

Administrator/Principal's Getting Started Guide Pro-Core <u>Short Cycle Web Assessments Program</u>

Administrator (Principal) WebTools	
Logging-in to SCWA	1
Options: Principal, Teachers, Teacher & Student Demos	1
Changing Your Password—Admin Menu	2
Adding/Modifying Information—School Management Menu	3
1. Modifying/Adding <u>Teacher</u> Information	
Modify a Teacher	3
Add a New Teacher	4
2. Modifying/Adding <u>Class</u> Information	
Modify a Class	5
Add a New Class	6
3. Finding/Modifying Student Information	
Find a Student	7
Add a Student	8
Move a Student	9
Introduction to SCWA Reports	10
Administrator Log-off	11

NOTE: *PRO*-Ohio sample layouts are equally applicable to Pro-Core.

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LOG-IN TO SCWA

Principals (administrators) may login to the Pro-Core Short Cycle Web Assessments (SCWA) program through the Pro-Core Site: http://pro-core.us

Click on the "Web Testing" tab. You may also bookmark the P-C Login page on your browser for direct access.



LOG-IN OPTIONS – Principals (Administrators), Teachers, and Teacher or Student Demos

On the Pro-Core Login Panel, select the Login Group (or School), then key-in your name or number, and password. Your password will appear as $dots \bullet \bullet \bullet$ for security.



* Contact Ben Hemingway for your initial password. <u>hemingway@pro-core.us</u> or 513-827-0363 Your password can be changed after your first log-in.



* Contact Ben Hemingway for the Demo passwords. hemingway@pro-core.us or 513-827-0363

CHANGING YOUR PASSWORD – Admin Menu

If you wish, you can change (modify) your password through the "Admin" Menu tab.



Click on your name in the School Administrators List page to display the "Edit Admin Form."

School Management	Admin	Reports	Logoff	
		PRO	оніо	
	Pro-Ohio	Admin	istrato	r Page:
	ProOhio	e Edit Scho	ool Admin Fo	rm
	School:	HAM:	Fairwood	El
	First Name:	John		
	Last Name:	Smith		
	UserName:	smithj		
1. Change your password	Password:		•••	
	Active:	ACTIVE	•	
2. Click "Save Admin Info"	Save Admin Info	Ba	ck to School Ad	min List

Key-in your new password. Only *dots* ●●● will be displayed.

You may also change your UserName, if you wish, on this page.

Click the "Save Admin Info" button at the bottom of the page to save your changes.

MODIFING/ADDING INFORMATION—School Management Menu

The School Management Menu allows you to add or modify teacher, class, or student information.



*<u>CAUTION</u>: To Add or Modify a Student, you must <u>first</u> perform a **FIND** to determine if the student is already enrolled. Enrolling existing students can cause problems. *See the section below on Finding/Modifying a Student*.

1. Modifying/Adding Teacher Information

To add or modify teacher information, you must <u>first</u> determine what Teacher Names and IDs are in use. View the all-school Teacher List through the **School Management** > **Teacher** > **Modify** tab.



Clicking on a **Teacher Name** will take you to the teacher edit form and all that teacher's classes. *See the* **ProOhio Edit Teacher Form** *on the next page*.

Pro-Unio Administrator Page:						
	ProOhio Edit Teacher Form					
	School:		MEN: La	ike El		
	First Nan	ne:				
	Last Nam	ne:	MATTHEWS			
	Email Ad	dress:				
	UserNam	ie:	220			
Note: UserName and PRO-Ohio	Password:		•••••			
ID are the <u>same</u>	PROOhio	ID:	220			
Class IDs follow the	Active:		ACTIVE	•		
PO Teacher ID in numerical sequence	Save Teac	her Info	Back to	Teacher List		
		Pro	Ohio Classe	25		
Class Des	crintan	PRO	Ohio TD	Start	Date	
	ocription i			Juli	Date	
Reading:	Grade 5	221		10/3/2010 1	2:00:00 AM	
Reading:	Grade 5	222		10/3/2010 12	2:00:00 AM	
Reading:	Grade 5	223		10/3/2010 12	2:00:00 AM	

Ohio Administratov Dov

Clicking on a Class Description will take you to the "Edit Class Form." See the Class Edit section below.

Adding a New Teacher

When **Adding** a new **Teacher**, type in the teacher's <u>Last Name</u>. The <u>UserName and PROOhio ID</u> must be a 3-digit number ending in "0." The number must be higher than the highest UserName/PROOhio ID number shown in the Teacher List. Use a multiple of 20. i.e. 600, 620, 640, etc.

The Password is *normally* the Pro-Core Teacher's Last Name and First Initial. (*sometimes, only the Last Name*) The password will appear as *dots* ••••• for security.

Teacher Names, passwords (PO Teacher Last Name), and 3-digit teacher and class codes imported from Pro-Core paper-pencil tests appear on School Summary Reports in the Pro-Core School Reports Program.

CAUTION: Be sure you do NOT add a Teacher or Class ID number previously assigned in a school.

Once a new teacher is added or modified, you may add or modify classes or students.

See the following Class and Student sections.

2. Modifying/Adding Class Information

To add or modify Class information, you must <u>first</u> determine what Teacher Names and IDs are in use. View the all-school Class List through the **School Management > Class > Modify** tab.



Clicking on a Teacher name will take you to the Edit Class Form.



