District Administrator Log-in and Editing Functions: Individual and Batch Procedures

IMPORTANT: *Pro-Core Security Guidelines require that the school's Test Coordinator or Managing Administrator is responsible for monitoring the pre- and post-tests Forms A, B, and C. No previewing of the pre- or post-tests is allowed. No printed or "alternate media" copies of the pre- and post assessments must be made to maintain assessment security.*

Update Pro-core Features for Local and Remote Security

Pro-Core has a added a variety of features to enhance local and remote system and assessment security. These new features are controlled by **district managers** (Section D), **school administrators** (Section G), and **teachers** (Section J). Also included are updated security features for **students** taking the Pro-Core Form A/B/C assessments (Section L).

Section D of the *Pro-Core User Manual* contains District Administrator school set-ups and enrollment procedures. The **student system** and **test access** *controls* are found on pages **D-8** and **D-10**. These are available to the District Manager and district level users who have been added to the system. *See* page **D-2** for information on "Adding/Editing District Level Users."

District Administrator Log-In

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

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

View/Add/Edit Teachers and Subject Classes – "Individual" vs "Batch" editing

Update In addition to "individual" student, teacher, and class editing functions, the District Administrator or District Tech Person may now edit, add, move, or delete records using "batch" files.

This section is divided into **two parts**: (1) Individual record editing, and (2) Batch records editing. <mark>**The part on <u>batch file editing</u> begins on page E-9.**</mark>

Part 1. Individual Teacher, Subject, and Student Record Editing

All the maintenance procedures in **Part 1** (*below)* are accomplished though the administrator level menu bar by editing, adding, deleting, or moving *individual* records (one-by-one) *manually* as instructed in each topic below. **Part 2**, (*E-8 f*) dealing with batch records, is accomplished by a district tech administrator who has access to all-district or all-school database records.

View/Add/Edit Teachers and Subject Classes

Selecting **"Teachers"** in the menu bar allows you to view, add, edit, or remove <u>teacher</u> information, log-in, subjects, classes, and see student lists.

NEW! **Adding a New Teacher** (*Teacher Codes are now automatically generated.*)

Teachers, classes, and students will already have been enrolled in each district school based on the Enrollment Data File you uploaded previously. District or school administrators/principals are responsible for adding new teachers.

NEW! <u>**CAUTION**</u>**:** Teacher and student *default* usernames and password are generated *automatically* when your Pro-Core Enrollment File spreadsheet is uploaded. Administrator, teacher, and student <u>passwords</u> *should* be changed for added security.

When **adding** a new teacher, you *may* want to follow the Pro-Core format for Usernames and Passwords to avoid confusion unless a teacher has given you a preferred Username and Password. The *default* Pro-Core teacher **username** is the *TeacherLastnameFirstname;* the *default* teacher **password** is 987. The teacher <u>must</u> change the Password upon first logging-in. The teacher has the option to change their own Username as well.

<u>**WARNING:**</u> If you **delete** a teacher, you will delete the teacher's classes as well. So, if a *new* teacher is replacing an *old* teacher, it is preferable simply to change the teacher's name and log-in as shown *below*.

Edit Teacher Info Classes and Students

Selecting the **"Edit Teacher"** icon allows you to view, edit, add or remove <u>teacher</u> log-in information or subject classes, and view, move or add students, and add co-teachers.

