

# Principal/School Administrator Log-in and Editing Procedures\*

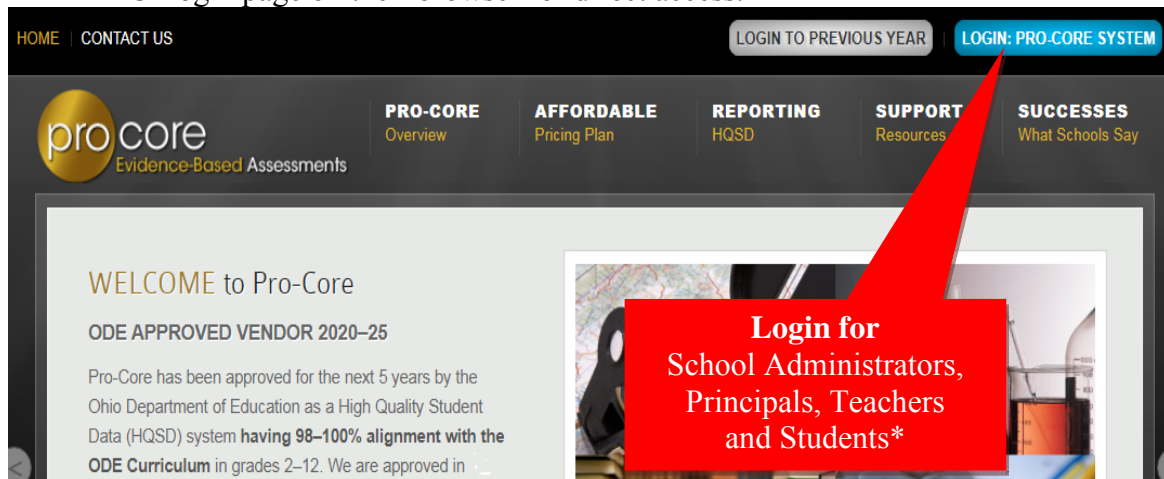
**IMPORTANT:** *Pro-Core Security Guidelines require that the school’s Test Coordinator, Principal, or Managing Administrator is responsible for monitoring the pre- and post-tests Forms A, B, and C. No previewing of the pre- or post-tests is allowed. No printed or “alternate media” copies of the pre-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

## ***Update*** Pro-core Features for Local and Remote Security

Pro-Core has 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).

### **BEFORE THE FORM A (Pre-Test) ASSESSMENTS**

1. Your **District Administrator** will set-up school administrator usernames and passwords for school administrator/principal access to the system.
2. Your District Administrator will generate a list of teacher usernames and passwords for logging into the online Pro-Core Assessment System to forward to principals.
3. **School Administrators** and **teachers** should log into the system before the Form A diagnostic pre-test is administered to confirm teacher class and student enrollments are accurate, and to become familiar with the various system features and commands.\*
  - School administrators, teachers, and students may login to the Pro-Core Assessments (P-C #) program through the Pro-Core Web Site at <https://pro-core.us>
  - They may click on the “#.0 Login New Tech Enhanced” tab, and **Bookmark** the P-C Login page on their browser for direct access.



*See Section J and L of this manual for Teacher and Student Log in and Procedures.*

**\*NOTE:** Your Pro-Core **District Administrator** will log-in at a *special* “district-level only” url provided by Ben Hemingway (*see* Section D). The district-level administrator must enroll at least one principal or school-level administrator for each district school, and send the school principal(s) their log-in information

**Update** District-level Administrators may now perform student “batch” enrollments and editing. *See Section E for more information.*

