

APPENDIX 4
Updated 9/26/20

NOTICE: The new features and instructions in this document have been added to the main Sections A – L of the *Pro-Core User Manual* at <http://pro-core.us/manuals.html>

New Pro-core Features for Local and Remote Security

Pro-Core has a variety of features for district, school, teacher, and student data security. This section will review both current and new features that may be used to enhance local and remote system and assessment security. These new features are controlled by (1) district managers, (2) school administrators, and/or (3) teachers. Also included below are new security features for (4) students taking the Pro-Core Form A/B/C assessments.

1. District Administrator Level Controls

Section D of the *Pro-Core User Manual* contains District Administrator school set-ups and enrollment procedures. The controls listed below are accessible to the District Manager and district level users who have been added to the system. See page **D-2** for information on “Adding/Editing District Level Users.”

There are two new security features that allow District Administrators to control (A) Pro-Core System Student Access Times and (B) Pro-Core Form Assessment Times.

A. Setting Student System Access Times

Your school(s) and students Pro-Core system access times are pre-set at the beginning of the school year. The *default* student system access times are weekdays 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 students to have access—or not--to the Pro-Core *system* at school or from home.

Selecting “**Schools**” in the District Menu allows you to add new schools or to view and edit Available School information or view and reset Student System Access Times.

Available Schools layout

School Name	District	Action
RIV: Riverview HS	Riverview	

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New Set System Access layout

Edit Student System Access Times

District: Riverview

School Name: RIV: Riverview HS

School Code: (Used in enrollment)

Opening Time: 07:00 a.m.

Closing Time: 05:00 p.m.

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

IP Address Range: -

Select days when you do NOT want students to access the Pro-Core System

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Select each School to be modified

Students 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.

B. Setting Form Assessment Times

Pro-Core Form A/B/C school testing times *must* be set *after* the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. See pages **D-7f** for information to “Enable/Disable Form Assessments.”

Each Form A/B/C assessment is **90 minutes** long. You may divide the assessments into two 45-minute sessions on different days by clicking the 45-minute check box next to the specific Form assessment as shown in the new Assessment Enable/Disable layout below.

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.”

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New Enable/Disable layout

	Threshold Score	RIV: Riverveiw High Sch	RIV: Riverveiw Elementary
<input type="checkbox"/> FORM A 5.0: Sci3a On-Line Test	13.90	<input type="checkbox"/> Enable <input type="checkbox"/> 45-minute	<input checked="" type="checkbox"/> Enable <input checked="" type="checkbox"/> 45-minute
<input type="checkbox"/> FORM A 6.0 Algla On-Line Test	18.10	<input checked="" type="checkbox"/> Enable <input type="checkbox"/> 45-minute	<input type="checkbox"/> Enable <input type="checkbox"/> 45-minute

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

Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **two-week testing window**. Select each school and each day and times you want students to have access to the assessments.

Set Testing Times layout

School: RIV: Riverview High School

	Date	Starting Time	Ending Time
1	Friday 08/14/2020	08:00 AM	12:00 PM
2			

Add additional minutes to the starting and ending times to allow the test administrator to give instructions and help students begin the test.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. If no assessment times are set, students will NOT be able to begin their assessments during the students’ school system access times (see 1.A. 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 2. and 3. below.

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2. School Administrator (Principal) Level Controls

Section G of the *Pro-Core User Manual* contains Principal and School Administrator procedures. Pro-Core System Access and Assessment Times are initially set by the District Administrator. These *controls* can be modified by a school Administrator or Principal who have been added to the system by the District Manager to more closely reflect each school's scheduling.

There are two new security features that allow control of (A) Pro-Core System Student 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 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 district administrator, so that they coincide with your Pro-Core Form A/B/C testing plans and other teacher class activities.

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."

B. Setting Form Assessment Times

School Pro-Core Form A/B/C assessments and school testing times *should have* been previously set-up by the **District Manager**; otherwise, the School Administrator *must enable* them and set the times. See pages **G-5f** for information to "Enable/Disable Form Assessments."

Each Form A/B/C assessment is **90 minutes** long. You may divide the assessments into two 45-minute sessions on different days by clicking the 45-minute check box next to the specific assessment as shown in the new Assessments Enable/Disable layout below.

New Enable/Disable layout

Dashboard Principal Users Standards **Assessments** Teachers Students Subjects Assessment Res

Please Do Not release Forms A, B and C's Enable/Disable Setting Times been ordered.

Save Reset Scores

Threshold Score

FORM A 5.0: Sci3a On-Line Test 13.90

FORM A 5.0: SocSt3a On-Line Test 18.10

RIV: River View Elem

Enable **Enabled**

45-minute **Disabled**

Enable **TWO sessions**

45-minute **TWO sessions**

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After enabling your Form assessments, select “**Setting Times**” in the School Assessments Menu, or you will automatically be taken there to view or set the days and times students will be taking the tests. If there are dates and times visible in the layout, they may have been previously set by your District Administrator. You may modify them if you wish; otherwise, you must set the testing times.

Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **two-week testing window**. Select each school and each day and times you want students to have access to the assessments.

New Set Testing Times layout

	Date	Starting Time	Ending Time
1	Friday 08/14/2020	08:00 AM	12:00 PM
2			

Add additional minutes to the starting and ending times to allow the test administrator to give instructions and help students begin the test.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. If no assessment times are set, students will NOT be able to begin their assessments during the students’ school system access times (see 1.A. above).

Teachers administering the Form A/B/C assessments may further modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district or school. **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.”**

Teachers are able to further enhance security by selecting specific subjects and student testing times within the school’s system access and testing schedule for each of the teacher’s classes.

