

# 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

**\*IMPORTANT:** 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. 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 3.0 Assessments (P-C 3.0) program through 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.

The screenshot shows the Pro-Core website interface. At the top right, there are two buttons: "WEB TESTING LOGIN" and "2.0 LOGIN: NEW TECH ENHANCED". A red arrow points from the "2.0 LOGIN: NEW TECH ENHANCED" button to a red callout box that says "Go to Login for Teachers and Students". The main content area features the Pro-Core logo and a "WELCOME to Pro-Core" section with the text "FOUR SUBJECTS, ONE SYSTEM" and a description of the assessments. Below this, there are statistics about value-added and achievement.

## 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

The screenshot shows the 'Login to ProCore Account' interface. It includes a dropdown menu for school selection, a text input for a 3-digit Teacher ID, and a password field. A 'Remember me' checkbox and a 'Login' button are also visible. Three red callout boxes provide the following instructions:

1. Select your school
2. Key-in your 3-digit Teacher ID (ending in 0)
3. Key-in your last name or last name and first initial

**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 your 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.

The screenshot shows the Pro-Core dashboard. The top navigation bar includes the Pro-Core logo, 'CCSS Focused Diagnostics', and a user welcome message 'Welcome Samuel Davis!' with links for 'My Account' and 'Logout'. Below this is a menu with 'Students', 'Assessments', and 'Reports'. A red callout box points to the 'Students' menu with the text: 'Click to change your log-in password'. Below the menu is a 'Students' section with a dropdown menu for 'Select Class'. The dropdown menu is open, showing options: 'Select Class', '281 Mathematics 6', and '282 Science 6'. A red callout box points to the dropdown with the text: 'Select each class and print login info. Take with you to help students login'.

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.

The screenshot shows the 'Students' list interface. At the top, there are tabs for 'Students', 'Assessments', and 'Reports'. Below the tabs, there is a dropdown menu showing '281 Mathematics 6' and a search box. A table lists students with columns for 'First Name', 'Last Name', 'Student Code', and 'Speak'. Callouts point to specific elements: 'Class code and subject' points to the dropdown menu; 'To print: right-click in any white area and select "print"' points to the table area; 'Select a Name to edit' points to the 'Last Name' column.

First Name	Last Name	Student Code	Speak
Torri	Bleggo	22247	<input type="radio"/> NO
Katoya	Custafa	22030	<input type="radio"/> NO
Terrence	Denholm		<input type="radio"/> NO
Michael	Flister		<input type="radio"/> NO

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.

The screenshot shows the 'Edit Student' form. It has three input fields: 'First Name' (Torri), 'Last Name' (Bleggo), and 'Password' (masked with dots). There are 'Cancel' and 'Update' buttons. A callout points to the 'Update' button with the text 'Save Changes'.

**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.

The screenshot shows the 'Login to ProCore Account' interface. It includes a dropdown menu for school selection (currently showing 'RIV: Riverside Elementary'), a text input for the Pro-Core ID Number (22341), and a password input field. A 'Remember me' checkbox and a 'Login' button are also present. Three callout boxes provide instructions: 1. 'Select school from the pop-up' points to the school dropdown. 2. 'Key-in the Pro-Core ID Number (assigned by the school)' points to the ID number input. 3. 'Key-in Student's Last Name and First Initial' points to the password input.

## 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**.”

This screenshot shows the 'Available Assessments' menu. The 'Available Assessments' tab is circled in red. Below it, the 'Other Assessments' button is also circled in red. A callout box points to the 'Other Assessments' button with the text: 'SECOND: Select "Other Assessments"'. Another callout box points to the subject tabs (ELA/Reading 6, Mathematics 6, Science 6, Social Studies 6) with the text: 'FIRST, for the A, B, or C assessments: Select the SUBJECT'. The page also displays a 'Key:' section with performance level indicators: 'Not yet taken', '> 79%', '60% - 79%', '45% - 59%', and '< 45%'.

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

This screenshot shows the 'Other Assessments' section. The 'Other Assessments' button is circled in red. A callout box points to the 'Form A: ELA/Reading 6a On-Line Test 2.0' assessment with the text: 'THIRD: Select the Assessment'. The 'Key:' section with performance level indicators is also visible.