## PRINCIPAL/SCHOOL ADMINISTRATOR LOG-IN

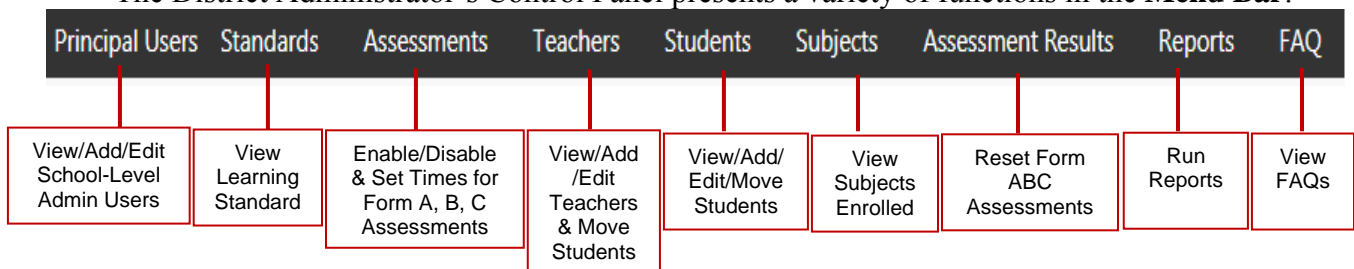
On the Pro-Core **Login Window**, select your school, then key-in your Pro-Core User ID and password. \* Your password will appear as *dots* ●●● for security.

The screenshot shows the 'Login to ProCore Account' interface. It features a dropdown menu for school selection, two input fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Three red callout boxes provide instructions: 1. Select your school (pointing to the dropdown), 2. Key-in your Username (pointing to the Username field), and 3. Key-in your password (pointing to the Password field).

**\*NOTE:** Contact your Pro-Core District Administrator for your School Administrator log-in Username and Password.

## The Principal/School Administrator Control Panel

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



School-Level administrator users have full access to teacher, class and student information including enrollments, reports, and functions shown in the Menu Bar. **At least one School-Level Administrator/Principal must be enrolled into each school by your District-Level Administrator.**

**NOTE:** The School-Level Administrator/Principal may change her/his username and password at any time, and enroll additional school-level administrators.

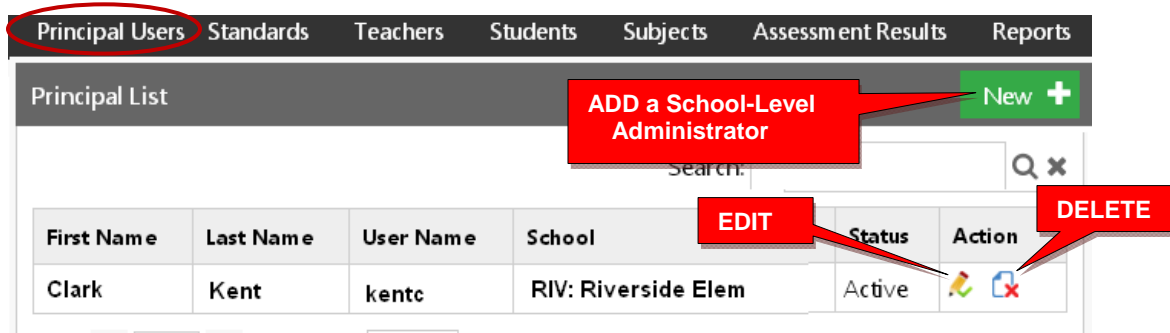
Teacher-level and student-level users and teacher classes are *automatically* enrolled into the Pro-Core system at the beginning of the school year.

District or School-Level administrators may view or edit teacher or student information.

**The District OR School-Level administrator is responsible for adding new teachers, classes, and students, or moving enrolled teachers, classes, and students in the system after the initial enrollment.**

### View/Add/Edit Principal/School Administrator Level Users

In the District Admin Control Panel Menu Bar, select **Principal Users**.



To add a Principal (School Level Administrator) user, select the **New+ button**.

The 'Add Principal' form contains the following fields: School (RIV: Riverside Elem), First Name, Last Name, User name, and Password. At the bottom, there is an 'Active' checkbox and a 'Save' button. Red callout boxes point to the 'Active' checkbox with the text 'Activate and Save changes' and to the 'Save' button.

Key-in the “Add Principal” information. The recommended *default* log-in is *LastnameFirstInitial* with password 789. Select “**Active**,” then “**Save**” when done.

School-level administrators have access to the same functions as the Principal. They may log-in and change username and passwords at any time. **We strongly recommend that administrators change their *default* username and password.**

## Standards

View the Pro-Core codes and State learning standards in each subject and grade level assessment presented in the Pro-Core system.

