

District Administrator: Setting Security Times and Enabling Form Assessments

NOTE: This section applies to Clever, ClassLink, and *regular* Pro-Core users.

The District or School Administrator or Tech Person is responsible for student, teacher, and class enrollments. This section deals with setting student and system access times and *enabling* assessments and testing times after the school enrollment has successfully been accomplished. Security features for each user level are also available in Appendix 4.

DISTRICT ADMINISTRATOR LOG-IN (Available to all district administrators)

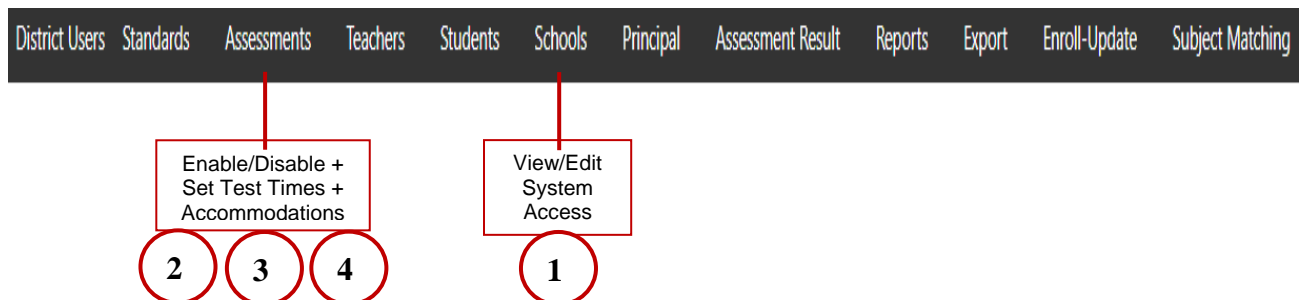
NOTE: District Administrators will log-in at a *special* **district administrator-only url** emailed by Ben Hemingway to the “**District Managing Administrator**” and/or “Tech Person.” The School Administrator/ Principal log-in and functions are presented in Section G.

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

The screenshot shows a login form titled "Login to ProCore Account". It has two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me". A yellow "Login" button is at the bottom right. Two red callout boxes with arrows point to the fields: "1. Key-in your Username" points to the Username field, and "2. Key-in your password" points to the Password field.

The District Administrator’s Dashboard: Set-up System Access and Test Times

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




District Level Users have full access to each school in the district including enrollments, reports, and functions shown in the District Dashboard 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.

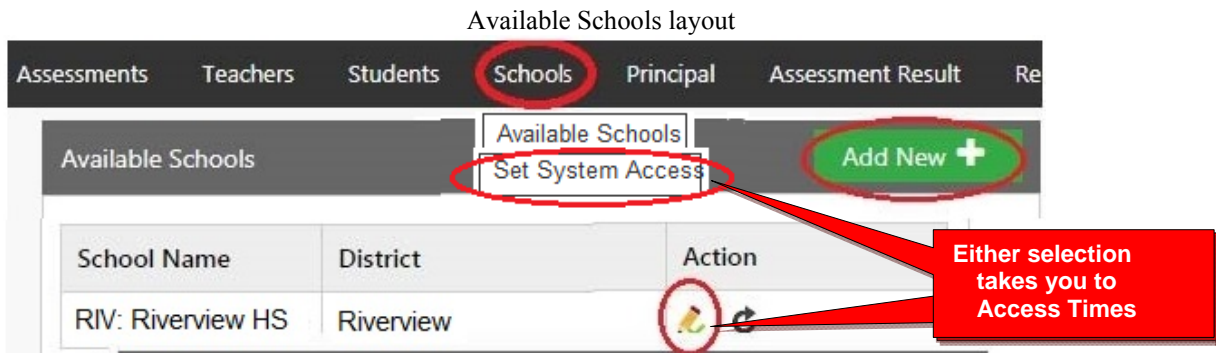
1. Set Student System Access Times



Your school(s) and students Pro-Core system access times are pre-set at the beginning of the school year. The *default* student system access times are weekdays 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 students to have access—or not—to the Pro-Core *system* at school or from home.

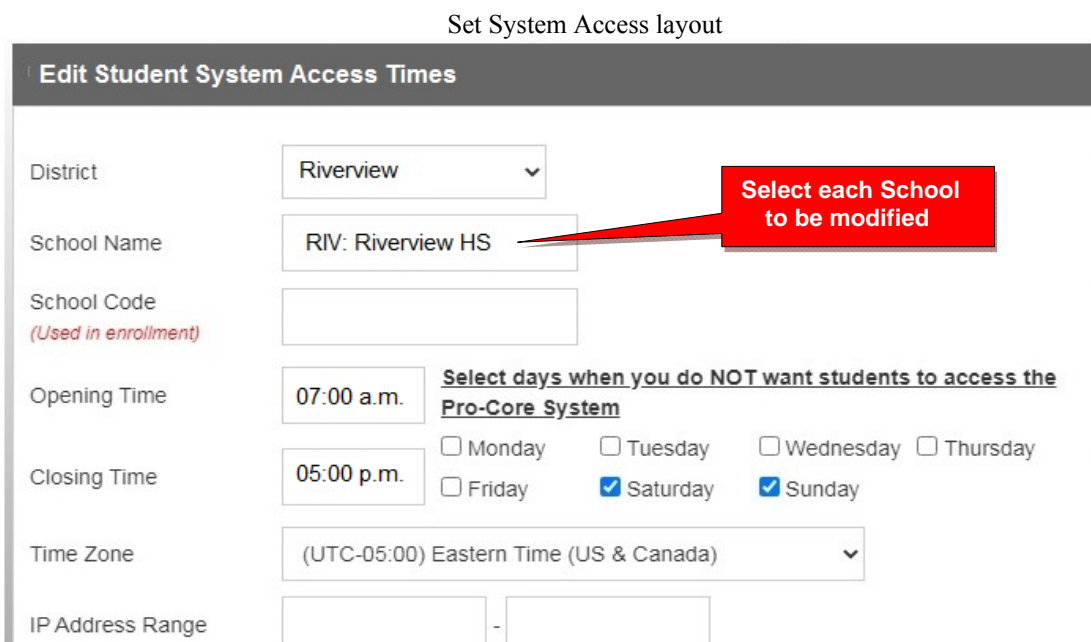
Selecting **Schools > Available Schools** in the District Menu allows you to view or edit or Add New district schools. Selecting **Set System Access** or the pencil  icon allows you view and reset student system access times. School administrators and teachers may log-in at anytime.

Available Schools layout



School Name	District	Action
RIV: Riverview HS	Riverview	 

Set System Access layout



District: Riverview

School Name: RIV: Riverview HS

School Code: (Used in enrollment)

Opening Time: 07:00 a.m.

Closing Time: 05:00 p.m.

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

IP Address Range: -

Select days when you do NOT want students to access the Pro-Core System

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☒ Saturday ☒ Sunday

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.

2. Enable/Disable Form Assessments and Test Length

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

Dashboard District Users **Assessments** Teachers Students Schools Principal Assessment Result Reports

Assessments Enabled/Disabled Available Assessments **Enable/Disable** Setting testing Times Accommodations

Allow Form C to show in Reports YES ☒ **Default is "Yes"**

Allow principals/school administrators to enable/disable Form tests YES ☒

Please Do Not release Forms A, B and C's if they haven't been ordered.

