

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

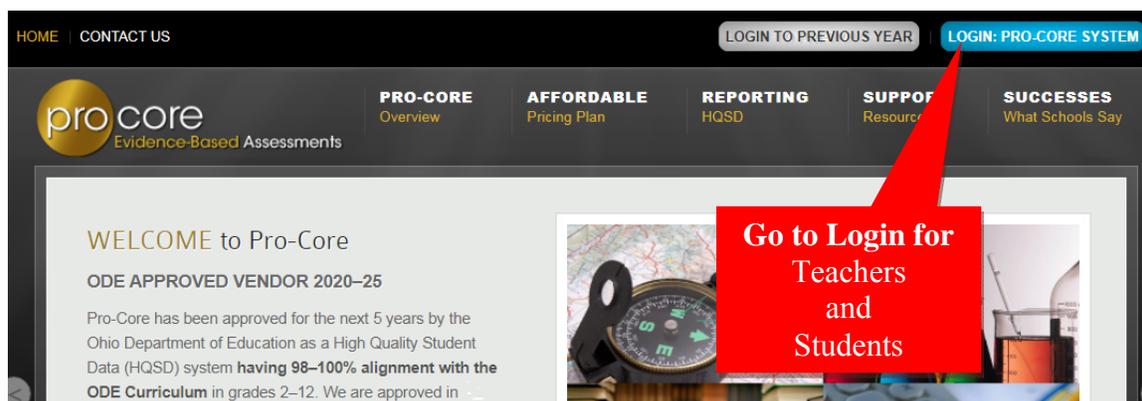
***IMPORTANT:** Pro-Core Security Guidelines require that the school’s Test Coordinator, Principal, or Managing Administrator is responsible for monitoring the pre- and post-tests. No previewing of the pre- or post-tests Forms A, B, and C is allowed. No printed or “alternate media” copies of the pre- and post assessments must be made to maintain assessment security.

Update Pro-core Features for Local and Remote Security

Pro-Core has added a variety of features to enhance local and remote system and assessment security. These new features are controlled by district managers (**Section D**), school administrators (**Section G**), and teachers (**Section J**). Also included are new security features for students taking the Pro-Core Form A/B/C assessments (**Section L**).

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 <https://pro-core.us>
 - Click on the “**LOGIN: PRO-CORE SYSTEM**” *button*. 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 username and password. Your password will appear as *dots ●●●* for security.

Teacher Log-in

Login to ProCore Account

1. Select your school RIV: Riverside Elementary ▼

2. Key-in your Username Username

3. Key-in your password Password

Remember me Login

NOTE: Your teacher *default password should be changed after you first log-in.*
You may also change your usernames for added security.

VIEWING/EDITING STUDENT LOG-INS

On your first log-in, you should become familiar with your 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 ProCore interface. At the top, the ProCore logo is on the left, and the user is logged in as 'Abe Harris' with 'Welcome Abe Harris!' and links for 'My Account' and 'Logout'. Below this is a navigation menu with 'Dashboard', 'Students' (circled in red), '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 or username'. Below the navigation menu, the 'Students' section is active, showing a dropdown menu for 'Select Class' with options: '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 to help students login'.

Select “**My Account**” to view your information or to change your log-in password or username. 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' management interface. At the top, there are navigation tabs: 'Dashboard', 'Students' (highlighted with a red circle), 'Assessments', and 'Assessment Re...'. Below the tabs, there is a search bar and a dropdown menu set to '301 American History'. There are two toggle switches: 'Speak' (set to 'NO') and 'Timer' (set to 'YES'). A search bar with a magnifying glass icon is on the right. Below these controls is a table with the following columns: 'First Name', 'Last Name', 'Student Code', 'Speak', and 'Show Timer'. The table contains two rows of student data:

| First Name | Last Name | Student Code | Speak | Show Timer |
|------------|-----------|--------------|--------------------------|--------------------------------------|
| Hannah | Landry | 27386 | <input type="radio"/> NO | <input checked="" type="radio"/> YES |
| Angel | Cotton | | <input type="radio"/> NO | <input checked="" type="radio"/> YES |

Three red callout boxes provide instructions: '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 'Landry' name in the table.

NOTE: You have the options here to turn on the **Speak** feature and/or hide the 90-minute **Timer** for some or all students.