Domain Code	Domain Description	Subject
1. ESS	Earth and Space Science	Science 4
2. PHS	Physical Science	Science 4

P-C Standard	State Number	Standard Description
1	[1]	1:[1]Earth's surface has specific characteristics and landforms that can be identified.
2	[2]	2:[2]The surface of Earth changes due to weathering.
3	[3]	3:[3]The surface of Earth changes due to erosion and deposition.

## Assessments

Your District Manager or tech person is responsible for enrolling your teachers and students into the Pro-Core system at least a week prior to your district or school(s) Form A assessment date. New assessment security controls have been added to the system.

Pro-Core [System Access](#) and [Assessment Times](#) are initially set by the District Administrator or tech person. These **controls** can be modified by a School Administrator or Principal who have been added to the system by the District Manager to more closely reflect each school's scheduling.

There are two security features that allow control of (A) Pro-Core System [Student Access Times](#) and (B) Pro-Core Form [Assessment Times](#).

### A. Student System Access Times

Your school's [student Pro-Core system access times](#) have been previously set. The *default* student system access times are **weekdays from 7:00 a.m. to 5:00 p.m.**, but these may have been modified by your District Administrator to better fit your school's actual opening and closing times.

School administrators and teachers have access to the Pro-Core system at any time. But for enhanced security, [students](#) should only be allowed to have system access—or not—to the Pro-Core *system* during controlled times at school or from home.

**Update:** You may confirm or edit your students' [system access](#) settings so that they coincide with your Pro-Core Form A/B/C [testing](#) plans and other teacher class activities. See **Set Test Times on the next page** for more information

Students attempting to log-into the Pro-Core system outside of the system access times set will see the **message**: "Pro-Core system access is closed at this time."

## B. Setting Form Assessment Times

School Pro-Core Form A/B/C assessments and school testing times *should have* been previously **activated** by Ben Hemingway and **enabled** by the **District Manager**; otherwise, the School Administrator *must* enable them and set the testing times.

**Update** All Form A/B/C assessments are **90 minutes** long. Assessments may be scheduled over two days in the **Set Test Times** layout. Administrators have the option to remove the time limit. Teachers have the option to extend the time limit.

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.”

*Updated* Enable/Disable layout

For **Form A** assessments, there is a column of “**Threshold Scores**.” A “flag” 🚩 symbol will appear next to students who score below that number. You may **reset** and change any Form A test threshold score if you wish. Click “**Save**” to save your changes.

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 School Assessments Menu, or you will automatically be taken to the Set Testing Times layout to set the days and times students will be taking the enabled Form assessments. If there are dates and times visible in the layout, they may have been previously set by your District Administrator. You may modify them if you wish; otherwise, you must set the testing times.

Pro-Core Form A/B/C assessments and make-up testing should be scheduled within a **two-week testing window**. Select each day and times you want students to have access to the enabled assessments.

*Updated* Set Testing Times layout

**Update** As noted in the layout above: Ending Times selected should always be **two hours** 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*.

**CAUTION:** Setting strict assessment times will make the Form A/B/C assessments more secure.

Teachers administering the Form A/B/C assessments may further modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district or school. 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.”

Teachers are able to further enhance security by selecting specific subjects and student testing times within the school’s system access and testing schedule for each of the teacher’s classes. *See teacher information in Section J.*

**The remaining functions in the Administrator’s Control Panel Menu Bar are available after teachers and students have been enrolled into your district school subject classes.**

**Update** 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 now provides a “batch editing” function at the district administrator level. (*see Section E, page 8f.*) The procedures below are mainly for individual editing or making small group changes.

### View/Add/Edit Teachers and Subject Classes

Selecting “**Teachers**” in the menu bar allows you to view, find, edit, add or remove teacher information, log-in, subjects, classes, and see student lists.

