

## Preparing Your Pro-Core Data File For Online Enrollment

**NEW!** The District-level Administrator or Tech Person is responsible for student, teacher, and subject class enrollments. Initial enrollment spreadsheet *preparation* instructions are in **Section C** (below). Enrollment spreadsheet *upload* instructions are in **Section D**, and student, teacher, and class *maintenance* and editing are in **Sections E** of this Manual.

You will be emailed two documents: (1) an **Enrollment Form**, and (2) a **Data File** template.

Instructions for completing the Enrollment Form for online testing are found in **Section B**.

In order to take advantage of the full power of the Pro-Core Assessment system, your students *must* be grouped and enrolled by individual subject teacher classes (by class rosters) as explained below—*not* by homeroom teachers nor by large subject-only groups.

This section deals with **Data File** enrollment **spreadsheet preparation**. Please pay particular attention to the section below titled “Grouping and Organizing Students, Teachers, and Classes.” **YOU MUST USE A SEPARATE DATA FILE FOR EACH SCHOOL FOR YOUR INITIAL ENROLLMENT(S).**

➤ Download a copy here: [https://pro-core.us/twm/Pro-Core\\_Data\\_File\\_template.xls](https://pro-core.us/twm/Pro-Core_Data_File_template.xls)

### Completing Your Data File Spreadsheet

**Update** The **Pro-Core Data File template.xls** is an Excel **spreadsheet form** that you can use to collect the required student and teacher data for each school. You may also use a .csv or .xlsx format.

**The header row is REQUIRED with the exact header field names in row 1, columns A-AA.** Case-sensitive matching is not required. The order of the columns *is* required. Data is required in most *fields*. If certain fields are left blank, the enrollment file may be rejected (*see more below*).

You should upload your school enrollment Data File at least 1 week prior to your planned initial online system testing date, so that you may set up classes in a timely manner, and your teachers and students have time to review their enrollments. **This file can also be used to add new enrollments.**

	A	B	C	D	E	F	G	H
1	Action	District Name	School Name	Student Last Name	Student First Name	Student ID	Student Gender	Student Grade
2	enroll							

- **Column A**—Enter “enroll” or leave *blank*. Also used for batch editing & FTP (*see* Section D)
- **Column B**—district name. District ID may be used (*see* Section D)
- **Column C**—school name. School ID format may be used (*see* Section D)
- **Column D**—student last name **required**.
- **Column E**—student first name **required**.
- **Column F**—**unique Student ID required**. This number will *normally* be the student’s enrollment log-in ID number. We recommend 4 to 9 digits—no letters.
- **Column G**—student’s gender (M/F/X)
- **Column H**—student’s grade level (number)

I	J	K	L	M	N	O
Main Teacher Last Name	Main Teacher First Name	Period	Co-Teacher Last Name	Co-Teacher First Name	Co-Teacher Period	Test Subject&Grade

**Update**

- Column I—*main* class subject teacher’s last name **required**.
- Column J—*main* class subject teacher’s first name.
- Column K—*main* class period (group number). This is **required** for enrollment of class groups *IF* the teacher has more than one class group of different students in the same subject. Use a single-digit number for each group. Do not use 2-period numbers with punctuation like 7/8 (use either 7 or 8) nor numbers with text like Sec214.
- Column L—*co-teacher*’s last name (or leave blank)
- Column M—*co-teacher*’s first name (or leave blank)
- Column N—*co-teacher*’s class period (group number). This is used for enrollment of class groups if the co-teacher has more than one class group of different students in the same subject. (or leave blank)
- Column O—Test Subject Name or subject abbreviation **required**. A **Grade Number** is also **required** for elementary subjects. For example: Math 6 or M6; Science 5 or S5, Social Studies 4 or C4, ELA/Reading 7 or R7. For High School courses, use the course subject name (e.g. Government, Geometry, Algebra 2, etc.)