Click on a student's name to edit their 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' dialog box. It has a title bar with 'Edit Student' and a close button (X). The form contains three input fields: 'First Name' with the value 'Torri', 'Last Name' with the value 'Bleggo', and 'Password' with a masked value '.....'. To the right of the form 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

To prepare for student testing the first time, you may **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 L** in this Manual contains the student instructions below.

The student's *default* 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 image shows a screenshot of the 'Login to ProCore Account' form. It includes a dropdown menu for school selection, a text input for the Pro-Core ID Number, a password input field, a 'Remember me' checkbox, and a 'Login' button. Three callout boxes provide instructions: 1. Select school from the pop-up (pointing to the dropdown), 2. Key-in the Pro-Core ID Number (assigned by the school) (pointing to the ID number input), and 3. Key-in Student's Last Name and First Initial (pointing to the password input).

Update Securing Student Form A, B, C Assessments

Your **District Manager** or tech person is responsible for enrolling your teachers and students into the Pro-Core system at least a week prior to your district or school(s) Form A assessment date. Updated assessment security controls have been added to the system.

Pro-Core System Access and Assessment Times are initially set by the **District Administrator** or tech person. These *controls* can be modified by a **School Administrator** or Principal. Now, teachers also may modify Form testing times.

The two main security features allow control of (A) Pro-Core **Student System Access Times** and (B) Pro-Core **Form Assessment Times**.

A. Student System Access Times

You school's student Pro-Core system access times have been previously set. The *default* student system access times are **weekdays from 7:00 a.m. to 5:00 p.m.**, but these may have been modified by your District or School Administrator to better fit your school's actual opening and closing times.

School administrators and teachers have access to the Pro-Core system at any time. But for enhanced security, students should only be allowed to have system access—or not—to the Pro-Core *system* during controlled times at school or from home.

CAUTION: You should confirm your students' system access settings with your school administrator, so that they coincide with your Pro-Core **Form A/B/C testing** plans and other teacher class activities.

Update You may modify your students' system access times to specific **Short Cycle Web Assessment (SCWA)** class subjects to improve security in remote learning situations. (see pages **J-11f**)

B. Setting Form Assessment Times

Your Pro-Core **Form A/B/C** testing times *should have* been previously set by the District Manager or School Administrator after **enabling** the Pro-Core Form A, B, or C assessments.

Update All Form A/B/C assessments are **90 minutes** long *unless* an administrator or teacher has removed or extended the testing time. Assessments may be scheduled over two days, but within a **two-week testing window**.

Teachers are able to further enhance security by *locking in* specific subjects and student testing times within the school's system access and testing schedule for each of the teacher's classes, in school with the teacher or at home with a guardian monitoring. **Check with your school administrator for your school's student access and testing schedule.**

CAUTION: If the teacher selects a date or time outside the district or school system access or testing times, a **message** will appear: "The Date(s) and/or times you have selected are outside the system or testing times set by your district or school administrator."

If an assessment is administered over two days, only one assessment "Save" is allowed on the first day.

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.

Form Assessments layout

Select the date with a starting and ending time each day for the test. . If you do NOT select dates or times (leave them blank), the district or school administrator settings will apply. You may also lock out students who are absent or who are not to take the test on that day or time. You may also unlock students or extend testing time for students with IEPs or 504 plans.

Updated Assessment Security Settings layout

| | From Date | To Date | Starting Time | Ending Time |
|---|-------------------|--------------------|---------------|-------------|
| 1 | Monday - 4/5/2021 | Tuesday - 4/6/2021 | 09:00 AM | 11:00 AM |
| 2 | | | | |

Students

Lock NO Search:

| Lock | Last Name | First Name | Student ID | Extend Time <input type="checkbox"/> ALL |
|--------------------------|-----------|------------|------------|--|
| <input type="radio"/> NO | Andrews | Julie | 48200 | 0 minute |
| <input type="radio"/> NO | Cortez | Julio | 59700 | 0 minute |

Apply to ALL students

Add testing time minutes

Update The **Extend Time** field may also be used to add test time for students whose tests may have been “force-ended” because the regular 90-minute test time has expired. Extending the test time will allow the student to *resume* the test where s/he left off. Selecting the “ALL” box will apply the extended time of the first student to ALL students in the class.

CAUTION: If the student has previously “Saved” the test, this *save-rule* will apply: The student will NOT be able to change previous responses nor view skipped questions previous to the Save.

