District Administrator Set-ups and Enrollment Procedures

Update **The District or School Administrator or Tech Person is responsible for student, teacher, and class enrollments.** Initial enrollment spreadsheet *preparation* instructions are contained in the previous <u>Section C</u> of this Manual**. Updated security features settings have been added to this section. (*see also* Appendix 4)**

This section is divided into 4 *required* **steps:** ==**The District Managing Administrator is responsible for (1) Adding additional <u>District Level</u> Users, (2) Adding <u>School Level</u> Administrator/Principal Users, (3) <u>Enrolling</u> Students, Teachers and Classes, and (4) <u>Enabling and Disabling</u> Form A, B, C Assessments with Security Features.**==
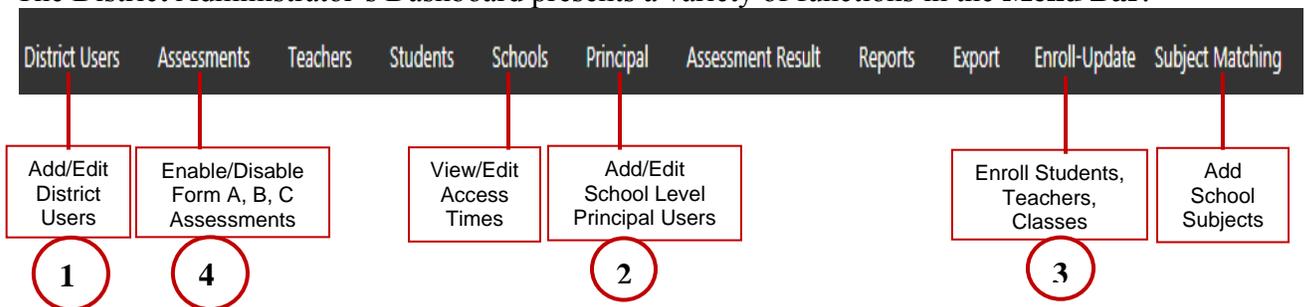
DISTRICT ADMINISTRATOR LOG-IN

<u>**NOTE:**</u> District Administrators will log-in at a *special* **district administrator-only url** emailed by Ben Hemingway to the "**<u>District</u> Managing Administrator**" and/or "<u>Tech</u> Person." The <u>School</u> Administrator/ Principal log-in and functions are presented in Section G.

In the *special* <u>District Administrator's url</u> **Pro-Core Account window**, key-in your Pro-Core Administrator Username, and password. Your password will appear as *dots* ●●● for security.

1. Key-in your Username

2. Key-in your password

Login to ProCore Account

Username

Password

☐ Remember me   Login
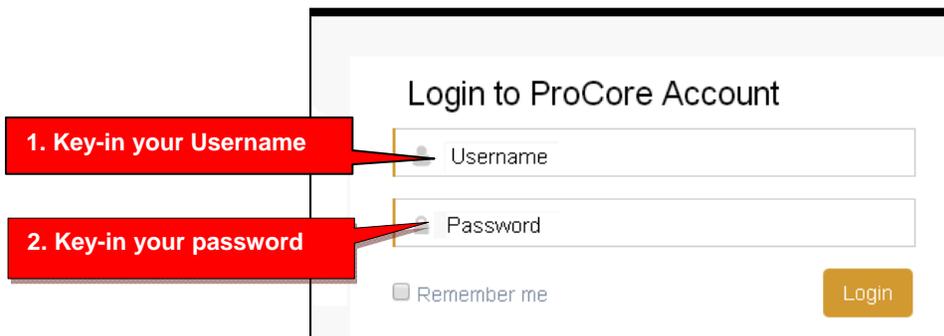
The District Administrator's Dashboard: User Set-up, Enrollments, and Test enabling

The District Administrator's Dashboard presents a variety of functions in the **Menu Bar**:

| District Users | Assessments | Teachers | Students | Schools | Principal | Assessment Result | Reports | Export | Enroll-Update | Subject Matching |

| Add/Edit District Users | Enable/Disable Form A, B, C Assessments | | | View/Edit Access Times | Add/Edit School Level Principal Users | | | | Enroll Students, Teachers, Classes | Add School Subjects |

1   **4**   **2**   **3**

District Level Users have full access to each school in the district including enrollments, reports, and functions shown in the District Control Panel Menu Bar. ==**One District Level User,** the "Managing Administrator**,**" and district **School Names** will initially be set up by Ben Hemingway.== Teacher and student level users are *automatically* set-up during enrollment.

