

# Teacher Log-in, Procedures, And Setting Form Assessment Testing Times\*

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

Included in this section is information about...

1. Teacher and student log-ins
2. Setting class testing times for Form A/B/C assessments
3. Using Short Cycle Web Assessments (SCWAs)
4. Creating Teacher Personalized Assessments (TPAs)

**\*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.

Form A/B/C Test administration instructions are contained in **Appendix 1**.

Pro-Core has a variety of features to enhance local and remote system and assessment security. These new features are controlled by **district managers, school administrators, and teachers**. Also included are new security features for **students** taking the Pro-Core Form A/B/C assessments. (see **Appendix 4**)

## 1. Teacher Log-In

- **Clever and ClassLink** users will log in with Single Sign-On (SSO)
- **Non-Clever** users will use Pro-Core log in *below*.

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.

- **Non-Clever/ClassLink** Teachers (and students) must 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.

The screenshot shows the Pro-Core website interface. At the top, there is a navigation bar with links for 'HOME', 'CONTACT US', and 'INSTANT DEMO'. A search bar is located in the center, and buttons for 'LOGIN TO PREVIOUS YEAR' and 'LOGIN: PRO-CORE SYSTEM' are on the right. Below the navigation bar, the Pro-Core logo is displayed on the left, and a menu with categories like 'PRO-CORE Overview', 'AFFORDABLE Pricing Plan', 'REPORTING HQSD', 'SUPPORT Resources', and 'SUCCESSES What Educators Say' is on the right. The main content area features a 'WELCOME to Pro-Core' message and a 'WELCOME to Pro-Core' section. A red callout box points to the 'LOGIN: PRO-CORE SYSTEM' button, containing the text 'Non-Clever/ClassLink Teacher and Student Log-in'.

**Non-Clever/ClassLink** teacher usernames and passwords may be obtained from your District or School Administrator for logging into the online Pro-Core Assessment System.

On the Pro-Core **Login layout**, select the School (or Login Group), then key-in your Pro-Core teacher username and password. Your password will appear as *dots* ●●● for security.

### Non-Clever/ClassLink Teacher Log-in

1. Select your school

2. Key-in your Username

3. Key-in your password

**CAUTION:** Your **non-Clever/ClassLink** teacher *default* password *should* be changed after you first log-in. You may also change your username for added security.

**Clever/ClassLink** teachers will use Single Sign-On (SSO) to log into Pro-Core.

### View/Edit Student Information

On your first log-in, you should become familiar with your Dashboard MENU bar options. Check that your teacher classes and students are properly enrolled. This will prevent problems when students first log-in.

Click to change your non-Clever/ClassLink log-in password or username

Welcome Abe Harris!  
My Account | Logout

Dashboard **Students** Assessments Assessment Result FAQ Reports

Select Class

- Select Class
- 301 American History
- 302 American History
- 303 American History

Select each class and print login info to help non-Clever/ClassLink students login

Select “**My Account**” to view your information or to change your **non-Clever/ClassLink** log-in password or username. If you forget your password, contact your School Administrator/Principal who can reset your **non-Clever/ClassLink** password.

The **Students class** list allows you to view and edit student *regular* login information.

Dashboard **Students** Assessments A

Students

301 American History Speak  NO Timer  YES Search:

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

Click on a student’s name to edit their **non-Clever/ClassLink** 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.

Edit Student

First Name:

Last Name:

Password:

**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.**

**WARNING:** Editing done to **Clever** or **ClassLink** student information may revert to prior information when **Syncing** is performed by your Clever/ClassLink tech person.

Two important features are available in the Student list: (1) to turn on the **Speak** (text-to-speech) feature in Form tests and/or (2) to hide the 90-minute **Timer** for some or all students on the Form tests.

Teacher Layout

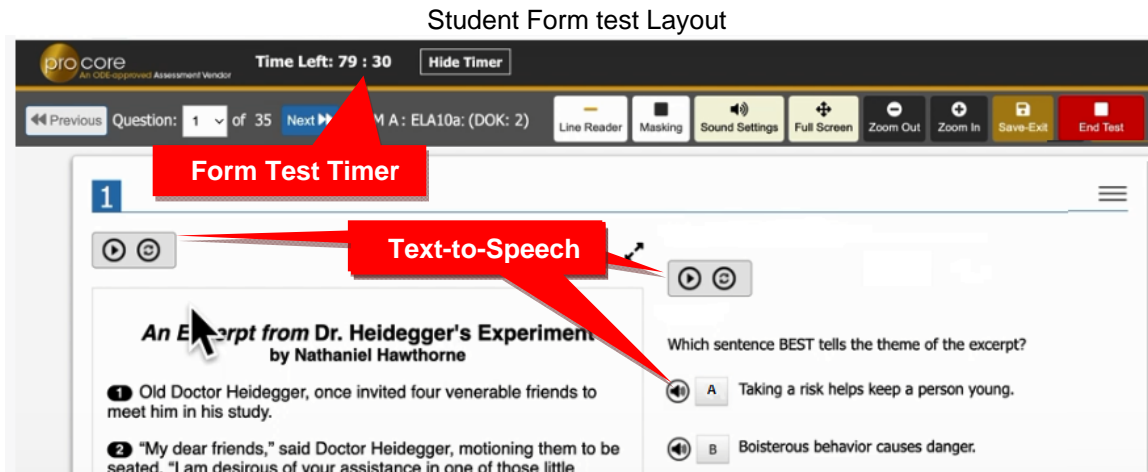
Dashboard **Students** Assessments Assessment Result FAQ Reports

