

Teacher Log-in, Procedures, And Administering the Pro-Core Online Assessments*

This section contains information about recommended procedures for administering the Pro-Core online assessments

- Instructions for the pre-test (Form A), interim (Form B), or post-test (Form C).
- Instructions for the Short Cycle Web Assessments (SCWA)

Detailed instructions are contained in **Appendix 1** of the Pro-Core User Manual.

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 Forms A, B, and C 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 or School Administrator will generate a list of teacher usernames and passwords for logging into the online Pro-Core Assessment System
2. Teachers should log into the system a week 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 Assessments program through the Pro-Core Web Site at <http://pro-core.us>
 - Click on the “**#.0 Login New Tech Enhanced**” tab. You may also *bookmark* the P-C Login page on your browser for direct access.

The image shows a screenshot of the Pro-Core website homepage. At the top, there are navigation links for 'HOME' and 'CONTACT US', and a badge for '5.0 LOGIN: NEW TECH ENHANCED'. The main navigation menu includes 'PRO-CORE Overview', 'AFFORDABLE Plans & Pricing', 'REPORTING SG-SLO-TE', 'SUPPORT Resources', and 'SUCCESSSES What Schools Say'. The main content area features a 'WELCOME to Pro-Core in Focused' message and a 'FOUR SUBJECTS, ONE SYSTEM' section. A red callout box with a white border points to a 'Go to Login for Teachers and Students' button located in the bottom right corner of the main content area.

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 (currently showing 'REY: Encore Academy'), a text input field for a 3-digit Teacher ID (showing '120'), and a password input field with masked characters. There is 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, '2. Key-in your 3-digit Teacher ID (ending in 0)' points to the ID field, and '3. Key-in your last name or last name and first initial' points to the password field.

NOTE: Teacher or student passwords can be changed after you first log-in. See below. Do **NOT** attempt to change teacher or class 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. At the top, there is a navigation bar with the Pro-Core logo, a 'Welcome Abe Harris!' message, and links for 'My Account' and 'Logout'. Below this is a main menu with options: 'Dashboard', 'Students' (highlighted), 'Assessments', 'Assessment Result', 'FAQ', and 'Reports'. A red callout box points to the 'My Account' link with the text 'Click to change your log-in password'. Below the main menu, the 'Students' section is visible, featuring a dropdown menu for 'Select Class'. The dropdown is open, showing options: 'Select Class', '301 American History', '302 American History', and '303 American History'. 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' page with a navigation bar at the top containing 'Dashboard', 'Students', 'Assessments', 'Assessment Result', 'FAQ', and 'Reports'. Below the navigation bar is a 'Students' header. A dropdown menu shows '301 American History'. To the right is a 'Speak' toggle set to 'NO' and a search box. A table lists students with columns for 'First Name', 'Last Name', 'Student Code', and 'Speak'. Callouts include: 'Class code and subject' pointing to the dropdown; 'To print: right-click in any white area and select "print"' pointing to the search box; and 'Select a Name to edit' pointing to the name 'Landry'.

First Name	Last Name	Student Code	Speak
Hannah	Landry	27386	<input type="radio"/> NO
Angel	Cotton		<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 'Edit Student' dialog box contains three input fields: 'First Name' with 'Torri', 'Last Name' with 'Bleggo', and 'Password' with masked characters. On the right, there are three buttons: 'Save Changes' (highlighted with a red callout), 'Cancel', and 'Update'.

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. **Section K** of this Manual contains the student instructions below.

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 field for the Pro-Core ID Number (showing '22341'), and a password input field (showing '*****'). There is a 'Remember me' checkbox and a 'Login' button. Three callout boxes provide instructions: 1. 'Select school from the pop-up' points to the dropdown menu. 2. 'Key-in the Pro-Core ID Number (assigned by the school)' points to the ID number field. 3. 'Key-in Student's Last Name and First Initial' points to the password field.

Students Finding and Selecting Their Form A, B, C Assessments

Directions for students’ Form A assessments: (1) In “Available Assessments” menu bar, select the Form assessment **subject**. (2) Then, select “**Other Assessments**.”

The screenshot shows the 'Available Assessments' menu. The 'Available Assessments' tab is circled in red. Below it, the 'Other Assessments' tab is also circled in red. A callout box points to the 'Other Assessments' tab with the text: 'SECOND: Select "Other Assessments"'. Another callout box points to the 'ELA/Reading 6' subject tab with the text: 'FIRST, for the A, B, or C assessments: Select the SUBJECT'. The page also shows a 'Key:' section with performance levels: 'Not yet taken', '> 79%', '60% - 79%', '45% - 59%', and '< 45%'. Below this, there are several assessment items with checkboxes, including '01 LIT: Cite textual ev...', '02 LIT: Determine a th...', and '03 LIT: Analyze how a ch...'. Other items include '11 INF: Analyze in c...', '12 INF: Determine t...', and '13 INF: Analyze how...'. The 'Other Assessments' tab is highlighted in blue.

