

# Administrator/Principal’s Getting Started Guide

## Pro-Core Short Cycle Web Assessments Program

### Administrator (Principal) WebTools

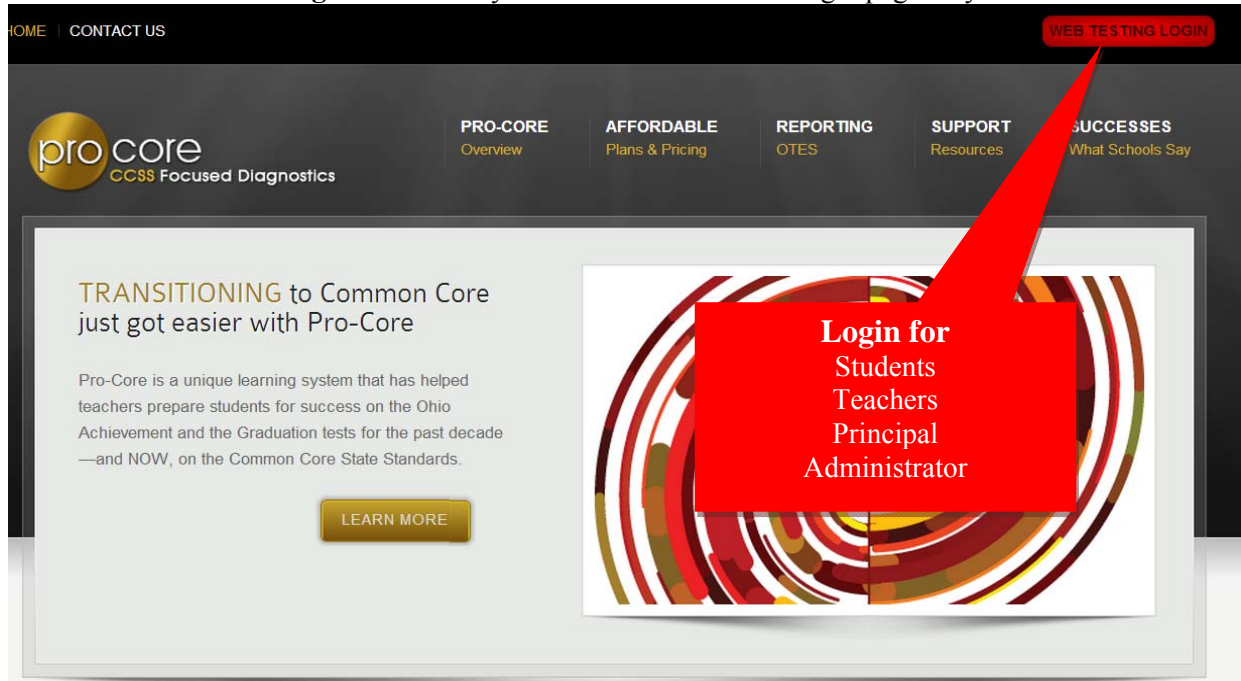
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**NOTE: PRO-Ohio sample layouts are equally applicable to Pro-Core.**

## 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* ●●● for security.

### Principal Log-in

1. Select your school

2. Key-in your last name and 1<sup>st</sup> initial

3. Key-in your principal's password

### Teacher Log-in

1. Select your school

2. Key-in your 3-digit Teacher ID (ending in 0)

3. Key-in your last name or last name and first initial

\* Contact Ben Hemingway for your initial password. [hemingway@pro-core.us](mailto:hemingway@pro-core.us) or 513-827-0363  
Your password can be changed after your first log-in.

### Student DEMO Log-in

1. Select “Pro-Core Demo”

2. Key-in the Grade Level i.e. “two” – “ten”

3. Key-in *special* Student Demo password\*

### Teacher DEMO Log-in

1. Select “Pro-Core Demo”

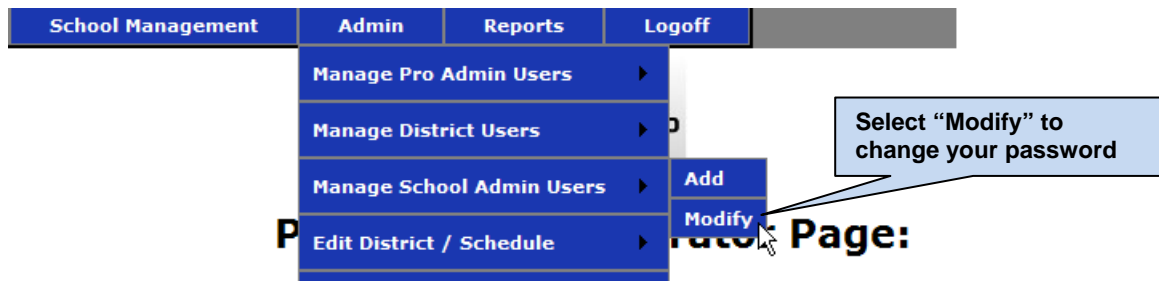
2. Key-in “t” and the grade level number i.e. t2 – t10

