

District Administrator: Setting Security Times and Enabling Form Assessments

NOTE: This section applies to both Clever and non-Clever 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)

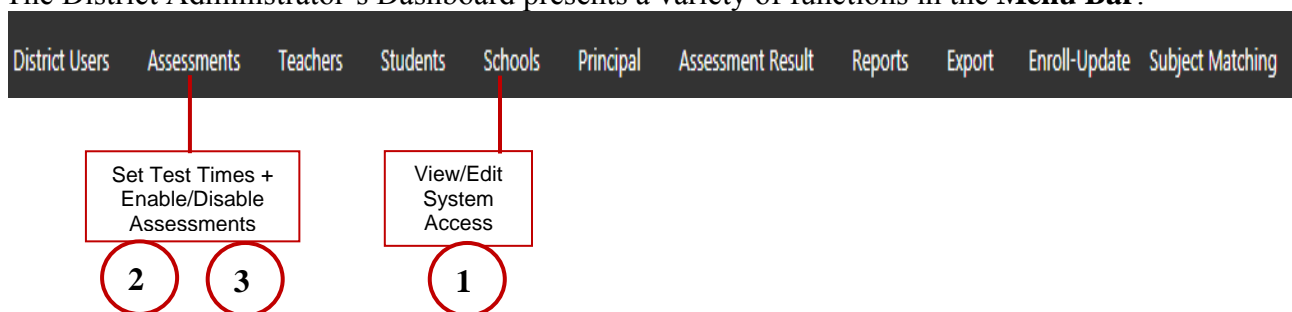
NOTE: District Administrators will log-in at a *special* **district administrator-only url** emailed by Ben Hemingway to the “**District Managing Administrator**” and/or “Tech Person.” The School Administrator/ Principal log-in and functions are presented in Section G.

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 contains two input fields: "Username" and "Password". Below the "Password" field is a "Remember me" checkbox. A "Login" button is located to the right of the "Password" field. Two red callout boxes with white text and 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.

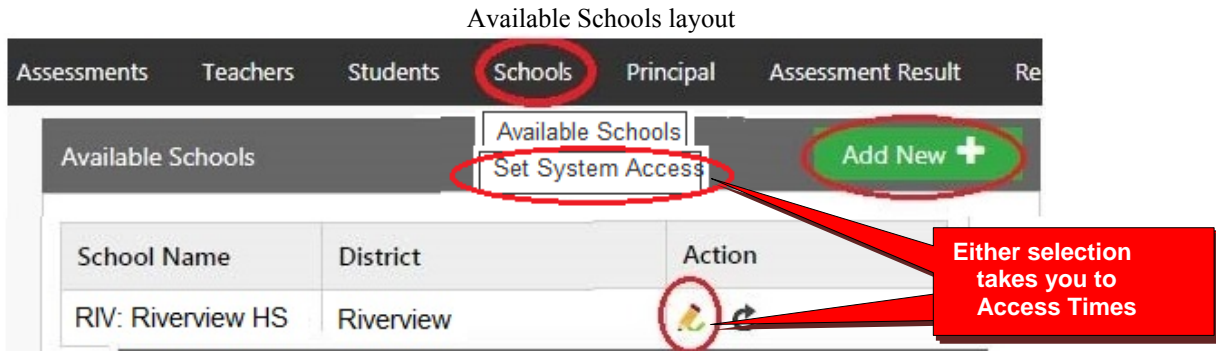
1. Set Student System Access Times



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.