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

The screenshot shows the 'Available Assessments' menu. The 'Other Assessments' tab is circled in red. A callout box points to the 'Form A: ELA/Reading 6a On-Line Test 2.0' assessment item with the text: 'THIRD: Select the Assessment'. The page also shows the 'Key:' section with performance levels: 'Not yet taken', '> 79%', '60% - 79%', '45% - 59%', and '< 45%'. The 'Other Assessments' tab is highlighted in blue.

NOTE:

- The Form A, B, or C assessments must be *enabled* by your Pro-Core District School Manager or 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.

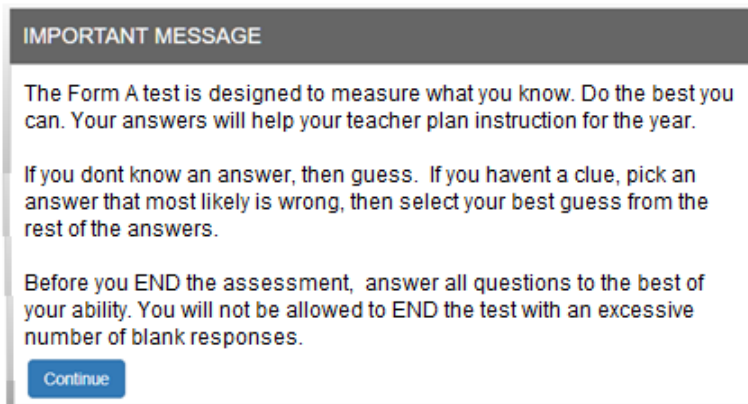
Individual User Guides for district administrators, principals, teachers and students are available online on the Pro-Core web site support page. Go to <http://Pro-Core.us/manuals.html>

DURING THE ASSESSMENTS

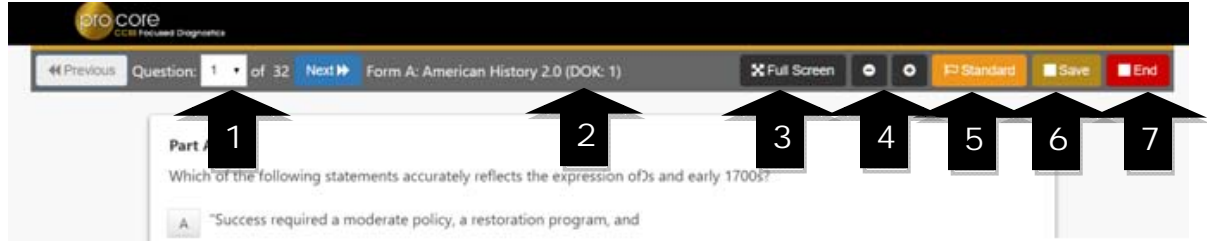
1. **Relaxed assessment:** We recommend the Form A assessment be relaxed. It is helpful to slowly move the students toward a more structured atmosphere as you approach the end-of-course summative test.
2. **Length of test:** Each major assessment takes approximately 1 to 1.5 hours.
3. **Test Monitoring:**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

Read aloud the Important Message on the students’ “Welcome” screen as the students follow along. Make it clear that it is best to guess at an answer than to leave an answer blank.



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.

Assessment Results

Selecting “Assessment Result” will show you student scores and assessment summary information. Clicking “Result” in expanded view will show individual student question time-on-task.

The screenshot shows the 'Assessment Result' page. At the top, a navigation bar includes 'Dashboard', 'Students', 'Assessments', 'Assessment Result' (highlighted with a red circle), 'FAQ', and 'Reports'. Below this, there are dropdown menus for '301 Biology' and 'Form A'. A table lists student results with columns: School, Student Name, Title, Subject, Starting Time, Ending Time, # of times opened, Score, and Action. A red callout 'Select class' points to the dropdowns, and another 'Expand' points to a checkbox in the first row. The 'Action' column for the first row has 'Result' and 'Student Responses' links, with a red callout 'Test Results' pointing to 'Result'. Below the table are two history sections: 'Assessment History' and 'Question History', each with a table of details.

Clicking “Student Responses” in expanded view will show individual test responses.

The screenshot shows the 'Student Responses' page. It features the same navigation bar as the previous page. Below the dropdowns, a table shows the student's result for 'FORM A 5.0: Biology'. A red callout 'Test Responses' points to the 'Student Responses' link in the 'Action' column. Below the table, the page title is 'Form A 5.0: Biology On-Line Test (Grade)' and the section is 'Exam Result'. A green bar indicates 'Your Score 30%'. Below this is a grid of question status indicators, labeled Q#1 through Q#25. Each indicator shows a green checkmark for correct answers and a red X for incorrect answers. A red callout 'Test Responses' points to the grid.