P	Q	R	S	T	U	V	W	X	Y
Subgroup1: Racial/Ethnic Group Code	Subgroup2: Student IEP	Subgroup3: 504 Plan	Subgroup4: Gifted	Subgroup5: English Learner	Subgroup6: Migrant	Subgroup7: Homeless	Subgroup8: Foster Care	Subgroup9: Justice Involved Youth	Subgroup10: Military

- Column P—a text letter code (see page C-4)
- Columns Q-Y—a text letter (Y/N) (or leave blank)

**Update** In addition to Grade and Gender *fields*, the ten special code fields in the school data file template are used to indicate student demographic subgroups. See pages C-4 and C-5 below “**Entering Subgroup Special Codes in the School’s Data File**”

Demographic data is now **required** by the state and is very useful if you wish to compare Pro-Core test results across the various demographic areas for ODE One Plan. (see page C-5)

**NEW!**

Z	AA
Custom Student USER NAME	Custom Student PASSWORD

These fields are most useful for schools using “**Clever Single Sign-on**”. See Appendix 5, page 2, for more information.

- Column Z—Customized Login Student Username *optional* (or leave blank)
- Column AA—Customized Login Student Password *optional* (or leave blank)

**CAUTION:** These will replace the *default* Pro-Core auto-generated student log-ins.

## Grouping and Organizing Students, Teachers, and Classes

In order to take advantage of the full power of the Pro-Core Assessment system, your students must be grouped, enrolled and/or tested by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

There are two ways to organize your data depending on whether...

- (A) a teacher teaches a “**self-contained**” class group (two or more subjects with the same group of students—the same students with the same teacher is common in elementary schools), or...
- (B) the teacher teaches “**non-self-contained**” classes (the same subject with different groups of students in more than one class—students with a different teacher in each subject is common in secondary schools).

Either grouping requires that a student have one record in the data file for each teacher and class subject into which s/he is enrolled.

**Option A** sample for students in **self-contained classes**

	D	E	F	G	H	I	J	K	O
1	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period -if applicable (#1-9 only)	Test Form Subject & Grade only
2	Hensley	Ashley	190681	F	2	BROWN	R		M2
3	Sharpe	Alisha	179116	F	2	BROWN	R		M2
4	Silyuk	Anastasia	189292	F	2	BROWN	R		M2
5	Hensley	Ashley	190681	F	2	BROWN	R		R2
6	Sharpe	Alisha	179116	F	2	BROWN	R		R2
7	Silyuk	Anastasia	189292	F	2	BROWN	R		R2
8	Burger	Allen	181465	M	3	SMITH			C3
9	Harrison	Amanda	183778	F	3	SMITH			C3
10	Spaulding	Leslie	187899	M	3	SMITH			R3
11	Webb	Malcolm	190254	M	3	SMITH			R3
12	Baker	Aaron	181671	M	4	BROWN	S		S4
13	Caballero	Yvonne	188601	F	4	BROWN	S		S4
14	Cantrell	Andrew	182015	M	4	BROWN	S		S4
15	Baker	Aaron	181671	M	4	BROWN	S		C4
16	Caballero	Yvonne	188601	F	4	BROWN	S		C4
17	Cantrell	Andrew	182015	M	4	BROWN	S		C4

In the above class sample there are 16 students, 3 teachers, and 6 classes. Teachers BROWNR and BROWNS classes are self-contained. SMITH’s classes are not.

**Option B** sample for students in **non-self-contained classes**

	D	E	F	G	H	I	J	K	O
1	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period -if applicable (#1-9 only)	Test Form Subject & Grade only
2	Hensley	Ashley	190681	F	7	BROWN		4	M7
3	Sharpe	Alisha	179116	F	7	BROWN		4	M7
4	Silyuk	Anastasia	189292	F	7	BROWN		4	M7
5	Sutton	Blake	181563	M	7	BROWN		4	M7
6	Baker	Aaron	181671	M	7	BROWN		6	M7
7	Caballero	Yvonne	188601	F	7	BROWN		6	M7
8	Hatley	Zachary	182635	M	7	BROWN		6	M7
9	Martin	Deshaun	190544	M	7	BROWN		6	M7
10	Hensley	Ashley	190681	F	7	SMITH		5	R7
11	Sharpe	Alisha	179116	F	7	SMITH		5	R7
12	Silyuk	Anastasia	189292	F	7	SMITH		5	R7
13	Sutton	Blake	181563	M	7	SMITH		5	R7
14	Baker	Aaron	181671	M	7	SMITH		8	R7
15	Caballero	Yvonne	188601	F	7	SMITH		8	R7
16	Hatley	Zachary	182635	M	7	SMITH		8	R7
17	Martin	Deshaun	190544	M	7	SMITH		8	R7
18	Burger	Allen	181465	M	8	JONES		1	C8
19	Harrison	Amanda	183778	F	8	JONES		1	C8
20	Spaulding	Leslie	187899	M	8	JONES		2	S9
21	Webb	Malcolm	190254	M	8	JONES		2	S9