**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.

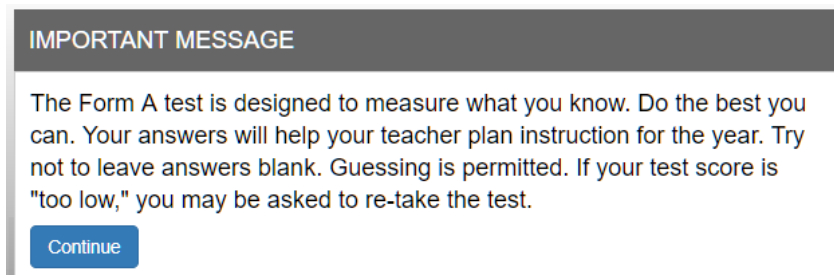
**Additional User Guides for district administrators, principals, teachers and students are available online on the Pro-Core web site support page. Go to <http://Pro-Core.us/manuals.html>**

**DURING THE ASSESSMENTS**

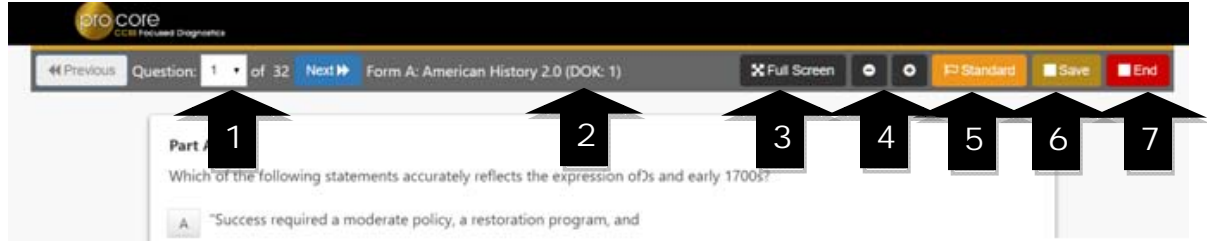
1. **Relaxed assessment:** We recommend the Form A assessment be relaxed. It is helpful to slowly move the students toward a more structured atmosphere as you approach the end-of-course summative test.
2. **Length of test:** Each major assessment takes approximately 1 to 1.5 hours.
3. **Test Monitoring:** 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:



## 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.

Assessments My Assessments

### Form A: American History 2.0 (Grade)

Exam Result

Your Score 46%

Q#1	Q#2	Q#3	Q#4	Q#5	Q#6	Q#7	Q#8	Q#9	Q#10	Q#11	Q#12	Q#13	Q#14	Q#15
Q#16	Q#17	Q#18	Q#19	Q#20	Q#21	Q#22	Q#23	Q#24	Q#25	Q#26	Q#27	Q#28	Q#29	Q#30
Q#31	Q#32													

Logout | Return to Assessments

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.”

procore  
CCSS Focused Diagnostics

Welcome Thomas [redacted]  
My Account | Logout

Assessments **My Assessments**

### Student Assessments

Assessments completed

Title	Subject	Action
Form A: American History 2.0	American History	Score
Form A: Biology 2.0	Biology	Score

Page < 1 > of 1 | View 25 records | Found total 2 records

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 each 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.

The screenshot shows the 'Assessments' section of a software interface. At the top, there are tabs for 'Students', 'Assessments', and 'Reports'. Below the tabs, there are dropdown menus for '101 Biology' and 'Standard', and a search box. A list of 12 assessment standards is displayed in two columns. Each standard has a checkbox. Standard #04 HER: Mutations is the only one with an unchecked checkbox. Red callout boxes with white text label 'Activated' (pointing to checked checkboxes) and 'De-Activated' (pointing to the unchecked checkbox for standard #04).

Standard	Checked
01 HER: Cellular genetics	Yes
02 HER: Structure and function of DNA in cells	Yes
03 HER: Genetic mechanisms and inheritance	Yes
04 HER: Mutations	No
05 HER: Modern genetics	Yes
06 EVO: History of Life on Earth	Yes
07 EVO: Mechanisms	Yes
08 EVO: Speciation	Yes
09 DIV: Classification systems/Biodiversity	Yes
10 DIV: Ecosystems/Homeostasis	Yes
11 CEL: Cell structure and function	Yes
12 CEL: Cellular processes	Yes

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.

The screenshot shows the 'Reports' section of the software interface. The 'Reports' tab is selected and highlighted with a red circle. A dropdown menu is open, listing eight report options: Item Analysis, Standards Detail, Pre-Post Analysis, Class Ranking, P-C Standards, School Standard Summary, Test Completion, and Top Students Reports. To the right of the dropdown, there is a dropdown menu for 'Form A' and a 'Generate Report' button.



