

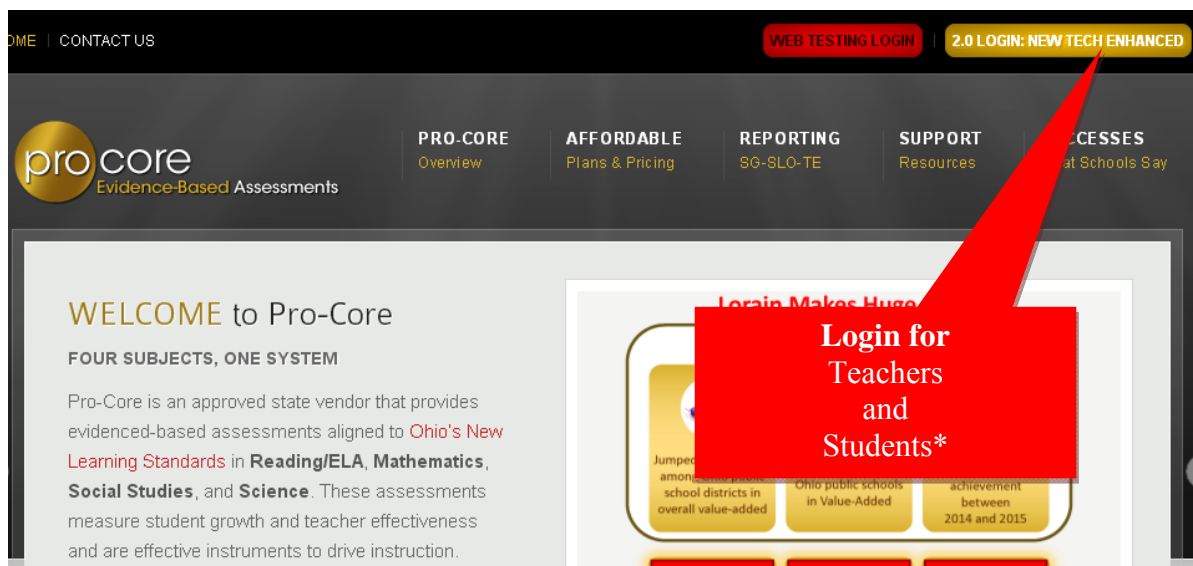
Administrator Log-in, Functions, and Reports

Instructions for the Test Coordinator/Administrator

***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>
 - They may click on the "2.0 Login New Tech Enhanced" tab. *Bookmark* the P-C Login page on your browser for direct access.



See Section D and E of this manual for Teacher and Student Log in and Procedures.

***Pro-Core Administrators/Principals will log-in at a *special* "administrator-only" url provided by Ben Hemingway**

ADMINISTRATOR/PRINCIPAL LOG-IN

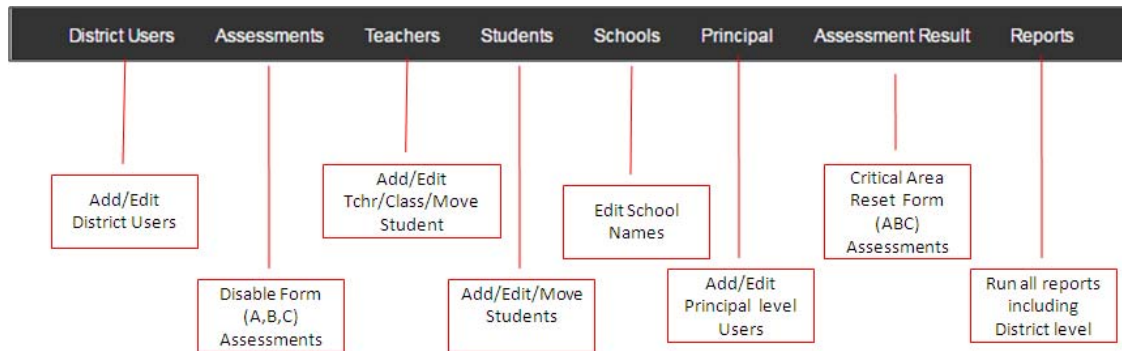
On the special Administrator's Pro-Core Login Window, key-in your Pro-Core Administrator ID, and password. * Your password will appear as *dots* ●●● for security.

The screenshot shows a login form titled "Login to ProCore Account". It has two input fields: the first contains the text "sullivan" and the second contains three dots "●●●". Below the fields are a "Remember me" checkbox and a "Login" button. Two red callout boxes point to the fields: "1. Key-in your Admin ID" points to the first field, and "2. Key-in your password" points to the second field.

***NOTE:** Contact Ben Hemingway Hemingway@pro-core.us for your Admin url, ID, and password.

The Administrator Control Panel Menu Bar

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



Enable Assessments

Selecting “**Assessments**” in the menu bar allows you to select, hide/reveal sensitive Form A, B, C assessments until they are ready to be used. The *default* setting is “enabled.”

