District Administrator: Setting Security Times and Enabling Form Assessments

<u>NOTE</u>: This section applies to Clever, ClassLink, and *regular* Pro-Core users.

The District or School Administrator or Tech Person is responsible for student, teacher, and class enrollments. This section deals with setting student and system access times and *enabling* assessments and testing times <u>after</u> the school enrollment has successfully been accomplished. Security features for <u>each</u> user level are also available in Appendix 4.

DISTRICT ADMINISTRATOR LOG-IN (Available to all district administrators)

NOTE: District Administrators will log-in at a *special* **district administrator-only url** emailed by Ben Hemingway to the "<u>District</u> *Managing* Administrator" and/or "Tech Person." The <u>School</u> Administrator/ Principal log-in and functions are presented in Section G.

In the *special* <u>District Administrator's url</u> **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: Set-up System Access and Test Times

The District Administrator's Dashboard presents a variety of functions in the Menu Bar:



District Level Users have full access to each school in the district including enrollments, reports, and functions shown in the District Dashboard Menu Bar. <u>One District Level User</u>, 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.

1. Set Student System Access Times

Your school(s) and <u>students</u> Pro-Core <u>system access times</u> are pre-set at the beginning of the school year. The *default* student system access times are <u>weekdays</u> from 7:00 a.m. to 5:00 p.m.

You may modify these times to better fit each school's actual opening and closing times when you want to allow <u>students</u> to have access—or not-to the Pro-Core *system* at school or from home.

Selecting Schools > Available Schools in the District Menu allows you to view or edit or Add New district schools. Selecting Set System Access or the pencil icon allows \gtrsim you view and reset student system access times. School administrators and teachers may log-in at any time.

Available Schools lavout

				5			
set System	Assessments Tea	achers Studen	ts Schools	Principal	Assessment Resu	lt Re	Access layou
	Available Schoo	ls	Available Set Syst	Schools em Access	Add New	÷	
	School Name	District		Actio	n		
	RIV: Riverview	v HS Rivervie	ew	 (e) 			
			Set System Acc	cess Layout		Either sel takes yo Access	ection ou to Times
	Edit Student Sy	vstem Access Ti	mes				
	District	Riverview	~		Select each S	chool	
	School Name	RIV: River	view HS		to be modif	ied	
	School Code (Used in enrollment)						
	Opening Time	07:00 a.m.	Select days	when you do No stem	OT want students to	access the	
	Closing Time	05:00 p.m.	Monday Friday	Tuesday Saturday	☐ Wednesday ☐ ✓ Sunday) Thursday	
	Time Zone	(UTC-05:0	0) Eastern Time (US & Canada)	~		
	IP Address Range		-				

<u>Students</u> attempting to log-into the Pro-Core system outside of the system access times selected will see the **message**: "Pro-Core system access is closed at this time."

You should decide, along with your school administrators and teachers, on the settings to best enhance the security of students accessing Pro-Core system for testing and other activities at school or from home.

2. Enable/Disable Form Assessments and Test Length

You should enroll your teachers and students into the Pro-Core system at least a week prior to your district or school(s) Form A assessment date. Your Form A assessments will be *activated* by Pro-Core and will appear in your **Assessments** window as <u>disabled</u> (unchecked).

Select "Assessments" in the Menu bar and then selecting Enable/Disable from the drop-down list. This will allow you to *enable* (reveal) your Form A, B, or C assessments to teachers and students when they are ready to be used. Checking the boxes will <u>enable</u> them.

Dashboard	District Users	Assessments	Teachers	Students	Schools
Assessments	Enabled/Disabled	Available Assess Enable/Disable Setting Testing Ti Accommodatio	imes ns		

- 1. Decide whether not you want to allow principals/school administrators to enable or disable Form tests.
- Select district-wide Form test timing. <u>This will apply to all schools and tests.</u> You can select one 90 minute test (done in one session, not divided over days), two 45 minute sessions, or three 30 minute sessions. The 45 minute and 30 minute sessions can be given on different days. They can be also be Paused at the end of the testing time and resumed later in the same day if students qualify for extra time due to IEP, 504, or ELL plans.
- 3. Click boxes to enable tests for each building. You can now select a different timing for each test or building.
- 4. Enable the Spanish Version for tests that you've ordered them for.

Dashboard	District Users	Standards	Assessments I	ntervention Specialists	Teachers	Students	Schools	Principal	Assessment Result	Reports	Export	Enroll-Update	
Subject Match	ing FAQ	Messages	Report Logs										
Assessments	Enabled/Disable	ed											
Allow princ Please Do Select timi	Allow principals/school administrators to enable/disable Form tests NO Please Do Not release Forms A, B and C's if they haven't been ordered. Select timing One 90-minute session												
All Forms	~						Disabled						
				PCT: ProCore Prima	ary P P	CT: Hemingv rimary	va	PCT: Pro School	Core Middle	PCT: ProCore School	e High	CT: ProCore Intermediate	
				Select Timing	~	Select Timin	ig 🔰	Two 45	5-minute se 🕥	Select Tim	ng ~	Select Timing	~
FORM	A 10.0: Alg	1 On-Line	Test Er	nabled Spanisl	h Tes	t		Enal	ble	Enable			
								Tue 45		Three 20 m			
		s	panish Version					1W0 45		Three 30-m	inute ses		

Updated Enable/Disable layout

- <u>WARNING</u>: Do NOT enable Form A, B, or C assessments that you have not ordered or you may incur additional charges to your district. Spanish versions are \$200 for <u>each</u> subject and grade you enable.
 - All Form A/B/C assessments are **90 minutes** long with 1 "Save" allowed.
 - <u>Administrators</u> have the option to extend the time limit on all Form tests.
 - Administrators also have the option to add more Saves for multiple-day testing on all enabled tests.
 - Assessments may be scheduled over multiple days in the Setting Test Times layout.
 - <u>Teachers</u> have the option to extend the time limit on student class tests with added Saves.

For **Form C** assessments, you have the option to **hide all Form C** <u>reports</u> by selecting "**No**" until all students have completed the Form C assessments. The *default* setting is "Yes" (*see above*) which will allow all Form C results to show in all reports whether all students have completed the assessments or not.

After enabling and Saving your Form assessments, select "**Setting Testing Times**" in the District Assessments Menu, or you will automatically be taken to the Setting Testing Times layout to set the days and times students will be taking the Form Assessments you enabled.

3. Set <u>Form Assessment</u> Times

Pro-Core Form A/B/C school <u>testing times</u> *must* be set *after* the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. (*See above*)

Students attempting to access the assessments outside of the set times will see the **message**: "Pro-Core Form A/B/C assessments are not available at this time."

WARNING: Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a one or two-week testing window for the assessments you enabled. You should then <u>disable</u> (uncheck) the assessments at the end of the testing period window.

Leaving the Form A or C tests enabled after the testing week has ended may affect the end-of-course student growth results.

Select each school and each day and times you want students to have access to the Form A, B, or C assessments that you *enabled*.

Select "Assessments" in the Menu bar and then selecting "Setting Testing Times" from the drop-down list. This will allow you to select the dates and time of day for each building in your district.

Dashboard	District Users	Assessments	Teachers	Students	Schools
Assessments	Enabled/Disabled	Available Assess	ments	_	
	¢	Setting Testing T Accommodatio	imes		

Dashboard	District Users	Standards	Assessments	Intervention	Specialists	Teachers	Students	Schools	Principal
FAQ Mes	sages Report	: Logs		S	et times fo	r each Scho	ol		
School	PCT: ProCo	re Primary		View S	tudent Syste	em Access Tim	les		

Select the dates and times students are allowed to take the Form tests you Enabled. Form A, B, C assessments are 90 minute tests. They may be administered over multiple days. Starting-Ending times should be selected to allow teachers additional time to give instructions and help students begin the tests

Allo	ow principals/school a	administrators to mod	ify the times you have	e set N	D <u> </u>
Allo	ow teachers to modify	/ the times you have s	set NO ~	Default is "Yes"	
	Save				
	Date	Starting Time	Ending Time		Entor Test Dates and
1	Monday 09/16/2024	07:00 AM	03:30 PM	S	Times. Tests must be completed in 10 days.
2	Tuesday 09/17/2024	07:00 AM	03:30 PM		



Allow at least 2 hours for 1-day testing. For multiple-day testing, Ending Times selected *must* always be at least **30 minutes** or greater than the Starting time selected.

- If no date or times are entered, all enabled assessments will be available anytime during the Student System Access Times.
- If test days or times selected are outside the Student System Access Times, a warning message will appear.
- You may view and adjust the times set for student access by clicking the "View Student System Access Times" *button*.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. *See* more information about **System Access Times** *above*.

School administrators and teachers may modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district. *See further information in sections G and J.*

NEW! 4. Set District <u>Accommodations</u>

Pro-Core allows the district manager to set accommodations across the entire district for students with IEPs, 504 plans, and/or English Language students (EL).

NOTE: This feature applies the selected accommodation(s) only if the EL students or students with IEPs or 504 plans have been identified during enrollment rostering; otherwise, students must be identified individually by the district administrator or teacher.

 Dashboard	District Users	Standards	Assessments Teachers
Assessment Accor	nmodations		Available Assessments Enable/Disable
Text-to-Speech	Only Students identified by Teache Only Students identified by Princi Only Students identified by Distric Only EL Students Only Students with IEP/504s Both Students with IEP/504s and E All Students	er v pal t L Students	Setting Testing Times Accommodations
Group Oral Adminis	tration for EL Students	NO 🗸	Default
		Set by te	eacher 🖌
Extra Time for Stude	nts with IEPs and 504 Plans	Set by p	rincipal
		Set by d	istrict
Allow students to se	e Final Score Page	YES 🖌	Default
Initially enable SCWA	, TPA and Unit Tests	NO 🗸	
Save			

<u>CAUTION</u>: *Non-default* selections made by the district administrator are synced *and locked* in the settings available to the school administrator/principal and teachers. If the school administrator or teacher attempts to change the district setting, a message will appear requesting they contact you.

Selecting "YES" for Group Oral Administration for EL Students allows a Student list to appear, so that you may select whether the assessment questions should be shuffled or not for all or some students.

Students			EL Oral Shuffle				
All Students	~	_		Shuffle Y	ES 🔵	Search:	Q x
First Name	Last Name	Gender		Student Code	Grade	School	Shuffle
Eve	Alpha	Female		14820	10th Grade	ZTES: Test School1	YES
Eve	Anold	Female		24820000	6th Grade	ZTES: Test School2	YES
Frances	Antsy	Female		35970000	6th Grade	ZTES: Test School2	YES

View, Print, Run Short Cycle Web Assessments (SCWAs)

In the district administrator Menu, click on Assessments, and select Available Assessments, and then Short Cycle Web Assessments from the drop-down menu. This will allow you to view, print, or run Short Cycle Web Assessments by subject.

