

## District Administrator Log-in and Editing Functions: Individual and Batch Procedures (Non-Clever/ClassLink Schools)

**NOTE:** Schools using **Clever** or **ClassLink** MUST follow the enrollment instructions in **Section C**.

Sections **D** and **E** of the *Pro-Core User Manual* contains District Administrator school set-ups and enrollment procedures. The **student system** and **test access controls** are found in **Section G**. These are available to the District Manager and district level users who have been added to the system. See page **E-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 I**.

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.

The image shows a screenshot of a web browser window titled "Login to ProCore Account". The window contains a login form with the following elements:

- A text input field labeled "Username" with a callout box pointing to it that says "1. Key-in your Username".
- A text input field labeled "Password" with a callout box pointing to it that says "2. Key-in your password".
- A checkbox labeled "Remember me" below the password field.
- A yellow "Login" button to the right of the form.

### 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. **The part on batch file editing begins on page F-7.**

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

All the maintenance procedures in **Part 1** (*below*) are accomplished through 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**, (*F-7f*) 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 teacher information, log-in, subjects, classes, and see student lists.

The screenshot shows the 'Teachers List' interface. The menu bar at the top includes 'District Users', 'Assessments', 'Teachers' (circled in red), 'Students', 'Schools', and 'Principal'. A red callout 'Add a Teacher' points to a 'New +' button. Below the menu, a dropdown menu is labeled 'See Teacher Classes'. The main table has columns for 'First Name', 'Last Name', 'School', and 'Action'. Three rows of teacher data are shown: Jonathan Depp, Archibald Leach, and Tina Turner, all from Riverside Elementary. Red callouts point to the 'Log-in as Teacher' icon, 'Delete a Teacher' icon, and 'Edit Teacher Info' icon in the Action column.

	First Name	Last Name	School	Action
+	Jonathan	Depp	Riverside Elementary	[Log-in] [Edit] [Delete]
+	Archibald	Leach	Riverside Elementary	[Log-in] [Edit] [Delete]
+	Tina	Turner	Riverside Elementary	[Log-in] [Edit] [Delete]

### Add 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.

The 'Add Teacher' form shows the following fields: District (Riverside), School (RIV: Riverside Elementary), First Name, Last Name, Teacher Username, and Password. A red callout 'Select a School' points to the School dropdown. Another callout 'See CAUTION below' points to the Password field. A third callout 'SAVE changes' points to the 'Save' button, which is circled in red.

**CAUTION:** Teacher and student *default* usernames and password are generated *automatically* when your Pro-Core Enrollment File spreadsheet is uploaded. Administrator, teacher, and student passwords *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 must change the Password upon first logging-in. The teacher has the option to change their own Username as well.

**WARNING:** 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 teacher log-in information or subject classes, and view, move or add students, and add co-teachers.

The screenshot shows the 'Edit Teacher' page for a teacher named Jonathan Depp. The interface includes fields for District (Riverside), School (Riverside Elementary), First Name (Jonathan), Last Name (Depp), Teacher Username (DeppJonathan), and Password (987). A 'Save' button is at the bottom. Below the form is an 'Available Class' section with a table of classes and action icons. Red callout boxes provide instructions: 'Default log-in' points to the Teacher Username field; 'Should be changed' points to the Password field; 'Add a Subject-Class' points to the 'New +' button; 'Subject-Class Pop-up' points to the class dropdowns; 'Delete a Subject & class\*' points to the delete icon; 'View, Move, or Add Students' points to the view/move/add icons; 'Add Co-Teacher' points to the co-teacher icon; and 'Be sure to SAVE changes' points to the Save button.

Subject	Period	Class Code	Action
ELA/Reading 4	2	101	[Icons]
Mathematics 4	3	102	[Icons]

**\*WARNING:** 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 teacher-class reports.

The screenshot shows the 'Students' page with a search bar and a table of students. A blue button 'Exclude Students from Teacher's Class' is at the top left. Red callout boxes provide instructions: 'Select a student to exclude' points to the 'Exclude' checkbox; 'Select the student's Move icon' points to the move icon in the Actions column.