Step 1. Add/Edit District Level Users

In the District Admin Control Panel Menu Bar, select **District Users.**

You will see the Managing Administrator's name set-up by the Pro-Core office. You may <u>edit</u> your original User Name or Password by clicking the edit ✎**Action** icon. In particular, *we recommend that you change your password.* There *must* be at least <u>one</u> District User.
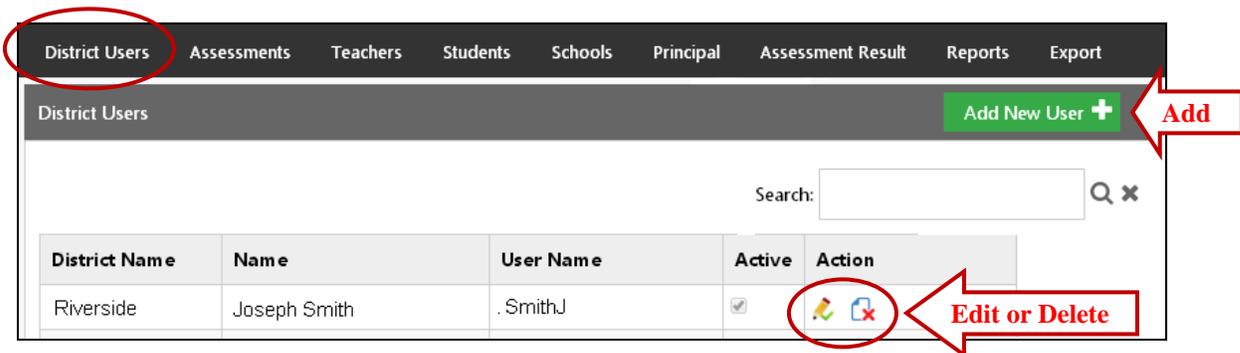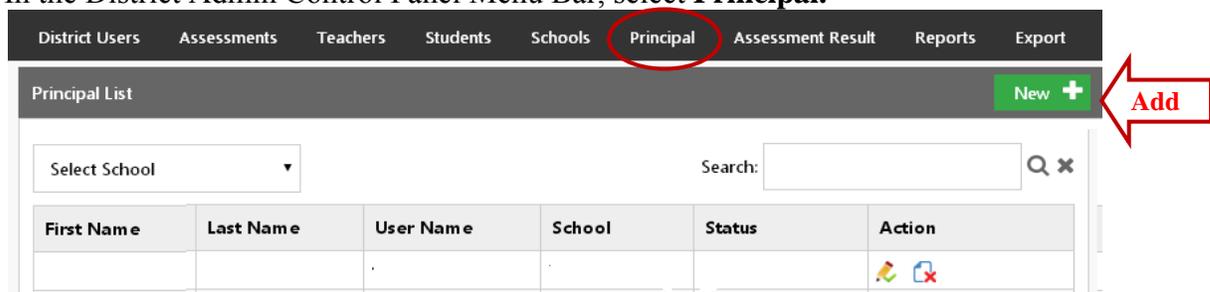

To <u>add</u> new district level users, select the **Add New User+** *button*.

Key-in the "Add New District User" information…Select "**Active**," then "**Save**."

Step 2. Add/Edit School Administrator/Principal Level Users

In the District Admin Control Panel Menu Bar, select **Principal.**

To add a Principal (School Level Administrator) user, select the **New+** *button.* (*above*)

Update Select a **School** and key-in the "Add Principal" information. The *standard default* log-in is *LastnameFirstName* with password 789, but you may enter whatever you wish. Select "**Active**," then "**Save**" when done.

Step3. Enroll School Students, Teachers and Classes

Initial and "add-on" school enrollments are accomplished by *uploading* your **Pro-Core Data File Spreadsheet** which you prepared in the previous Section C.

