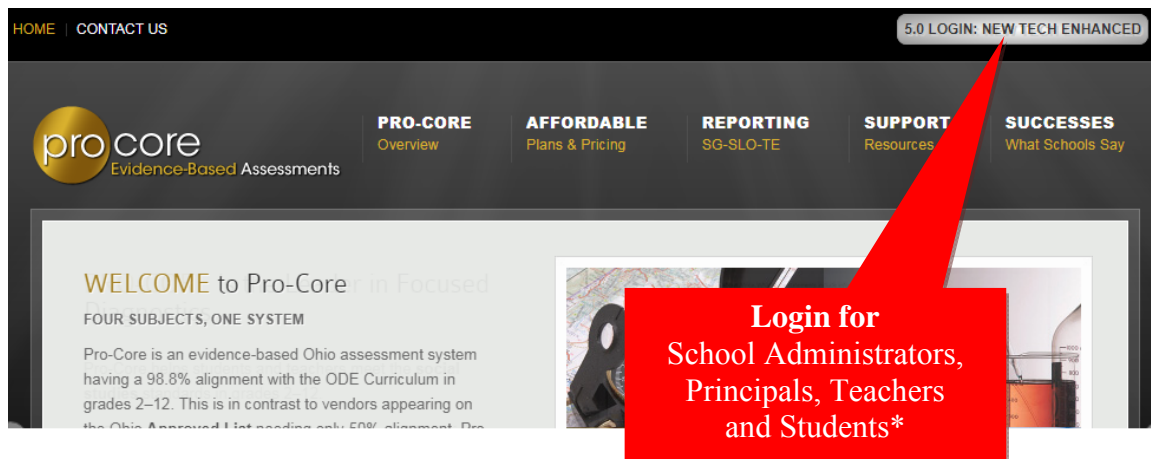


Principal/School Administrator Log-in and Editing Procedures*

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 Forms A, B, and C. No previewing of the pre- or post-tests is allowed. No printed or "alternate media" copies of the pre- and post assessments must be made to maintain assessment security.*

BEFORE THE FORM A (Pre-Test) ASSESSMENTS

1. Your **District Administrator** will set-up school administrator usernames and passwords for school administrator/principal access to the system.
2. Your District Administrator will generate a list of teacher usernames and passwords for logging into the online Pro-Core Assessment System to forward to principals.
3. **School Administrators** and **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.*
 - School administrators, teachers, and students may login to the Pro-Core Assessments (P-C #) program through the Pro-Core Web Site at <http://pro-core.us>
 - They may click on the "**#.0 Login New Tech Enhanced**" tab, and **Bookmark** the P-C Login page on their browser for direct access.



See Section J and K of this manual for Teacher and Student Log in and Procedures.

***NOTE:** Your Pro-Core **District Administrator** will log-in at a *special* "district-level only" url provided by Ben Hemingway (*see* Section D). The district-level administrator must enroll at least one principal or school-level administrator for each district school, and send the school principal(s) their log-in information

NEW! **District-level Administrators may now perform student "batch" enrollments and editing.** See Section E for more information.

PRINCIPAL/SCHOOL ADMINISTRATOR LOG-IN

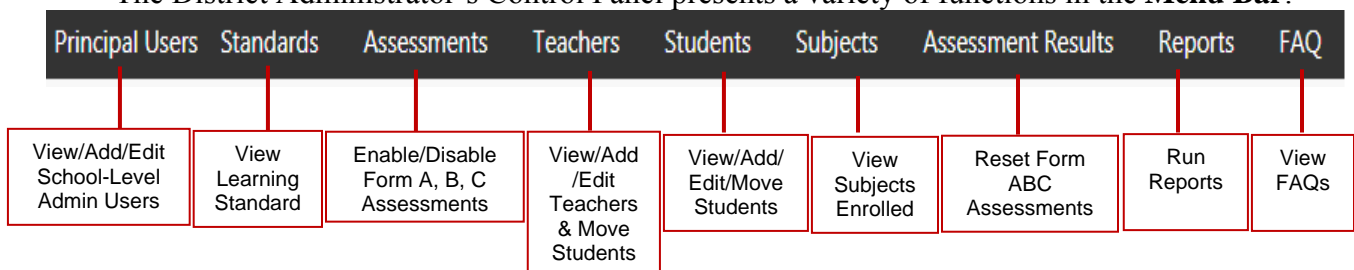
On the Pro-Core **Login Window**, select your school, then key-in your Pro-Core User ID and password. * Your password will appear as *dots* ●●● for security.