In the above class sample there are 20 students, 3 teachers, and 6 classes. The classes are *not* self-contained. (Color shading is for illustrative purpose only. You do not need to color shade.)

**WARNING:** In online enrollments, class period/group numbers must be used to identify different class groups of students; otherwise, students will be enrolled as one large subject class group. Use one number for each group like 1, 3,9. Do not use 2-period numbers like 7/8 or 8-9.

To avoid confusion, we recommend that Pro-Core tests be administered in each individual teacher’s classroom or computer lab.

### Entering Subgroup Special Codes in the School’s Data File

In addition to Gender and Grade *fields*, there are ten Special Code fields in the school’s data file template required by the state that are used to indicate student demographic subgroups.

In the *partial* example below, the first student is **Hispanic**, with a **504 Plan**, with **Limited English Proficiency**, and a **Migrant** = Code **HNYYNYN** etc.

D	E	F	G	H	I	J	K	O	P	Q	R	S	T	U
Student Last Name	Student First Name	Student ID	Student Gender	Student Grade	Main Teacher Last Name	Main Teacher First Name	Period	Test Subject & Grade	Subgroup1: Racial/Ethnic Group Code	Subgroup2: Student IEP	Subgroup3: 504 Plan	Subgroup4: Gifted	Subgroup5: English Learner	Subgroup6: Migrant
Apple	Adam	107496	M	8	Smith	Joe	4	S8	H	N	Y	N	Y	N
Apple	Adam	107496	M	8	Smith	Joe	3	M8	H	N	N	N	Y	N
Apple	Adam	107496	M	8	Smith	Joe	2	R8	H	Y	N	N	Y	N
Apple	Adam	107496	M	8	Smith	Joe	6	C8	H	N	Y	N	Y	N
First	Eve	107845	F	7	Jones	Marsha	5	S7	B	N			N	
First	Eve	107845	F	7	Jones	Marsha	4	M7	B	N			N	
First	Eve	107845	F	7	Jones	Marsha	7	C7	B	N			N	
Jordan	Joshua	108762	M	9	Mapper	David	9	Alg1	W	Y			N	
Carpenter	Mary	108795	F	9	Dallas	Stella	8	Alg1	W	N	N	Y	N	N
Carpenter	Mary	108795	F	9	Valley	Rudolph	6	Alg1	W	N	N		N	N

Special Code Fields

Fields left blank are interpreted as “unknown,” but will be counted as “No” in subgroup reports.

Below are the new Pro-Core Racial/Ethnic codes that match those used in the ODE Student Information System (SIS). These replace previous years’ number codes.

- NEW!** ETHNICITY GROUP CODES (field 1):
- M = Multiracial
  - I = American Indian or Alaskan Native
  - P = Native Hawaiian or Other Pacific Islander
  - A = Asian
  - H = Hispanic or Latino
  - B = Black or African-American
  - W = White
  - U = Other/Unknown

**NOTE:** The new/additional **Subgroup fields** have been added in enrollment file fields for those schools involved in the ODE One Plan Project.

*See the complete list of ODE and Pro-Core Special Codes and descriptions on the next page*

**NEW! ODE = Pro-Core Student demographic and other subgroup fields.**

Below are the “official” fields and alpha and numeric codes the ODE uses in EMIS Records. Pro-Core uses only the codes listed below in the Subgroup fields in your School Data File.