In the District Admin Control Panel Menu Bar, select **Enroll-Update.**

- Select a **School**.
- Click "**Choose File**" to browse your computer, and choose your prepared Pro-Core Data File spreadsheet.
- Then click "**Upload**" to upload your student, teacher, and class enrollments spreadsheet file. *Be patient. Your initial enrollment may take 2-5 minutes to complete.*
- If the enrollment file was correctly set-up, a ✓ File successfully uploaded. message will appear; otherwise, and error message will appear. (*see next page for messages*)
- You may now click the "**Preview/Print Teacher List**" *button* to view and print teacher classes for distribution to teachers. Click "**Counts**" to see enrollment counts.

NOTE: New students, teachers, and classes may be added-on to the school enrollments in the same way. *SEE* pages E-8*f* "Batch Editing."

Common enrollment file error messages and fixes are listed below.

Enrollment File Format Error

If the *format* of your Enrollment **Data File** is incorrect, the following message will appear:
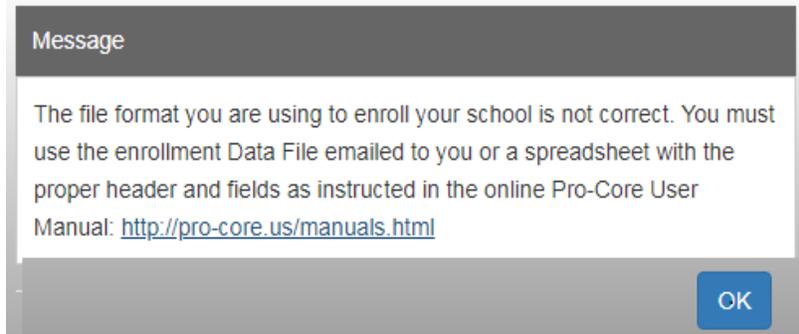

A **Pro-Core Data File template.xls** (spreadsheet) form was emailed to your district or school when your "contact person" registered with Pro-Core. You may use that spreadsheet to collect the required student and teacher enrollment data for each school. **If you use your own spreadsheet, a header row is REQUIRED with the exact headers names and fields in row 1 as instructed in Section C of this Manual.** An *official* spreadsheet template download link is also available in Section C. This also applies to data in the columns (text or numbers).

If your header row and/or fields do not match the correct format, your enrollment file will be rejected. Case-sensitive matching is not required. The order of the columns *is* required. Data is required in most of the *fields*. If they are left blank, the enrollment file may be rejected. Some fields are optional; they may be left blank. *See Section C of this Manual for details.*

Subject Matching Error

If a test subject/course name in your **enrollment upload file** *field* **"Test_Subject&Grade"** (column O) does not match a Pro-Core Test name or code, an error message will appear:
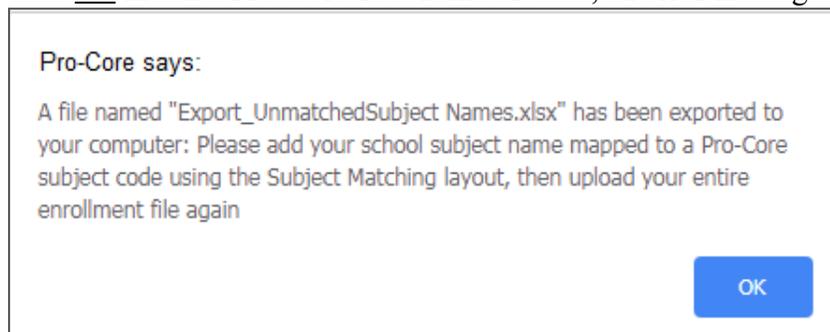
Find the "**Export_UnmatchedSubject Names.xlsx**" file *downloaded* to your computer and open it. It will list the subject(s) with unmatched name(s). In the example on the next page, Reading is listed as an unmatched subject in your enrollment spreadsheet. Reading requires the grade level to be included in the name to specify a Pro-Core ELA/Reading assessment in grades 2 to 12.