NOTE: *The following contains samples taken from the students’ assessment layouts.*

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**.”

Assessments My Assessments Reports

Available Assessments ELA/Reading 6 Mathematics 6 Science 6 Social Studies 6

Other Assessments Key: Not yet taken > 79% 60% - 79% 45% - 59% < 45%

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**.”

Assessments My Assessments Reports

Available Assessments ELA/Reading 6 Mathematics 6 Science 6 Social Studies 6

Other Assessments Key: Not yet taken > 79% 60% - 79% 45% - 59% < 45%

Form A: ELA/Reading 6a On-Line Test 2.0

THIRD: Select the Assessment

WARNING:

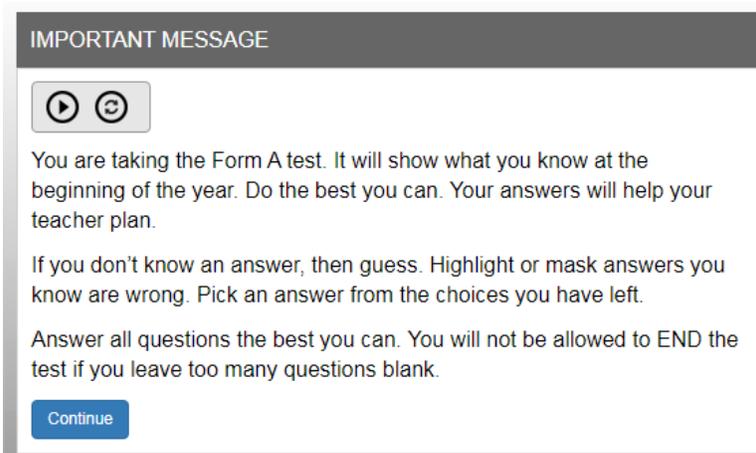
- The Form A, B, or C assessments must be **enabled** by your Pro-Core District or School Manager in order to appear in your students' **Other Assessments** layout.
- The long assessment tests may be administered over a 4-5 day **testing window**. (E.g. Math on Monday, Science on Tuesday, Social Studies on Wednesday, Reading on Thursday, and make-ups on Friday—at the end of which the tests will be **disabled** by the district administrator)
- 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. It is the responsibility of the Test Administrator to oversee the test-taking procedure.

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 properly save or end and 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 better to guess at an answer than to leave an answer blank.



Form A Message

Update Student Warning Messages

- When the student begins the test, a message will display the number of questions and the time allotted (**90 minutes**) before the test is Saved and Ended. The test cannot be *paused*. **Students have the option to Hide the Timer.**
- Students are allowed ONE “**Save**” to *bookmark* and return to an assessment. Tests scheduled over two days are allowed only one Save the first day.

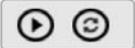
- Students given extended time are allowed ONE ADDITIONAL *Save*
- If the student attempts to *Save* a test more than one time in a session, s/he will be locked out. A **message** will display: “This assessment is locked because you saved the assessment more than once. Please contact your class teacher.” The teacher may *unlock* a student using the Assessments Security Settings layout. (*see J-6 above*)
- If students intend to *Save* their assessment, they **MUST** answer the questions in sequence (1,2,3,4...etc). They **MUST NOT** skip questions or look ahead to any remaining questions. If the student *Saves* and returns to the test later, s/he will **NOT** be allowed to change the answers to questions s/he has already answered nor to answer any questions s/he has seen and skipped.
- A time remaining pop-up message is displayed at 10, 5, and 3 minutes left.
- Tests *Saved* by the student before the end of the 90 minute test limit are listed as "Incomplete" in the Test Completion Report. The student should “**End**” a test when all the questions have been answered.
- Students may **NOT** *exit* from the browser window during the testing time. If a student tries to *Exit*, a warning message will appear: “You are not allowed to *Exit* this program during your testing time.” If a student **eXits** their **Browser**, the number of exits will appear in the **Test Completion Report** under **XB**.

The Form Test online instructions screen is shown below:

Instructions

Haga clic aquí para español

Click here for Spanish instructions



- This test has 44 questions. You have 90 minutes to answer all the questions.
- Your school may choose for you to take this test in two 45-minute time slots. At the end of each time slot, the test will shut down. Your work will be saved and scored.
- You can save your work **ONCE**. Click on “**SAVE**” to store your answers and the time you have left. You will be able to come back to the test later. When you return, you will only be able to work on new questions. You will **NOT** be able to go back to any questions you saved.

