

Principal/School Administrator: Enabling Form Assessments and Testing Times

NOTE: This section applies to both Clever and non-Clever 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)

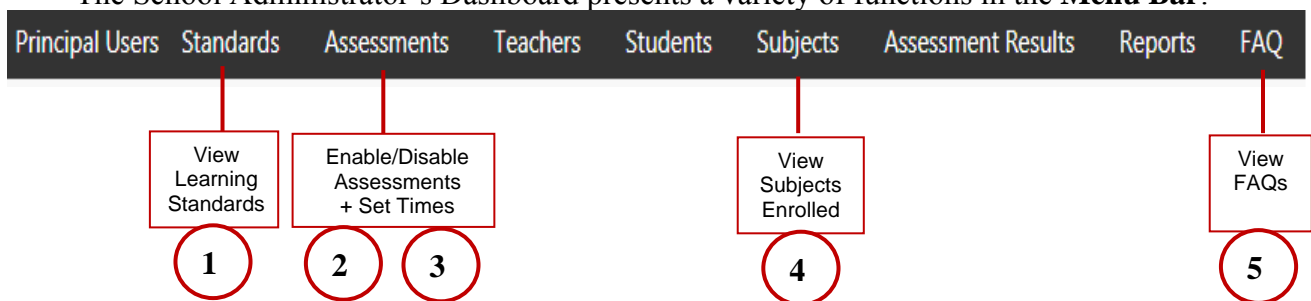
Contact your Pro-Core District *Managing Administrator* for your School Administrator log-in Username and Password.

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'. Below this are two input fields: 'Username' and 'Password'. A 'Remember me' checkbox is located below the password field, and a 'Login' button is at the bottom right. 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** users will normally use Clever 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** users may also view or edit teacher or student information.

1. View Learning 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 | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>P-C Standard</th> <th>State Number</th> <th>Standard Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>[1]</td> <td>1:[1]Earth's surface has specific characteristics and landforms that can be identified.</td> </tr> <tr> <td>2</td> <td>[2]</td> <td>2:[2]The surface of Earth changes due to weathering.</td> </tr> <tr> <td>3</td> <td>[3]</td> <td>3:[3]The surface of Earth changes due to erosion and deposition.</td> </tr> </tbody> </table> | | | 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. |
| 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. | | | | | | | | | | | | |
| 2. PHS | Physical Science | Science 4 | | | | | | | | | | | | |

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

Allow Form C to show in Reports: YES **Default**

Form A/B/C assessments are 90-minutes in length. Click here to extend the time 0 minutes. **Extend time limit**

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

| Assessment | RIV: Riverside Elem | RIV: Riverside Jr Hi | RIV: Riverside . |
|---------------------------------|--|--|--|
| FORM A 7.0: ELA7a On-Line Test | <input checked="" type="checkbox"/> Enable Enabled | <input type="checkbox"/> Enable | <input type="checkbox"/> Enable |
| FORM A 7.0: Math7a On-Line Test | <input type="checkbox"/> Enable | <input checked="" type="checkbox"/> Enable Disabled | <input checked="" type="checkbox"/> Enable |
| Spanish Version | <input type="checkbox"/> Enable Disabled Spanish Test | <input checked="" type="checkbox"/> Enable | <input checked="" type="checkbox"/> Enable |

Be sure to click “**Save**” after enabling or disabling assessments or making any other changes.

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 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. 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.

| | Date | Starting Time | Ending Time |
|---|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.*

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.

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

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 Q | Activated | Yes | No | | | |
| Social Studies 6 | 5 Themes of Geography | Activated | No | Yes | | | |
| ELA/Reading 6 | 6th ELA St | Deactivated | No | No | | | |

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.

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

5. 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

1. What do schools use as major assessments?
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 deals with Principal/School Administrator Reports.*