Students

301 American History Speak  NO Timer  YES Search:

First Name	Last Name	Student Code	Speak	Show Timer
Hannah	Landry	27386	<input type="radio"/> NO	<input checked="" type="radio"/> YES
Angel	Cotton	35344	<input type="radio"/> NO	<input checked="" type="radio"/> YES

The following layout shows the available **text-to-speech** and **test timer controls** for the student when s/he takes a Form ABC assessment.



## Student Log-In

**Clever or ClassLink** students will use Single Sign-On (SSO) to log into Pro-Core.

To prepare for *regular* student log-ins, 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 P** 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.

**Non-Clever/ClassLink Student Log-in:**

## 2. Securing Form A, B, C Assessments (for Clever, ClassLink, and regular Pro-Core Users)

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. Assessment security controls have been added to the system for remote and local test administration.

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. 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

Your 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.

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 page **L-8** below.

### 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.

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 multiple 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."

Administrators have the option to add up to 3 student test Saves for multiple-day testing. To avoid students activating unassigned assessments, all assessments are *Disabled* by default until the teacher is ready to *Enable* them.

In the Teacher Menu bar, select **Assessments** > **Available Assessments** > the **Subject Class**, 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**

Dashboard   Students   **Assessments**   Assessment Result   FAQ   Reports   Export

Assessments   Available Assessments   Create Personalized Assessment   Disabled

ELA/Reading 7 1st period   Other   **Form A, B, C**   All Assessments Enabled   NO

FORM A 8.0: ELA7a On-Line Test   Cog icon    FORM A 8.0: ELA7a On-Line Test   Cog icon

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.

**Assessment Security Settings layout**

**Assessment Security Settings**

For added security, please schedule the assessment by selecting a specific date and time. If you leave the fields empty, the test will be available during ALL the days and times set for all tests by your school or district administrator. Form A, B, C assessments are 90 minute tests. But you may select shorter times to administer the test over 2 days. Starting-Ending times must be selected with a *minimum* of 2 hours for a one-day session, or a minimum of 1 hour for two-day sessions.

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

Save   View School Test Times   View School Settings

**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="checkbox"/>
<input type="radio"/> NO	Cortez	Julio	59700	0 minute	<input type="checkbox"/>

Apply to ALL students   Add testing time minutes

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.

➤ **Instruction for Administering the Form A/B/C Assessments are found in Appendix 1**

## Student Demo Test

We recommend that students--especially those new to Pro-Core--take the **Pro-Core Demo Test** prior to the Form A test in order to become acquainted with the Pro-Core testing layouts and features.

It is available under the student's **Assessments** tab > **Other Assessments**.

## Using 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** > **Available Assessments** > the **Subject Class**, 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' tab in the Pro-Core Teacher Directions interface. The 'Available Assessments' dropdown is selected, and the 'Science 7 1st period' class is chosen. The 'Standard' dropdown is also selected. The 'Set Class Access Times' button is visible. The 'All Assessments Enabled' toggle is set to 'NO'. A list of assessment standards is shown, with checkboxes indicating availability. Standard #04 ESS: The relative patterns of motion and positions of the Earth, moon and sun is marked as 'Not-Available', while others are marked as 'Available'.

In the sample above, all the SCWAs are available for the teacher’s Science 7, 1<sup>st</sup> period class *except* for standard #04 ESS: Relative Patterns.... This gives teachers more control over the presentation of individual learning standards by subject and 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.

The screenshot shows the 'ProCore Assessment Preview' interface. At the top, there is a 'Test Description' and 'Subject' section. A red callout box labeled 'Show/Hide answers' points to the 'Test Options' panel, which includes a checked 'Shuffle Questions' checkbox, an unchecked 'Hide Answer' checkbox, and a 'Comment on this assessment | Print' link. Below this is a 'Save Exclusion Changes' button. The main content area shows a question labeled 'Q. 1' with its standard and DOK level. A red callout box labeled 'Include/Exclude question' points to the 'Question Options' panel, which has an unchecked 'Exclude from assessment' checkbox and a 'Comment on this Question' link. Another red callout box labeled 'Send Comment to Pro-Core' points to the 'Comment on this Question' link. The question text asks about Enlightenment ideas, and there are three multiple-choice options labeled A, B, and C.