The screenshot shows the 'Login to ProCore Account' interface. It features a dropdown menu for school selection, two input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Three red callout boxes with white text provide instructions: '1. Select your school' points to the dropdown menu, '2. Key-in your Username' points to the Username field, and '3. Key-in your password' points to the Password field.

***NOTE: Contact your Pro-Core District Administrator for your School Administrator log-in Username and Password.**

The Principal/School Administrator Control Panel

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



School-Level users have full access to teacher, class and student information including enrollments, reports, and functions shown in the Menu Bar. **At least one School-Level Administrator/Principal must be enrolled into each school by your District-Level Administrator.**

The School-Level Administrator/Principal may edit her/his username and password at any time, and enroll additional school-level administrators.



Teacher-level and student-level users and teacher classes are *automatically* enrolled into the Pro-Core system at the beginning of the school year.

District or School-Level administrators may view or edit teacher or student information. **The District *OR* School-Level administrator is responsible for adding new, or moving enrolled teachers, classes, and students into the system after the initial enrollment.**

View/Add/Edit Principal/School Administrator Level Users

In the District Admin Control Panel Menu Bar, select **Principal Users**.

The screenshot shows the District Admin Control Panel with the 'Principal Users' menu item circled in red. Below the menu bar is a 'Principal List' section. A red callout box points to a green 'New +' button with the text 'ADD a School-Level Administrator'. Below the list is a table with columns: First Name, Last Name, User Name, School, Status, and Action. A red callout box points to the 'Action' column with the text 'EDIT'. Another red callout box points to a red 'x' icon in the Action column with the text 'DELETE'. The table contains one row for 'Clark Kent' with username 'kentc' and status 'Active'.

First Name	Last Name	User Name	School	Status	Action
Clark	Kent	kentc	RIV: Riverside Elem	Active	 

To add a Principal (School Level Administrator) user, select the **New+** button.

The 'Add Principal' form contains the following fields: School (RIV: Riverside Elem), First Name, Last Name, User name, and Password. At the bottom, there is an 'Active' checkbox and a 'Save' button. A red callout box points to the 'Active' checkbox with the text 'Activate and Save changes'. The 'Save' button is also circled in red.

Add Principal

School
RIV: Riverside Elem

First Name

Last Name

User name

Password

Active

Save

Key-in the “Add Principal” information. The recommended *default* log-in is *LastnameFirstInitial* with password 789. Select “**Active**,” then “**Save**” when done.

School-level administrators have access to the same functions as the Principal. They may log-in and change username and passwords at any time.

Standards

View the Pro-Core codes and State learning standards in each subject and grade level assessment presented in the Pro-Core system.

Domain Code	Domain Description	Subject
1. ESS	Earth and Space Science	Science 4
P-C Standard		
State Number	Standard Description	
1	[1] 1:[1]Earth's surface has specific characteristics and landforms that can be identified.	
2	[2] 2:[2]The surface of Earth changes due to weathering.	
3	[3] 3:[3]The surface of Earth changes due to erosion and deposition.	

Assessments

Your District Manager or tech person is responsible for enrolling your teachers and students into the Pro-Core system about a week prior to your district or school(s) Form A assessment date. Your Form A assessments will be *activated* by Ben Hemingway and may appear in your **Assessments** window as **disabled**. (unchecked).