3. Key in the 3-digit Teacher Demo password \*

\* Contact Ben Hemingway for the Demo passwords. [hemingway@pro-core.us](mailto: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.”

The image shows the "Pro-Ohio Administrator Page" with the "ProOhio Edit School Admin Form". The form contains the following fields and options:

School:	HAM: Fairwood El
First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Smith"/>
UserName:	<input type="text" value="smithj"/>
Password:	<input type="password" value="••••••••"/>
Active:	<input type="text" value="ACTIVE"/>
<input type="button" value="Save Admin Info"/> <input type="button" value="Back to School Admin List"/>	

Two callout boxes provide instructions:

1. Change your password (pointing to the Password field)
2. Click “Save Admin Info” (pointing to the Save Admin Info button)

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.

## MODIFYING/ADDING INFORMATION—School Management Menu

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

The screenshot shows the top navigation bar with 'School Management', 'Admin', 'Reports', and 'Logoff'. A dropdown menu is open under 'School Management', listing 'District', 'School', 'Teacher', 'Class', and 'Student'. A callout box points to the 'School Management' menu item with the following text:

**“School Management”**  
 Allows you to Add or Modify teachers, classes, or students.  
*i.e. New students can be added; then assigned classes. Also, students can be moved to another class \**

**\*CAUTION:** To Add or Modify a Student, you must first 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 first determine what Teacher Names and IDs are in use. View the all-school Teacher List through the **School Management > Teacher > Modify** tab.

The screenshot shows the 'Pro-Ohio Administrator Page: Teacher List'. The navigation path is 'School Management > Teacher > Modify'. The 'School' dropdown is set to 'HAM: Crawford EI'. The table below lists teachers with their names, PRO-Ohio IDs, UserNames, and Last Login times.

Teacher Name	PRO-Ohio ID	UserName	Last Login
BERGS	100	100	4/14/2011 3:54:32 PM
BLACKM	120	120	3/30/2011 10:20:38 AM
COLLB	140	140	
CROWT	160	160	1/6/2011 1:44:18 PM
GIBSONJ	180	180	2/7/2011 9:38:17 AM
JAMM	200	200	3/4/2011 10:27:18 AM
HARRINGT	220	220	3/3/2011 9:28:08 AM

Callout 1: To see all Teachers, Select:  
 → School Management  
 → Teacher  
 → Modify

Callout 2: Teacher ID and UserName are the same

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-Ohio Administrator Page:

ProOhio Edit Teacher Form

School:	MEN: Lake El
First Name:	<input type="text"/>
Last Name:	<input type="text" value="MATTHEWS"/>
Email Address:	<input type="text"/>
UserName:	<input type="text" value="220"/>
Password:	<input type="password" value="....."/>
PROOhio ID:	<input type="text" value="220"/>
Active:	<input type="text" value="ACTIVE"/> <input type="button" value="v"/>
<input type="button" value="Save Teacher Info"/> <input type="button" value="Back to Teacher List"/>	

**Note:** UserName and PRO-Ohio ID are the same

Class IDs follow the PO Teacher ID in numerical sequence

ProOhio Classes

Class Description	PRO-Ohio ID	Start Date
Reading: Grade 5	221	10/3/2010 12:00:00 AM
Reading: Grade 5	222	10/3/2010 12:00:00 AM
Reading: Grade 5	223	10/3/2010 12:00:00 AM

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 Last Name. The UserName and PROOhio ID 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 first determine what Teacher Names and IDs are in use. View the all-school Class List through the **School Management > Class > Modify** tab.