See further information in sections 3. and 4. below.

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3. Teacher Level Controls

Section J of the *Pro-Core User Manual* contains Teacher Form A/B/C test procedures. Pro-Core System Access and Assessment Times are initially set-up by the District Administrator. These *controls* can be modified by a school Administrator or Principal to more closely reflect each school's scheduling.

There are two new security features that allow control of (A) Pro-Core System Student 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.

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."

B. Setting Form Assessment Times

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

Pro-Core Form A/B/C assessments and make-up testing *should have* been scheduled within a **two-week testing window**. Each Form A/B/C assessment is **90 minutes** long.

- The assessments may have been divided by your District or School administrator into two 45-minute sessions on different days.
- For additional security, you *may* modify the day(s) and times you want your students to have access to specific subject assessments.
- Add additional minutes to the starting and ending times to allow time for instructions and to help students begin the test.
- You cannot set Form A/B/C testing times outside of the system access times set by your District or School administrator.
- **Check with your school administrator for your school's student access and testing schedule.**

The following information is also presented on page **J-5f** in this *User Manual*.

Teachers may 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 guardian monitoring. Students are allowed 90 minutes to complete a Form assessment. The district or

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school administrator may also set the Form A assessments to be administered in 45 minute sessions over two days.

Teachers are able to further enhance security by selecting specific subjects and student testing times within the school's system access and testing schedule for each of the teacher's classes.

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."

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.



Assessments layout

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 **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 IEP or 504 plans.

Assessment Security Settings layout

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

The teacher can enter the date and time for 2 days

Students

Lock NO Search: [] Q x

The teacher can lock an assessment for students who are absent that day.

Lock	First Name	Last Name	Student Code	Extend (min)
<input type="radio"/> NO	Landon	Adams	104094	0
<input type="radio"/> NO	Keegan	Bates	104106	0

Add testing time minutes

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4. New Security Features for Students

Section L of this *User Manual* contains Student Log-in and Assessment procedures. New security features related to student Pro-Core System Access and Form A/B/C Assessment Times are set by District or School Administrators and/or Teachers.

Three new security features in particular are related to (A) Pro-Core System Student Access Times, (B) Pro-Core Form A/B/C Assessment Times, and (C) Assessment Procedures.

A. Student System Access Times

Student access time to the Pro-Core system has been previously set. The *default* student system access times are weekdays from 7:00 a.m. to 5:00 p.m. These may have been modified by a District Administrator.

The opening and closing times allow students to have access—or not—to the Pro-Core system at school or from home. (see 1.A. above)

Students 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.”

B. Form Assessment Times

Pro-Core Form A/B/C testing times are set after the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. See pages **D-7f** for information to “Enable/Disable Form Assessments.

Pro-Core Form A/B/C assessments and make-up testing should have been scheduled within a **two-week testing window**. Each Form A/B/C assessment is 90 minutes long.

- They may have been divided into two 45-minute sessions on different days.
- The day(s) and times for students to begin each assessment may be modified by the subject class teacher within the times set by the District or School Administrator.
- Additional minutes should be added to the starting and ending times to allow the test administrator to give instructions and help students begin the test.
- Teachers may also extend testing time for individual students with IEP or 504 plans.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. If no assessment times are set, students will NOT be able to begin an assessment during the students’ school system access times (see 1.A. 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 2. and 3 above*.

C. Assessment Procedures

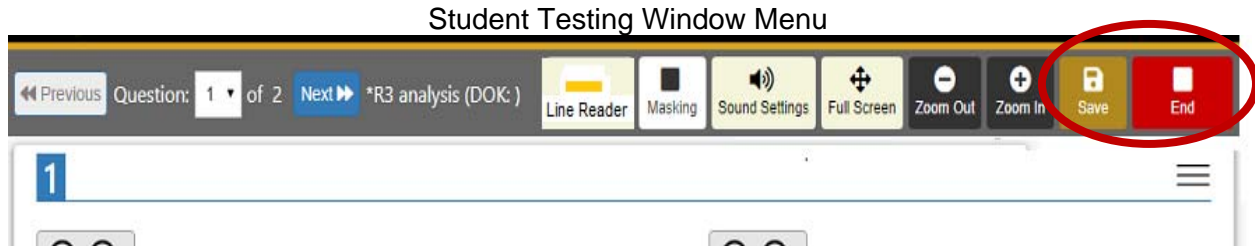
Students may begin a Form A/B/C assessment that has been *enabled* and testing times set as described in 4.B above. If a student attempts to select a Form Test before or after the times selected. A message will appear: "Your Pro-Core Form assessment is not available at this time."

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The default testing **time limit** for all Form assessments is 90 minutes, so the test will automatically End at 90 minutes after the student has begun taking the test itself. The student can **Save** and return *one-time* before the 90 minutes is up.

If the test-time is set for 2-days at 45 minutes each day, the test will *automatically* Save and **End** after the first 45 minutes (or the student can do the Save). When the student returns, the student will continue where s/he left off, and the test will auto-end after the second 45 minutes.



Student Warnings:

- When the student begins the test, a warning message will display the number of questions and the time allotted at one sitting (45 or 90 minutes) before the test is Saved and Ended. The test cannot be *paused*.
- Students are allowed ONE "Save" to bookmark and return during a 90-minute session.
- Students scheduled for 45-minute or extended-time sessions are allowed ONE additional save for each additional 45-minute session.
- 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 3.B. above)
- Students 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.
- The time remaining is displayed at the top of the assessment window.
- 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 may "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 **B**rowser, the number of exits will appear in the **Test Completion Report** under XB.