Selecting “**Assessments**” in the menu bar allows you to reveal (enable) your Form A, B, or C assessments when they are ready to be used. **Checking** the boxes will **enable** them.

CAUTION: Be sure to click “**Save**” after enabling or disabling assessments.

Assessment Name	Threshold Score	Enabled/Disabled
<input checked="" type="checkbox"/> FORM A 5.0: Alg1 On-Line Test	5.70	Enabled
<input type="checkbox"/> FORM A 5.0: Alg2 On-Line Test	5.30	Disabled

WARNING: Allow at least a **one-week testing window** for the assessments you enabled. You should then **disable** (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 and teacher effectiveness results.

NOTE: For Form A assessments, there is a column of “Threshold Scores.” A “flag”  symbol will appear next to students who score below that number. You may reset and change any test threshold score if you wish.

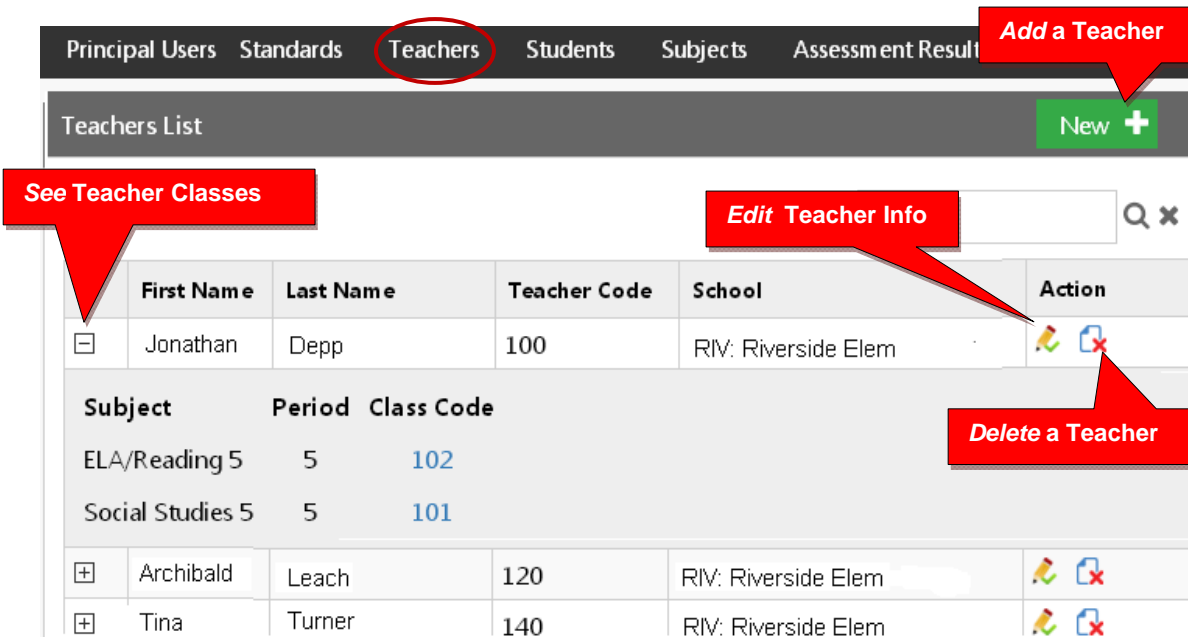
The remaining functions in the Administrator’s Control Panel **Menu Bar** are available **after** teachers and students have been enrolled into your district school subject classes.

The next part deals with adding, moving, editing, or deleting records after the school enrollment has successfully been accomplished.







