District Administrator: Setting Security Times and Enabling Form Assessments

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.

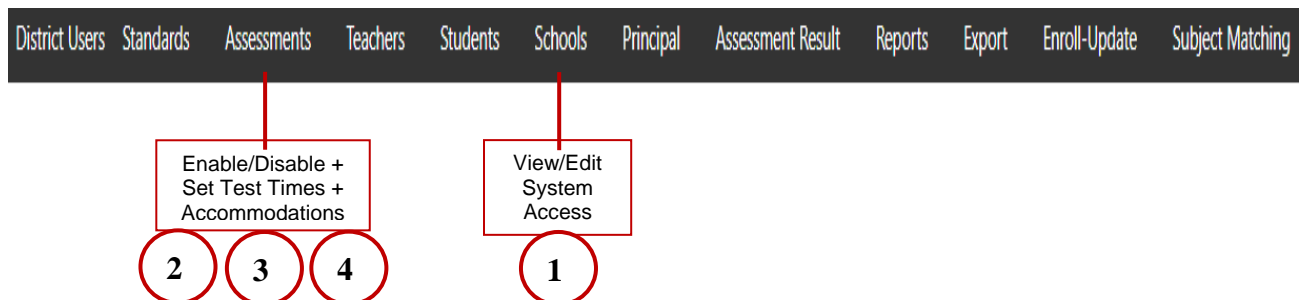**DISTRICT ADMINISTRATOR LOG-IN** (Available to all district administrators)

> **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 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.
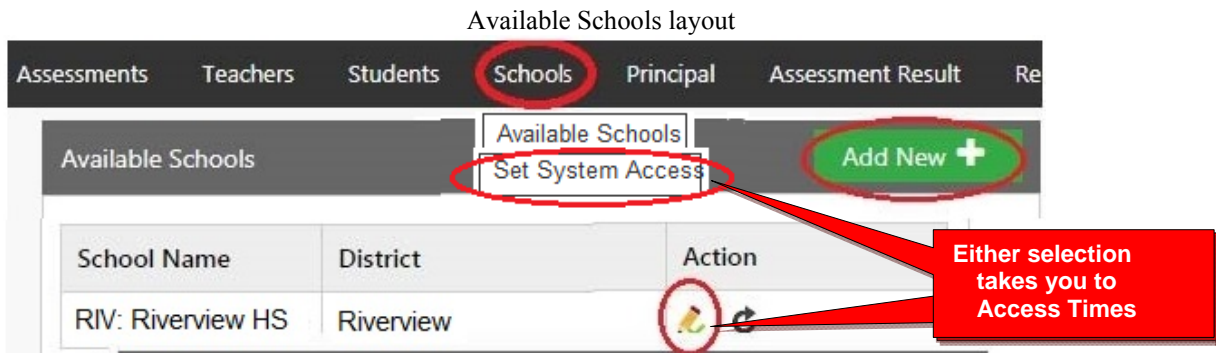
1. Set Student <u>System</u> Access Times

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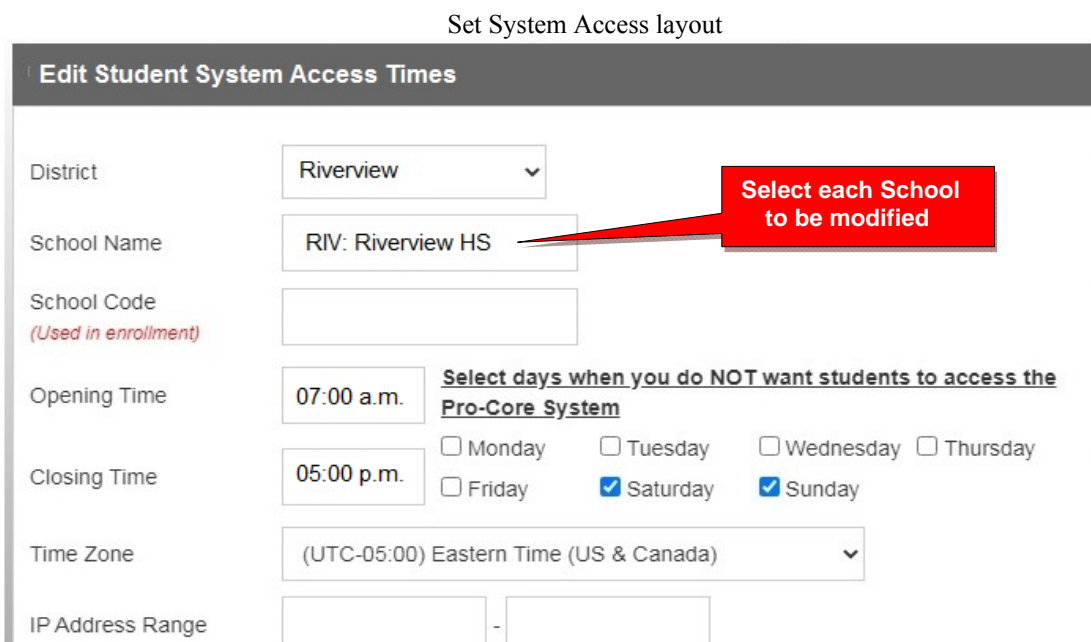
Selecting **Schools > Available Schools** in the District Menu allows you to view or edit or Add New district schools. Selecting **Set System Access** or the pencil ✏ icon allows you view and reset **student** <u>system access</u> times. School administrators and teachers may log-in at anytime.

Available Schools layout

Set System Access layout

<u>Students</u> 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 <u>Form Assessments</u> 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

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 <u>each</u> subject and grade you enable.

- All Form A/B/C assessments are **90 minutes** long with 1 "Save" allowed.
- <u>Administrators</u> 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.
- <u>Teachers</u> 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 <u>reports</u>** 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 <u>Form Assessment</u> Times

Pro-Core Form A/B/C school <u>testing times</u> *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."

<u>**WARNING:**</u> 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 <u>**disable**</u> (**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

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** <u>**Accommodations**</u>

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).

<u>**NOTE**</u>: 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.

<u>**CAUTION**</u>**:** *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.

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.

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 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.

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

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 next Section H deals with District Administrator Reports.*