## 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.

Generate Report   Hide Answers   Print Preview   **Teacher Tools**

**Pro-Core**  
Item Analysis Report 6/26/2017

Mathematics 4 (Form A)

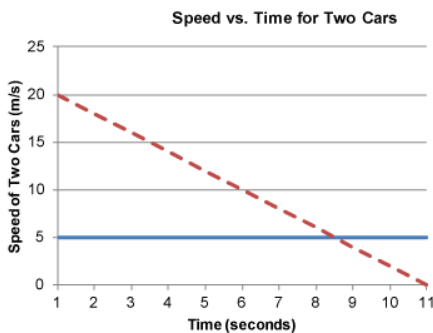
Std.#	Question Text	Score %	Q-Type	DOK	Student Data	Count	A	B	C	D	E	F
<b>1: Interpret a multiplication equation as a comparison. (66%)</b>												
1	Which two equations show that 63 is 7 times as many as 9 and...	66	MCC	1	Hide	16	12	12	69	31	62	12
	Ron Harper					1			✓		✓	
	Carrie Fisher					1		✓		✓		

**Individual student responses “Loaded”**

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

★ SCORE   
 ⌕ Full Screen   
 ⊖ Zoom In   
 ⊕ Zoom Out   
 🚩 Standard   
 🔄 RESET   
 ✖ CLOSE

The graph below shows the speed of two cars over time.  
Which of the following statements is true about the 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 standard 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 Individual Standards Print Preview

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	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 question correctly in each test for each subject and teacher class.

Standards Detail Report

Mathematics 6 281 All Form A Questions Individual Questions Print Preview

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	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	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	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...*

Pre-Post Analysis ▾ Riverside Elem ▾ Hershey ▾ Mathematics 4 ▾ 121 ▾ 01 OPT: Use and evaluate numerical ▾

Generate Report Print Preview Zoom Out Zoom In All SCWA ▾

**Standard Selected**

**Mathematics 4 Pre-Post Analysis Report**

	Student Name	Date	Pre Score	Post Score	Difference	Times taken	Average
<input type="checkbox"/>	Mary Antoin	02/10/17 14:27	75.0%	100.0%	+25.0	3	87.5%
		<b>Date</b>	<b>Score</b>				
		10/10/16 18:21	75.0%				
		10/10/16 18:23	87.5%				
		02/10/17 14:27	100.0%				
<input type="checkbox"/>	Sidney Caesar	02/10/17 14:30	75.0%	62.5%	-12.5	2	68.8%
<input type="checkbox"/>	Mary Blount	02/10/17 14:33	37.5%	62.5%	+25.0	4	37.5%
<input type="checkbox"/>	Charlie Tunes	02/10/17 14:29	50.0%	50.0%	0.0	2	50.0%

**Attempts expanded**

## 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.

Class Ranking ▾ RIV: Riverside Jr High ▾ ELLIS ▾ Mathematics 7 ▾ 141 ▾ Form A ▾

Generate Report Export Print All Print Preview Zoom Out Zoom In

**Mathematics 7 (Form A) Class Ranking Report**

**Class Averages for each Content Standard**

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
- 2. The 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 standard in each subject test and class.

Students Assessments **Reports**

### School Standards Report

Form A **Standards** Generate Report Export As Excel

Test Subject/Form	Class 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	%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 question correctly in each test for each subject and teacher class.

Students Assessments **Reports**

### School Standards Report

Form A **Questions** Generate Report Export As Excel

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.

Students Assessments **Reports**

**Test Completion Report**

Mathematics 7 ▾ 281 ▾ Form A ▾ All ▾ Generate Report Print Preview

Teacher - Class - Assessment -  
**Student Name** **Student ID #** **Gr** **Gender** **Answered** **Status**

RIV: Riverside Jr High		34 students		Completed		
DORN 141 Form A: M7a On-Line Test 2.0		34 students		Not Started		
Able Donna	10647	7	M	41/41	Finished	Incomplete
Banks Carrie	19838	7	F	0/0	Not Taken	
Colon Emilia	21647	7	M	41/41	Finished	
Davis DeShante	10049	7	M	19/41	Saved	
Gnyee Oblonga	10418	7	F	0/0	Not Taken	

## 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.

Students Assessments **Reports**

**Top Students Report**

Algebra I ▾ All Classes ▾ **Select ranges**  
 Top 5% ▾  
 Top 5%  
 Top 10%  
 Bottom 5%  
 Bottom 10% **Student scores**

Generate Report

School	Teacher	Class	Student Name	Student Code	Form A	Form C	Standards Tested	Average SCWA
RIV: Riverside HS	DOLAN	243	Santos Maria	31812	9.67%	48.48%	17/21 = 0.81	59.64%
RIV: Riverside HS	DOLAN	243	Lakish Tamar	10439	51.61%	60.60%	15/21 = 0.71	56.45%
RIV: Riverside HS	JONES	403	Wilks John	21554	32.25%	66.66%	15/21 = 0.71	73.82%
RIV: Riverside HS	JONES	403	Jones Lashika	21855	25.80%	54.54%	15/21 = 0.71	57.68%

*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>