NEW! For schools needing to add new teacher classes and/or students or having to make many student teacher class changes *after the initial enrollment*, Pro-Core now provides a “batch editing” function at the district administrator level. The procedures below are mainly for individual editing or making small group changes. (*see Section E, page 8f.*)

View/Add/Edit Teachers and Subject Classes

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. At the top, a dark menu bar contains 'Principal Users', 'Standards', 'Teachers' (circled in red), 'Students', 'Subjects', 'Assessment Results', and 'Add a Teacher'. Below the menu bar is a 'Teachers List' header with a 'New +' button. A search bar with a magnifying glass and 'x' icon is on the right. A red callout box labeled 'See Teacher Classes' points to a dropdown arrow on the left of the first row. Another red callout box labeled 'Edit Teacher Info' points to a pencil icon in the 'Action' column of the first row. A third red callout box labeled 'Delete a Teacher' points to a red 'x' icon in the 'Action' column of the first row. The table below has columns for 'First Name', 'Last Name', 'Teacher Code', 'School', and 'Action'. The first row shows Jonathan Depp (Teacher Code 100, School RIV: Riverside Elem). Below this row is a sub-table with columns 'Subject', 'Period', and 'Class Code'. The sub-table has two rows: 'ELA/Reading 5' (Period 5, Class Code 102) and 'Social Studies 5' (Period 5, Class Code 101). The second row of the main table shows Archibald Leach (Teacher Code 120, School RIV: Riverside Elem). The third row shows Tina Turner (Teacher Code 140, School RIV: Riverside Elem).

First Name	Last Name	Teacher Code	School	Action
Jonathan	Depp	100	RIV: Riverside Elem	 
Subject			Period	Class Code
ELA/Reading 5			5	102
Social Studies 5			5	101
Archibald	Leach	120	RIV: Riverside Elem	 
Tina	Turner	140	RIV: Riverside Elem	 

Adding a New Teacher

Teachers, classes, and students will already have been enrolled in each district school based on the school Enrollment Data File submitted previously. District or school administrators/principals are responsible for adding new teachers.

The screenshot shows the 'Add Teacher' form with the following fields: School (Riv. Riverside Elementary), First Name, Last Name, Teacher Code, and Password. A blue 'Save' button is at the bottom. Red callout boxes point to the 'Teacher Code' field with the text 'See CAUTION below' and to the 'Save' button with the text 'SAVE changes'.

CAUTION: When **adding** a new teacher, you *must* create a unique 3-digit **Teacher Code** ending in -0 which does not duplicate another teacher's code already in existence in the school.

Teacher codes are normally created sequentially, 20 numerals apart. Default passwords are *LastNameFirstInitial*. The school administrator or teacher may change their password.

WARNING: If you **delete** a teacher, you will delete the teacher's classes as well.

Edit Teacher Info Classes and Students

Selecting the “**Edit Teacher**” icon allows you to view, edit, add or remove teacher log-in information or subject classes, and view, move or add students.

The screenshot shows the 'Edit Teacher' form with the following fields: School (RIV: Riverside Elem), First Name (Steven), Last Name (Clemente), Teacher Code (300), and Password (clementes). A 'New +' button is next to the 'Available Classes' section. A table below shows the available classes:


Subject	Period	Class Code	Action
ELA/Reading 4	1	301	

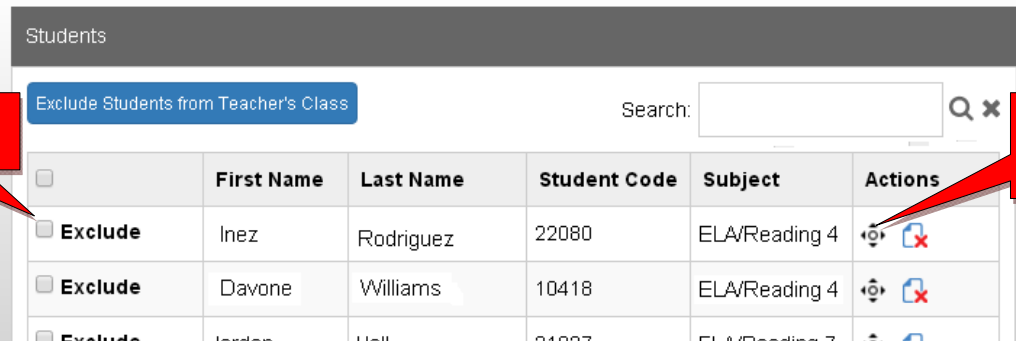
Red callout boxes provide instructions: '3-digit Teacher Code Ending in -0' points to the Teacher Code field; 'Add a Subject-Class' points to the 'New +' button; 'Subject-Class Pop-up' points to the 'Subject' dropdown; 'View, Move, or Add Students' points to the action icons; 'Delete a Subject-class' points to the delete icon; 'Be sure to SAVE changes' points to the 'Save' button.