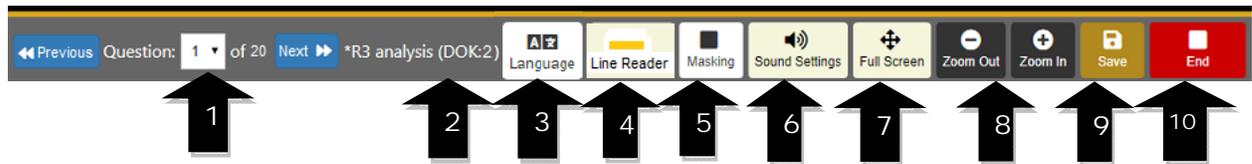
Warning



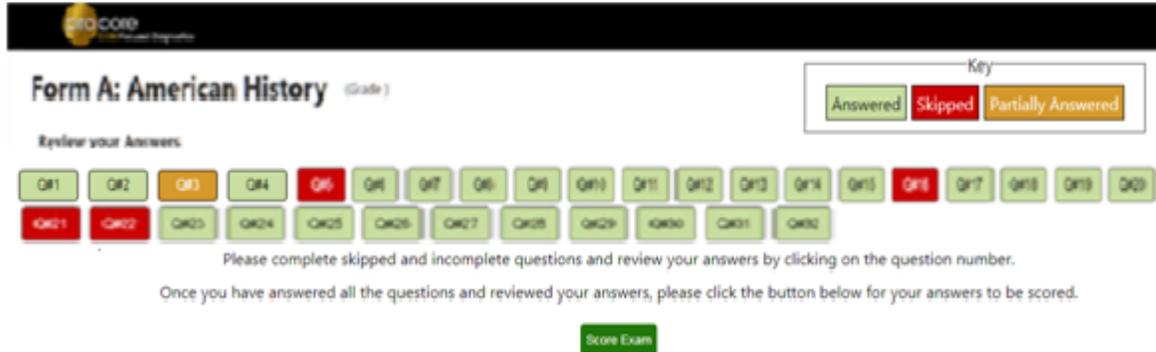
- This is a timed test. Make sure no one interrupts you. The timer cannot be paused once it has started.
- Answer the questions in order (1,2,3,4...etc.). **DO NOT** skip questions. **DO NOT** look ahead to other questions.
- If you click “**Save**”, you will be told to check your work. You will also be asked to finish questions you skipped. **IT IS IMPORTANT THAT YOU DO THIS**. When you return to the test, you will **NOT** be able to change any answers you saved. You will also **NOT** be able to answer any questions you skipped.

Form A/B/C instructions

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. **Language** allows selection of Spanish language selection (if available for the test)
4. **Line Reader** allows the computer to read aloud each line of the test item.
5. **Line Reader** allows the computer to read aloud each line of the test item.
6. **Masking** allows the student to block out any portion of the test item.
5. **Sound Settings** allows the student to adjust the computer “speaking” sound.
7. **Full Screen** provides a larger portion of the question. This is especially useful when the question needs to be scrolled down.
8. Clicking the **Zoom Out** will **decrease** the text size; **Zoom In** will **increase** the text size.
9. **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. The student is allowed to use Save only one time.
10. Clicking the **End** button shows a summary of questions answered, skipped or partially answered.



Students may click on the **Question #** to go back and answer skipped or partially answered items IF the test has not been previously Saved.