See the sample on the next page

RULE: **General subjects (ELA/Reading, Math, Science, Social Studies) MUST include a grade level number in the enrollment file. This mainly applies to elementary school subjects in grades 2-8, like Reading 7, Math 7. Secondary school subjects like Reading 9-12, Algebra 1 and 2, and Integrated Math 1, 2, 3 must also contain a number; other subjects like American History do not.**
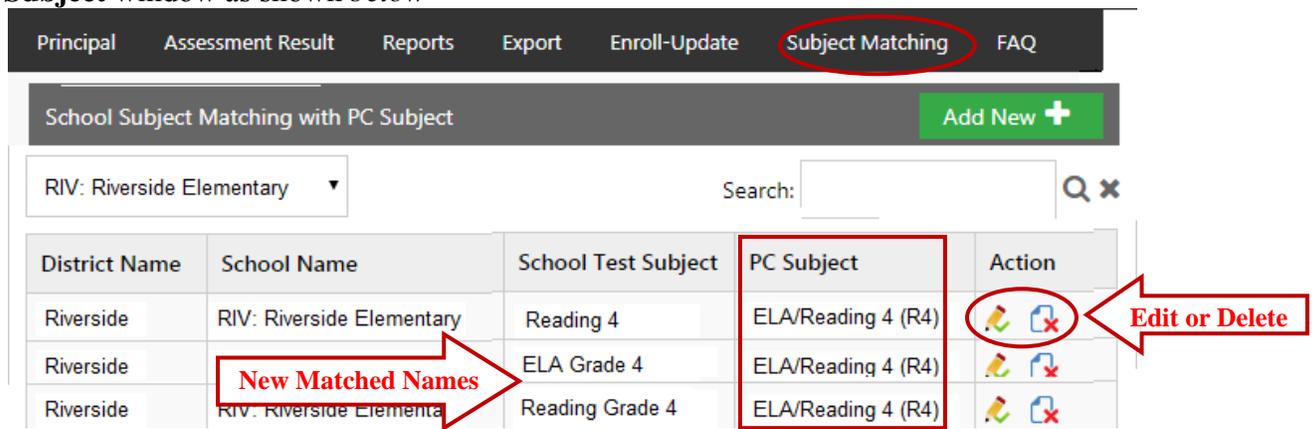
You may either (1) correct subject name in your enrollment file, or (2) in the District Admin Control Panel Menu Bar, click **Subject Matching.**

- Select your school in the **School Subject Matching with PC Subject** *window*.
- If your course name is not included in the **School Test Subject** *field* column, click the "**Add New +**" *button* at the top-right of the window.
- The "Add New" box will appear:

- Type-in a correct School Test Subject name (and grade, if required).
- Select the Pro-Core Subject Name and Code that correctly matches.
- Click "Save."

If the name you type-into the School Test Subject box is <u>not</u> acceptable, an error message such as this will appear: ⚠ A grade level number is needed for this subject.

If correct, the newly matched names will appear in the **Subject Matching with PC Subject** window as shown *below*
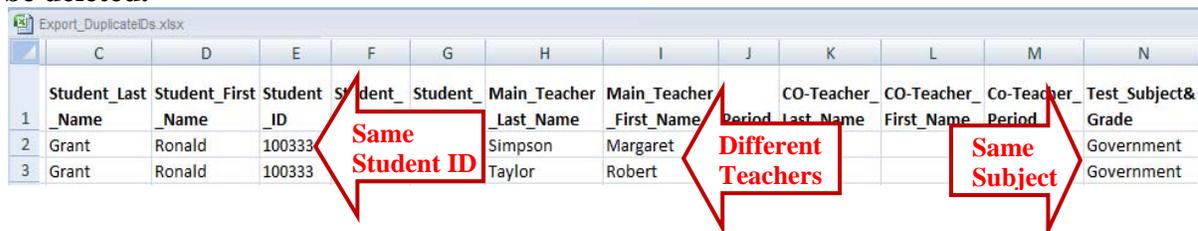

WARNING: Be sure to **find and correct** your unmatched subject name(s) *__in your enrollment file__* to match the new School Test Subject name(s) you entered in the Subject Matching layout before uploading your enrollment file again. Then, go back to **Step 3a on page D-3** to upload the corrected enrollment file again.