The screenshot shows the "Assessments Disabled" page. It has a "Save" button and a table with the following data:

	REY: Reyn HS-2	REY: BELL Academy	REY: Encore Academy	REY: Baldwin MS	REY: HAMS MS
<input checked="" type="checkbox"/> Form A: AmHistory Online Test 2.0	<input checked="" type="checkbox"/> disabled	<input checked="" type="checkbox"/> disabled	<input checked="" type="checkbox"/> disabled	<input checked="" type="checkbox"/> disabled	<input checked="" type="checkbox"/> disabled
<input type="checkbox"/> Form A: World History Online Test 2.0	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled
<input type="checkbox"/> Form A: Physical Science 2.0	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled
<input type="checkbox"/> Form A: AmGovernment Online Test 2.0	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled

Find/Add Teachers

Selecting “**Teachers**” in the menu bar allows you to view, find, edit, add 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', 'Students', 'Schools', 'Principal', 'Assessment Result', and 'Reports'. The 'Teachers' menu item is highlighted. Below the menu bar, there is a search bar and a 'New +' button. The main area contains a table with the following data:

	First Name	Last Name	Teacher Code	School	Action
[+]		Calkins	320	REY. BELL Academy	[edit] [delete]
[+]		Downing	300	REY. BELL Academy	[edit] [delete]
[+]		Ilgenfritz	280	REY. eStem HS	[edit] [delete]
[+]	Briana	Johnson	280	REY. BELL Academy	[edit] [delete]

Callouts point to the 'New +' button (Add a Teacher), the 'edit' icon in the action column (Edit Teacher Info), the search bar (See Teacher Classes), and the 'delete' icon in the action column (Delete a Teacher).

Edit Teacher Info/Classes

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

The screenshot shows the 'Edit Teacher Info/Classes' interface. The menu bar includes 'Users', 'Assessments', 'Teachers', 'Students', 'Schools', 'Principal', 'Assessment Result', and 'Reports'. The 'Teachers' menu item is highlighted. Below the menu bar, there are input fields for 'First Name' (JAMES), 'Last Name' (OLIVO), 'Teacher Code' (240), and 'Password' (olivoj). Below these fields is the 'Available Class' section, which contains a table with the following data:

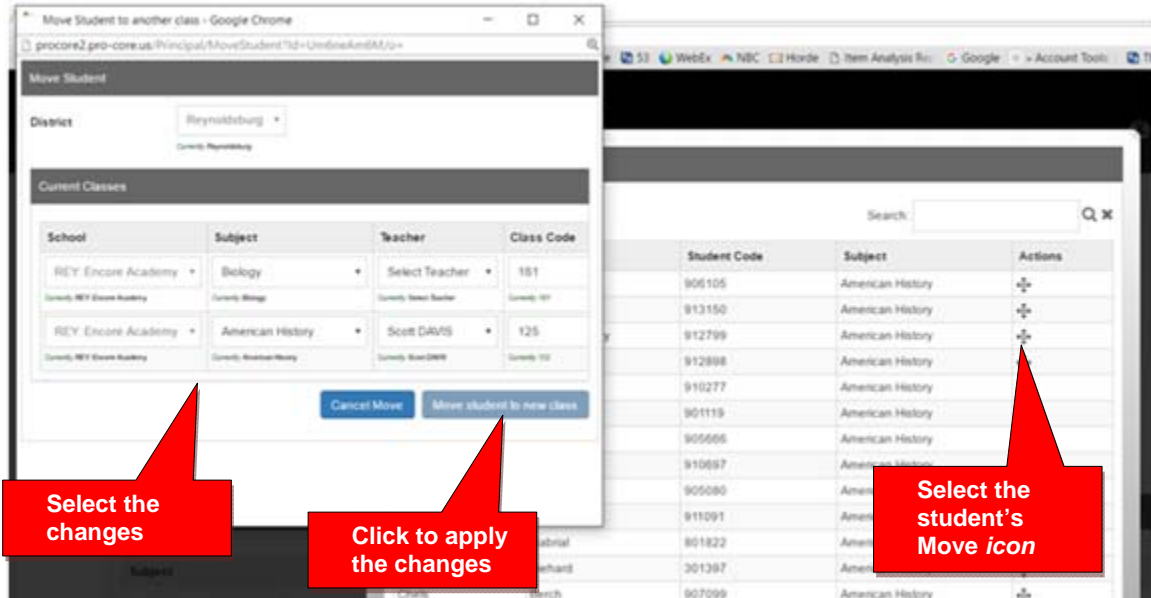
Subject	Period	Class Code	Action
Integrated Math II	1	241	[edit] [delete]
Integrated Math II	2	242	[edit] [delete]
Integrated Math II	3	243	[edit] [delete]

At the bottom of the page, there is a 'Save' button. Callouts point to the 'New +' button (Add a Subject-Class), the 'delete' icon in the action column (Delete a Subject-class), the 'Save' button (Be sure to SAVE changes), and the 'Class List' icon in the action column (See Class list).