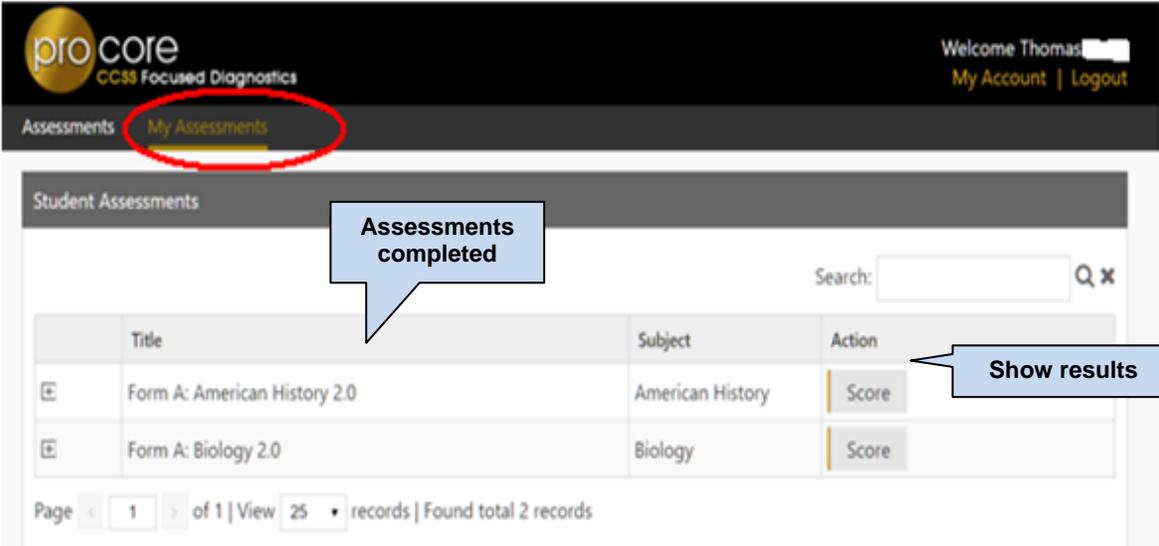
Students should review their answers before clicking the “**Score Exam**” button.

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 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 left is the ProCore logo with the text "CCSS Focused Diagnostics". At the top right, it says "Welcome Thomas" and "My Account | Logout". Below the logo, there are two tabs: "Assessments" and "My Assessments", with "My Assessments" highlighted in a red circle. The main content area is titled "Student Assessments" and contains a table with the following data:

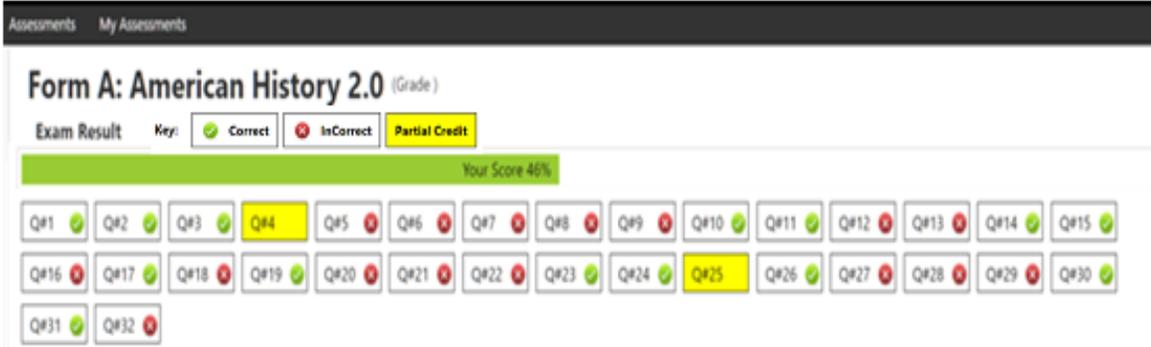
| Title | Subject | Action |
|------------------------------|------------------|--------|
| Form A: American History 2.0 | American History | Score |
| Form A: Biology 2.0 | Biology | Score |

Below the table, it says "Page 1 of 1 | View 25 records | Found total 2 records". There are callout boxes: one pointing to the "My Assessments" tab with the text "Assessments completed", and another pointing to the "Score" button in the first row with the text "Show results".

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 assessment results for "Form A: American History 2.0 (Grade)". It includes an "Exam Result" key with "Correct" (green check), "Incorrect" (red X), and "Partial Credit" (yellow square). Below this, it says "Your Score 46%". The results are displayed in a grid of question boxes (Q#1 to Q#32). Questions Q#4, Q#25, and Q#32 are shaded yellow, indicating partial credit. All other questions are either green (correct) or red (incorrect).

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.

Teacher Assessment Results

Selecting “Assessment Result” in the Teacher Menu (*next page*) will show the students’ scores and assessment summary information for Form, Short Cycle, and Teacher Personalized Assessments. Clicking “**Result**” in expanded view will show individual student question time-on-task.