**Pro-Ohio Administrator Page:**

School Management | Admin | Reports | Logoff

District ▶  
School ▶  
Teacher ▶  
Class ▶ Add | **Modify**  
Student ▶

**Class List**

School: CLU: Roxboro El Grade: 05

Teacher	Grade	Subject	PRO-Ohio Class ID	Tests Restricted
GARM	5	Math	121	Yes
GARM	5	Reading	122	Yes
GARM	5	Science	123	Yes
HIRD	5	Math	141	Yes
HIRD	5	Reading	142	Yes
HIRD	5	Science	143	Yes

**To see Teacher Classes, Select:**  
 → School Management  
 → Class  
 → Modify

**Class IDs are sequential, based on the Teacher ID**

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

**Pro-Ohio Administrator Page:**

**ProOhio Edit Class Form**

School: ROS: Ross MS

Teacher: BALLAUERE

Grade: 05

Subject: Math

Class Date: 10/23/2010 12:00:00 AM

PROOhio ID: 122

Tests Restricted: Yes

**ProOhio Students**

Student	PRO-Ohio ID	UserName	Last Login	Option
Andrew B	53419	153419	4/25/2011 9:23:31 AM	Move Del
Britney B	53541	153541	4/25/2011 9:23:27 AM	Move Del
Carrissa B	20311	203116	3/23/2011 12:44:41 PM	Move Del

**Use pop-up menus to modify class information**

**Save your changes**

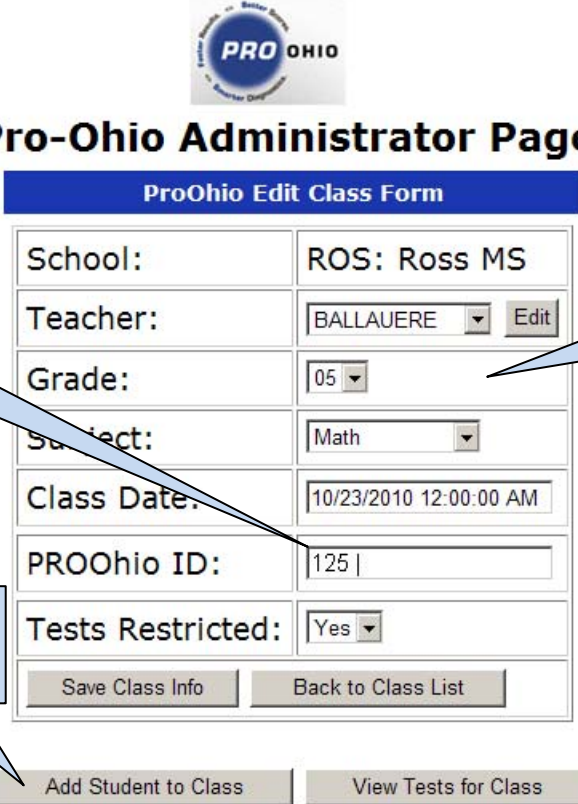
**Option to Move or Delete Students**

You may move students only to currently existing classes; otherwise you must add a new class. *See next page.*

## Adding a New Class

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

The new PROOhio Class ID 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 .



The screenshot shows the 'ProOhio Edit Class Form' interface. At the top is the PRO OHIO logo. Below it is the title 'Pro-Ohio Administrator Page:' and a blue header 'ProOhio Edit Class Form'. The form contains the following fields and buttons:

School:	ROS: Ross MS
Teacher:	BALLAUERE [dropdown] [Edit]
Grade:	05 [dropdown]
Subject:	Math [dropdown]
Class Date:	10/23/2010 12:00:00 AM
PROOhio ID:	125
Tests Restricted:	Yes [dropdown]

Buttons: Save Class Info, Back to Class List, Add Student to Class, View Tests for Class.

Callouts:

- 'Type-in new Class ID sequential number' points to the PROOhio ID field.
- 'Use pop-up menus to add class information' points to the Teacher and Grade dropdown menus.
- 'Click to Add students to a new class' points to the 'Add Student to Class' button.

**CAUTION:** 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 not exist, you must first go back and Add a Student from the School Management → Student menu .

See the following *Student* section.

### 3. Finding/Modifying Student Information

To Add or Modify a Student, you must first 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 first letter of the student's last name in the Alphabet Menu to show a list of students enrolled whose last name begin with that letter.

**To Find a student, Select:**  
 → School Management  
 → Student  
 → Modify

All students whose last name begins with "D" were found.

Student Name	PRO-Ohio ID	UserName	Last Login
Dekle Da	8300	8300	4/25/2011 11:41:30
Makia Den	1503	1503	4/25/2011 1:49:00
Dee Di	1258	1258	4/25/2011 1:51:22
Court Di	9509	9509	4/25/2011 11:15:32
Jaide Du	9258	9258	4/25/2011 11:18:10
Javla Durr	15043	15043	4/15/2011 1:54:03

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.