Clicking a question (Q#) will show the question and the student’s response.

The screenshot shows a question view. At the top, there are navigation buttons: 'Previous', 'Question: 12 of 30', and 'Next'. The question title is 'FORM A 5.0: American History On-Line Test (DOK: 2)'. The question number '12' is displayed in a blue box. The question text is: 'During the 1930s, which group of people advocated noninvolvement in European and Asian conflicts and non-entanglement in international politics?'. Below the text are four multiple-choice options: A isolationists, B capitalists, C imperialists, and D socialists. Option B is highlighted with a yellow background.

Student Assessment completed

In the student's program, selecting “**My Assessments**” shows the student the assessments s/he has 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 screenshot shows the ProCore interface. At the top, the logo for 'pro core CCSS Focused Diagnostics' is on the left, and 'Welcome Thomas [redacted] My Account | Logout' is on the right. Below the logo, 'Assessments' and 'My Assessments' are listed, with 'My Assessments' circled in red. The main content area is titled 'Student Assessments' and contains a table with columns for 'Title', 'Subject', and 'Action'. Two rows are visible: 'Form A: American History 2.0' and 'Form A: Biology 2.0'. A callout box points to the 'Assessments completed' status, and another points to the 'Score' link in the 'Action' column. A search bar and pagination controls are also present.

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

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

Student Assessment Results

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

The screenshot shows the 'Exam Result' page for 'Form A: American History 2.0'. It displays 'Your Score 46%' with a green progress bar. Below this is a grid of 32 question indicators (Q#1 to Q#32). Each indicator consists of a question number, a green checkmark, a red X, or a yellow shaded box. Questions Q#4, Q#25, and Q#30 are shaded yellow, indicating partial credit. Questions Q#5, Q#6, Q#7, Q#8, Q#9, Q#12, Q#13, Q#18, Q#20, Q#21, Q#22, Q#27, Q#28, and Q#29 have red X marks, indicating they were not answered. Questions Q#1, Q#2, Q#3, Q#10, Q#11, Q#14, Q#15, Q#16, Q#17, Q#19, Q#23, Q#24, Q#26, Q#31, and Q#32 have green checkmarks, indicating they were answered correctly. At the bottom, there are links for 'Logout' and 'Return to Assessments'.

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

CONTROLLING STUDENT ASSESSMENTS

New! Securing Form A, B, C Assessments

With this feature, a teacher can lock in a specific date with a beginning and ending time in which a student may access a major Form assessment in school with the teacher or at home with a parent monitoring. Students are allowed up to two days to finish a Form assessment.



In the Teacher Menu bar, select “Assessments,” the **class subject**, and “Other.” Select the **Test Form** you want to secure, and click on the “cog” icon to schedule an assessment and lock/unlock students.

Dashboard Students **Assessments** Assessment Result FAQ Reports

Assessments

501 Mathematics 8 Other Search: [] Q x

Form A, B, C

FORM C 5.0: Math8c On-Line Test  FORM B 5.0: Math8b On-Line Test 

Cog icon

Select the date with a starting and ending time each day for the test. You may then lock out students who are absent or who are not to take the test on that day or time.

Assessment Security Settings

Please schedule assessment by selecting date and time

	Date	Starting Time	Ending Time
1	03/29/2020	01:00 PM	02:00 PM
2	03/30/2020	02:00 PM	04:00 PM

Save The teacher can enter the date and time for 2 days

Students

Lock NO The teacher can lock an assessment for students who are absent that day. Search: [] Q x

Lock	First Name	Last Name	Student Code
<input type="radio"/> NO	Landon	Adams	104094
<input type="radio"/> NO	Keegan	Bates	104106

Selecting Short Cycle Web Assessments (SCWA)

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. In the Teacher Menu bar, select “Assessments,” the **class subject**, and “Standard.”

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' page for '101 Biology'. The 'Assessments' menu item is circled in red. Below it, the 'Standard' dropdown is also circled in red. A list of 12 standards is shown in two columns. Standard #04 'HER: Mutations' is the only one with an unchecked checkbox, and a red arrow points to it with the label 'De-Activated'. Standard #01 'HER: Cellular genetics' has a checked checkbox, and a red arrow points to it with the label 'Activated'.

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.

New! TEACHER 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

The screenshot shows the 'FAQ' page. The 'FAQ' menu item is circled in red. Below it, the 'GENERAL QUESTION' section is visible. There are two buttons: 'Show All' and 'Hide All'. A red arrow points to the 'Show All' button with the label 'Response View'. Below the buttons, the first question is '1. Why should I use Pro-Core?' with the answer 'Pro-Core reveals the needs of each student and class in the State's New Learning Standards before s'. The second question is '2. What is Pro-Core?'.

➤ **Teacher Reports are contained in the next section.**