The screenshot shows the 'Teachers List' interface. At the top, a navigation menu includes 'Principal Users', 'Standards', 'Teachers' (circled in red), 'Students', 'Subjects', and 'Assessment Results'. A red callout box labeled 'Add a Teacher' points to a 'New +' button in the top right corner. Below the menu, a search bar is present with a magnifying glass icon and a close 'x' icon. A red callout box labeled 'Edit Teacher Info' points to the search bar. The main content area is a table with columns for 'First Name', 'Last Name', 'School', and 'Action'. The first row shows Jonathan Depp at RIV: Riverside Elem. A red callout box labeled 'See Teacher Classes' points to a minus sign icon in the first column. Below this row, a sub-table shows 'Subject', 'Period', and 'Class Code' for ELA/Reading 5 (Period 5, Class Code 102) and Social Studies 5 (Period 5, Class Code 101). A red callout box labeled 'Delete a Teacher' points to a red 'x' icon in the 'Action' column of the first row. Below the sub-table, two more rows of teacher information are visible: Archibald Leach and Tina Turner, both at RIV: Riverside Elem.

**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.

The screenshot shows the 'Add Teacher' form with the following fields: District (Riverside), School (RIV: Riverside Elementary), First Name, Last Name, Teacher Username, and Password. A blue 'Save' button is at the bottom. Red callout boxes point to the 'Save' button with the text 'SAVE changes' and to the Password field with the text 'See CAUTION below'.

**NEW! 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 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.

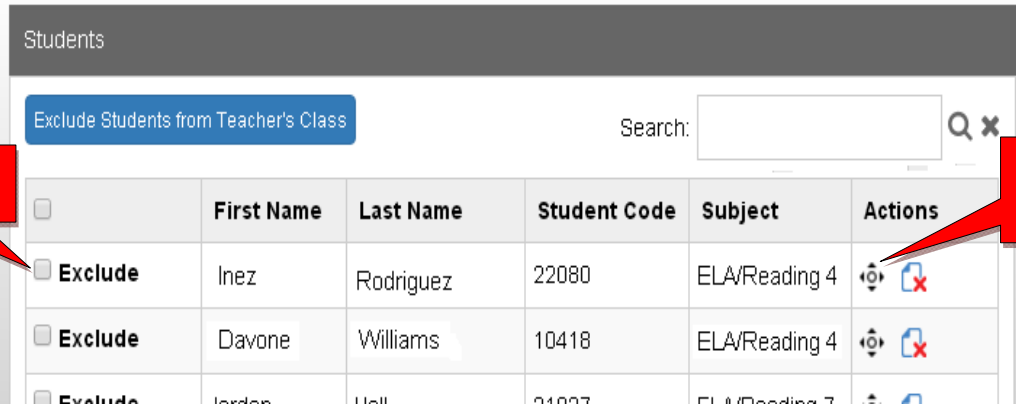
The screenshot shows the 'Edit Teacher' form for Jonathan Depp. The Teacher Username is 'DeppJonathan' and the Password is '987'. A table below shows 'Available Class' with columns for Subject, Period, Class Code, and Action. The first row is 'ELA/Reading 4', '2', '101'. Red callout boxes point to the 'Default log-in' (password field), 'Should be changed' (username field), 'Add a Subject-Class' (New button), 'Delete a Subject-class\*' (trash icon), 'View, Move, or Add Students' (edit icons), 'Add Co-Teacher' (plus icon), 'Subject-Class Pop-up' (dropdown arrow), and 'Be sure to SAVE changes' (Save button).

