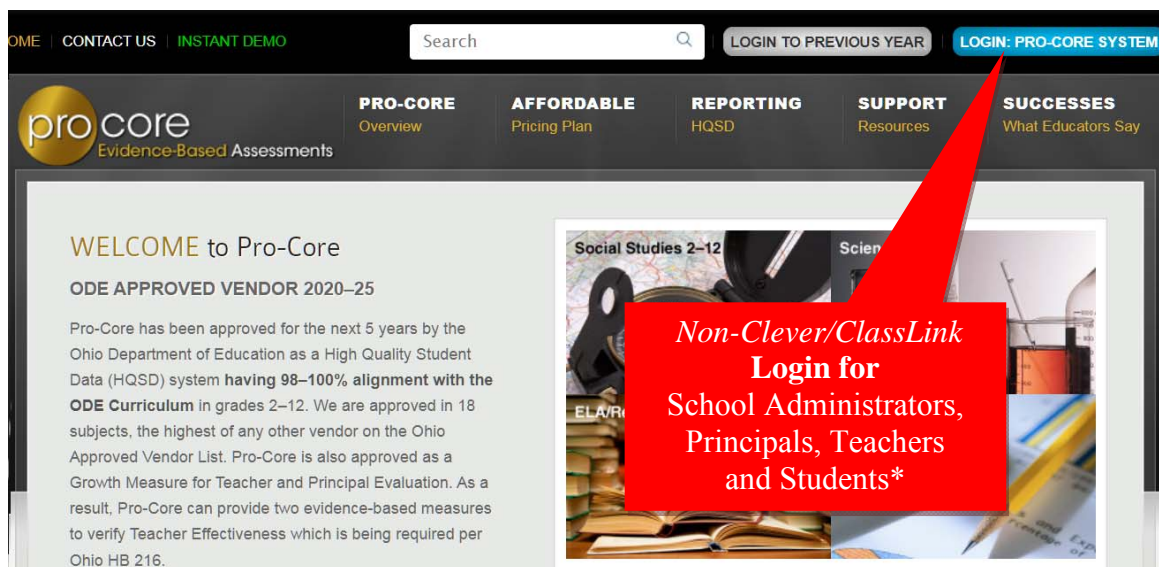


# Principal/School Administrator Log-in and Editing Functions (Non-Clever/ClassLink Schools)

**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.**

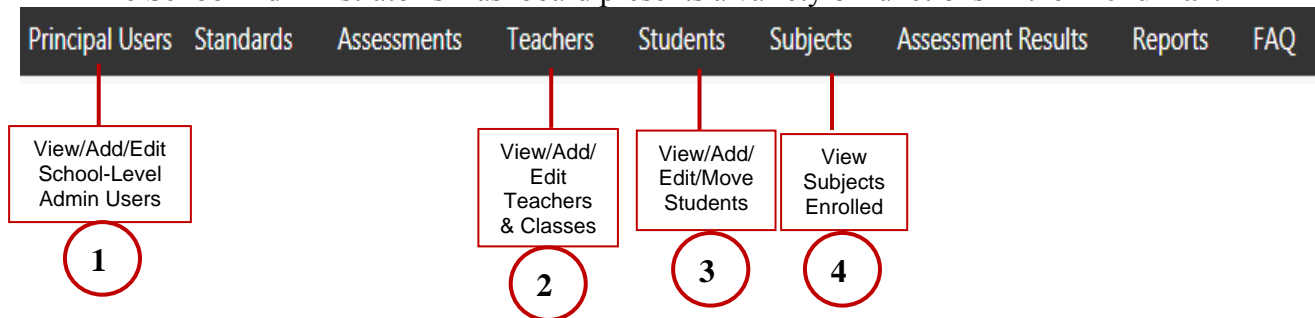
## Principal/School Administrator Log-In

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 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 with white text and arrows point to the school dropdown, the Username field, and the Password field. The callouts are: '1. Select your school', '2. Key-in your Username', and '3. Key-in your password'.