**Modify (edit) existing student information**

**ProOhio Edit Student Form**

School: LIM: Freedom EI

First Name:

Last Name:

Email Address:

UserName:

Password:

PROOhio ID:

Active:

**Add Student's Last Name and First Initial (default)**

**"Save" modified student information. OR click "Back to Student List" to cancel changes.**

Save Student Info   Move Student   Delete Student   Back to Student 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 not already enrolled. Add a new student through the **School Management > Student > Add** tab. Key-in the student information in the Edit Student Form.

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

**Pro-Ohio Administrator Page:**

**ProOhio Edit Student Form**

School:

1. First Name:

2. Last Name:

Email Address:

3. Username:

Password:

4. PROOhio ID:

Active:

**Add Student to Classes**

Subject	Grade	Teacher	Class
Math	<input type="text" value="04"/>	<input type="text" value="WHITAK"/>	<input type="text" value="Math: Grade 4 (Pro-Ohio ID: 261)"/>
Reading	<input type="text" value="04"/>	<input type="text" value="MIRAC"/>	<input type="text" value="Read: Grade 4 (Pro-Ohio ID: 203)"/>
Science	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="No Class Selected"/>
Social Studies	<input type="text" value="01"/>	<input type="text"/>	<input type="text" value="No Class Selected"/>

Click the “**Save Student Info**” *button* when finished enrolling the student in all 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.

**Moving a Student**

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

**Pro-Ohio Administrator Page:**

**ProOhio Edit Student Form**

School: FIN: Whitaker Elem

First Name:

Last Name:

Email Address:

UserName:

Password:

PROOhio ID:

Active:

Click "Move Student" to go to the Move Form

**ProOhio Classes**

Class Description	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

The "Move Student Form" shows the classes in which the student is currently enrolled.

**ProOhio Move Student Form**

**Current Student:** Allyson Arrow

**Current District:**  Set To: Finneytown

**Current School:**  Set To: FIN: Whitaker Elem

**Current Classes**

Subject	Grade	Teacher	Class
Reading	3	<input type="text" value="MOLLIN"/> <small>Currently: MOLLIN</small>	<input type="text" value="Read: Grade 3 (Pro-Ohio ID: 342)"/> <small>Currently: Read: Grade 3 Pro-Ohio ID: 342</small>
Math	3	<input type="text" value="MOKR"/> <small>Currently: MOKR</small>	<input type="text" value="Math: Grade 3 (Pro-Ohio ID: 321)"/> <small>Currently: Math: Grade 3 Pro-Ohio ID: 321</small>

This is where the student is BEFORE the move in MOLLIN's class ID 342

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.

**ProOhio Move Student Form**

**Current Student:** Allyson Arrowood

**Current District:** Finneytown  
Set To: Finneytown

**Current School:** FIN: Whitaker Elem  
Set To: FIN: Whitaker Elem

**Current Classes**

Subject	Grade	Teacher	Class
Reading	3	MONK <small>Currently: MOLLINEAUX</small>	Read: Grade 3 (Pro-Ohio ID: 362) <small>Currently: Read: Grade 3 Pro-Ohio ID: 362</small>
Math	3	DIRR <small>Currently: MOKREN</small>	Math: Grade 3 (Pro-Ohio ID: 161) <small>Currently: Math: Grade 3 Pro-Ohio ID: 321</small>

Buttons: Move Student to new class, Cancel Move

**Callouts:**

- Click "Move" to save the new selections
- Student has been moved from Mollin to Monk's 3<sup>rd</sup> grade Reading class ID 362

**NOTE:** 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.

**Menu Items:** School Management, Admin, Reports, Logoff

**Reports List:**

- Progress Report - By Indicator
- Progress - Overview
- Item Analysis
- Class Test History Report
- Class Detail Report
- Web Test Count
- Web Test Count Reports

**Sub-menu for Web Test Count Reports:**

- For all Schools
- By Grade & Subject
- By Class
- By Defined Test
- Class Breakdown by Student
- Class Breakdown by Test

**Callouts:**

- Shows week by week PROgress for school, class or student.
- Provides a detailed class and student score by indicator.
- Tracks web test usage by school, subject, teacher, class, and student.
- Provides breakdown of how questions were answered.
- Shows how each student has improved since the paper-pencil test.

Selected report data can be exported to a spreadsheet file.

Go online to the Pro-Core Support page at <http://www.pro-core.us/support.html> 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: