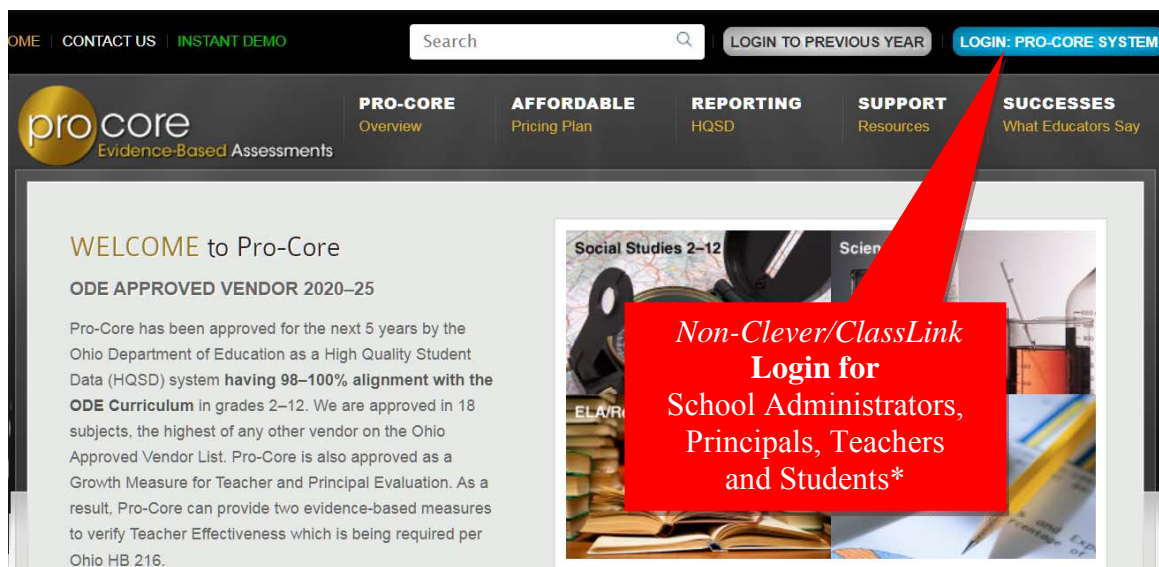


Principal/School Administrator Log-in and Editing Functions (Non-Clever/ClassLink Schools)

NOTE: Schools using **Clever or ClassLink** should follow **Rostering** and **Sync** instructions in Section C.

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 L and P 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” url provided by Ben Hemingway (see Section F). The district-level administrator must enroll students, teachers, classes, at least one principal or school-level administrator for each district school, and send the school principal(s) their log-in information

Contact your Pro-Core District Administrator for your School Administrator log-in Username and Password.

Principal/School Administrator Log-In

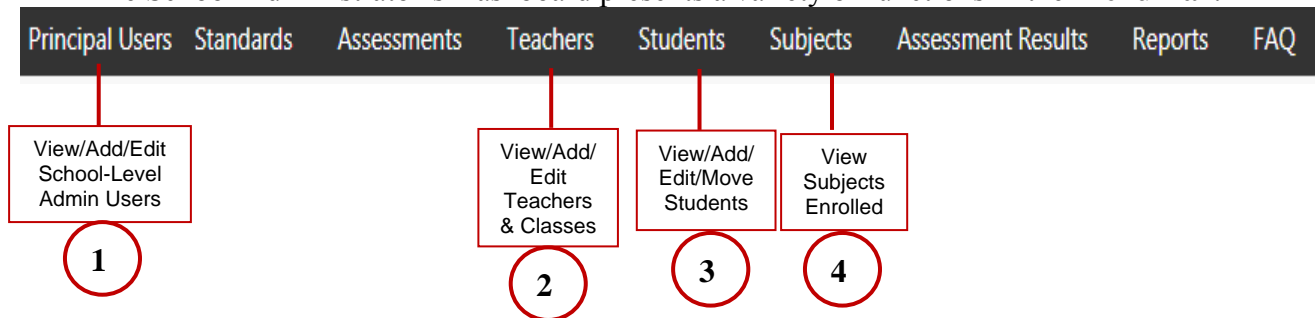
On the Pro-Core **Login Window**, select your school, then key-in your Pro-Core User ID and password. * Your password will appear as *dots* ●●● for security.

The screenshot shows the 'Login to ProCore Account' window. It includes a dropdown menu for school selection, fields for Username and Password, a 'Remember me' checkbox, and a 'Login' button. Three red callout boxes with numbered instructions point to the corresponding fields:

- 1. Select your school (points to the school dropdown menu)
- 2. Key-in your Username (points to the Username input field)
- 3. Key-in your password (points to the Password input field)

The Principal/School Administrator Dashboard

The School Administrator's Dashboard 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 should be enrolled into each school by your District-Level Administrator or SIS Tech person.**

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

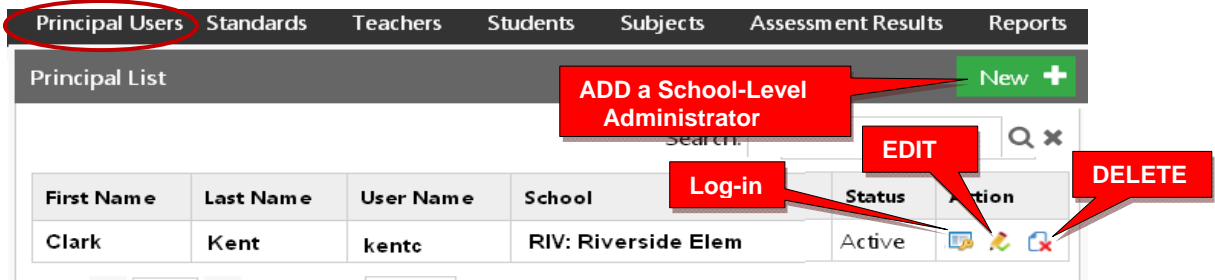
Teacher-level and student-level users and teacher classes are *automatically* enrolled into the Pro-Core system at the beginning of the school year.

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.

1. 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 has fields for School (RIV: Riverside Elem), First Name, Last Name, User name, and Password. There is an 'Active' checkbox and a 'Save' button. A red callout 'Activate and Save changes' points to both the 'Active' checkbox and the 'Save' button.

Add Principal

School
RIV: Riverside Elem

First Name

Last Name

User name

Password

☐ Active

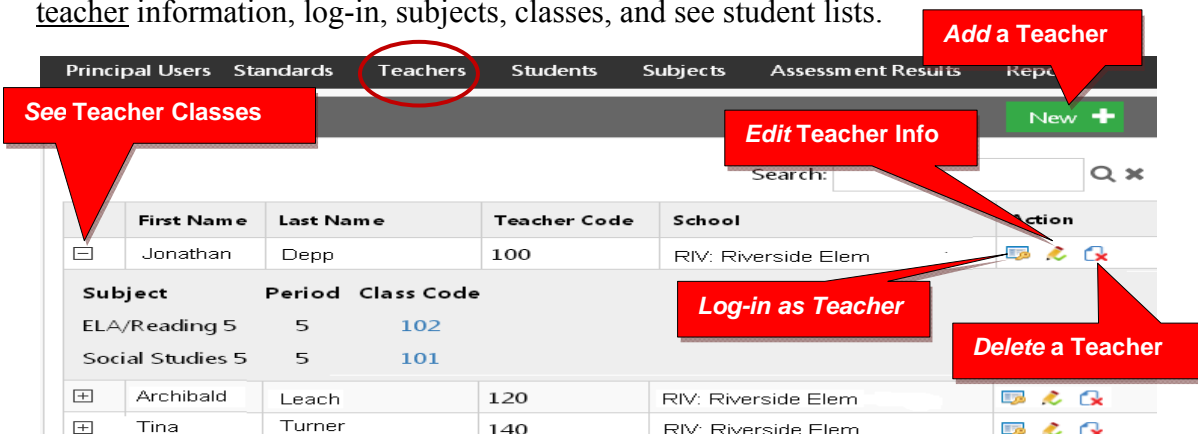
Save

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.**

2. View/Add/Edit Teachers and Class Students

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.