	First Name	Last Name	Student Code	Subject	Actions
<input type="checkbox"/> Exclude	Inez	Rodriguez	22080	ELA/Reading 4	[Icons]
<input type="checkbox"/> Exclude	Davone	Williams	10418	ELA/Reading 4	[Icons]

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:**    
 Currently: Riverside

**School:**    
 Currently: Riverside Elementary


**Current Classes**

School	Subject	Teacher	Class Code
<input type="text" value="Riverside Elementary"/> <small>Currently: Riverside Elementary</small>	<input type="text" value="ELA/Reading 4"/> <small>Currently: ELA/Reading 4</small>	<input type="text" value="Jonathan Depp"/> <small>Currently: Jonathan Depp</small>	<input type="text" value="101"/> <small>Currently: 101</small>
<input type="text" value="Riverside Elementary"/> <small>Currently: Riverside Elementary</small>	<input type="text" value="Mathematics 4"/> <small>Currently: Mathematics 4</small>	<input type="text" value="Jonathan Depp"/> <small>Currently: Jonathan Depp</small>	<input type="text" value="102"/> <small>Currently: 102</small>

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

**Click to apply the change(s)**

### 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*.

Assign Co-Teacher to class

**Co-Teacher:**

**Co-Teacher Class:**

**Please select students below you want to assign to Co-Teacher Class.**

Search:

<input type="checkbox"/>	First Name	Last Name	Student Code	Subject	Actions
<input type="checkbox"/>	Danico	Aaron	4820	Biology	
<input type="checkbox"/>	Esby	Danica	5970	Biology	

**Select the Co-Teacher and Class**

## View/Edit/Add Students and Student Classes

Selecting “**Students**” in the Menu bar allows you to view, add, edit, delete, and move students and students’ assigned subject. You may also log-in as a student. If a student leaves the district, you may *deactivate* that student in the Student Edit layout. That student’s data will not appear in any reports.

The screenshot shows the 'Students' menu with several callouts: 'Add a New Student' points to the 'New +' button; 'See Student Classes' points to the 'Available Students' link; 'Log-in as student' points to the 'Log-in as student' link; 'Edit Student Info' points to the edit icon in the action column; 'Delete a Student' points to the delete icon in the action column; 'Move a student' points to the move icon in the action column; and 'Student Deactivated' points to the deactivate icon in the action column for the student 'Eve Alpha'.

	First Name	Last Name	Gender	District	School	Grade	Student Code	Active	Action
<input type="checkbox"/>	Frances	Beta	Female	Riverview	Riverview HS	10th		<input type="checkbox"/>	
<input type="checkbox"/>	Douglas	Brown	Male	Riverview	Riverview HS	10th Grade	2333000	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Eve	Alpha	Female	Riverview	Riverview HS	10th Grade	1482000	<input type="checkbox"/>	
<input type="checkbox"/>	Hailey	Rundy	Female	Riverview	Riverview HS	10th Grade	3542000	<input checked="" type="checkbox"/>	

**NOTE:** You may 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 F-7f)

### Add 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.

The 'Add Student' form includes fields for District (Riverside), School (dropdown), First Name, Last Name, Student Code, Gender, Grade (4th Grade), Username, and Password. There is a checked 'Active' checkbox and a 'Save' button. Callouts point to the School dropdown ('Select a School'), the Student Code field ('See CAUTION below'), and the Save button ('Save changes').

**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 deactivate (remove) student information, log-in, and add subjects-classes to a student.

District Users Assessments Teachers **Students** Schools Principal

### Edit Student

District: Riverview  
 School: Riverview Elementary  
 First Name: Inez  
 Last Name: Rodriguez  
 Student Code: 22080  
 Gender: Female  
 Grade: 4th Grade  
 Username: 22080  
 Password: Rodriguezl

Active

**Student ID cannot be changed**

**Deactivate Activate**

**Save changes**

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.