***<u>WARNING:</u>** If you **delete** a teacher's subject, you will delete the teacher's class as well.

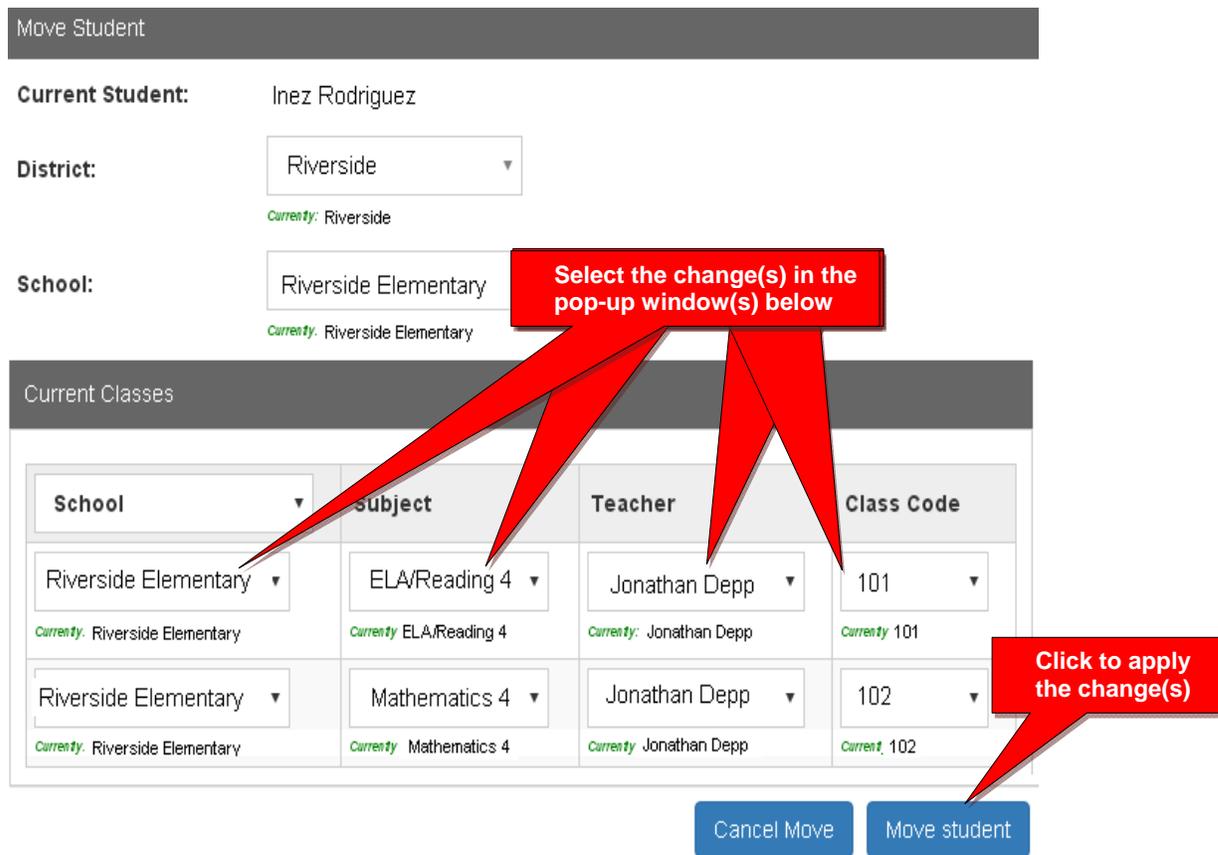## View and Move a Student to a Different Teacher Class

Selecting the **View Students** icon 🖼 takes you to a student list where you can view, move, or remove students to different teacher classes or exclude students from certain reports.