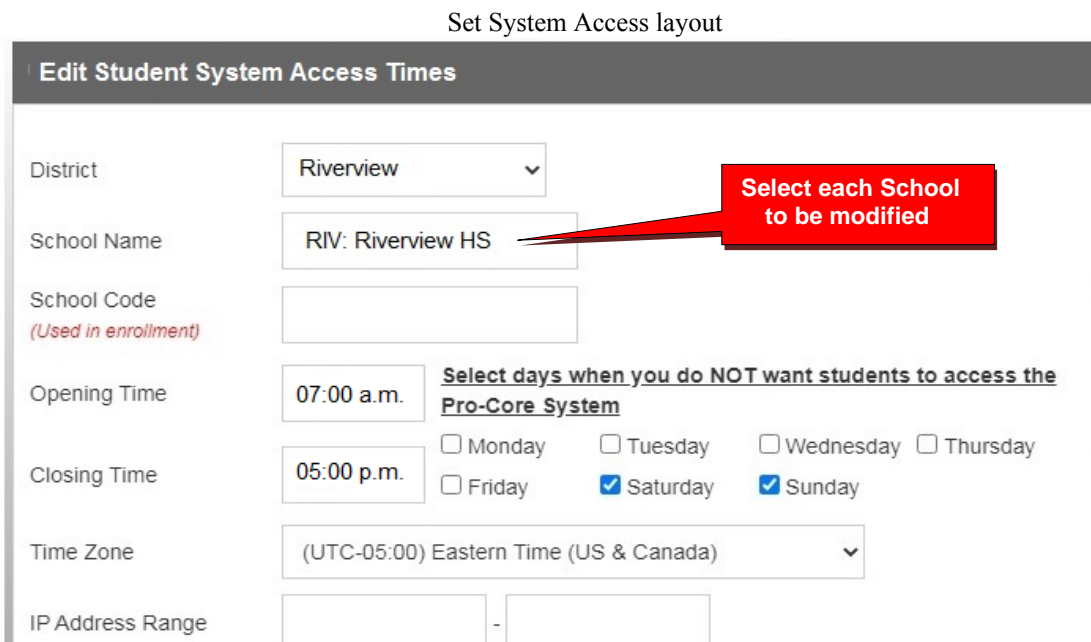
Selecting **Schools** > **Available Schools** in the District Menu allows you to view or edit or Add New district schools. Selecting **Set System Access** or the pencil  icon allows you view and reset student system access times. School administrators and teachers may log-in at anytime.

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

The screenshot shows the 'Assessments Enabled/Disabled' interface. The 'Assessments' menu is highlighted in red. A red callout box points to the 'Default is "Yes"' label next to the 'Allow Form C to show in Reports' dropdown. Another red callout box points to the 'Extend time limit' label next to the '0' minutes input field. A third red callout box points to the 'Set additional Saves' label next to the '1' input field. A fourth red callout box points to the 'Enabled' label next to a checked checkbox for 'FORM A 7.0: ELA7a On-Line Test'. A fifth red callout box points to the 'Disabled' label next to an unchecked checkbox for 'FORM A 7.0: Sci7a On-Line Test'. A sixth red callout box points to the 'Disabled Spanish Test' label next to an unchecked checkbox for 'Spanish Version'.

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

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.

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.

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 (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

	Date	Starting Time	Ending Time
1			
2			

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

Save

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.*

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.

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 M** for more information)

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

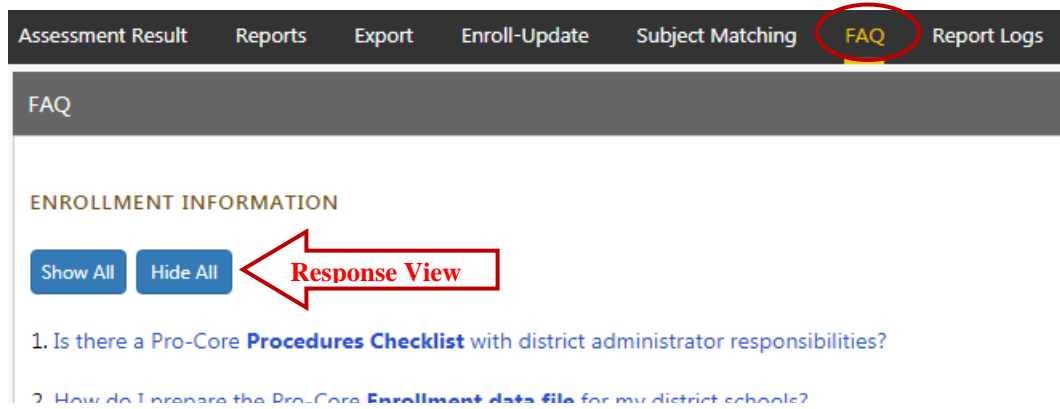
In the administrator Menu, click on **Assessments**, and select **Available Assessments**, and then **Teacher Personalized Assessments** from the drop down boxes. This will allow you to view, print, run, edit, share, or delete Teacher Personalized Assessments by subject and teacher.

Subject	Title	Status	SF	ML	School Name	Teacher Name	Action
American Government	3rd C	Activated	Yes	No			
Social Studies 6	5 Themes of Geography	Activated	No	Yes			
ELA/Reading 6	6th ELA S	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 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>

➤ *The next Section H deals with Principal/School Administrator Reports.*