

Principal/School Administrator: Enabling Form Assessments and Testing Times

NOTE: This section applies to Clever, ClassLink, and *regular* Pro-Core 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.

SCHOOL ADMINISTRATOR LOG-IN (Available to all school administrators)

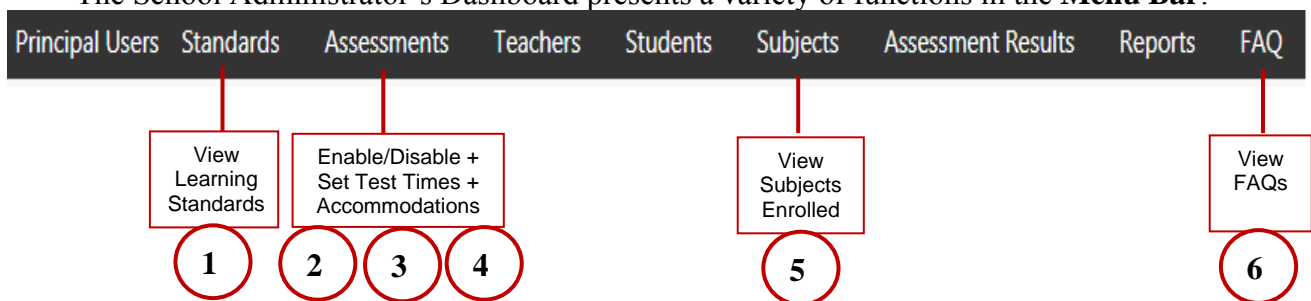
Contact your Pro-Core District *Managing Administrator* for your School Administrator log-in Username and Password.

In 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 (currently showing 'RIV: Riverside Elementary'), a 'Username' input field, a 'Password' input field (masked with dots), 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, labeled '1. Select your school', '2. Key-in your Username', and '3. Key-in your password' respectively.

The School Administrator's 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.** Teacher and student level users are *automatically* set-up during enrollment. *Clever* or *ClassLink* users will normally use Single-Sign On (SSO)

NOTE: The School-Level Administrators/Principals may change their username and password at any time, and enroll additional school-level administrators. *Non-Clever/ClassLink* users may also view or edit teacher or student information.

1. 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.

Domain Code	Domain Description	Subject
1.ESS	Earth and Space Science	Science 7

Standard	State Number	Standard Description
01	[7.ESS.1]	The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere and atmosphere.
02	[7.ESS.2]	Thermal-energy transfers in the ocean and the atmosphere contribute to the formation of currents, which influence global climate patterns.

2. Enable/Disable Form Assessments and Test Length

Your District Manager or SIS Tech person should enroll 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)**. Your District Manager or SIS Tech person should have *enabled* the Form assessment for you school.

If not, 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.

Enable/Disable layout

Assessments Enabled/Disabled

Default Allow Form C to show in Reports YES

Allow principals/school administrators to enable/disable Form tests YES

Please Do Not release Forms A, B and C's if they haven't been ordered.

Form A/B/C assessments are 90-minutes in length. Click here to extend the time minutes. **Extend time limit**

1 Save allowed. You may increase the saves for multiple-day testing here: **Set additional Saves**

All Forms

Form Name	Enable
FORM A 8.0: ELA7a On-Line Test	<input checked="" type="checkbox"/> Enable Enabled
FORM A 8.0: Math7a On-Line Test	<input type="checkbox"/> Enable Disabled
Disabled Spanish Test Spanish Version	<input type="checkbox"/> Enable
FORM A 8.0: Sci7a On-Line Test	<input type="checkbox"/> Enable

WARNING: Do **NOT** enable Form A, B, or C assessments that your district has not ordered or you may incur additional charges to your district. Spanish versions are \$100 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.

After enabling and Saving your Form assessments, select “**Setting Testing Times**” in the 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. Setting System Access and Test Times

Pro-Core System Access and Assessment Times *should have been* previously set by the District Manager or tech person. Those *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

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.