Duplicate ID Records Error

A Duplicate ID record is defined as a student with the *same* Student ID having 2 or more *different* teachers (who are *not* co-teachers) enrolled in the *same* subject. If duplicate ID student records are found in any **enrollment upload file** *row,* an error message will appear:
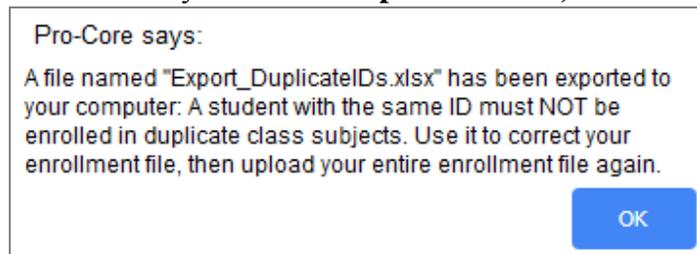
Find the "**Export_DuplicateIDs.xlsx**" file *downloaded* to your computer and open it. It will list the duplicate ID student records. In the example below, student Ronald Grant is shown as having two different <u>main teachers</u> in his Government class. **One record** *must* **be deleted.**
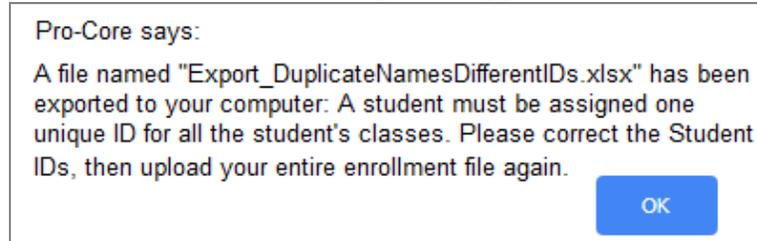

WARNING: You *must* **find and delete** each *incorrect* duplicate ID record (the entire row**) in your enrollment file**. Then, go back to **Step 3a on page D-3** to upload the corrected enrollment file again.

Duplicate Name Records Error

A Duplicate Name record is defined as a *same-name* student having 2 or more *different* Student IDs. If duplicate named students with different ID records are found in any **enrollment upload file** *row,* an error message will appear:

> Pro-Core says:
>
> A file named "Export_DuplicateNamesDifferentIDs.xlsx" has been exported to your computer: A student must be assigned one unique ID for all the student's classes. Please correct the Student IDs, then upload your entire enrollment file again.
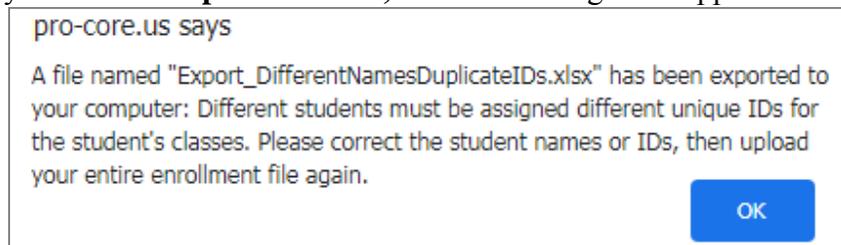>
> OK

Find the "**Export_DuplicateNamesDifferentIDs.xlsx**" file *downloaded* to your computer and open it. It will list the duplicate student name records. In the example below, student Ronald Grant is shown as having two different Student IDs. **One record *must* be changed,** so that the student has **one unique Student ID** for all his classes.

WARNING: You *must* **find and change** each *incorrect ID* **in your enrollment file**. Then, go back to Step 3a on page D-3 to upload the corrected enrollment file again.

New! **Different Names Records Error**

A Different Names record is defined as 2 or more students with *different names* having the *same* Student ID. If differently named students with the same Student ID records are found in any **enrollment upload file** *row,* an error message will appear:

> pro-core.us says
>
> A file named "Export_DifferentNamesDuplicateIDs.xlsx" has been exported to your computer: Different students must be assigned different unique IDs for the student's classes. Please correct the student names or IDs, then upload your entire enrollment file again.
>
> OK

Find the "**Export_DifferentNamesDuplicateIDs.xlsx**" file *downloaded* to your computer and open it. It will list the differently named students with the same ID records. In the example below, student Jerry Johnson and Michael Matlin both is shown as both having the same Student IDs. **One record ID *must* be changed,** so that each student has **one unique Student ID** for all their classes.

See the sample on the next page

WARNING: You *must* **find and change** each *incorrect ID* <u>in your enrollment file</u>. Then, go back to Step 3a on page D-3 to upload the corrected enrollment file again.

Resetting/Deleting Your School Enrollments

If you have "successfully" uploaded your enrollments, **but they are <u>not</u> accurate**, you will want to determine the error(s) and *reset* (clear/delete) the entire enrollment; then <u>correct</u> and upload your corrected enrollment records Data File.