Add a New Teacher

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 includes fields for 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 with arrows point to the 'Save' button, labeled 'SAVE changes', and to the Password field, labeled 'See CAUTION below'.

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.

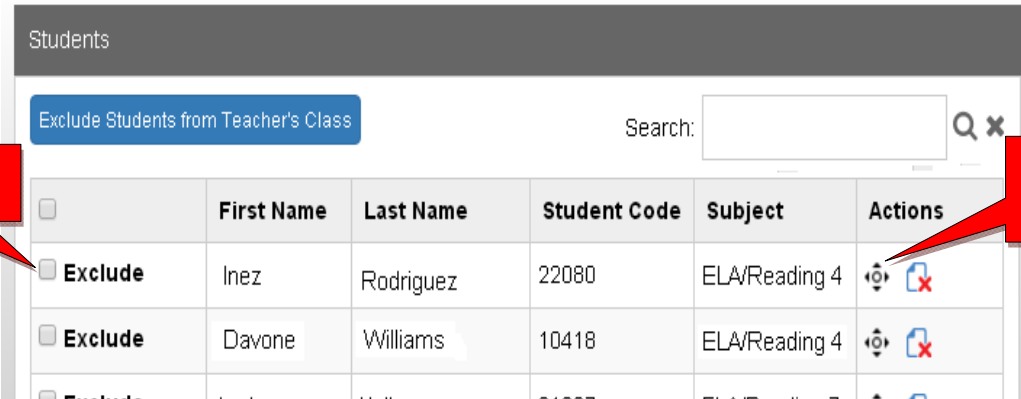
The 'Edit Teacher' form shows fields for School (Riverside Elementary), First Name (Jonathan), Last Name (Depp), Teacher Username (DeppJonathan), and Password (987). Red callout boxes with arrows point to the Password field, labeled 'Default log-in' and 'Should be changed'. Below the form is an 'Available Class' section with a table:

Subject	Period	Class Code	Action
ELA/Reading 4	2	101	

Red callout boxes with arrows point to the 'Add a Subject-Class' button (green plus), the 'Delete a Subject-class*' button (red minus), the 'View, Move, or Add Students' button (blue magnifying glass), the 'Add Co-Teacher' button (blue plus), and the 'Save' button (blue). A red callout box labeled 'Subject-Class Pop-up' points to the 'Subject' dropdown. A red callout box labeled 'Be sure to SAVE changes' points to the 'Save' button.







View and Move a Class 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.



Students

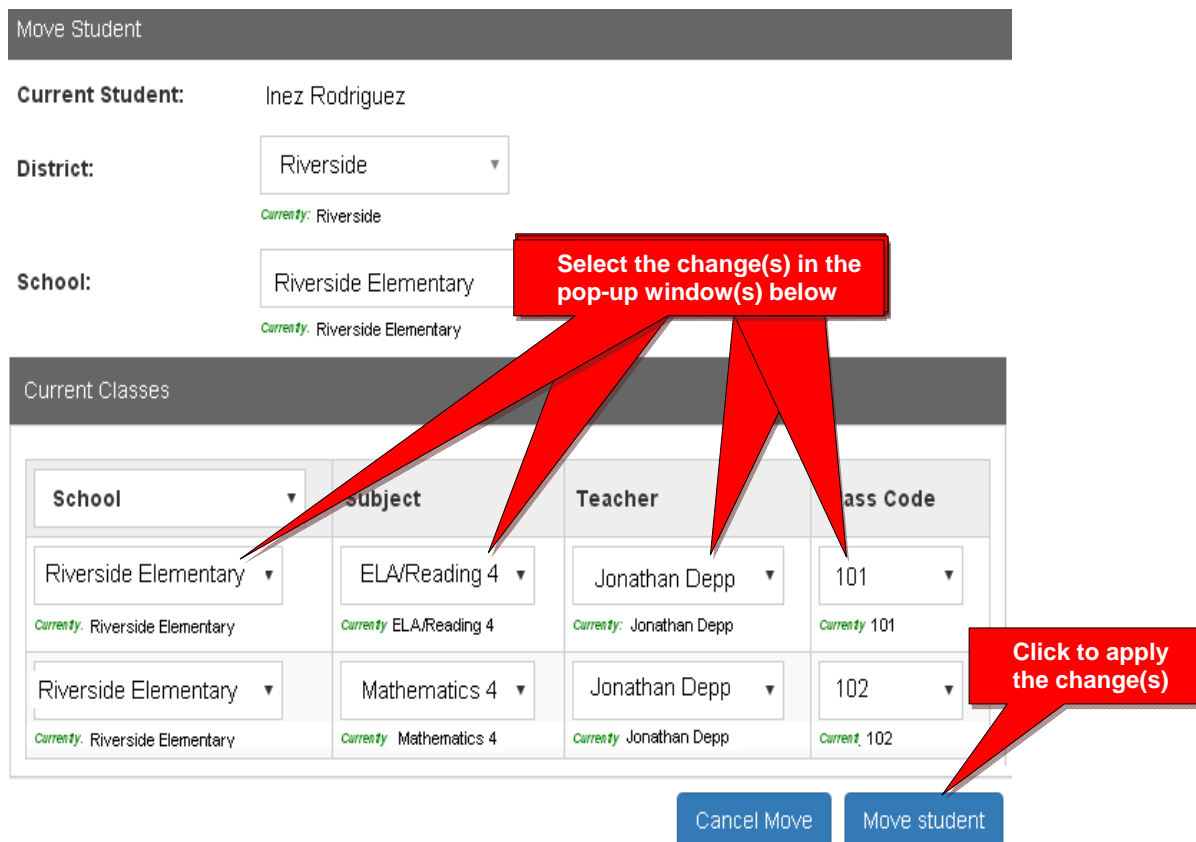
Exclude Students from Teacher's Class Search:

	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	Isabel	Hall	04007	ELA/Reading 3	 

Select students to exclude

Select the student's Move icon

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


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

Current Classes

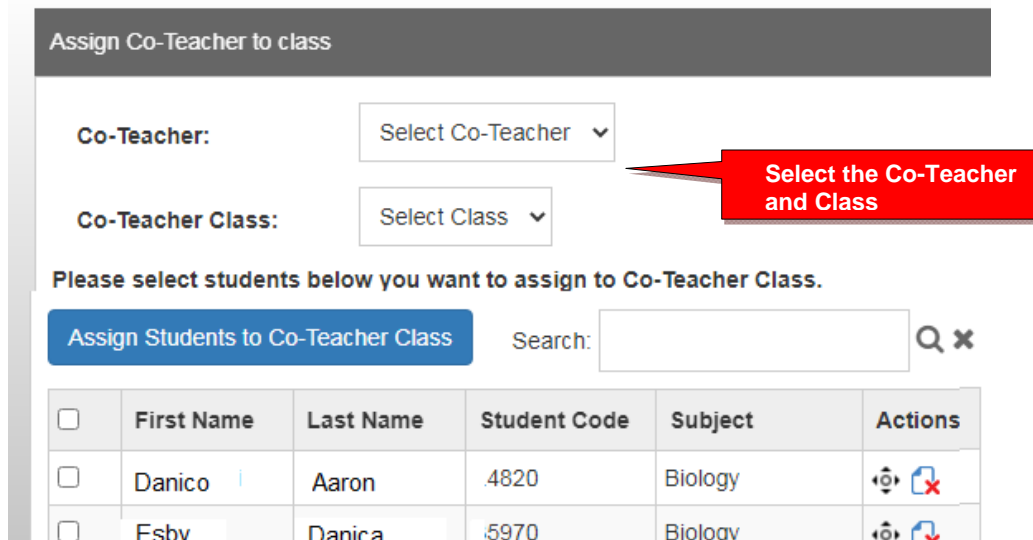
School	Subject	Teacher	Class Code
<input type="text" value="Riverside Elementary"/> <small>Currently: Riverside Elementary</small>	<input type="text" value="ELA/Reading 4"/> <small>Currently: ELA/Reading 4</small>	<input type="text" value="Jonathan Depp"/> <small>Currently: Jonathan Depp</small>	<input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