Select students to exclude

Select the student's Move *icon*
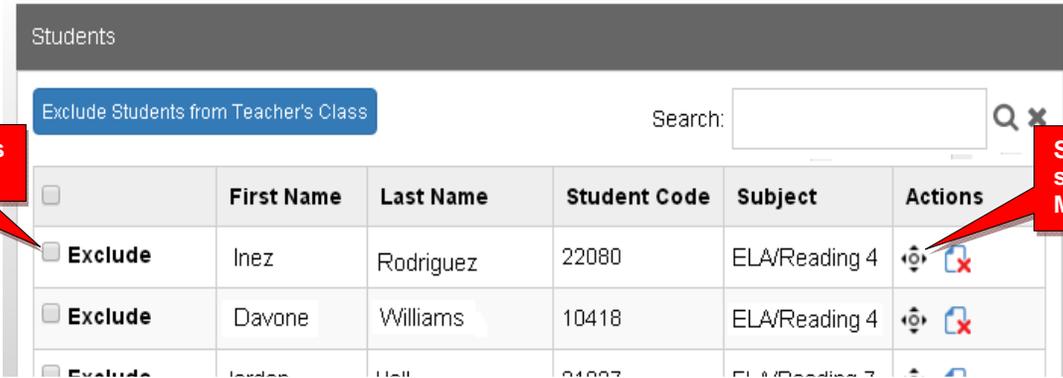
	First Name	Last Name	Student Code	Subject	Actions
☐ Exclude	Inez	Rodriguez	22080	ELA/Reading 4	⊕ 🗋
☐ Exclude	Davone	Williams	10418	ELA/Reading 4	⊕ 🗋
☐ Exclude	Jordan	Hall	24887	ELA/Reading 7	

When you select an individual student's Action icon, a "Move Student" pop-up window will appear showing the student's current classes. You may then select the school, teacher, and class code where you want the student moved.

Move Student

Current Student: Inez Rodriguez

District: Riverside ▾
Currently: Riverside

School: Riverside Elementary
Currently: Riverside Elementary

Select the change(s) in the pop-up window(s) below

Current Classes

School ▾	Subject	Teacher	Class Code
Riverside Elementary ▾	ELA/Reading 4 ▾	Jonathan Depp ▾	101 ▾
Currently: Riverside Elementary	*Currently* ELA/Reading 4	*Currently:* Jonathan Depp	*Currently* 101
Riverside Elementary ▾	Mathematics 4 ▾	Jonathan Depp ▾	102 ▾
Currently: Riverside Elementary	*Currently* Mathematics 4	*Currently* Jonathan Depp	*Current* 102

Click to apply the change(s)

Cancel Move   Move student

Add a Co-Teacher to a Main Teacher's Class

Selecting the **Co-Teacher** icon ✏️ takes you to a window where you can assign a Co-Teacher to students in the selected Main Teacher's class(es).

NOTE: The co-teacher's name and class(es) must have been **added** previously as *above*.

View/Edit/Add Students and Student Classes

Selecting **"Students"** in the menu bar allows you to view, add, edit, delete, and move <u>students</u> and students' assigned subject.

NOTE: You nay add individual students here, but go to the Teachers menu to add multiple students to a class, or you may use the new "batch enroll" process. (*see* pages E-8f)

Adding a New Student

Teachers, classes, and students will already have been enrolled in each district school based on the Enrollment Data File you uploaded previously.

CAUTION: When **adding** a new student, you *must* create a **unique** Student ID Code of 4 or more digits which does not duplicate another student ID in existence in the school.

Default student passwords are *LastNameFirstInitial.* The school administrator or teacher may change student usernames or passwords.

Edit Student Info/Add Subject Classes

Selecting the **Student Info** icon allows you to view, edit, add or remove student information, log-in, and add subjects-classes to a student.

Subjects with main subject teachers, as well as co-teachers, may be added to this student's classes.

- Select the **New**+ button to add the student to a new subject class.
- New subject-class selections or co-teachers are made from each pop-up box.
- Be sure to **Save** all changes or additions.

Assessment Results (View/Reset)

Selecting "Assessment Results" allows you to reset student assessments or view student scores and responses.

If an Assessment "freezes" or there is another problem with a student's assessment, selecting a **Reset** *button* option will allow you to reset the assessment, and the student to re-take the some or all of the test. The 🔒 symbol "flags" students who scored very low on the pre-test (Form A). They may need to re-take that assessment. Selecting **Results** will allow you to view a student's test Score on each item. Selecting **Student Responses** will allow you to see a student's Response on each question.

Part 2. Batch Records Editing

For schools needing to add new teacher classes and/or students, or having to make <u>many</u> student teacher class changes *after the initial enrollment,* Pro-Core provides a "batch editing" function. Using this feature requires some familiarity with the school enrollment spreadsheet as described in **Sections C and D** of this Manual.