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

### Setting SCWA Access Times

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

The screenshot shows the 'Assessments' section of the Pro-Core system. The 'Assessments' tab is selected in the menu bar. Below the menu, there is a dropdown for '101 Biology' and a 'Standards' dropdown menu. A red callout box labeled 'Set SCWA Access' points to the 'Set Class Access Times' button. Below this are four standard selection boxes: '01 HER: Cellular genetics' (checked), '02 HER: Structure and function of DNA in cells' (checked), '07 EVO: Speciation' (checked), and '08 DIV: Biodiversity' (unchecked). A 'Class Access Times' modal window is open, showing 'Opening Time' and 'Closing Time' input fields. A red callout box labeled 'View School System Access' points to a link that says 'Select days when you do NOT want students to access Pro-Core System'. Below this are checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A note at the bottom states: 'Note: If selections are left empty, the days and times will default to the District or [School Access Times](#)'. There are 'Cancel' and 'Save' buttons at the bottom of the modal.

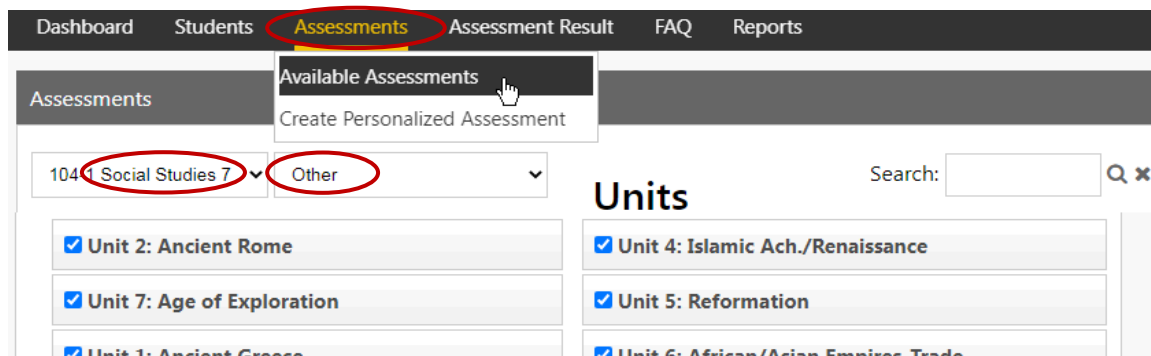


**CAUTION:** Modifying the SCWAs will NOT change the Form A/B/C Test Times.  
Setting Form A/B/C Test Times is explained on pages **L-5 f**.

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*)

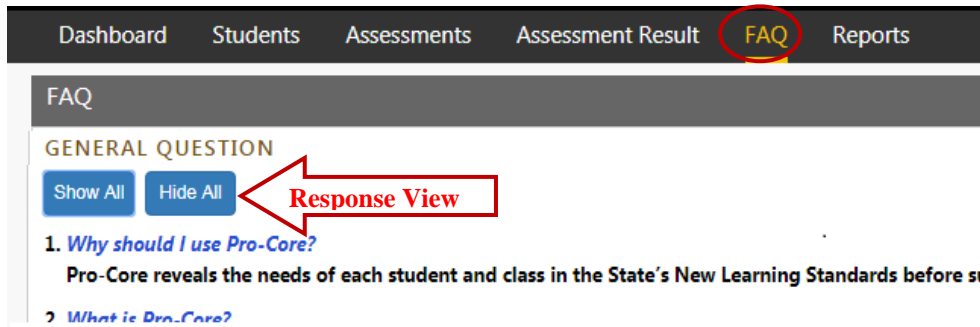
## Teacher Personalized Assessments (TPAs)

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

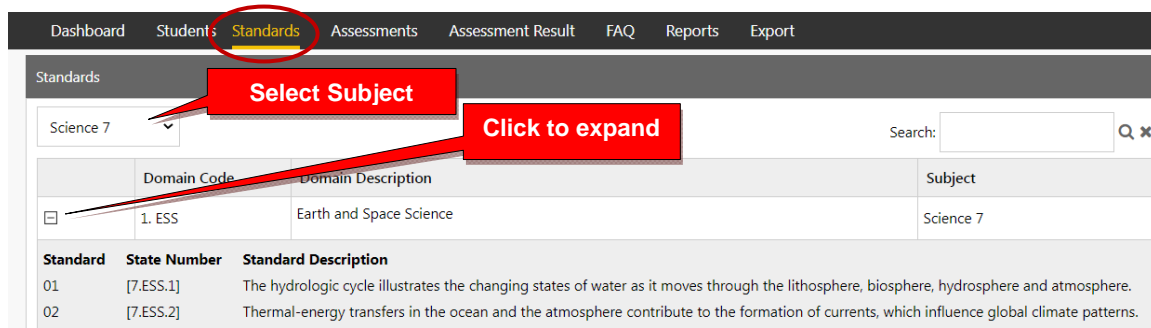
## Teacher FAQs (Frequently Asked Questions)

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](mailto:hemingway@pro-core.us).



## View Learning Standards

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.



➤ *The next section deals with Teacher Reports*