Form A/B/C assessments are 90-minutes in length. Click here to extend the time 0 minutes. **Extend time limit**

1 Save allowed. You may increase the saves for multiple-day testing here: 1 **Set additional Saves**

All Forms

	RIV: Riverside Jr Hi	RIV: Riverside Jr Hi	RIV: Riverside
<input type="checkbox"/> FORM A 7.0: ELA7a On-Line Test	<input checked="" type="checkbox"/> Enable Enabled	<input type="checkbox"/> Enable	<input type="checkbox"/> Enable
<input type="checkbox"/> FORM A 7.0: Math7a On-Line Test	<input type="checkbox"/> Enable Disabled	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable
<input type="checkbox"/> FORM A 7.0: Sci7a On-Line Test	<input type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable
<input type="checkbox"/> Spanish Version	<input type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable	<input checked="" type="checkbox"/> Enable

Disabled Spanish Test

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 \$200 for each subject and grade you enable.

- All Form A/B/C assessments are **90 minutes** long with 1 “Save” allowed.
- Administrators have the option to extend the time limit on all Form tests.
- Administrators also have the option to add more Saves for multiple-day testing on all enabled tests.
- Assessments may be scheduled over multiple days in the Setting Test Times layout.
- Teachers have the option to extend the time limit on student class tests with added Saves.

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.

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.

3. Set Form Assessment Times

Pro-Core Form A/B/C school testing times *must* be set *after* the District Manager has *enabled* the Pro-Core Form A, B, or C assessments. (*See above*)

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** (**unchecked**) 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

Dashboard District **Users** Standard Assessments Teachers Students Schools Principal Assessment Result

Setting Testing Times

School: ZTES: Test School1

Available Assessments
Enable/Disable
Setting Testing Times
Accommodations

Set times for each School

View Student System Access Times

Select the dates and times students are allowed to take the Form tests you Enabled. Form A, B, C assessments are 90 minute tests. They may be administered over multiple days. Starting-Ending times should be selected to allow teachers additional time to give instructions and help students begin the tests

Allow principals/school administrators to modify the times you have set YES

Allow teachers to modify the times you have set YES

Defaults are "Yes"

Save

	Date	Starting Time	Ending Time
1			
2			

Allow at least 2 hours for 1-day testing. For multiple-day testing, Ending Times selected *must* always be at least **30 minutes** 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** above.*

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! 4. Set District Accommodations

Pro-Core allow the district manager to set accommodations across the entire district for students with IEPs, 504 plans, and/or English Language students (EL).

NOTE: This feature applies the selected accommodation(s) only if the EL students or students with IEPs or 504 plans have been identified during enrollment rostering; otherwise, students must be identified individually by the district administrator or teacher.

Dashboard District Users Standards Assessments Teachers

Assessment Accommodations

Available Assessments
Enable/Disable
Setting Testing Times
Accommodations

Text-to-Speech

Only Students identified by Teacher
Only Students identified by Principal
Only Students identified by District
Only EL Students
Only Students with IEP/504s
Both Students with IEP/504s and EL Students
All Students

Group Oral Administration for EL Students NO

Extra Time for Students with IEPs and 504 Plans Set by teacher
Set by principal
Set by district

Allow students to see Final Score Page YES

Save

Default

Default

CAUTION: *Non-default* selections made by the district administrator are synced *and locked* in the settings available to the school administrator/principal and teachers. If the school administrator or teacher attempts to change the district setting, a message will appear requesting they contact you.

Selecting "YES" for **Group Oral Administration for EL Students** allows a Students list to appear, so that you may select whether the assessment questions should be shuffled or not for all or some students.

The screenshot shows a 'Students' interface with a dropdown menu set to 'All Students'. A red callout box labeled 'EL Oral Shuffle' points to the 'Shuffle' toggle, which is currently set to 'YES'. Below this is a table with columns: First Name, Last Name, Gender, Student Code, Grade, School, and Shuffle. The table contains three rows of student data, each with a 'Shuffle' toggle set to 'YES'.

First Name	Last Name	Gender	Student Code	Grade	School	Shuffle
Eve	Alpha	Female	14820	10th Grade	ZTES: Test School1	YES
Eve	Anold	Female	24820000	6th Grade	ZTES: Test School2	YES
Frances	Antsy	Female	35970000	6th Grade	ZTES: Test School2	YES

View, Print, Run Short Cycle Web Assessments (SCWAs)

In the district administrator Menu, click on **Assessments**, and select **Available Assessments**, and then **Short Cycle Web Assessments** from the drop down boxes. This will allow you to view, print, or run Short Cycle Web Assessments by subject.