NOTE: You may need to 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 below* 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

After Form tests have been Enabled and Saved, select “**Setting Testing Times**” in the School Assessments Menu to go 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 may set your own school’s 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.

Set Testing Times layout

	Date	Starting Time	Ending Time
1			
2			

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. 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.”

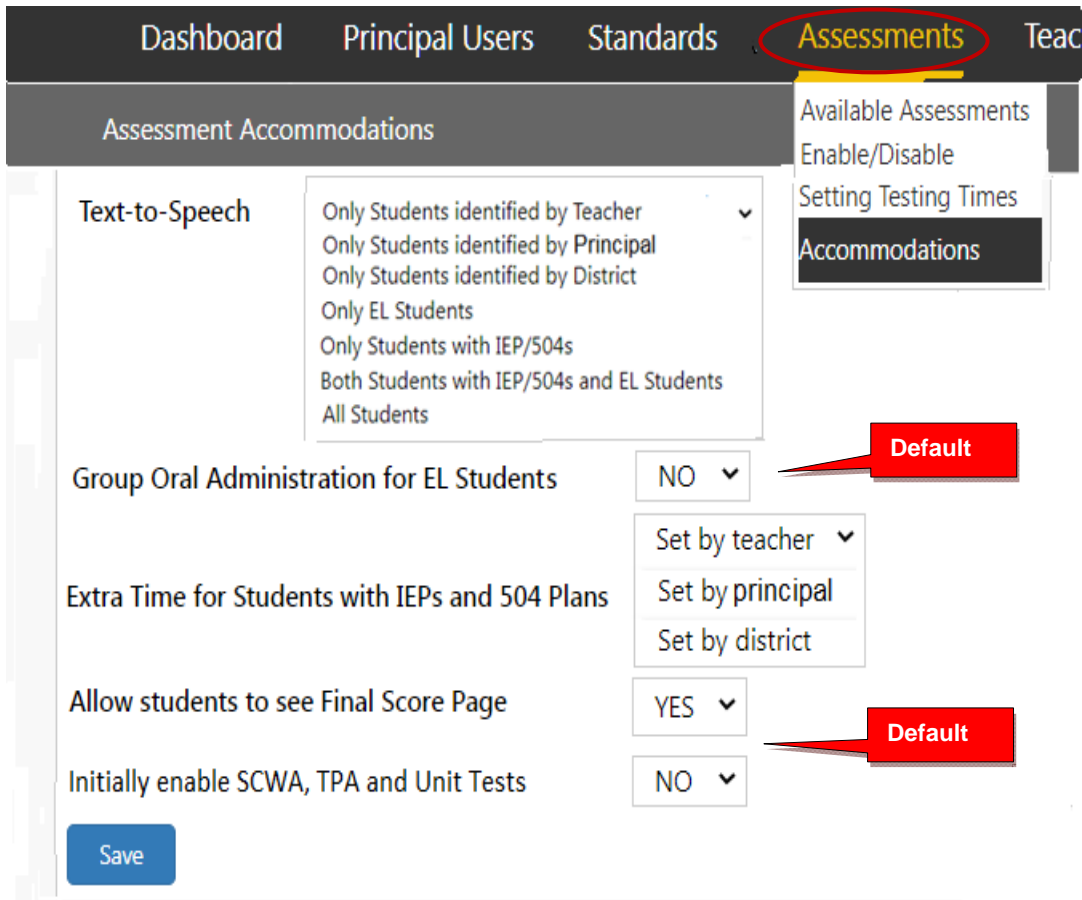
Teachers administering the Form A/B/C assessments may further modify local or remote student Form A/B/C assessment starting and ending times to override those set by the district or school. Students attempting to access the assessments outside of the set times will see the **message:** “Pro-Core Form 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 L*.

NEW! 4. Set School Accommodations

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). The school administrator/principal may set accommodations for their school IF they do *not* contradict the settings made by the district manager.