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









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

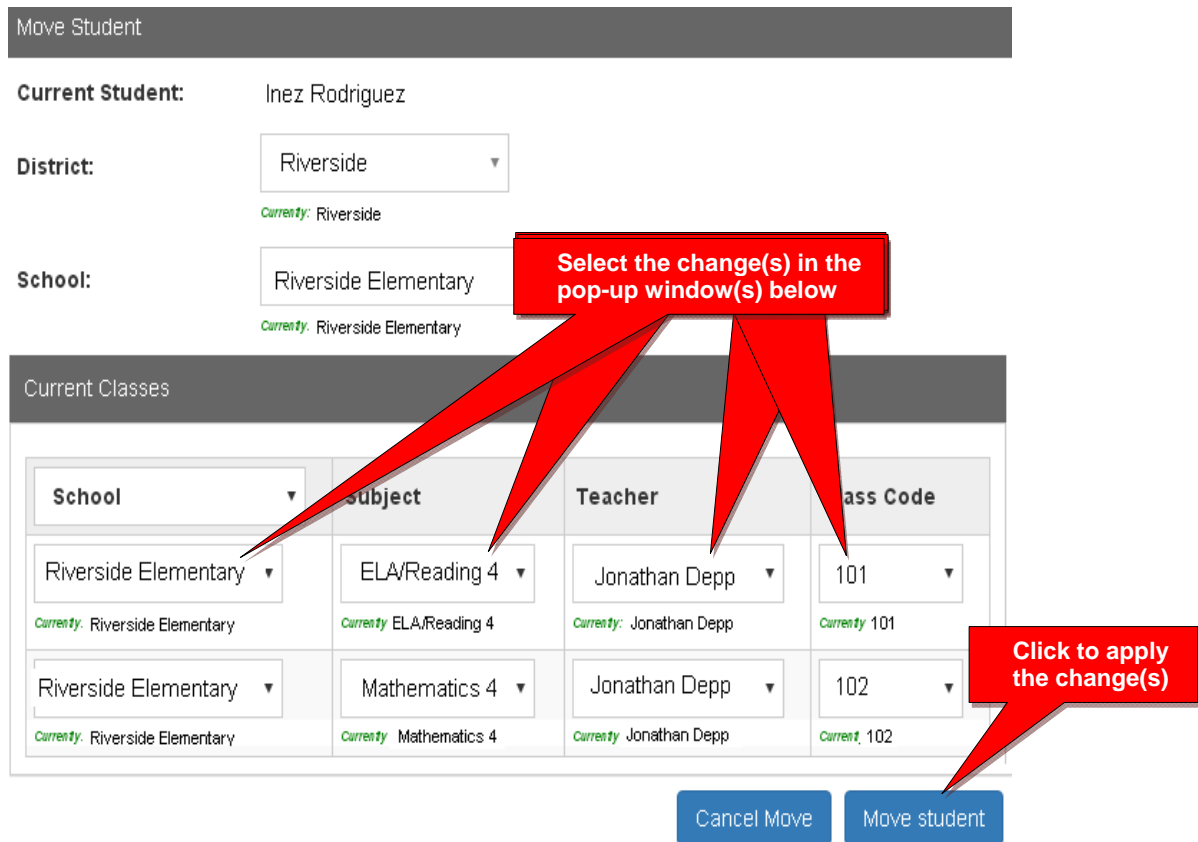
Selecting the **View Students** icon  takes you to a student list where you can view, move, or remove students to different teacher classes or exclude students from certain reports.



The screenshot shows a table titled "Students" with columns: First Name, Last Name, Student Code, Subject, and Actions. There are three rows of student data. A blue button "Exclude Students from Teacher's Class" is at the top left, and a search box is at the top right. Two red callout boxes point to the "Exclude" checkbox and 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	 
<input type="checkbox"/> Exclude	Davone	Williams	10418	ELA/Reading 4	 
<input type="checkbox"/> Exclude	Jordan	Hall	31027	ELA/Reading 4	 

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.



The screenshot shows the "Move Student" pop-up window. It displays the current student as "Inez Rodriguez" and shows dropdown menus for District (Riverside), School (Riverside Elementary), and Current Classes. The Current Classes table has columns for School, Subject, Teacher, and Class Code. A red callout box points to the dropdown menus, and another points to the "Move student" button.

**Current Student:** Inez Rodriguez

**District:** Riverside  
Currently: Riverside


**School:** Riverside Elementary  
Currently: Riverside Elementary

School	Subject	Teacher	Class Code
Riverside Elementary <small>Currently: Riverside Elementary</small>	ELA/Reading 4 <small>Currently: ELA/Reading 4</small>	Jonathan Depp <small>Currently: Jonathan Depp</small>	101 <small>Currently: 101</small>
Riverside Elementary <small>Currently: Riverside Elementary</small>	Mathematics 4 <small>Currently: Mathematics 4</small>	Jonathan Depp <small>Currently: Jonathan Depp</small>	102 <small>Currently: 102</small>