Batch Editing File Using Action Words

<u>**WARNING:**</u> The **Pro-Core Data File** sample shown below is the *same* spreadsheet used to collect the required student and teacher data for school enrollment as described in **Section C**. It is recommended that you maintain your original school enrollment spreadsheet file which you can more easily edit and make your required changes. You may also export a copy of your enrollment data in the proper format from your **Export menu** (*see* **page E-11**). *This is highly recommended if school administrators have been making changes.* If you enter the changes into a new (empty) enrollment spreadsheet, **the header row is <u>REQUIRED</u> with the <u>exact</u> header field names in row 1, columns A-AA, as shown in Section C.** Case-sensitive matching is not required. The order of the columns *is* required. You may use an .xls, .xlsx, or .csv format.

All batch functions can be accomplished by entering an "**Action word**" in **column A** of your Enrollment spreadsheet file with the change(s) in the student record **row#**. You may also enter new or updated student records in a new (empty) **Pro-Core Data File template**.

Actions words

The following **Action words** are used in **Column A** of the Pro-Core Data File
- **enroll** – enroll a new student in a teacher class subject (or may be left *empty*)
- **add** – add a new student in a teacher class subject (same as enroll; or may be left *empty*)
- **move** – move student in a subject to a different teacher class or period (or may be left *empty*)
- **delete** – delete a student from the <u>named</u> teacher class(es) (action word ***required***)
- **delete_student** – delete a student from <u>all</u> class(es) in the school (action word ***required***)
- **update** – change the information in *any* field (or may be left *empty*)

<u>**CAUTION**</u>: Do **not** use "move" to move a student to an entirely <u>**new subject**</u>. First, "**delete**" the student from the old subject class(es), then "**enroll**" or "**add**" the student to the new subject class(es).

The examples on the next page have truncated columns so that you can see the data more clearly. ==*Your Pro-Core Data File <u>must</u> contain a **header row with the <u>exact</u> header field names in row 1, columns A-U.** See Section C of this manual for more information.*==

The cells are colorized in the samples, so you can compare the data in the initial enrollment file to the changes made in each sample. Your spreadsheet does <u>not</u> need to be colorized in any way.

Batch Editing Samples Using Action Words

Below is a sample of an <u>initial enrollment</u> file.

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject& Grade
2	enroll	Bailey	Larry	695530	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
3	enroll	Olivo	Juan	733870	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
4	enroll	Harvey	Barbara	737190	Oneil	Richard	2				ENGLISH 9
5	enroll	Dunbar	Trent	651140	McCall	Connie	2	Cotton	Larry	2	ENGLISH 9
6	enroll	Houston	Shaniqua	737270	Oneil	Richard	2	Mason	James	7	ENGLISH 9
7	enroll	Alman	Braden	738670	Jones	Marsha	1				PHYSICAL SCI
8	enroll	Black	Kanton	615550	Smith	Alice	4	Temple	Zelda	5	ALGEBRA 1
9	enroll	Arrigo	Marisco	741900	Grissom	Evelyn	2	Wilson	Michael	5	PHYSICAL SCI

Enroll

Your initial enrollment may include the action word "**enroll**" in column A or the column may be left empty. *Error tests* are applied during the enrollment process. *See **Section D-3f** for more information*.

You may "**enroll**" or "**add**" new students, teachers, and subject classes at any time using your original enrollment file or using a new Pro-Core Data File template.

	A	D	E	F	I	J	K	L	M	N	O
1	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject& Grade
2	enroll	Harris	Kenneth	734350	Lawson	Anette	2				BIOLOGY
3	add	Ball	Lester	704040	Lawson	Anette	2	Ramirez	Juan	1	BIOLOGY
4		Bailey	Larry	695530	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10
5		Olivo	Juan	733870	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10

Enroll or Add

In the example above, students Harris and Bell have been **added** to the *original enrollment* data file. Column A for Bailey and Olivo are left empty because they were previously enrolled. If this were a *new* data file, the records for Bailey and Olivo would not need to be included.