NOTE: 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 administrator or teacher.



CAUTION: *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.

The screenshot shows a 'Students' interface with a table of student information. A red callout box labeled 'EL Oral Shuffle' points to a 'Shuffle' toggle set to 'YES'.

First Name	Last Name	Gender	Student Code	Grade	School	Shuffle
Eve	Alpha	Female	14820	10th Grade	ZTES: Test School1	YES
Eve	Anold	Female	24820000	6th Grade	ZTES: Test School2	YES
Frances	Antsy	Female	35970000	6th Grade	ZTES: Test School2	YES

View, Print, Run, Short Cycle Web Assessments (SCWAs)

In the school 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.

The screenshot shows the 'Assessments' menu with a dropdown for 'Available Assessments'. Below it, there are filters for 'Short Cycle Web Assessments' and 'Print-Run'. A table lists available assessments with columns for Subject, Title, Status, SF, ML, and Action. Red callouts highlight 'Shuffled Questions' and 'Multi-Language' options.

Subject	Title	Status	SF	ML	Action
Science 6	01 ESS: Minerals have specific, quantifiable properties	Activated	Yes	No	Print-Run
Geometry	01 GEO: Experiment with transform	Activated	Yes	Yes	Print-Run
Biology	01 HER: Cellular genetics	Deactivated	Yes	No	Print-Run


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 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.

Subject	Title	Status	SF	ML	School Name	Teacher Name	Action
American Government	3rd Grade	Activated	Yes	No			[Print] [Run] [Edit] [Delete]
Social Studies 6	5 Themes of Geography	Activated	No	Yes			[Print] [Run] [Edit] [Delete]
ELA/Reading 6	6th ELA St	Deactivated	No	No			[Print] [Run] [Edit] [Delete]

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.

5. View Subjects Enrolled

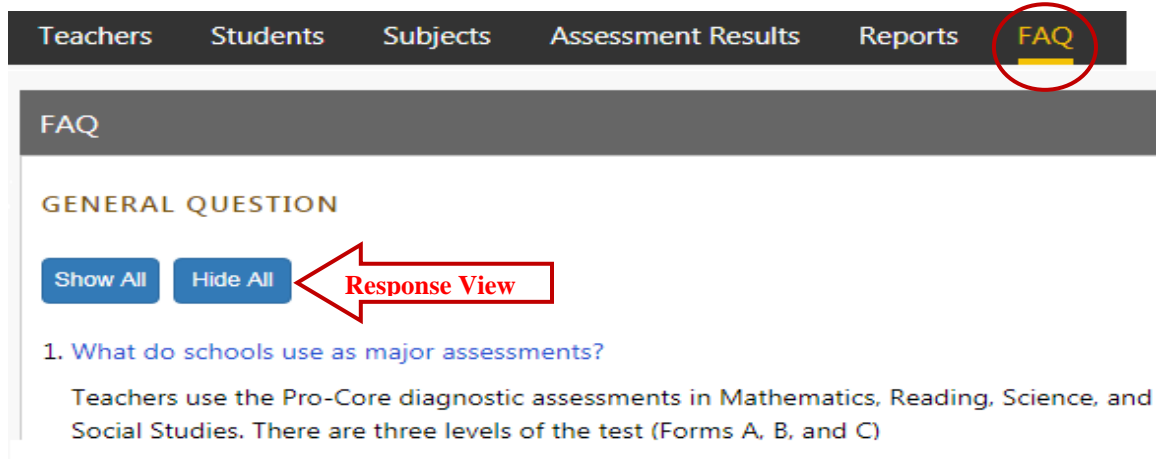
Selecting the Subjects tab shows you the Pro-Core subjects into which your school’s teachers and students have been enrolled.

Subject Name	Abbreviation	Subject Code
ELA/Reading 3	ELA3	R3
ELA/Reading 4	ELA4	R4
Mathematics 3	MATH3	M3

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

6. 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



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 deals with Principal/School Administrator Reports.*