## 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.

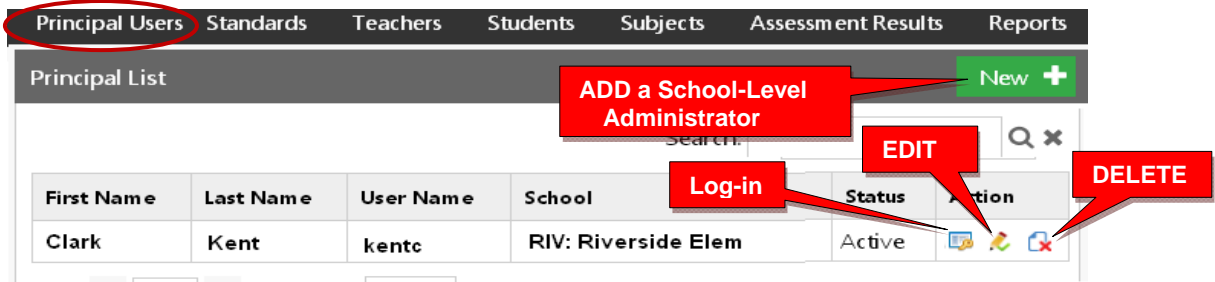
Teacher-level and student-level users and teacher classes are *automatically* enrolled into the Pro-Core system at the beginning of the school year.

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.

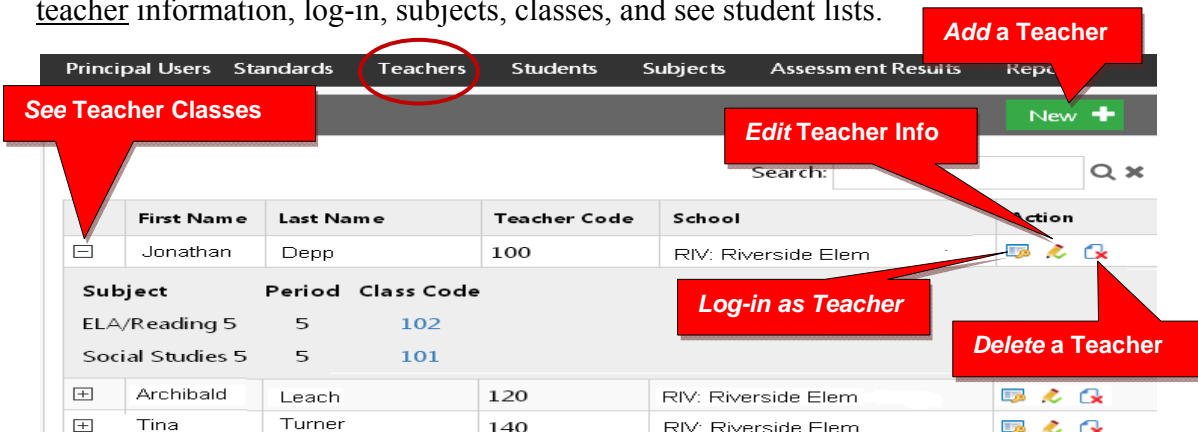
The 'Add Principal' form is shown with the following fields: School (RIV: Riverside Elem), First Name, Last Name, User name, and Password. At the bottom, there is an 'Active' checkbox and a 'Save' button. A red callout points to the 'Active' checkbox and 'Save' button with the text 'Activate and Save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

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 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'.

**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

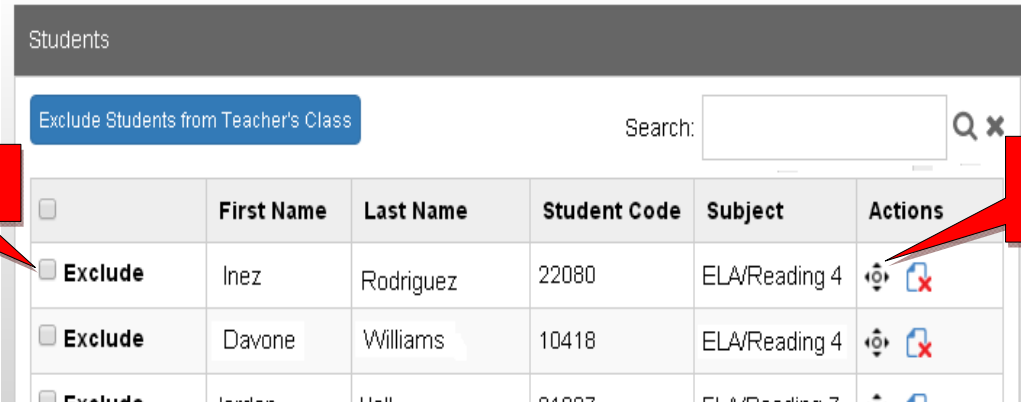
Selecting the “**Edit Teacher**” icon allows you to view, edit, add or remove teacher log-in information or subject classes, and view, move or add students, and add co-teachers.

