

## Preparing Your Pro-Core Data File For Online Enrollment (Non-Clever Schools)

**NOTE:** Schools using **CLEVER** MUST follow the enrollment instructions in **Section C**.

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

### Completing Your Data File Spreadsheet

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 (*see* Section F)
- Column B—district name. District ID may be used
- Column C—school name. School ID format may be used
- 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.) Use the **table below** to compare *your* school course names to Pro-Core subject names and course codes.

| 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 D-5)
- 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 **D-4 and D-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 D-5)

| Z                        | AA                      |
|--------------------------|-------------------------|
| Custom Student USER NAME | Custom Student PASSWORD |

These fields are useful for schools who want students to use special usernames and passwords.

- 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.

## Pro-Core Subjects

Courses not named in the table should not be used in the Pro-Core Enrollment Data File spreadsheet, Column O. For example, English Composition, Biology Lab, Environmental Science, Physics, Calculus, Art, etc. should *not* be enrolled.

**Pro-Core Subject Courses [Codes]**

| Pro-Core Subject                | Pro-Core Subject        | Pro-Core Subject               | Pro-Core Subject                |
|---------------------------------|-------------------------|--------------------------------|---------------------------------|
| <b>Mathematics 2-8 [M#]</b>     | <b>Science 2-8 [S#]</b> | <b>Social Studies 2-8 [C#]</b> | <b>ELA/Reading/ELA 2-8 [R#]</b> |
| Algebra I [A1]                  | Physical Science [P1]   | American History [H1]          | ELA/Reading 9 [R9]              |
| Algebra II [A2]                 | Biology [B1]            | American Government [V1]       | ELA/Reading 10 [R10]            |
| Alg II/Integ Math III [A3]      | Chemistry [E1]          | World History [W1]             | ELA/Reading 11 [R11]            |
| Geometry [G1]                   |                         |                                | ELA/Reading 12 [R12]            |
| Integrated Mathematics I [I1]   |                         |                                |                                 |
| Integrated Mathematics II [I2]  |                         |                                |                                 |
| Integrated Mathematics III [I3] |                         |                                |                                 |

**NOTE:** Pro-Core subject names in grades 2-8 include a grade level number. If your school subject course names in those grades do *not* carry a grade number, the students will be enrolled in the subject based on the Student's Grade listed in Column H.

## 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. We recommend you use one number for each group like 1, 3,9. Do not use numbers with punctuation 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 **HNYYN** 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                  |

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.

### 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*

**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<br><b>M</b> = Male; <i>blank</i> if missing/unknown   |
| Racial/Ethnic Group Element<br>[P-C Subgroup field 1]            | <b>M</b> =Multiracial. (0)<br>Persons having origins in two or more of the options below.<br><br><b>I</b> = American Indian or Alaskan Native (1)<br>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.<br><br><b>P</b> = Native Hawaiian or Other Pacific Islander (2)<br>Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.<br><br><b>A</b> = Asian (3)<br>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.<br><br><b>H</b> = Hispanic/Latino (4)<br>Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.<br><br><b>B</b> = Black or African-American [Non-Hispanic] (5)<br>Persons having origins in any of the black racial groups in Africa.<br><br><b>W</b> = White/Non-Hispanic (6)<br>Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. |
| Student IEP<br>[P-C Subgroup field 2]                            | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| 504 Plan<br>[P-C Subgroup field 3]                               | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Gifted<br>[P-C Subgroup field 4]                                 | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| English Learner ( <i>replaces</i> LEP)<br>[P-C Subgroup field 5] | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Migrant<br>[P-C Subgroup field 6]                                | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Homeless<br>[P-C Subgroup field 7]                               | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Foster Care<br>[P-C Subgroup field 8]                            | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Justice Involved Youth<br>[P-C Subgroup field 9]                 | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |
| Military<br>[P-C Subgroup field 10]                              | <b>Y</b> = Yes (1)<br><b>N</b> = No (0); <i>blank</i> if not indicated   |

See page H-6 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:

*Pro-Core* admin: [pro-core@windstream.net](mailto:pro-core@windstream.net)  
cc. Belinda Clark, [bclark1924@icloud.com](mailto:bclark1924@icloud.com)