Select **Schools > Available Schools** in your District Menu Bar.
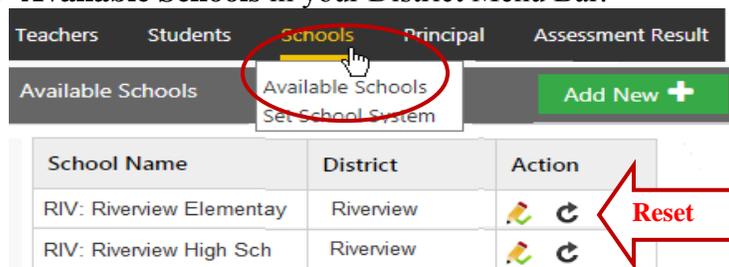
- Click the Reset *button* ⟳ for the school you want to reset/empty.
- *Correct the problems your enrollment file.*
- Then, go back to **Step 3a on page D-3** to upload your corrected data file.

WARNING: Students should <u>not</u> begin testing until your enrollments are accurate. If a school is reset, all testing data will be deleted and unable to be recovered.

If your enrollments are not accurate and some students have begun testing, you will be blocked from emptying the school. If you still want the school cleared--
- Contact Ben Hemingway@pro-core.us and request a school enrollment "*reset*."
- <u>*Correct*</u> the problem(s) in your enrollment file.
- Ben will email you when your school has been cleared/emptied.
- Go back to **Step 3a on page D-3** to upload your corrected data file.

Update Setting Student System Access Times

Your school(s) and <u>students</u> Pro-Core <u>system access times</u> are pre-set at the beginning of the school year. The *default* student system access times are <u>weekdays</u> from 7:00 a.m. to 5:00 p.m.

You may modify these times to better fit each school's actual opening and closing times when you want to allow <u>students</u> to have access—or not--to the Pro-Core *system* at school or from home.

Selecting **Schools > Available Schools** in the District Menu allows you to view or edit or Add New district schools. Selecting **Set System Access** or the pencil ✏️ icon allows you view and reset **student** system access times. School administrators and teachers may log-in at anytime.

Available Schools layout
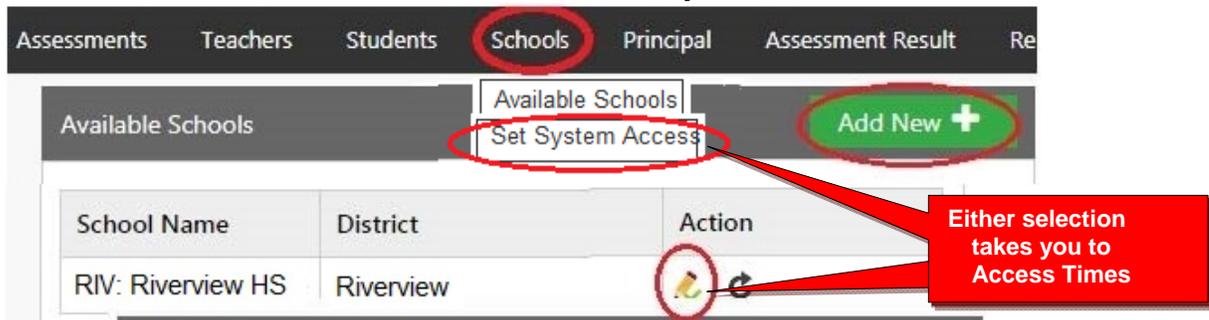
Set System Access layout

Students attempting to log-into the Pro-Core system outside of the system access times selected will see the **message**: "Pro-Core system access is closed at this time."
You should decide, along with your school administrators and teachers, on the settings to best enhance the security of students accessing Pro-Core system for testing and other activities at school or from home.

Step 4. **Enable/Disable Assessments**

You should enroll your teachers and students into the Pro-Core system at least a week prior to your district or school(s) Form A assessment date. Your Form A assessments will be **activated** by Ben Hemingway and will appear in your **Assessments** window as **disabled**. (**unchecked**).

Selecting **"Assessments"** in the menu bar allows you to enable (reveal) your Form A, B, or C assessments to teachers and students when they are ready to be used. **Checking** the boxes will **enable** them.