The screenshot shows the 'Available Assessments' interface. A red circle highlights the 'Assessments' menu item in the top navigation bar. Below it, a dropdown menu shows 'Available Assessments', 'Enable/Disable', and 'Setting Testing Times'. The 'Available Assessments' section has a 'Select Subject' dropdown and a 'Short Cycle Web Assessments' button, with a red callout 'SCWAs' pointing to the button. Below this is a table with columns: Subject, Title, Status, SF, ML, and Action. The table contains three rows of assessment data. Red callouts point to specific features: 'Shuffled Questions' points to the 'Status' column, 'Multi-Language' points to the 'ML' column, and 'Print-Run' points to the 'Action' column.

Subject	Title	Status	SF	ML	Action
Science 6	01 ESS: Minerals have specific,	Activated	Yes	No	
Geometry	01 GEO: Experiment with transformations in th	Activated	Yes	Yes	
Biology	01 HER: Cellular genetics	Deactivated	Yes	No	

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 recent Learning Standards in Reading/ELA, Mathematics, Science, and Social Studies. TPAs may also be shared with other teachers in the school. ([see Section N 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.

The screenshot shows the 'Assessments' menu with options: 'Available Assessments', 'Enable/Disable', and 'Setting Testing Times'. Below the menu is a table of available assessments. A red callout points to the 'Available Assessments' menu item. Another red callout points to the 'TPAs' button. A third red callout points to the 'Shuffled Questions' button. A fourth red callout points to the 'Multi-Language' button. A fifth red callout points to the 'Action' column header in the table.

Subject	Title	Status	SF	ML	School Name	Teacher Name	Action
American Government	3rd Quarter Review	Activated	Yes	No			
Social Studies 6	5 Theme	Activated	No	Yes			
ELA/Reading 6	6th ELA Standard RL 6.1	Deactivated	No	No			

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

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 screenshot shows the 'FAQ' section of the Pro-Core system. A red callout points to the 'FAQ' menu item in the top navigation bar. Below the menu is a section titled 'ENROLLMENT INFORMATION'. There are two buttons: 'Show All' and 'Hide All'. A red callout points to the 'Response View' button. Below the buttons are two questions listed.

1. Is there a Pro-Core **Procedures Checklist** with district administrator responsibilities?

2. How do I prepare the Pro-Core **Enrollment data file** for my district schools?

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>

View Learning Standards

Selecting “Standards” will display the Learning Standards and Domains assessed by Pro-Core. The Pro-Core Standard and State codes and descriptions are shown for each subject.

The screenshot shows the Pro-Core interface. The 'Standards' tab is selected in the top navigation bar. A red circle highlights the 'Standards' tab. A red box labeled 'Select Subject' points to the 'Science 7' dropdown menu. Another red box labeled 'Click to expand' points to the expand/collapse icon (a square with a minus sign) next to the 'Science 7' subject header. Below the subject header, there is a table with columns: Domain Code, Domain Description, and Subject. The table shows one row for '1. ESS' with the description 'Earth and Space Science' and 'Science 7' as the subject. Below this, there is a table with columns: Standard, State Number, and Standard Description. The table shows two rows: '01' with state number '[7.ESS.1]' and description 'The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere and atmosphere.', and '02' with state number '[7.ESS.2]' and description 'Thermal-energy transfers in the ocean and the atmosphere contribute to the formation of currents, which influence global climate patterns.'

Domain Code	Domain Description	Subject
1. ESS	Earth and Space Science	Science 7

Standard	State Number	Standard Description
01	[7.ESS.1]	The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere and atmosphere.
02	[7.ESS.2]	Thermal-energy transfers in the ocean and the atmosphere contribute to the formation of currents, which influence global climate patterns.

➤ *The next Section H deals with District Administrator Reports.*