Updated **Pro-Core Assessment System – Online Procedures Checklist**

*In order to take advantage of the full power of the Pro-Core Assessment system, including Student Progress and Growth measures, <mark>students MUST be enrolled and grouped by</mark> individual <mark><u>subject teacher classes</u></mark>—not by homeroom teachers nor by large subject-only class groups. In other words, your enrollment data file should reflect your teacher class rosters. <u>**NOTE**</u> the new CLEVER/CLASSLINK instructions below.*

Preliminary Preparations

- ☐ Contact Ben Hemingway when you are ready to purchase Pro-Core for the school year.
- ☐ You will be emailed a Pro-Core **Enrollment Confirmation Form, OR you may submit a <u>Pre-Order Form</u>** *<u>online</u>*. **Non-Clever** users will also be sent a school **Data File** *template* (spreadsheet) for student and teacher subject class school enrollments. **Clever or ClassLink** users will follow their Clever/ClassLink rostering procedures.
- ☐ Download the relevant sections listed below from the ***<u>Pro-Core User Manual</u>*** from the Pro-Core website.

At least one week prior to your planned pre-assessment date

New! ☐ <mark>**ALL** users **must** return the **Enrollment Confirmation Form** to Pro-Core Services to be enrolled.</mark> Be sure to include your district **Managing Administrator's** and/or **Tech Person's** name and email information along with your planned beginning and ending **assessment dates**. [*see User Manual,* Section B]

New! ☐ <mark>**Clever** or **ClassLink** users **must** follow the new Pro-Core instructions for "**Validating and Matching Course Subject Names**</mark>" with Pro-Core Subject Names" to be properly enrolled [Section C]

☐ **Ben Hemingway** will set-up your district <u>school names</u> and district <u>Managing Administrator</u>'s log-in Username and Password. That information will be sent to your Managing Administrator.

New! ☐ Your district **Managing Administrator** or Tech Person will be responsible for **enrolling** students, teachers, and classes into the system using **Clever/ClassLink** *Rostering* [Sections C]. **Non-Clever** users will use the special **Enrollment Data File** *spreadsheet*. [Sections D and E]

☐ Your District **Managing Administrator** will also be responsible for setting-up additional district and individual school administrator/principal/tech person log-in information, if needed, and distributing your teacher and student log-in information. [Section F] **Clever/ClassLink** users should set up *Single Sign-on* (**SSO**).

Update

Before your planned assessment date

☐ Ben Hemingway will *activate* your Pro-Core Form A assessments based on your subject enrollments.

➢ ☐ Your Managing Administrator will *enable* your activated Pro-Core assessments for each school. [Section G]

➢ ☐ Administrators and/or teachers should set system **security** access and assessment times [Appendix 2]

☐ Work with principals, teachers, and students to become familiar with the Pro-Core system by using the Teacher and Student pages and samples from the online ***Pro-Core User Manual.***
- o Principals should log into the system to confirm teacher class rosters. [Section I]
- o Teachers should log into the system to confirm their subject classes and enrollments. [Section L]
- o Students should log into the system to confirm their class and test assignments. [Section P]

During the diagnostic Form A pre-test:

☐ Follow the instructions for Test Administrators in the ***Pro-Core User Manual***. [Appendix 1]

☐ Inform students that they will be allowed to submit their completed Form test only one time. You may want student test activity that falls *below* certain thresholds to re-take the pre-test.

After the test:

☐ The Pro-Core assessment results will be available to you immediately after your *official* test Ending Date. At that time, your Managing Administrator should *disable* the assessments.

<u>NOTES</u>:

- • Pro-Core technical assistance via email or phone is provided at <u>no</u> additional charge.
- • After the initial Pro-Core student and teacher enrollments, your Managing Administrator, Tech Person, or School Principals will be responsible to add new students or teacher classes or to move students to new classes. **Clever/ClassLink** uses will use *Clever/ClassLink Sync*. **Non-Clever** instructions are available in the *online* **Pro-Core User Manual,** Sections F (District Administrators) and I (School Administrators)**.**

Update

- • The Pro-Core Manual is continuously being revised to reflect ongoing changes in the new Pro-Core system.

Contact Information:

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NEW! Section References to Pro-Core System Procedures and Reports

The table below shows the instructions and reports available to system users in Clever, ClassLink, and Non-Clever **Sections** in the online ***Pro-Core User Manual*** on the Pro-Core web site > Support > User Manuals web page at **https://pro-core.us/manuals.html**

Pro-Core Instructions & Procedures	Pro-Core Office	District Admin — Clever/Class Link	District Admin — Non-Clever	School Admin — Clever/Class Link	School Admin — Non-Clever	Teacher	Student
Set-up District & School Name(s)	✓						
Enroll <u>one</u> District Administrator/Manager	✓						
Complete *Required* District Enrollment Form *(Updated)*		B					
Clever/ClassLink Set-up and *Validation* *(New)*		C					
Prepare Enrollment Spreadsheet Data			D				
Add District & School Administrators/Principals			E				
Enroll Students, Teachers, Classes			E				
View/Add/Edit Teachers, Classes, Students			F	I		L	
Activate Form A,B,C assessments	✓						
Set System Access and Assessment Times		G		J		L	
Enable/Disable Form A,B,C assessments		G		J			
View Learning Standards, Subjects				J			
Create/Edit Teacher Personalized Assessments		N		N		N	
Five-Tier Writing Activity						O	
Student Log-in and Assessments							P
Pro-Core Reports: All Users		**H**		**K**		**M**	**P**
Form Assessment Results (View/Reset)		✓		✓		View only	
Item Analysis		✓		✓		✓	
Standards Detail – Assessment Results		✓		✓		✓	✓
Pre-Post Analysis		✓		✓		✓	
Class Ranking		✓		✓		✓	
Pro-Core Standards		✓		✓		✓	
District/School/Class Standards		✓		✓		✓	
District/School Domains/Subgroups		✓		✓			
District Summary		✓					
Test Completion		✓		✓		✓	
Class Growth Reports		✓		✓		released	
Release Growth Reports to Teachers		✓		✓			
Class Progress Reports		✓		✓			
Top Students		✓		✓		✓	
Web Test Count		✓		✓		✓	
Assessments/Subject Usage		✓		✓		✓	
Student Report Card/Writing Assessment						✓	✓
Pro-Core Test Administration Procedures	**Test Coordinators/Teachers: *See* Appendix 1**						