CAUTION: When Adding a subject class, Class Codes should be sequential starting +1 after the Teacher Code. In the sample above, the Teacher Code is 300, so Class Codes should be 301...302...303...304...etc.

WARNING: If you **delete** a teacher's subject, you will delete the teacher's class as well.

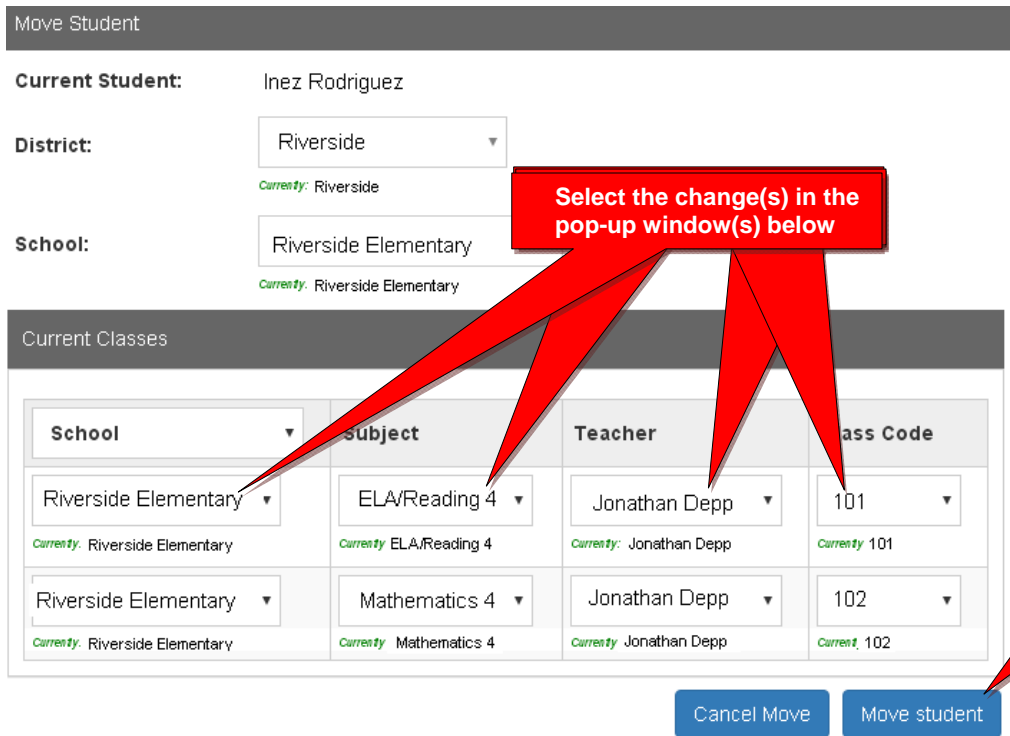
View and Move a Student to a Different Teacher Class

Selecting the **View Students** icon  takes you to a student list where you can view, move, or remove students to different teacher classes or exclude students from certain reports.



The screenshot shows a 'Students' interface with a table of student records. A blue button at the top left says 'Exclude Students from Teacher's Class'. A search bar is on the top right. The table has columns for 'First Name', 'Last Name', 'Student Code', 'Subject', and 'Actions'. Two rows are visible: one for Inez Rodriguez (Student Code 22080, ELA/Reading 4) and one for Davone Williams (Student Code 10418, ELA/Reading 4). Red callout boxes point to the 'Exclude' checkbox in the first row and the 'Move' icon in the 'Actions' column of the first row.

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.



The screenshot shows the 'Move Student' pop-up window. It displays the 'Current Student' as Inez Rodriguez. Below, there are dropdown menus for 'District' (Riverside) and 'School' (Riverside Elementary), both with 'Currently:' labels. A red callout box points to these dropdowns with the text 'Select the change(s) in the pop-up window(s) below'. Below the dropdowns is a 'Current Classes' section with a table for selecting new classes. The table has columns for 'School', 'Subject', 'Teacher', and 'Class Code'. Two rows are shown: one for ELA/Reading 4 (Teacher: Jonathan Depp, Class Code: 101) and one for Mathematics 4 (Teacher: Jonathan Depp, Class Code: 102). A red callout box points to the 'Move student' button at the bottom right with the text 'Click to apply the change(s)'. At the bottom left, there is a 'Cancel Move' button.

View/Edit/Add Students and Student Classes

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

The screenshot shows a navigation menu with 'Students' circled. Below it is a table of available students. Callouts point to various features: 'Add a New Student' points to the 'New +' button; 'See Student Classes' points to the expand/collapse icon; 'Move a student' points to the move icon; 'Edit Student Info' points to the edit icon; and 'Delete a Student' points to the delete icon.

First Name	Last Name	Gender	District	School	Grade	Student Code	Action
Teshawna	Willis	Female	Riverside	RIV: Riverside Elem	3rd Grade	22117	[Icons]
Subject	Teacher	ETH	LEP	Dis	IEP	Gift	Class Code
Science 3	HAAR	2	0	0	0	1	181
ELA/Reading 3	HAAR	2	0	0	0	0	183
Social Studies 3	TUEL	2	0	0	0	0	262
Mathematics 3	TUEL	2	0	0	0	1	263
Indira	Shamar	Female	Riverside:	RIV: Riverside Elem	4th Grade	21987	[Icons]

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

Adding a New Student

Teachers, classes, and students will already have been enrolled in each district school based on the Enrollment Data File you submitted previously.

The 'Add Student' form contains the following fields and callouts:

- School:** A dropdown menu with 'Riverside Elementary' selected. Callout: 'Select a School'.
- First Name:** A text input field.
- Last Name:** A text input field.
- Student Code:** A text input field. Callout: 'See CAUTION below'.
- Gender:** A dropdown menu.
- Grade:** A dropdown menu with '4th Grade' selected.
- Password:** A text input field.
- Save:** A blue button. Callout: 'Save changes'.

CAUTION: When **adding** a new student, you *must* create a **unique** Student ID Code of 4 or more digits which does not duplicate another student ID in existence in the school.

Default student passwords are *LastNameFirstInitial*. The school administrator or teacher may change student passwords.

To **Move Students** to different classes, follow the directions on page **F-6**.

Edit Student Info/Add Subject Classes

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

Principal Users Standards Teachers **Students** Subjects Assessment Results Reports

Edit Student

District: Riverside

School: Riverside Elementary

First Name: Inez

Last Name: Rodriguez

Student Code: 22080 **Student ID cannot be changed**

Gender: Female

Grade: 4th Grade

Password: RodriguezI

Available Subjects **Add a Co-Teacher** **Add a Subject-Class** **New +**

School	Subject	Main Teacher	M-T Class Code	Co-Teacher	Co-T Class Code	ETH	LEP	Dis	IEP	Gift	Action
Riverside Elem	ELA/Reading 4	J Depp	101	Not Set		3	0	0	0	1	SGM Deac
Riverside Elem	Mathematics 4	J Depp	102	Not Set		3	0	0	0		SGM Deac
Riverside Elem	Select Subject	Select Teacher	Class	Not Set							SGM Deac

Save **Delete a student from a Subject-Class**

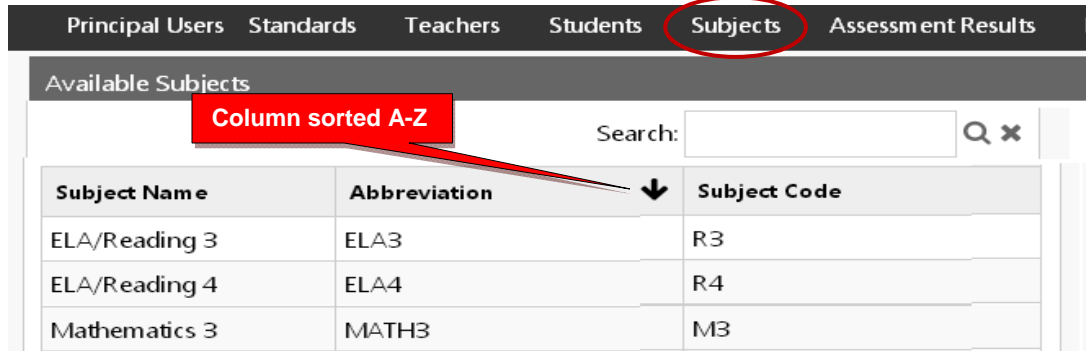
Select the New+ button to add the student to a new subject class.

New subject-class selections and co-teachers are made from each pop-up box.

Be sure to **Save** all changes or additions.

Subjects

Selecting the Subjects tab shows you the Pro-Core subjects into which your school's teachers and students have been enrolled.

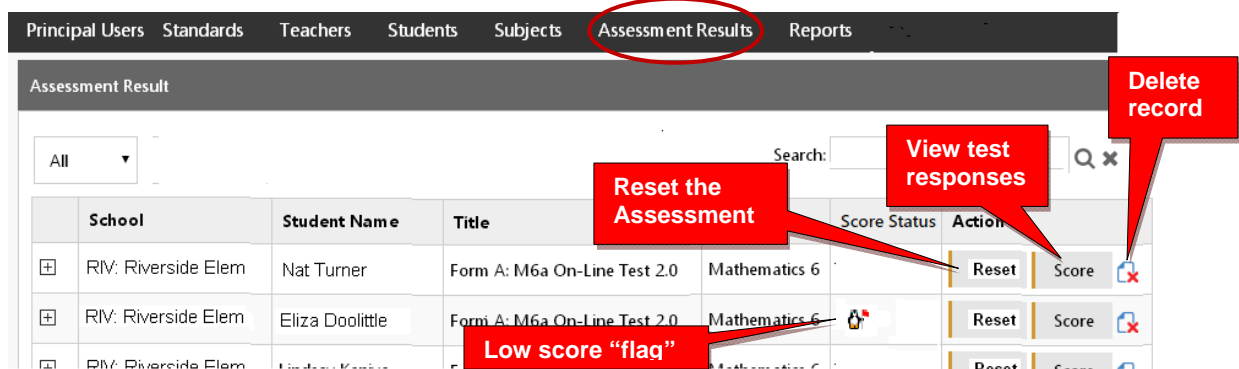


Subject Name	Abbreviation	Subject Code
ELA/Reading 3	ELA3	R3
ELA/Reading 4	ELA4	R4
Mathematics 3	MATH3	M3

It is good to check this report *prior* to the Form A assessments to make sure all your pre-test subjects are listed here.

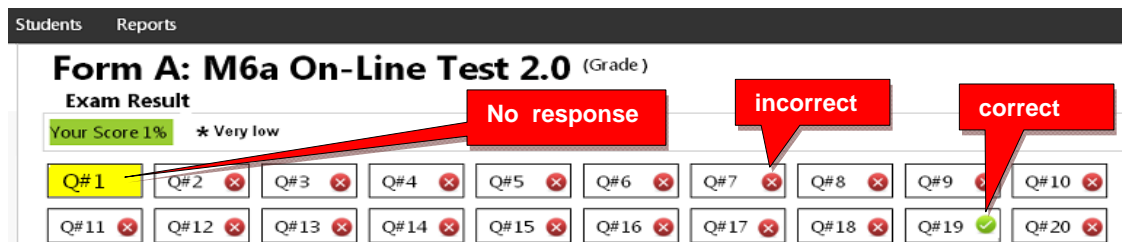
Assessment Result

Selecting “Assessment Result” allows you to reset student assessments, view student responses and scores, and/or delete a student’s test record.



School	Student Name	Title	Score Status	Action
RIV: Riverside Elem	Nat Turner	Form A: M6a On-Line Test 2.0	Mathematics 6	Reset Score [Delete]
RIV: Riverside Elem	Eliza Doolittle	Form A: M6a On-Line Test 2.0	Mathematics 6	Reset Score [Delete]

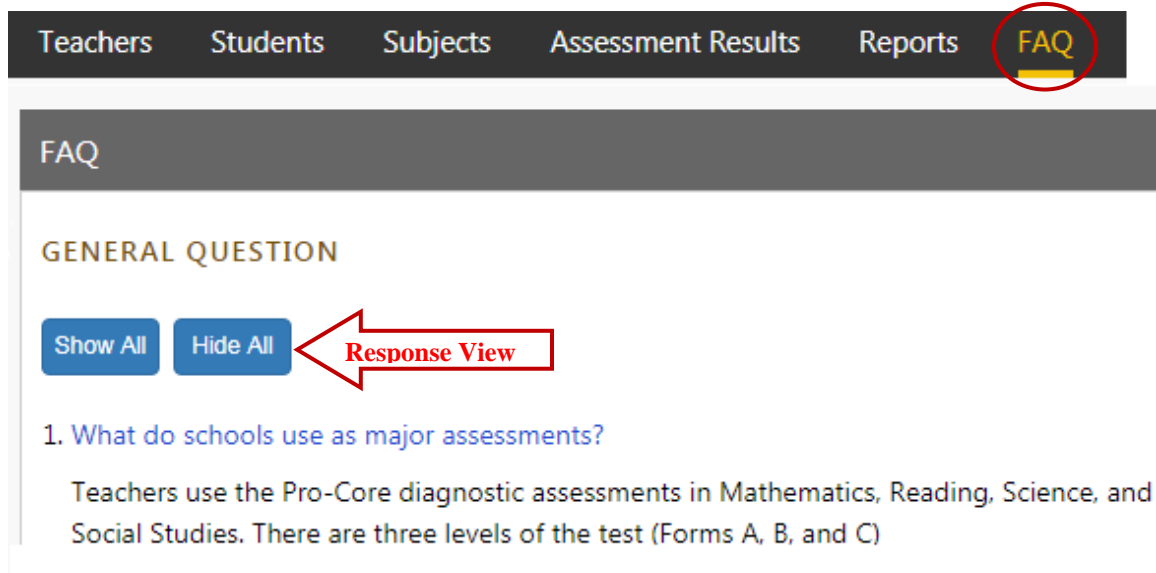
If an Assessment “freezes” or there is another problem with a student’s assessment, selecting **Reset** will allow you to reset the assessment, and the student to re-take the test. The 🚩 symbol “flags” students who scored very low on the pre-test. They may need to re-take the assessment. Selecting **Score** will allow you to view a student’s test responses and test Score.



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
Yellow	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Red X	Green Checkmark	Red X

New! Principal/School 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 hemingway@pro-core.us



There is a FAQ selection addressed specifically to district managers 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: <http://pro-core.us/faq.html>

➤ *The next Section H deals with Principal/School Administrator Reports.*