Dashboard Students Assessments **Assessment Result** FAQ Reports

Assessment Result

301 Biology Form A

| School | Student Name | Title | Subject | Starting Time | Ending Time | # of times opened | Score | Action | |
|--------------------------|-------------------|---------------|---------------------|---------------|---------------|-------------------|-------|--------|--------------------------|
| <input type="checkbox"/> | RIV: Riverside HS | Jones Charles | FORM A 5.0: Biology | Biology | 9/19/19 13:07 | 9/23/19 14:36 | 3 | 30% | Result Student Responses |

Assessment History

| Opening Time | Closing Time | IPAddress |
|------------------|------------------|----------------|
| 09/19/2019 13:07 | | 64.113.185.178 |
| 09/23/2019 13:59 | 09/23/2019 13:11 | 64.113.185.178 |

Question History

| Question | Time Spent |
|--------------|------------|
| AMHIST_4899 | 00:01:54 |
| AMHIST_18050 | 00:02:52 |

Assessment Results

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

Dashboard Students Assessments **Assessment Result** FAQ Reports

Assessment Result

301 Biology Form A

| School | Student Name | Title | Subject | Starting Time | Ending Time | # of times opened | Score | Action |
|--------------------------|-------------------|---------------|---------------------|---------------|---------------|-------------------|-------|------------------------------|
| <input type="checkbox"/> | RIV: Riverside HS | Jones Charles | FORM A 5.0: Biology | Biology | 9/19/19 13:07 | 9/23/19 14:36 | 3 | 30% Result Student Responses |

Form A 5.0: Biology On-Line Test (Grade) Exam Result

Your Score 30%

| | | | | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|------|------|
| 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#15 | Q#16 | Q#17 | Q#18 | Q#19 | Q#20 | Q#21 | Q#22 | Q#23 | Q#24 | Q#25 | Q#26 |

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

◀ Previous Question: 12 of 30 Next ▶ FORM A 5.0: American History On-Line Test (DOK: 2)

12

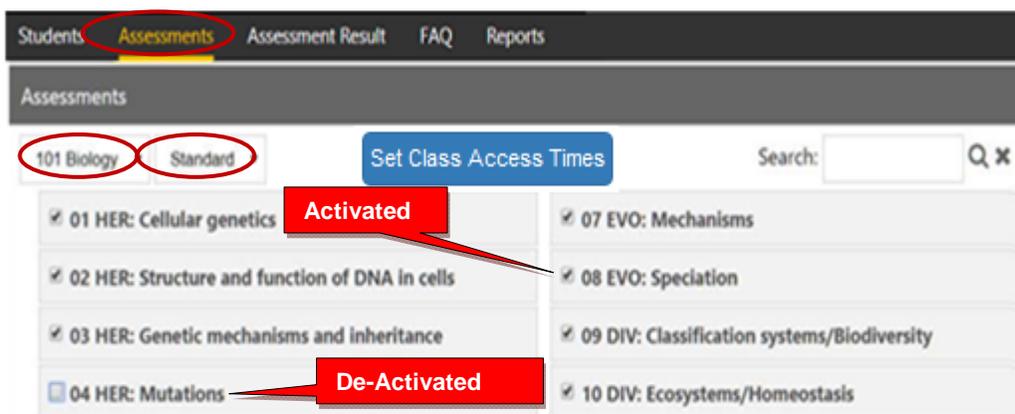
During the 1930s, which group of people advocated noninvolvement in European and Asian conflicts and non-entanglement in international politics?

A isolationists
 B capitalists
 C imperialists
 D socialists

Selecting Short Cycle Web Assessments (SCWA)