Available Subjects

**Add a Subject-Class**

**Add a Co-Teacher**

**Delete a student from a Subject-Class**

School	Subject	Main Teacher	Class	Co-Teacher	Co-T Class Code	ETH	LEP	Dis	IEP	Gift	Action
Riverside Elem	ELA/Reading 4	J Depp	101	Not Set		3	0	0	0	1	SGM Deac
Riverside Elem	Mathematics 4	J Depp	102	Not Set		3	0	0	0		SGM Deac
Riverside Elem	Select Subject	Select Teacher	Class	Not Set							SGM Deac

## Part 2. Batch Records Editing

For schools needing to add new teacher classes and/or students, or having to make many 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 **Section D** of this Manual.

### Batch Editing File Using Action Words

**WARNING:** 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 D**. 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 **F-10**). *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 REQUIRED with the exact header field names in row 1, columns A-AA, as shown in Section D.** 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**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Action	District_Name	School_Name	Student_Last_Name	Student_First_Name	Student_ID	Student_Gender	Student_Grade	Main_Teacher_Last_Name	Main_Teacher_First_Name	Period	Co-Teacher_Last_Name	Co-Teacher_First_Name	Co-Teacher_Period	Test_Subjects_Grass
1		Riverside District	Riverside HS	Bailey	Larry	695530	M	10	Brown	Darnell	1	Andrews	Albert	1	ENGLISH 10

Action field A

Header Row #1

### 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 named teacher class(es) (action word **required**)
- **delete\_student** – delete a student from all class(es) in the school (action word **required**)
- **update** – change the information in *any* field (or may be left *empty*)

**CAUTION:** Do **not** use “move” to move a student to an entirely **new subject**. 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 must contain a header row with the exact header field names in row 1, columns A-AA. See Section D 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 not need to be colorized in any way.

## Batch Editing Samples Using Action Words

Below is a sample of an initial enrollment 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
1	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 E-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
	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
1											
2	enroll	Harris	Kenneth	734350	Lawson	Anette	2				BIOLOGY
3	add	Bell	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
1											
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.

	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
9	move	Alman	Braden	738670	Grissom	Evelyn	2				PHYSICAL SCI
10	move	Black	Kanton	615550	Demoto	Mario	5	Temple	Zelda		5 ALGEBRA 1
11	move	Arrigo	Marisco	741900	Grissom	Evelyn		2 Lopez	Juanita		2 PHYSICAL SCI

Move Student to new classes

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 Grissom’s class, but be **moved** from Wilson’s to Lopez’s class.

**CAUTION:** In moving students to a different teacher class or district school, the changed name must 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

	A	D	E	F	I	J	K	O	P	Q	R	S	T
	Action	Student_Last Name	Student_First Name	Student_ID	Main_Teacher Last_Name	Main_Teacher First_Name	Period	Test_Subject& Grade	Subgroup1: Racial/Ethnic Group Code	Subgroup2: IEP/Special Education	Subgroup3: 504 Plan	Subgroup4: Gifted	Subgroup5: English Learner
2	update	Bailey	Lawrence	695530	Brown	Darnell	1	ENGLISH 10	H	N	N	Y	Y

Update info

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.”

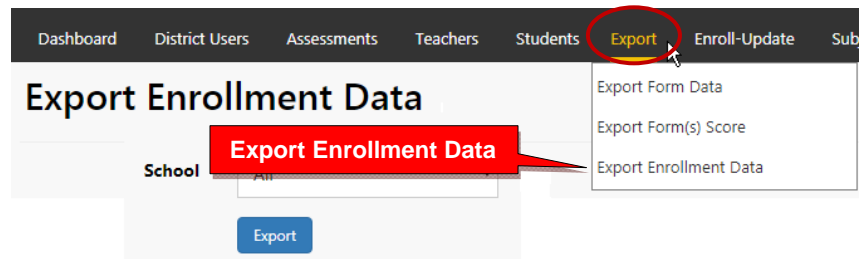
The Action word field *may* be left empty in most cases *except* for “delete” and “delete\_student.” But we recommend using the action words, so that you may keep track of any changes you make in the Pro-Core system. If any discrepancies are found, you can more easily trace the source if you have a record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

**What May Not 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 using their corrected ID. 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

## Export 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 H, pages 13 and 14**, in this Manual for further information about the other **export** files listed above.

➤ *The next Section G deals with District Administrator Settings.*