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 class(es) must have been created previously.

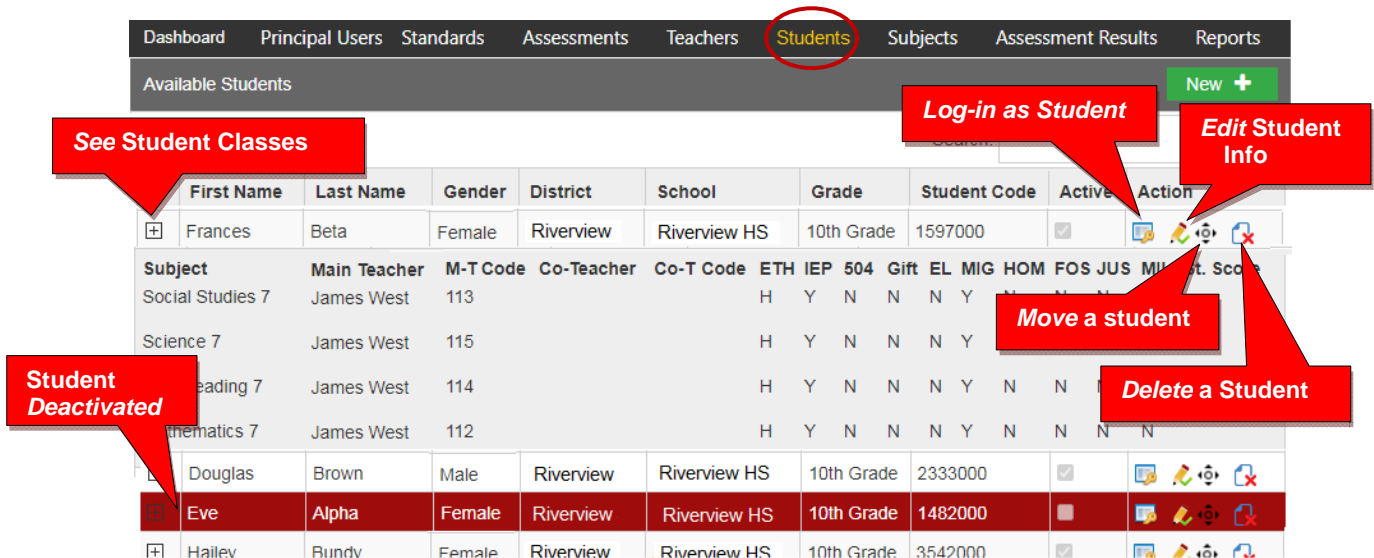


The "Assign Co-Teacher to class" window features a dark header bar with the title. Below it, there are two dropdown menus: "Co-Teacher:" with a "Select Co-Teacher" button and "Co-Teacher Class:" with a "Select Class" button. A red callout bubble points to these dropdowns with the text "Select the Co-Teacher and Class". Below the dropdowns, a message reads "Please select students below you want to assign to Co-Teacher Class." There is a blue button labeled "Assign Students to Co-Teacher Class" and a search bar with a magnifying glass icon and a close button. Below the search bar is a table with columns: First Name, Last Name, Student Code, Subject, and Actions. The table contains two rows of student data.





















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

3. 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 school, you may *deactivate* that student in the Student Edit layout. That student’s data will not appear in any reports.