Selecting the Class List icon, takes you to a student list where you can view and move students to different teacher classes.

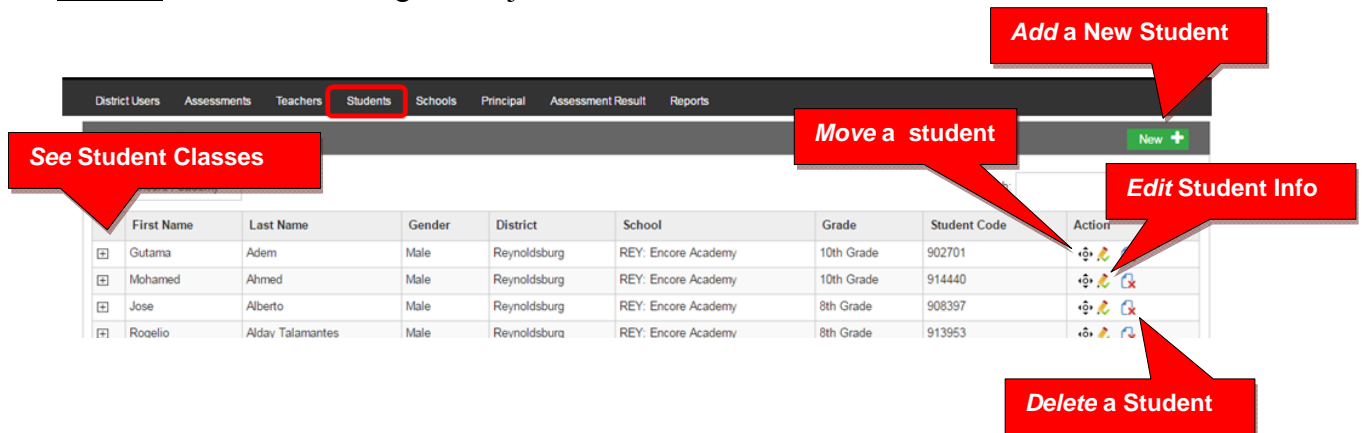
Move a Student to new Teacher Class

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.



Find/Edit Students

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



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

Edit Student Info/Subjects

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

Administrator Reports

The **School Standards Summary Report** shows the school and class averages in each subject and class.

Test Subject/Form	Class code	Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	%Avg
Form A: Physical Science 2.0		40	28	11	19	13	3	15	13	12	41	30	17	16	18	30	28	36										21%
Naiman	201	15	30	9	15	15	6	24	15	12	55	27	11	24	16	27	33	30										22%
Naiman	202	10	25	8	25	8	0	8	8	0	25	33	12	8	25	33	25	42										18%
Naiman	203	15	29	17	17	17	4	12	17	25	44	29	28	17	12	29	25	38										22%
Form A: Biology 2.0		136	30	9	15	30	17	22	21	32	6	17	13	39	22	15	27	16	29	14	25	19					21%	
FREEMAN	141	16	33	13	17	27	20	16	23	30	7	27	10	33	30	22	32	13	37	11	22	13						22%
FREEMAN	142	25	29	8	15	27	15	22	19	33	4	12	17	48	23	12	31	18	46	19	29	18						22%
FREEMAN	143	34	34	16	17	36	31	16	34	34	6	36	6	30	36	17	34	11	31	6	33	30						18%

The **District Domain Summary Report** shows the school and class averages in each subject and class.

Test Subject/Form	School Name	Class code	Students	1	2	3	4	5	6	7	%Avg
Form A: Physical Science 2.0			385	26	27	20	35				27%
Wendy RETTKE	REY: Reyn HS-2	121	8	7	21	18	22				16%
Naiman	REY: Encore Academy	201	15	15	25	17	30				22%
Naiman	REY: Encore Academy	202	10	13	14	16	33				18%
Naiman	REY: Encore Academy	203	15	17	24	19	31				22%
Dennis Lackey	REY: Baldwin MS	121	32	51	38	24	54				43%
Dennis Lackey	REY: Baldwin MS	122	18	43	28	18	34				32%
Dennis Lackey	REY: Baldwin MS	123	20	46	34	27	36				37%
Dennis Lackey	REY: Baldwin MS	124	31	37	29	17	33				31%
Dennis Lackey	REY: Baldwin MS	125	26	35	30	23	33				32%
RAHM	REY: HAMS MS	101	26	23	27	18	38				27%
RAHM	REY: HAMS MS	102	23	22	25	19	36				26%
RAHM	REY: HAMS MS	103	23	23	22	13	25				22%
Close	REY: Waggoner MS	141	26	17	23	11	23				19%
Close	REY: Waggoner MS	142	23	19	24	15	34				23%

Additional Reports are available. Contact Ben Hemingway for more information.

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