	Dashboard	District Users	Assessments	Teachers	Students	Schools		Principal
Available As	sessments		Available Asses Enable/Disable	srients				
Select Subje	ect 🗸	Short Cycle	e Web Assessme	nts	SCWAs _{ch:}		Pr	rint-Run
Subject	Title				Status	SF	ML	Action
Science 6	01 ESS: Minerals	s have specif	ic, <mark>Shuffled C</mark>	Questions	Activ med	Yes I	No	; 🕞
Geometry	01 GEO: Experim	nent with tra	nsformations in	the co	Activated	Yes	Yes	🖶 🕑
Biology	01 HER: Cellular	genetics	Multi-L	anguage	Deactivated	Yes I	No	🖶 🕞

Teacher Personalized Assessments (TPAs)

Teachers may create customized Short Cycle Web Assessments (SCWAs) for their classes. They may also select questions from the Pro-Core Form A and SCWA database. These questions are directly aligned to the state's most resent Learning Standards in Reading/ELA, Mathematics, Science, and Social Studies. TPAs may also be shared with other teachers in the school. (*see* Section N for more information)

View, Print, Run, Edit, Share, Delete TPAs

In the administrator Menu, click on Assessments, and select Available Assessments, and then Teacher Personalized Assessments from the drop-down boxes. This will allow you to view, print, run, edit, share, or delete Teacher Personalized Assessments by subject and teacher.

Dashboard	District Users	Assessments	Teachers	Students	Schools	Princip	al i	AssessmentResult	Reports	Export	Enroll-Upd
Available Asse	essments	Available Asse Enable/Disable	ssments								
Select Subj	ect	Setting Testing Teacher Per 	Times rsonalized As	sessments	Create Perso	onalized	Asses:	sment Searc	h:		Q x
Subject	Tit	tle			Status	SF	ML	School Name	Teacher Name	Action	
American Go	Shuffle Wemment Site	d Questions	s		Activated	Yes	No			; 0	🙏 🗘
Social Studie	s 6 Mult	i-Language			Activated	No	Yes			6 0	🙏 🗘
ELA/Reading	6 6th	n ELA Standard RL	. 6.1		Deactivated	No	No			6 0	i 🧷 🖍

NOTE: Administrators may collect and *Share* TPAs among other teachers in the school or district by selecting the edit icon *log* and selecting the "Share with other teachers" checkbox.

District Administrator FAQs (Frequently Asked Questions)

Selecting "FAQ" will display some commonly asked questions and answers which will help you understand and use the Pro-Core system more effectively. New FAQs appear from time-to-time, so be sure to check this selection often. You may also submit your own questions to <u>hemingway@pro-core.us</u>

Assessment Result	Reports	Export	Enroll-Update	Subject Matching	FAQ Report Logs
FAQ					
ENROLLMENT INF	ORMATION	R	esponse View		
1. Is there a Pro-Co	re Procedur	es Checkli	st with district adn	ninistrator responsibi	lities?
2 How do Eprepara	the Pro-Co	re Enrollm	ent data file for n	av district schools?	

There is a FAQ selection addressed specifically to school administrator/principals and teachers in their respective menus.

General FAQ's related to the Pro-Core system are available on the Pro-Core web site Support > FAQ page: <u>https://pro-core.us/faq.html</u>

View Learning Standards

Pro-Core District Settings, v.10.0

Selecting "Standards" will display the Learning Standards and Domains assessed by Pro-Core. The Pro-Core Standard and State codes and descriptions are shown for each subject.

Dashboard	District Users	Standards	Assessments	Teachers	Students	Schools	Principal	Assessment Result	Reports	Export	Enroll-Upda	ate
Standards		Selec	t Subject									
Science 7	×				lick to	expand			Search:			Q x
	Domain Code		omain Descripti	on			-		Subj	ect		
	1. ESS	Ea	rth and Space So	cience					Scien	ce 7		
Standard	State Number	Standard	Description									
01	[7.ESS.1]	The hydro	ogic cycle illustr	ates the char	nging states o	of water as it	moves throu	igh the lithosphere, bi	osphere, hy	drosphere a	nd atmosphe	re.
02	[7.ESS.2]	Thermal-e	nergy transfers <mark>i</mark> r	n the ocean a	and the atmo	sphere cont	ribute to the	formation of currents,	which influ	ence global	climate patte	rns.

> The next Section H deals with District Administrator Reports.