Teacher Log-in, Functions, and Reports
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 School Administrator)
- Instructions for the Test Administrator (Teacher or School Administrator)
- Pro-Core Report Descriptions

Instructions for the Pro-Core Test Administrator/Teacher

*<u>**IMPORTANT**</u>: Pro-Core Security Guidelines require that the school's Test Coordinator, Principal, or Managing 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 FORM A (Pre-Test) ASSESSMENTS

1. Your School Administrator/Principal will receive a list of teacher usernames and passwords for logging into the online Pro-Core Assessment System
2. <u>Teachers</u> 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 3.0 Assessments (P-C 3.0) program <u>through</u> the Pro-Core Web Site at **http://pro-core.us**
   - Click on the "**3.0 Login New Tech Enhanced**" tab. You may also *bookmark* the P-C Login page on your browser for direct access.

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

Login to ProCore Account

1. Select your school

REY: Encore Academy ▾

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

120

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

●●●●●

☐ Remember me   Login

NOTE: Teacher or student passwords can be changed after you first log-in.
    See below. **Do NOT change ID numbers.**

VIEWING/EDITING STUDENT LOG-INS

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

pro core
CCSS Focused Diagnostics

Welcome Samuel Davis!
My Account | Logout

Students   Assessments   Reports

Click to change your log-in password

Students

Select Class ▾

Select Class
281 Mathematics 6
282 Science 6

Select each class and print login info
Take with you to help students login

Q ✕

Select "My Account" to view your information or to change your log-in password. You should NOT change your Teacher Code. It is used to link you to all your classes. If you forget your password, contact your School Administrator/Principal who can reset your password.

The **Students** list allows you to view and edit student login information, and to select whether you want Pro-Core text spoken to the student in a particular class.

Click on a student's name to edit the name or password. You cannot change a Student ID (Code). The student's ID must remain the same to compare all of the student's assessment results.

CAUTION: Do not change the Student ID (Code). The student's ID must remain the same to compare pre-post test results. Student passwords *may* also be changed by your district or school Pro-Core system administrator/principal.

Notify your system administrator/principal if students need to be added to your class, moved to another class, or deleted from the system.

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 as shown on the previous page. You may want to shorten the password for younger students. Student passwords can also be changed by your district or school Pro-Core system administrator/principal.

1. Select school from the pop-up

2. Key-in the Pro-Core **ID Number (assigned by the school)**

3. Key-in Student's Last Name and First Initial

Login to ProCore Account

RIV: Riverside Elementary ▼

22341

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☐ Remember me   Login

Finding and Selecting Student's Form A, B, C Assessments

To go to the student's Form A assessment: (1) In "Available Assessments" menu bar, select the Form assessment **subject**. (2) Then, select "**Other Assessments**."

FIRST, for the A, B, or C assessments: Select the SUBJECT

SECOND: Select "Other Assessments"

(3) Finally, select the *available* Form assessment under "**Other Assessments**."

THIRD: Select the Assessment

NOTE:

- The Form A, B, or C (long) assessments must be *enabled* by your Pro-Core District School Manager in order to appear in your students' **Other Assessments** layout.
- The long assessment tests may be administered over a 4-5 day **testing window** (e.g. Math on Monday, Science on Tuesday, Social Studies on Wednesday, Reading on Thursday, and make-ups on Friday—at the end of which the tests will be *disabled*.
- 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.
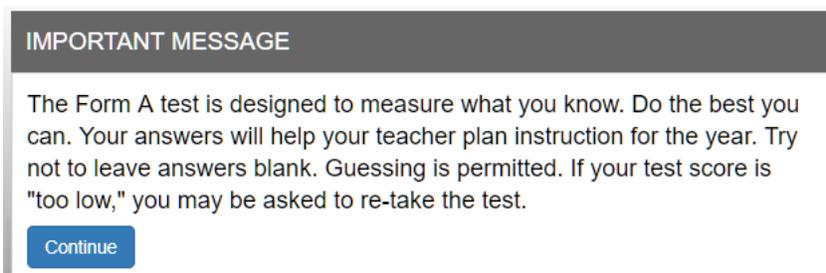
Additional User Guides for district administrators, principals, teachers and students are available online on the Pro-Core web site support page. *Go to* **http://Pro-Core.us/manuals.html**

DURING THE ASSESSMENTS

1. **Relaxed assessment**: We recommend the Form A 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.

ADMINISTERING THE PRO-CORE FORM A, B, C ASSESSMENTS

Have students carefully read the information on their "Welcome" screen:

IMPORTANT MESSAGE

The Form A test is designed to measure what you know. Do the best you can. Your answers will help your teacher plan instruction for the year. Try not to leave answers blank. Guessing is permitted. If your test score is "too low," you may be asked to re-take the test.