The screenshot shows the 'Edit Teacher' form with the following fields: School (Riverside Elementary), First Name (Jonathan), Last Name (Depp), Teacher Username (DeppJonathan), and Password (987). Below the form is an 'Available Class' table with a 'New +' button. The table has columns for Subject, Period, Class Code, and Action. The first row shows 'ELA/Reading 4', '2', '101', and an action icon. A blue 'Save' button is at the bottom. 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\*' (Action icon), 'View, Move, or Add Students' (Action icon), 'Add Co-Teacher' (Action icon), 'Subject-Class Pop-up' (Action icon), and 'Be sure to SAVE changes' (Save button).





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

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

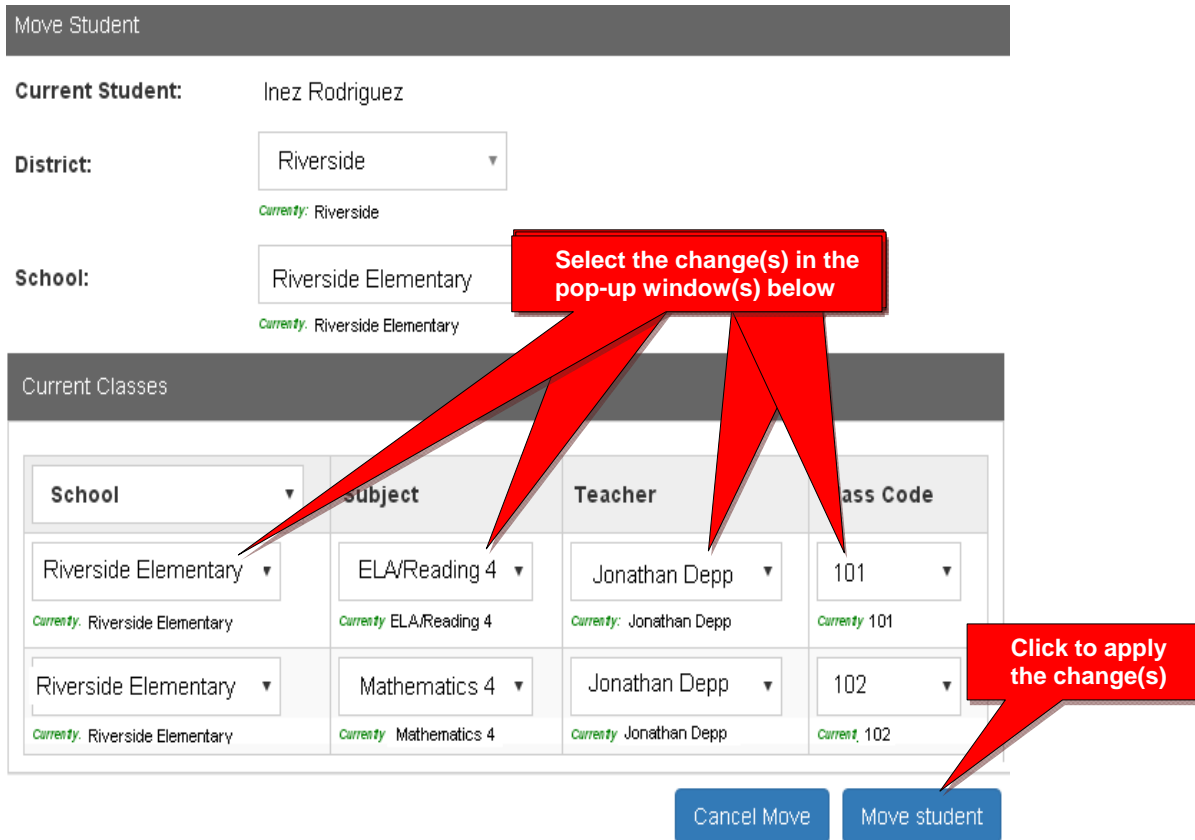
Selecting the **View Students** icon  takes you to a student list where you can view, move, or remove students to different teacher classes or exclude students from certain reports.