**Buttons:** 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 class(es) must have been created previously.

### Assign Co-Teacher to class


**Co-Teacher:**





**Co-Teacher Class:**

Select the Co-Teacher and Class

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

Assign Students 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	 

## 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.

Principal Users Standards Teachers Students Subjects Assessment Results Reports

Available Students New +

First Name	Last Name	Gender	District	School	Grade	Student Code	Action	
<input type="checkbox"/>	Teshawna	Willis	Female	Riverside	RIV: Riverside Elem	3rd Grade	22117	  
<b>Subject</b>		<b>Teacher</b>	<b>ETH</b>	<b>LEP</b>	<b>Dis</b>	<b>IEP</b>	<b>Gift</b>	<b>Class Code</b>
Science 3		HAAR	2	0	0	0	1	181
ELA/Reading 3		HAAR	2	0	0	0	0	183
Social Studies 3		TUEL	2	0	0	0	0	262
Mathematics 3		TUEL	2	0	0	0	1	263
<input type="checkbox"/>	Indira	Shamar	Female	Riverside:	RIV: Riverside Elem	4th Grade	21987	  

Add a New Student

Move a student

Edit Student Info

Delete a Student

See Student Classes

**Note:** You can add individual students here, but go to Teachers menu to add multiple students to a class

## Adding a New Student

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

The screenshot shows the 'Add Student' form with the following fields: District (Riverside), School (dropdown), First Name, Last Name, Student Code, Gender (dropdown), Grade (4th Grade), Username, and Password. A blue 'Save' button is at the bottom. Three red arrows point to the School dropdown, the Student Code field, and the Save button, with labels: 'Your School', 'See CAUTION below', and 'Save changes' respectively.

**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.

To **Move Students** to different classes, follow the directions on page **G-8**.

## 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.

The screenshot shows the 'Edit Student' form with the following fields: School (Riverside Elementary), First Name (Inez), Last Name (Rodriguez), Student Code (22080), Gender (Female), Grade (4th Grade), Username (22080), and Password (Rodriguezl). A blue 'Save' button is at the bottom. A red circle highlights the 'Standards' tab in the top navigation bar. Two red arrows point to the Student Code field and the Save button, with labels: 'Student ID cannot be changed' and 'Save changes' respectively.

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.

The screenshot shows a table titled "Available Subjects" with columns: School, Subject, Main Teacher, M-T Co-Teacher, Co-Teacher, Co-T Class Code, ETH, LEP, Dis, IEP, Gift, and Action. The table contains three rows of data. A red callout box labeled "Add a Subject-Class" points to the "New +" button in the top right corner. Another red callout box labeled "Add a Co-Teacher" points to the "Co-Teacher" column. A third red callout box labeled "Delete a student from a Subject-Class" points to the "Action" column, specifically to the "SGM Deac" link. A blue callout box labeled "Save" points to a "Save" button at the bottom left of the table.

## Subjects

Selecting the Subjects tab shows you the Pro-Core subjects into which your school's teachers and students have been enrolled.

The screenshot shows a navigation menu with tabs: Principal Users, Standards, Teachers, Students, Subjects, and Assessment Results. The "Subjects" tab is selected and circled in red. Below the menu is a section titled "Available Subjects" with a search bar and a table. The table has columns: Subject Name, Abbreviation, and Subject Code. A red callout box labeled "Column sorted A-Z" points to the downward arrow next to the "Abbreviation" column header. The table lists three subjects: ELA/Reading 3 (ELA3, R3), ELA/Reading 4 (ELA4, R4), and Mathematics 3 (MATH3, M3).

It is good to check this report *prior* to the Form A assessments to make sure all your pre-test subjects are listed here.

## Assessment Results (View/Reset)

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

The screenshot shows the "Assessment Results" page with a navigation menu including Dashboard, Principal Users, Standards, Assessments, Teachers, Students, Subjects, Assessment Results, Reports, and FAQ. The "Assessment Results" tab is selected and circled in red. Below the menu is a table with columns: School, Student Name, Title, Subject, Starting Time, Ending Time, Time Start to Finish, Total Time on Test, # of times, Score, Status, and Action. A red callout box labeled "View scores & responses" points to the "View Scores & Responses" link in the Action column. Another red callout box labeled "Review ALL questions" points to the "Review All Questions" link. A third red callout box labeled "Review skipped questions ONLY" points to the "Review Skipped Questions" link. A fourth red callout box labeled "Low score flag" points to a flag icon in the Status column. A fifth red callout box labeled "Clear & Re-take the test" points to the "Clear & Re-take the test" link. The table shows one assessment result for a student named Jetson Adam at Riverside School, with a score of 10%.

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 test responses.

### **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 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.

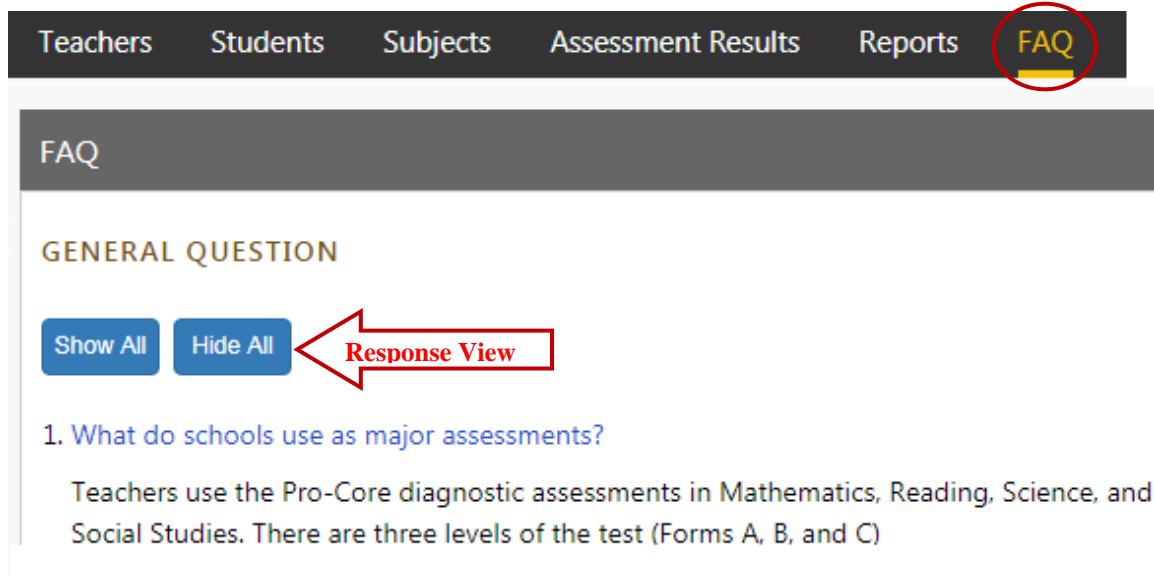
	Subject	Title	School Name	Teacher Name	Action
+	Algebra II/Integrated Math III	Algebra II Custom Short Cycle 1	RIV: Riverside HS	Sonny Liston	[Print] [Run] [Refresh] [Edit] [Delete]
+	Mathematics 3	Area Quick Check	RIV: Riverside Elementary	Mike Spinks	[Print] [Run] [Refresh] [Edit] [Delete]
+	ELA/Reading10	CP 10 Argument Unit	RIV: Riverside HS	Muhammad Ali	[Print] [Run] [Refresh] [Edit] [Delete]

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.

## Principal/School 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](mailto:hemingway@pro-core.us)



The screenshot shows a dark navigation bar with the following items: Teachers, Students, Subjects, Assessment Results, Reports, and FAQ. The 'FAQ' item is circled in red. Below the navigation bar is a grey header with the text 'FAQ'. Underneath is a section titled 'GENERAL QUESTION'. There are two blue buttons: 'Show All' and 'Hide All'. A red arrow points from the text 'Response View' to the 'Hide All' button. Below the buttons is a list item: '1. What do schools use as major assessments?'. The answer text reads: 'Teachers use the Pro-Core diagnostic assessments in Mathematics, Reading, Science, and Social Studies. There are three levels of the test (Forms A, B, and C)'.

There is a FAQ selection addressed specifically to district managers 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.*