Continue

The Student Assessment Screen: Navigation Bar Functions
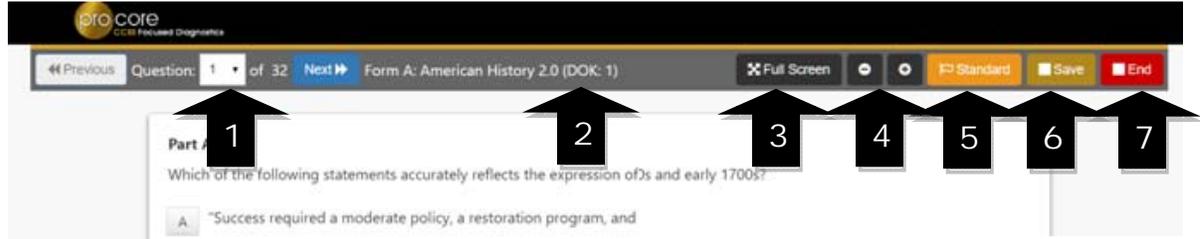
1. The **Down Arrow** allows any question to be selected.

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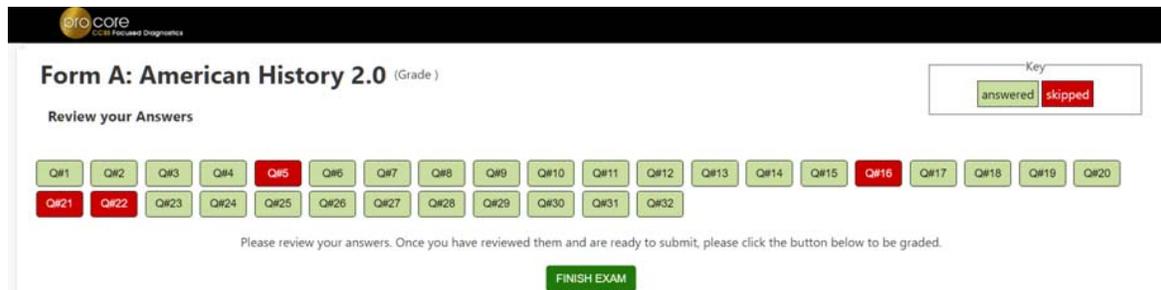
The items in **red** were either not answered or partially answered.

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

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

Selecting "Score" in My Assessments will show the student her/his response scores.

The shaded questions indicate partial credit (i.e. 1 of 2 pts). Putting your cursor over the shaded questions will show the score you received.

Student Assessment 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."

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

CONTROLLING SHORT CYCLE WEB ASSESSMENTS

Short Cycle Web Assessments (**SCWA**) provide teachers with activities focused on <u>each</u> subject area learning standard tested on the Form A, B, and C assessments.

There is a SCWA **checkbox** for each class that has a check for each assessment standard available. The boxes are checked ON by default, meaning the SCWA assessments are available. If you remove the checkmark, then that SCWA Assessment will no longer be available until you check it back on.

In the sample above, all the SCWAs are available for the teacher's Biology class #101 *except* for standard #04 HER: Mutations.

This gives teachers more control over the presentation of individual learning standards by subject/class.

TEACHER REPORTS

Logging-in and selecting "Reports" allows you to generate 8 special reports.

Item Analysis Report

The Item Analysis report can be used after a test as a **classroom learning tool** to generate class discussions about a standard, a question, and the actual student responses.

Item Analysis report shows the test question's Pro-Core state Standard number, the Question itself, the Percent of student responding correctly, the question Type, and the estimated Depth of Knowledge needed to respond to the question.

The Count of students responding and percent of correct and incorrect responses to each possible response is also shown. This is helpful in identifying student misconceptions. The correct answer is indicated by a green check. Selecting "**Load**" in the **Student Data** column shows the individual student responses to the question.

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

The graph below shows the speed of two cars over time.

Which of the following statements is true about the cars?

Speed vs. Time for Two Cars
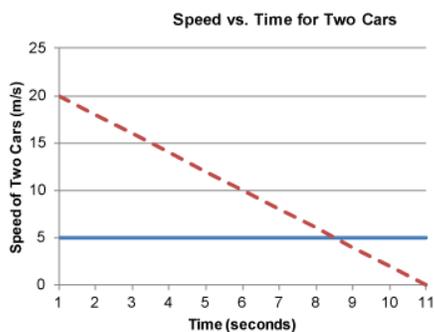
A The blue car is moving at a steady speed of 5 m/s.

B The blue car is standing still.

C The red car is traveling at a constant speed.

D The red car is driving down a hill.

Standards Detail Report

The Standards Detail Report provides the student scores for each state <u>standard</u> in each test by Subject and Form in each teacher's class.

Students   Assessments   Reports

Standards Detail Report

| Mathematics 6 ▾ | 281 ▾ | All ▾ | Form A ▾ | Standards ▾ | Generate Report | ~~port as Excel~~ | Print Preview |

Individual Standards

Student Name	Student Code	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
Rashad Abood	21766	20	★	40	50	★	★	50	★	0	0	33	0	0	0	25	0	0	★	0	0	★	0	0	50		31%
Alysha Simons	21984	20	50	0	50	★	50	50	0	0	67	33	0	0	0	50	0	50	★	0	0	0	0	0	0		24%
Samuel Spade	21810	0	0	0	0	0	0	0	★	50	33	33	0	0	0	25	50	50	0	0	0	0	0	50	50		16%

You may also generate the average percent of student answering each <u>question</u> correctly in each test for each subject and teacher class.