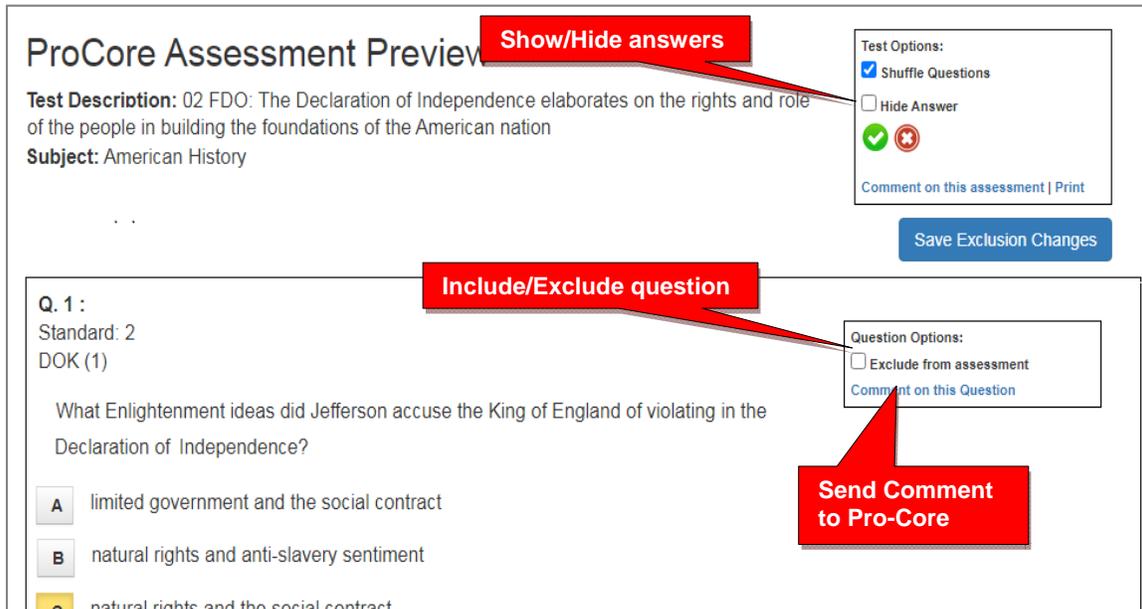
Short Cycle Web Assessments (SCWA) provide teachers with activities focused on each subject area learning standard tested on the Form A, B, and C assessments. In the Teacher Menu bar, select “**Assessments**,” the **Class Subject**, and “**Standard**.”

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.



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.

By double-clicking on a SCWA, you can preview or print the assessment items related to that particular standard. You then have the option to manage the questions and responses you want the students to see and answer during or after they have taken the SCWA online.



You also have the option to send Comments on any test item directly Pro-Core.

Update To modify your student’s Short Cycle Web Assessments access times, select the **Assessments** tab in the Menu bar, select the SCWA **Standards**, then click the “Set Class Access Times” *button*. The selections you check will override the School Access Times.

Updated SCWA Standards Selection layout

CAUTION: Modifying the SCWAs will NOT change the Form A/B/C Test Times. Setting Form A/B/C Test Times is explained on pages **J-5 f**.

Leaving the selections blank will cause access days and time to *default* to the School’s System Access Times. Students attempting to log-into the Pro-Core system outside of the system access times set will see the **message**: “Pro-Core system access is closed at this time.”

Unit Tests (Social Studies)

Unit Tests provide students with activities focused on Social Studies learning standards. In the Teacher Menu bar, select “**Assessments**,” “**Available Assessments**,” “**Social Studies**,” and “**Other**.”

Unit Tests for Social Studies have the same questions as the SCWA. The questions are simply grouped into larger tests that reflect a theme. If your instructional sequence is different from the Unit Tests, you can use the **Teacher Personalized Assessment** feature to create Unit Tests in any subject customized for your school or district. (*see next page*)

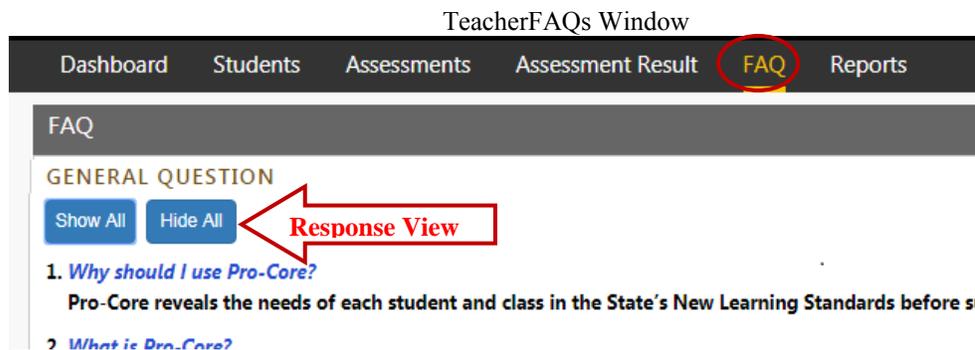
***New!* Teacher Personalized Assessments (TPAs)**

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

See Section M in the *Pro-Core User Manual* for instructions on creating, sharing, editing and reports for Teacher Personalized Assessments (TPAs).

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 next Section K deals with Teacher Reports.***