The "Students" menu is highlighted in the top navigation bar. Below it, the "Available Students" section shows a table of students. A red callout bubble points to the "New +" button with the text "Log-in as Student". Another red callout bubble points to the "Edit Student Info" icon in the Actions column with the text "Edit Student Info". A third red callout bubble points to the "Move a student" icon in the Actions column with the text "Move a student". A fourth red callout bubble points to the "Delete a Student" icon in the Actions column with the text "Delete a Student". A fifth red callout bubble points to the "Student Deactivated" icon in the Actions column with the text "Student Deactivated". A sixth red callout bubble points to the "See Student Classes" icon in the Actions column with the text "See Student Classes".

First Name	Last Name	Gender	District	School	Grade	Student Code	Active	Action
Frances	Beta	Female	Riverview	Riverview HS	10th Grade	1597000	<input checked="" type="checkbox"/>	    
Subject								
Social Studies 7	James West	113						
Science 7	James West	115						
Reading 7	James West	114						
Mathematics 7	James West	112						
Douglas	Brown	Male	Riverview	Riverview HS	10th Grade	2333000	<input checked="" type="checkbox"/>	    
Eve	Alpha	Female	Riverview	Riverview HS	10th Grade	1482000	<input checked="" type="checkbox"/>	    
Hailey	Bundy	Female	Riverview	Riverview HS	10th Grade	3542000	<input checked="" type="checkbox"/>	    

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

Add 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 'Add Student' form includes the following fields and controls:

- District:** Riverview
- School:** Riverview HS (Annotated with a red arrow pointing to it and the text "Your School")
- First Name:** Text input field
- Last Name:** Text input field
- Student Code:** Text input field (Annotated with a red arrow pointing to it and the text "See CAUTION below")
- Gender:** Dropdown menu
- Grade:** 4th Grade (dropdown menu)
- Username:** Text input field
- Password:** Text input field
- Active:** ☒ (Annotated with a red arrow pointing to it and the text "Save changes")
- Save:** Blue button

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 **I-5**.

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.

The 'Edit Student' form includes the following fields and controls:

- School:** Riverview Elementary (dropdown menu)
- First Name:** Inez
- Last Name:** Rodriguez
- Student Code:** 22080 (Annotated with a red arrow pointing to it and the text "Student ID cannot be changed")
- Gender:** Female (dropdown menu)
- Grade:** 4th Grade (dropdown menu)
- Username:** 22080
- Password:** Rodriguezl
- Active:** ☒ (Annotated with a red arrow pointing to it and the text "Deactivate Activate")
- Save:** Blue button (Annotated with a red arrow pointing to it and the text "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.

The screenshot shows a table titled "Available Subjects" with the following columns: School, Subject, Main Teacher, M-T Co-Teacher, Co-Teacher, Co-T Class Code, ETH, LEP, Dis, IEP, Gift, and Action. There are three rows of data, each for "Riverside Elem". The first row is for "ELA/Reading 4" with Main Teacher "J Depp" and M-T Co-Teacher "101". The second row is for "Mathematics 4" with Main Teacher "J Depp" and M-T Co-Teacher "102". The third row is for "Select Subject" with Main Teacher "Select Teacher" and M-T Co-Teacher "Class". Each row has a "Co-Teacher" dropdown set to "Not Set" and a "Co-T Class Code" dropdown. The "Action" column contains "SGM Deac" and a delete icon (X) for each row. A "New +" button is in the top right. A "Save" button is at the bottom left. Red callout boxes point to the "Add a Co-Teacher" dropdown, the "Add a Subject-Class" button, the "Save" button, and the delete icon in the Action column.

School	Subject	Main Teacher	M-T Co-Teacher	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 [X]
Riverside Elem	Mathematics 4	J Depp	102	Not Set		3	0	0	0		SGM Deac [X]
Riverside Elem	Select Subject	Select Teacher	Class	Not Set							SGM Deac [X]

➤ *The next Section deals **with** setting student and system access times and enabling assessments after the school enrollment has successfully been accomplished.*