Updated Enable/Disable layout

WARNING: Do **NOT** enable Form A, B, or C assessments that you have not ordered or you may incur additional charges to your district. Spanish versions are $100 for each subject and grade you enable.

Update All Form A/B/C assessments are **90 minutes** long. Administrators have the option to remove the time limit (*above*). Teachers have the option to extend the time limit. Assessments may be scheduled over two days in the Setting Test Times layout (*below*).

For **Form A** assessments, there is a column of "**Threshold Scores**." A "flag" ⚑ symbol will appear next to students who score below that number. You may **reset** and change any Form A test threshold score if you wish. Click "**Save**" to save your changes.

For **Form C** assessments, you have the option to **hide all Form C reports** by selecting "**No**" until all students have completed the Form C assessments. The *default* setting is "Yes" (*see above*) which will allow all Form C results to show in all reports whether all students have completed the assessments or not.

Be sure to click "**Save**" after enabling or disabling assessments or making any other changes.

After enabling and Saving your Form assessments, select "**Setting Testing Times**" in the District Assessments Menu, or you will automatically be taken to the Setting Testing Times layout to set the days and times students will be taking the Form Assessments you enabled.

Update **Setting Form Assessment Times**

Pro-Core Form A/B/C school underlinetesting times *must* be set *after* the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. *See* page **D-8** *above* for information to Enable/Disable Form Assessments.

Students attempting to access the assessments outside of the set times will see the **message**: "Pro-Core Form A/B/C assessments are not available at this time."

WARNING: Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **one or two-week testing window** for the assessments you enabled. You should then **disable** (**uncheck**) the assessments at the end of the testing period window.

Leaving the Form A or C tests enabled after the testing week has ended may affect the end-of-course student growth results.

Select each school and each day and times you want students to have access to the Form A, B, or C assessments that you *enabled*.

Updated Set Testing Times layout

Update As noted in the layout *above*: Ending Times selected should always be **two hours** or greater than the Starting time selected.

- If no date or times are entered, all enabled assessments will be available anytime during the Student System Access Times.
- If test days or times selected are outside the Student System Access Times, a warning message will appear.
- You may view and adjust the times set for student access by clicking the "View Student System Access Times" *button*.

WARNING: Setting strict assessment times will make the Form A/B/C assessments more secure. *See* more information about **System Access Times** in **Section E**.

School administrators and teachers may modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district. *See further information in sections G and J.*

New! **District Manager FAQs (Frequently Asked Questions)**

Selecting "FAQ" will display some commonly asked questions and answers which will help you understand and use the Pro-Core system more effectively. New FAQs appear from time-to-time, so be sure to check this selection often. You may also submit your own questions to hemingway@pro-core.us
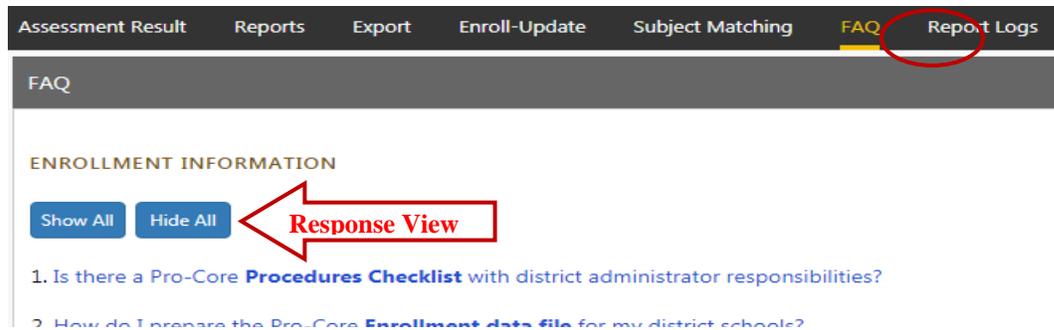
There is a FAQ selection addressed specifically to school administrator/principals and teachers in their respective menus.

General FAQ's related to the Pro-Core system are available on the Pro-Core web site Support > FAQ page: **https://pro-core.us/faq.html**

NOTE:
The remaining functions in the District Administrator's Control Panel **Menu Bar** are available **after** teachers and students have been enrolled into your district school subject classes.

➢ *The next Section deals with adding, moving, editing, or deleting records <u>after</u> the school enrollment has successfully been accomplished.*