You may "**delete**" students only after they have been enrolled in Pro-Core..

	A	D	E	F	I	J	K	L	M	N	O
	Action	Student Last Name	Student First Name	Student ID	Main Teacher Last Name	Main Teacher First Name	Period	CO-Teacher Last Name	CO-Teacher First Name	Co-Teacher Period	Test Subject& Grade
6	delete	Harvey	Barbara	737190	Oneil	Richard	2				ENGLISH 9
7	delete	Dunbar	Trent	651140	McCall	Connie	2	Cotton	Larry	2	ENGLISH 9
8	delete_student	Houston	Shaniqua	737270	Oneil	Richard	2	Mason	James	7	ENGLISH 9

Delete student from classes

Delete student From ALL classes

In the example above, student Harvey will be **deleted** from Oneil's English9 class *only*.
Student Dunbar will be **deleted** from *both* McCall's (main teacher) and Cotton's (co-teacher) classes.
Student Houston will be **deleted** from Oneil and Mason's classes and *all* other classes in which she is enrolled. The action words "delete" or "delete_student" *must* be used to delete student records.

You may "**move**" students only after they have been enrolled in Pro-Core..

In the example above, student Alman will be **moved** from Jones's class to Grissom's class.
Student Black will be **moved** from Smith's class to Demoto's class, but **remain** in Temple's class.
Student Arrigo will **remain** in Grisson's class, but be **moved** from Wilson's to Lopez's class.

<u>**CAUTION**</u>: In moving students to a different teacher class or district school, the changed name
<u>must</u> be spelled *exactly* the way the name is spelled as enrolled in the Pro-Core system.

The action word "**update"** may be used to make *any* changes in *any* student record field—
except Student ID and Test Subject&Grade

In the example above, student Baily's First_Name has been **updated** from" Larry" to "Lawrence,"
and the student's Subgroup 4 and Subgroup 5 have been **updated** " from "N" to "Y."

The Action word field *may* be left empty in most cases *except* for "delete" and "delete_student."
But we recommend using the action words, so that <u>you</u> may keep track of any changes you make
in the Pro-Core system. If any discrepancies are found, you can more easily trace the source if
you have a record of the intended action.

What <u>May Not</u> be Done with Action Words

- **You may not change a Student ID**
  Once enrolled, the student's unique student ID is used by the student to log-into
  the Pro-Core system and to keep track of the student's work. If a student's ID is
  incorrect, the student must be *deleted* and *re-enrolled* (added) into the system.
  Any work completed will be lost

- **You may not change a student's Test Subject**
  If a student has been enrolled into an incorrect subject, you may *delete* the student
  from that subject and *re-enroll* (add) the student into the correct teacher subject
  class. Any work completed in the previous subject will be lost

NEW! Exporting Enrollment Data

There are three *pre-programmed* export files that you may find useful for viewing test results in a spreadsheet format or reviewing your school enrollment records.
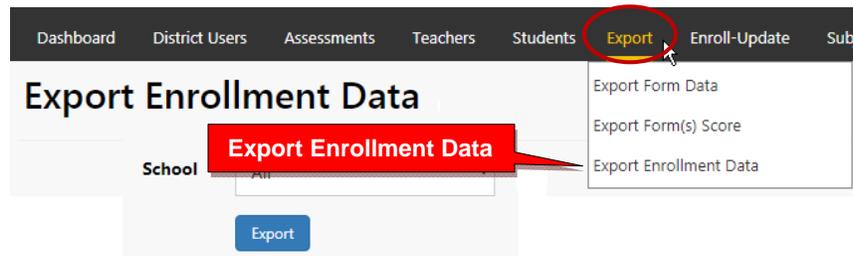
Select "**Export Enrollment Data**" to export a file copy of your school enrollments. It is most useful for record maintenance and may be used as a ***batch file*** for re-enrollment or batch editing functions using "Action" words.