You may <u>move</u> students only to currently existing classes; otherwise you must <u>add</u> a new class. *See next page*. Computers in Education, Inc. © 2014 v.4.1 SCWA Administrator Getting Started page 5

Adding a New Class

<u>NOTE</u>: When **Adding** a new **Class**, select an existing teacher from the pop-up menu. If the teacher's name does <u>not</u> exist, you must first go back and add a Teacher from the School Management > Teacher Add menu. *See the previous Teacher section.*

The new <u>PROOhio Class ID</u> must be a 3-digit number that follows in sequence from that Teacher's highest Class ID number. For example, if the Teacher UserName/PROOhio ID number shown in the Teacher List is 150, and the teacher already has classes numbered up to 157, the new PO Class ID would be 158.



<u>CAUTION</u>: Be sure you do NOT add a Teacher or Class ID number previously assigned in a school.

You may add existing students to a new class by Finding and Moving the students' names to the Class.

If a student's name does <u>not</u> exist, you must first go back and Add a Student from the School Management \rightarrow Student menu.

See the following Student section.

3. Finding/Modifying Student Information

To Add or Modify a Student, you must <u>first</u> perform a **FIND** to determine if the student is already enrolled. Enrolling existing students can cause problems.

Find a student through the **School Management > Student > Modify** tab. Select the <u>first letter</u> of the student's last name in the Alphabet Menu to show a list of students enrolled whose last name begin with that letter.



Clicking on an *existing* **Student's Name** will display the **Edit Student Form**. Make any modifications you wish, then click on the "Save Student Info" *button* to save your changes.

	Pro-Ohio Administrator Page:							
Modify (edit) existing student information		g 🔁	ProOhio Edit Student Form					
			Scho	ool:	LIM: Freedom E	El		
			First	Name:	Court]		
			Last	Name:	Di]		
			Ema	il Address:				
ſ	"Save" modifie	ed	User	Name:	9509]		
student information. OR click "Back to Student List" to cancel changes.		nt Information. ck "Back to nt List" to I changes.	Pass	word:		Add Stud	ent's Last Name	
			PRO	Ohio ID:	9509	and First	Initial (default)	
		Activ	/e:	ACTIVE				
Save Stude			Info	Move Student	Delete Student	Back to Stud	dent List	

The **Class Description** information at the bottom of the layout shows in which specific classes the student is enrolled. Clicking a class description will take you to **Edit Class Form** where you can edit teacher-class information or add, modify, or move student information. *See the previous Class and Teacher sections*.

Adding a Student

Once you have determined that a student is <u>not</u> already enrolled. <u>Add a *new* student</u> through the **School Management > Student > Add** tab. Key-in the student information in the Edit Student Form.

<u>CAUTION</u>: Enroll the new student in each subject area class (*see below*) <u>before</u> saving the new information. Select each Grade, Teacher, and Class from the pop-up boxes into which you want to enroll the student



Click the "Save Student Info" button when finished enrolling the student in <u>all</u> the selected classes.

NOTE: If you accidentally click the "Save Student Info" *button* before you have finished enrolling a student, you will need to go back to the **School Management** menu to Find and Modify that student's class information.

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Moving a Student

To move a student, you must first <u>Find</u> the student through the **School Management > Student > Modify** tab as described above.

ProOhio Edit Student Form							
	School:	FIN: Whitaker Elem					
	First Nam	ne: Ally					
	Last Nam	Arrow					
	Email Ad	dress:					
	UserNam	e: 10003					
Click "Move Student" to	Password	•••••					
go to the Move Form	PROOhio	ID: 10003					
	Active:	ACTIVE					
		ProOhio Classes					
Class Descriptio	PRO-Ohio ID	Start Date	Teacher	Group Codes			
Reading: Grade 3	342	10/25/2010 12:00:00 AM	MOLLIN	10000			
Math: Grade 3	321	10/25/2010 12:00:00 AM	MOKR	10000			
Save Student Info Move	e Student Delete S	tudent Back to Student List					

Pro-Ohio Administrator Page:

The "Move Student Form" shows the classes in which the student is <u>currently</u> enrolled.

Current S	tudent:	Allyson Arrow		This is wi	have the student			
Current District:		Finneytown Set To: Finneytown		is BEFORE the move in MOLLIN's class ID 342				
Current S	School:	FIN: Whitaker Elem						
	Current Classes							
Subject	Grade	Teacher	Class					
Reading	3	MOLLIN Currently: MOLLIN	Read: Grade 3 (Pro-Ohio Currently:Read: Grade 3 Pro-Ohio ID:	ID(342)				
Math	3		Math: Grade 3 (Pro-Ohio I Currently: Math: Grade 3 Pro-Ohio ID:	D: 321) -				
Move Stude	nt to new class	Cancel Move						

Select the new class(es) with the School and/or Teacher pop-up menu. See the next page.

The Move Student Form below shows the School and/or Class(es) to which the student will be moved.



<u>NOTE</u>: Be sure to click the "Move Student to new class" button to complete the process.

SCWA REPORTS

There are currently 14 reports that can be generated by the Pro-Core Short Cycle Web Assessments (SCWA) program.



to learn more about Pro-Core SCWA Reports.

A separate Getting Started Guide for Teachers and Students is also available on the Support page.

LOGGING-OFF



Pro-Ohio Administrator Page:

NOTES: