-Core Data File template.xls** (spreadsheet) form was emailed to your district or school when your "contact person" registered with Pro-Core. You may use that spreadsheet to collect the required student and teacher enrollment data for each school. **If you use your own spreadsheet, a header row is REQUIRED with the exact headers names and fields in row 1 as instructed in Section D of this Manual.** An *official* spreadsheet template download link is also available in Section D. This also applies to data in the columns (text or numbers).

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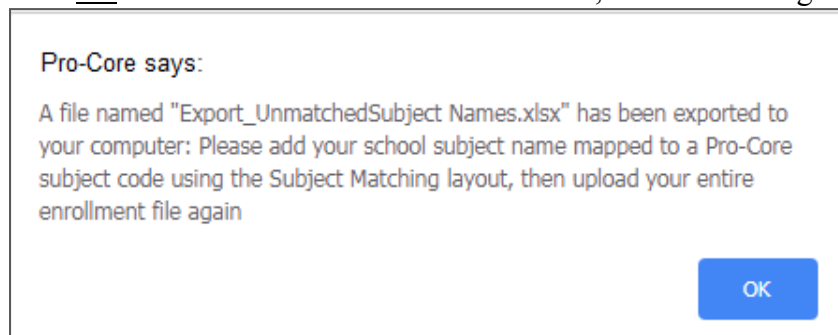
Find the "**Export_UnmatchedSubject Names.xlsx**" file *downloaded* to your computer and open it. It will list the subject(s) with unmatched name(s). In the example on the next page, Reading is listed as an unmatched subject in your enrollment spreadsheet. Reading requires the grade level to be included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

See the sample on the next page

RULE: **General subjects (ELA/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; other subjects like American History do not.**

You may either (1) correct subject name in your enrollment file, or (2) in the District Admin Dashboard 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:
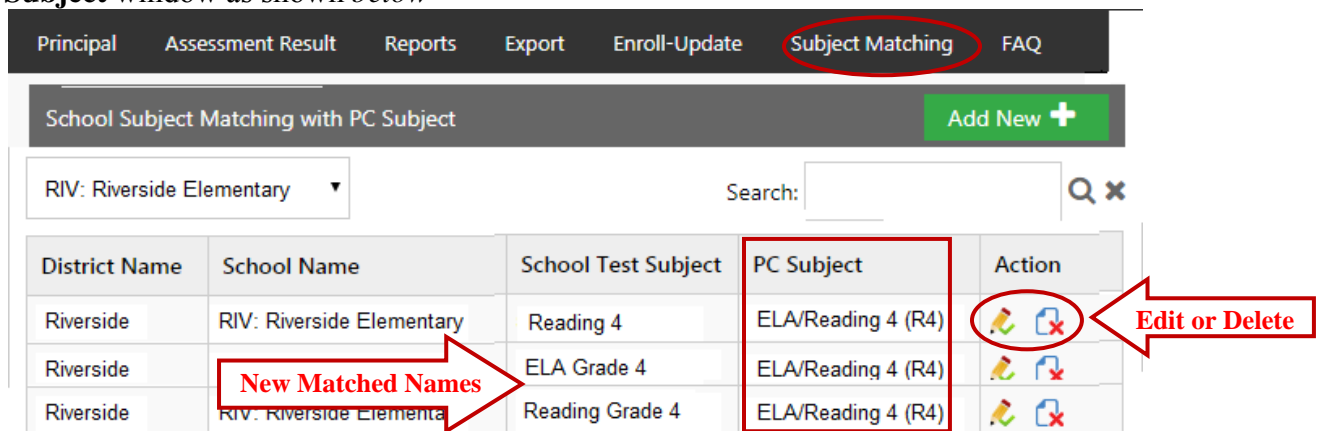
- Type-in a correct School Test Subject name (and grade, if required).
- Select the Pro-Core Subject Name and Code that correctly matches.
- Click "Save."

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*
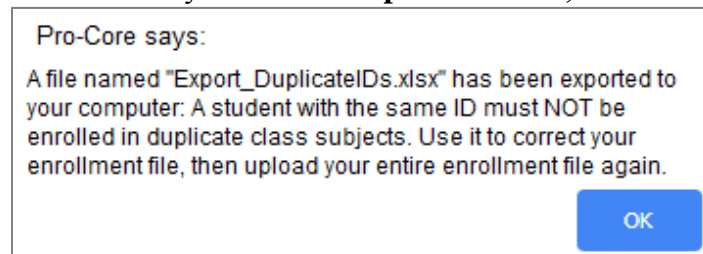

WARNING: Be sure to **find and correct** your unmatched subject name(s) *in your enrollment file* to match the new School Test Subject name(s) you entered in the Subject Matching layout before uploading your enrollment file again. Then, go back to **Step 3a on page E-3** to upload the corrected enrollment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

Duplicate ID Records Error

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

Pro-Core says:

A file named "Export_DuplicateIDs.xlsx" has been exported to your computer: A student with the same ID must NOT be enrolled in duplicate class subjects. Use it to correct your enrollment file, then upload your entire enrollment file again.