CAUTION: It is highly recommended that you use the most current Export Enrollment Data file if school administrators have been making changes themselves since your original enrollments. This will avoid school-level changes being reverted to the original enrollments.

See **Section F, page 15 and 16**, in this Manual for further information about the other **export** files listed above.

NEW! Teacher Personalized Assessments (TPAs)

Teachers may create customized Short Cycle Web Assessments (SCWAs) for their classes. They may also select questions from the Pro-Core Form A and SCWA database. These questions are directly aligned to the state's most resent Learning Standards in Reading/ELA, Mathematics, Science, and Social Studies. TPAs may also be shared with other teachers in the school. (*see* **Section M** for more information)

View, Print, Run, Edit, Share, Delete TPAs

In the administrator menu, click on **Assessments**, and select **Available Assessments,** and then **Teacher Personalized Assessments** from the drop down boxes. This will allow you to view, print, run, edit, share, or delete Teacher Personalized Assessments by subject and teacher.
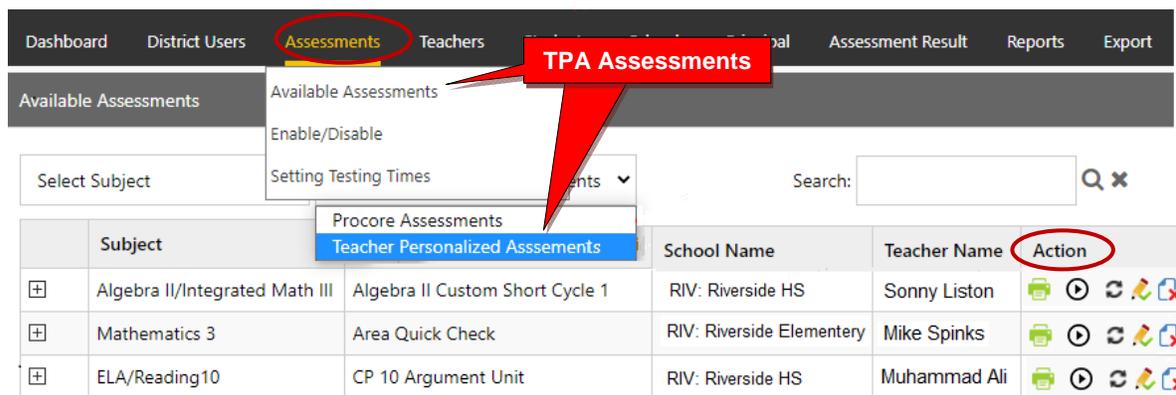

Administrator List of School TPAs

NOTE: Administrators may *Share* TPAs among other teachers in the school or district by selecting the edit icon and selecting the "Share with other teachers" checkbox.

Update **District Administrator 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.
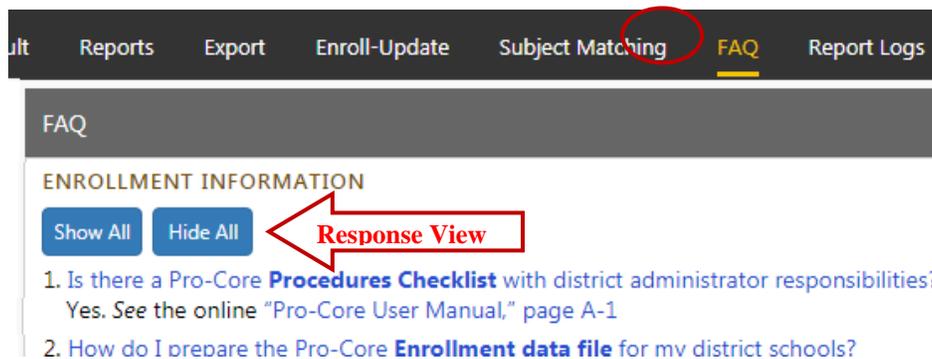
➢ *The next Section F deals with District Administrator Reports.*