Standards Detail Report

| Mathematics 6 ▾ | 281 ▾ | All ▾ | Form A ▾ | Questions ▾ | | Print Preview |

Individual Questions

Student Name	Student Code	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	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
Baruk Able	22167	50	★	★	★	★	★	0	0	★	0	0	0	0	33	50	★	0	★	0	0	0	0	★	★	0	0	0	0	0	0	0	0	★	0	0	0	0	0	50	0	0
Rashad Abood	21766	0	★	★	0	★	★	0	50	0	0	0	0	0	0	50	0	0	★	0	0	★	0	★	0	★	0	★	0	★	★	★	★	0	0	0	0	0	0	0	0	0
Alice Apple	21749	50	0	0	0	★	0	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	★	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	★	0

Essentially, it shows mastery or non-mastery of each state standard on each test with a Star (100%) or actual percent score. This report can be used as a **diagnostic tool** to identify high or low performing students in each learning standard or for student grouping.

Pre-Post Analysis Report

The Pre-Post Analysis provides a summary of each student's progress using the **Short Cycle Web Assessments**. Pre-post scores for each state standard are shown including each attempt in each state standard. The difference is the evidence of learning.

See example on the next page…

Class Ranking Report

The Class Ranking report shows the Average Scores, sorted weakest to strongest, in each Content Standard in a teacher's class(es) for each subject area assessment. The Test Item numbers and state standard tested are also shown.

Rank	Test Items	Content Standard	Average Score
1	3, 26	3: Use proportional relationships to solve multistep ratio and percent problems.	3%
2	16	16: Solve real-world and mathematical problems involving area, volume, surface area …	8%
3	15, 37	15: Use facts about supplementary, complementary, vertical, and adjacent angles in a…	8%
4	2, 25	2: Recognize and represent proportional relationships between quantities; identify …	10%
5	5, 28, 36	5: Apply and extend previous understandings of multiplication and division and of f…	12%

This report is most useful for discovering content area class strengths and weaknesses.

P-C Standards Report

The Pro-Core Standards Report shows the state Test Learning **Domains** and **Standards** used in the Pro-Core subject assessments in each teacher's classes.

| Students | Assessments | **Reports** |

P-C Standards Report

| Mathematics 6 ▼ | Generate Report | Export As Pdf | Print Preview |

Pro-Core

Mathematics 6   Test Learning Standards & Subject Domains

Domains:
1. Ratios and Proportional Relationships   **Text of Standards**   e Number System
3. Expressions and Equations   4. Geometry
5. Statistics and Probability

1. RPR Understand the concept of a ratio and use language to describe a ratio relationship between two quantities. - 3

2. RPR Understand the concept of a unit rate associated with a ratio (limited to non-complex fractions). - 2

3. RPR Use ratio and rate reasoning to solve real-world and mathematical problems. - 5

School Standards Summary

The School Standards (Summary) Report shows the averages for each state <u>standard</u> in each subject test and class.

| Students | Assessments | **Reports** |

School Standards Report

| Form A ▼ | Standards ▼ | Generate Report | Export As Excel |

Standards % Averages

Test Subject/Form	C c	**Teacher Classes**	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	%Avg
FORM A: SocSt3a On-Line Test 2.0		35	45	30	49	42	30	44	26	19	51	44	78	30	50	35	42	41	32	57	22	14	39%
SCHULTZ	261	19	34	34	42	44	25	42	24	16	53	42	84	32	45	32	47	34	29	71	18	13	38%
SCHULTZ	262	16	56	25	56	40	35	47	28	22	50	47	72	29	56	38	38	47	34	44	25	16	40%
FORM A: SocSt4a On-Line Test 2.0		29	45	25	7	52	14	26	28	34	36	22	10	34	14	43	31	33	31	31	31	9	9	52	33	33	28%

You may also generate the average percent of student answering each <u>question</u> correctly in each test for each subject and teacher class.

School Standards Report

| Form A ▼ | Questions ▼ | Generate Report | Export As Excel |

Question % Averages

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
FORM A: SocSt3a On-Line Test 2.0		35	3	21	69	38	57	20	31	42	45	65	52	86	100	82	74	54	41	60	55	34	51
SCHULTZ	262	16	0	31	75	50	50	19	25	62	38	56	56	94	100	75	69	56	50	62	62	25	50
SCHULTZ	261	19	5	11	63	26	63	21	37	21	53	74	47	79	100	89	79	53	32	58	47	42	53
FORM A: SocSt4a On-Line Test 2.0		29	62	28	17	29	7	7	69	34	7	21	10	41	41	14	17	52	38	34	31	14	0

Test Completion Report

The Test Completion report allows you to view whether all students have completed the Form A, B, or C assessment prior to your district administrator disabling the test at the end of the testing window.

Top Students Report

This report allows you to view top-performing students in the your class(es). Results for the Form A, B, and C assessments are shown along with each student's Short Cycle Web Assessments (SCWA) average scores.

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**