<b>ELEMENT (Field)</b>	<b>CODES: ODE = Pro-Core</b>
Student ID [numeric code]	Locally determined [up to 9 digits]
Grade [numeric code]	01 – 12 grade level
Gender [alpha code]	<b>F</b> = Female; <i>blank</i> if missing/unknown <b>M</b> = Male; <i>blank</i> if missing/unknown
Racial/Ethnic Group Element [P-C Subgroup field 1]	<b>M</b> =Multiracial. (0) Persons having origins in two or more of the options below.  <b>I</b> = American Indian or Alaskan Native (1) Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.  <b>P</b> = Native Hawaiian or Other Pacific Islander (2) Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  <b>A</b> = Asian (3) Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  <b>H</b> = Hispanic/Latino (4) Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.  <b>B</b> = Black or African-American [Non-Hispanic] (5) Persons having origins in any of the black racial groups in Africa.  <b>W</b> = White/Non-Hispanic (6) Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Student IEP [P-C Subgroup field 2]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
504 Plan [P-C Subgroup field 3]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Gifted [P-C Subgroup field 4]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
English Learner ( <i>replaces</i> LEP) [P-C Subgroup field 5]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Migrant [P-C Subgroup field 6]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Homeless [P-C Subgroup field 7]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Foster Care [P-C Subgroup field 8]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Justice Involved Youth [P-C Subgroup field 9]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated
Military [P-C Subgroup field 10]	<b>Y</b> = Yes (1) <b>N</b> = No (0); <i>blank</i> if not indicated

See page H-5 for a Sample School Subgroup Report.

## Pro-Core<sup>+</sup> – Test Correlation Data File Set-up

In order to generate *Pro-Core* customized correlations between your school’s results on the State Tests and your school’s *Pro-Core* Form B or C assessments, you will need to provide your State test standard scores *and* the *Pro-Core* student information (IDs) that match on both tests. For privacy, student names are not required as long as Student IDs match.

Below are three sample spreadsheet setups with the required data fields based on whether the Student IDs you used on the Pro-Core Tests **match** the State Assessment Student IDs.

### **Sample1 – Matching Student IDs (horizontal layout)**

If the Student IDs used on the *Pro-Core* Tests match the Student IDs used on the State Tests, the student names are not required in your spreadsheet which contains only the State test Standard Scores for each test.\*

SCHL_Name	LastName	FirstName	StudentID	Grade	R_Score	M_Score	SS_Score	S_Score
City High School	Bourne	Jason	6898915	10	403	373	383	389
City High School	Brown	James	9996947	10	493	457	440	429
City High School	Bueller	Ferris	7298468	10	493	466	463	456
City High School	Cody	William	6998285	10	411	435	440	447

\*IF the Student IDs do NOT match on both Pro-Core and State Tests, then a student name must be included so that we can attempt to make a Name-ID match between both tests.

### **Sample 2 – Matching Student IDs (vertical layout)**

This setup is essentially the same as the one above, except the spreadsheet records are organized vertically with an identifying **code** to indicate the state test subject and grade.

SCHL_Name	LastName	FirstName	StudentID	OHTest	Score
City High School	Bourne	Jason	6898915	R10	403
City High School	Bourne	Jason	6898915	M10	373
City High School	Bourne	Jason	6898915	SS10	383
City High School	Bourne	Jason	6898915	S10	389
City High School	Brown	James	9996947	R10	493

### **Sample 3 – Anonymous Student Test Results**

Data sent for processing without matching Student IDs or Student Names should include matching State Standard Scores and **Pro-Core (PC) Form B or C** test percent scores.

SCHOOL	ST_ID	GR.	READ.	PC-B	PC-C	MATH	PC-B	PC-C	SCI.	PC-B	PC-C	SocSt	PC-B	PC-C
Local High Sch	1	10	420	65.8	65.8	432	46	60	434	65	70	433	52.5	65
Local High Sch	2	10	414	61.4	49.1	437	46	62	413	45	55	442	47.5	40
Local High Sch	3	10	420	62.3	54.4	432	46	50	420	45	70	435	70	55
Local High Sch	4	10	438	63.2	62.3	426	46	58	427	32.5	40	428	47.5	35
Local High Sch	5	10	440	71.9	75.4	442	46	72	413	55	77.5	419	52.5	60
Local High Sch	6	10	438	58.8	62.3	416	50	56	429	37.5	47.5	424	40	50

Your correlation files may be sent in a standard Excel spreadsheet (.xls or .xlsx) or comma-delimited (.csv) data file attached to an email to:

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