The screenshot shows a 'Students' interface with a search bar and a table of students. A blue button labeled 'Exclude Students from Teacher's Class' is at the top left. The table has columns for 'First Name', 'Last Name', 'Student Code', 'Subject', and 'Actions'. Two students are listed: Inez Rodriguez (Student Code 22080, ELA/Reading 4) and Davone Williams (Student Code 10418, ELA/Reading 4). Red callout boxes point to the 'Exclude' checkbox in the first row and the 'Move' icon in the 'Actions' column of the first row.

	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	 

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 'Move Student' pop-up window shows the current student as Inez Rodriguez. It has dropdown menus for 'District' (Riverside) and 'School' (Riverside Elementary). Below is a 'Current Classes' table with columns for 'School', 'Subject', 'Teacher', and 'Class Code'. Two classes are listed: ELA/Reading 4 and Mathematics 4, both at Riverside Elementary and taught by Jonathan Depp. Red callout boxes point to the dropdown menus and 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:

Please select students below you want to assign 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	 

## 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.

Dashboard Principal Users Standards Assessments Teachers **Students** Subjects Assessment Results Reports

Available Students

<input type="checkbox"/>	First Name	Last Name	Gender	District	School	Grade	Student Code	Active	Action						
<input type="checkbox"/>	Frances	Beta	Female	Riverview	Riverview HS	10th Grade	1597000	<input checked="" type="checkbox"/>	  						
	<b>Subject</b>	<b>Main Teacher</b>	<b>M-T Code</b>	<b>Co-Teacher</b>	<b>Co-T Code</b>	<b>ETH</b>	<b>IEP</b>	<b>504</b>	<b>Gift</b>	<b>EL</b>	<b>MIG</b>	<b>HOM</b>	<b>FOS</b>	<b>JUS</b>	<b>Mult. Sc.</b>
	Social Studies 7	James West	113			H	Y	N	N	N	Y	N	N	N	N
	Science 7	James West	115			H	Y	N	N	N	Y	N	N	N	N
	Reading 7	James West	114			H	Y	N	N	N	Y	N	N	N	N
	Mathematics 7	James West	112			H	Y	N	N	N	Y	N	N	N	N
<input type="checkbox"/>	Douglas	Brown	Male	Riverview	Riverview HS	10th Grade	2333000	<input checked="" type="checkbox"/>	  						
<input checked="" type="checkbox"/>	Eve	Alpha	Female	Riverview	Riverview HS	10th Grade	1482000	<input type="checkbox"/>	  						
<input type="checkbox"/>	Hailev	Bundv	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 screenshot shows the 'Add Student' form with the following fields and values:

District	Riverview
School	Riverview HS
First Name	<input type="text"/>
Last Name	<input type="text"/>
Student Code	<input type="text"/>
Gender	<input type="text"/>
Grade	4th Grade
Username	<input type="text"/>
Password	<input type="password"/>

At the bottom, there is a checked 'Active' checkbox and a 'Save' button. Red callout boxes point to 'Your School' (School field), 'See CAUTION below' (Student Code field), and 'Save changes' (Save 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 screenshot shows the 'Edit Student' form with the following fields and values:

School	Riverview Elementary
First Name	Inez
Last Name	Rodriguez
Student Code	22080
Gender	Female
Grade	4th Grade
Username	22080
Password	Rodriguezl

At the bottom, there is a checked 'Active' checkbox and a 'Save' button. Red callout boxes point to 'Deactivate Activate' (checkbox), 'Student ID cannot be changed' (Student Code field), and 'Save changes' (Save button). The 'Standards' tab in the navigation bar is circled in red.

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 a "New +" button in the top right. A blue "Save" button is circled in red at the bottom left. Three red callout boxes with arrows point to specific elements: "Add a Co-Teacher" points to the "Co-Teacher" dropdown in the first row; "Add a Subject-Class" points to the "New +" button; and "Delete a student from a Subject-Class" points to the "Action" column's delete icon in the second row.

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
Riverside Elem	Mathematics 4	J Depp	102	Not Set		3	0	0	0		SGM Deac
Riverside Elem	Select Subject	Select Teacher	Class	Not Set							SGM Deac

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