OK

Find the "**Export_DuplicateIDs.xlsx**" file *downloaded* to your computer and open it. It will list the duplicate ID student records. In the example below, student Ronald Grant is shown as having two different <u>main teachers</u> in his Government class. **One record *must* be deleted.**


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

Duplicate Name Records Error

A Duplicate Name record is defined as a *same-name* student having 2 or more *different* Student IDs. If duplicate named students with different ID records are found in any **enrollment upload file** *row,* an error message will appear:
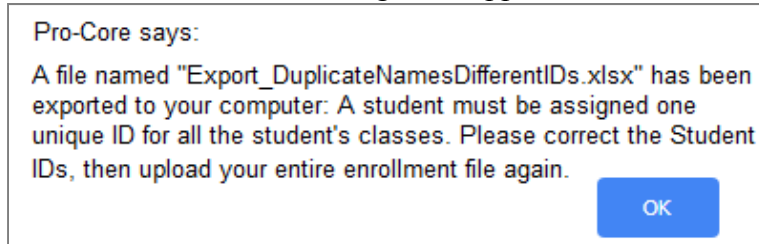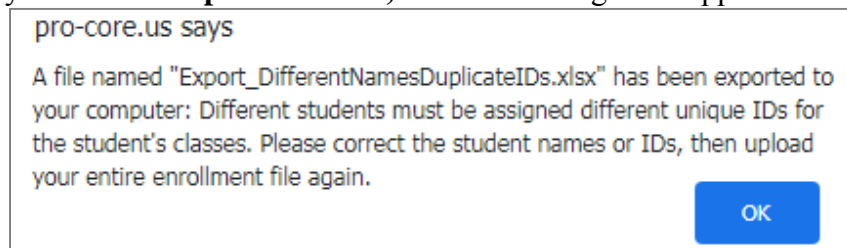

Find the "**Export_DuplicateNamesDifferentIDs.xlsx**" file *downloaded* to your computer and open it. It will list the duplicate student name records. In the example below, student Ronald Grant is shown as having two different Student IDs. **One record *must* be changed,** so that the student has **one unique Student ID** for all his classes.

> **WARNING**: You *must* **find and change** each *incorrect ID* **in your enrollment file**. Then, go back to Step 3a on page E-3 to upload the corrected enrollment file again.

New! **Different Names Records Error**

A Different Names record is defined as 2 or more students with *different names* having the *same* Student ID. If differently named students with the same Student ID records are found in any **enrollment upload file** *row,* an error message will appear:

Find the "**Export_DifferentNamesDuplicateIDs.xlsx**" file *downloaded* to your computer and open it. It will list the differently named students with the same ID records. In the example below, student Jerry Johnson and Michael Matlin both is shown as both having the same Student IDs. **One record ID *must* be changed,** so that each student has **one unique Student ID** for all their classes.

See the sample on the next page

WARNING: You *must* **find and change** each *incorrect ID* <u>**in your enrollment file**</u>. Then, go back to Step 3a on page E-3 to upload the corrected enrollment file again.

Resetting/Deleting Your School Enrollments

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

Select **Schools > Available Schools** in your District Menu Bar.
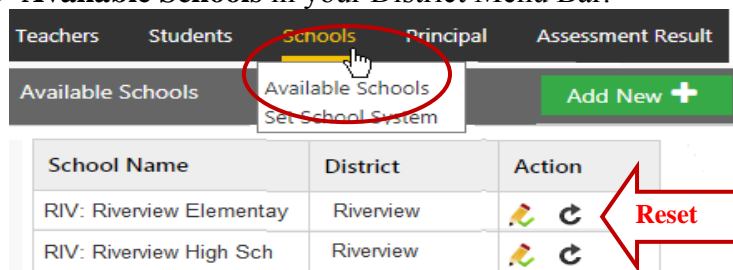
- Click the Reset *button* ↻ for the school you want to reset/empty.
- *Correct the problems your enrollment file.*
- Then, go back to **Step 3a on page E-3** to upload your corrected data file.

WARNING: Students should <u>not</u> 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--
- Contact Ben Hemingway@pro-core.us and request a school enrollment "*reset*."
- *<u>Correct</u> 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 E-3** to upload your corrected data file.

NOTE:
The remaining functions in the District Administrator's Desktop **Menu Bar** are available **after** teachers and students have been enrolled into your district school subject classes.

➢ *The next Section deals with setting student and system access times and enabling assessments <u>after</u> the school enrollment has successfully been accomplished.*