

# Student Log-in and Pro-Core Online Assessments

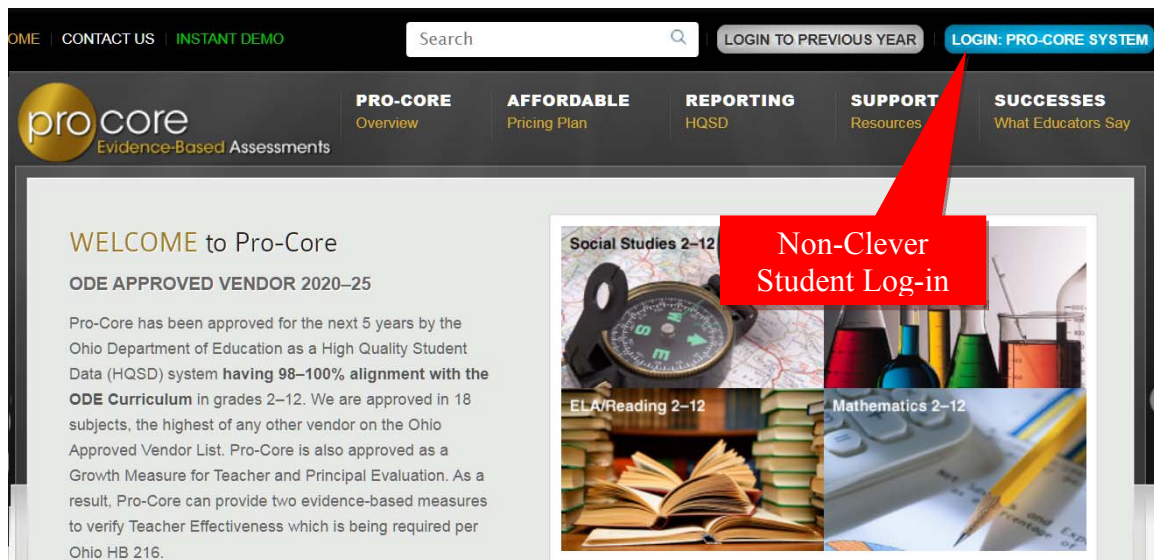
**NOTE:** This section contains instructions for both **Clever** and **non-Clever** student users.

## STUDENT LOG-IN

- **Clever** users will log in with Clever Single Sign-On (SSO)
- **Non-Clever** users will use Pro-Core log-in instructions (*next*).

**Non-Clever** students must login to the Pro-Core Assessments program through the Pro-Core Web Site at <https://pro-core.us>

Click on the “**LOGIN: PRO-CORE SYSTEM**” *button*. You may also *bookmark* the P-C Login page on your browser for direct access.



Your teacher has a list of **non-Clever** student log-in Usernames and passwords. Your password can be changed by the teacher, but your Log-in User ID will always remain the same.

## Non-Clever Student Log-in

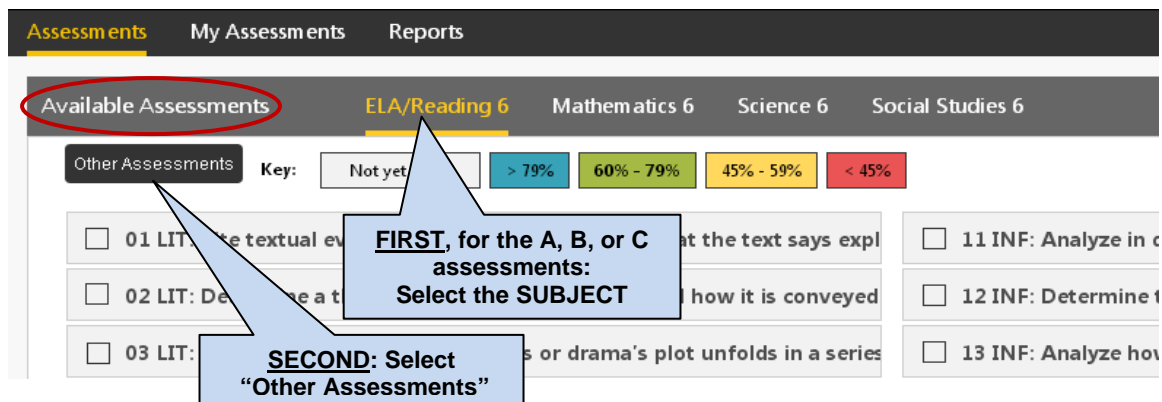
A screenshot of the 'Login to ProCore Account' form. The form includes a school selection dropdown (set to 'RV: Riverside Elementary'), a User ID field (containing '22341'), a password field (displayed as dots), a 'Remember me' checkbox, and a 'Login' button. Three numbered callouts provide instructions: 1. Select your school from the pop-up (pointing to the dropdown), 2. Key-in your User ID Number (assigned by your school) (pointing to the User ID field), and 3. Key-in your Last Name and First Initial (pointing to the password field).

Your password will appear as *dots* ●●● for security.

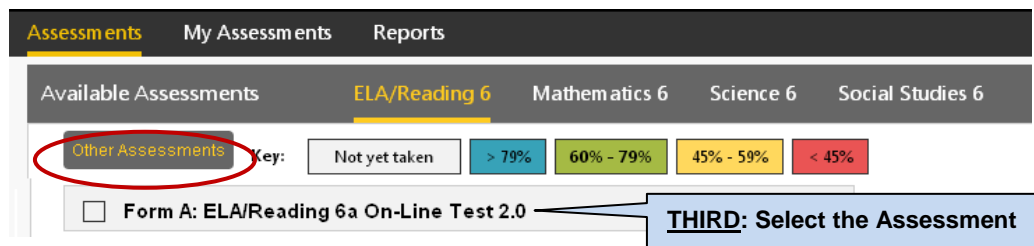
## Finding and Selecting the Form A, B, C Assessments (all users)

After logging-in the first time, you will see the Short Cycle Web Assessments (SCWA) screen, and the subjects into which you have been enrolled. Notify your teacher if all your subjects do not appear in the “Available Assessments” Menu bar.

To go to your Form A assessment: (1) In “Available Assessments” Menu, select the Form assessment **subject**. (2) Then, select “**Other Assessments**.”

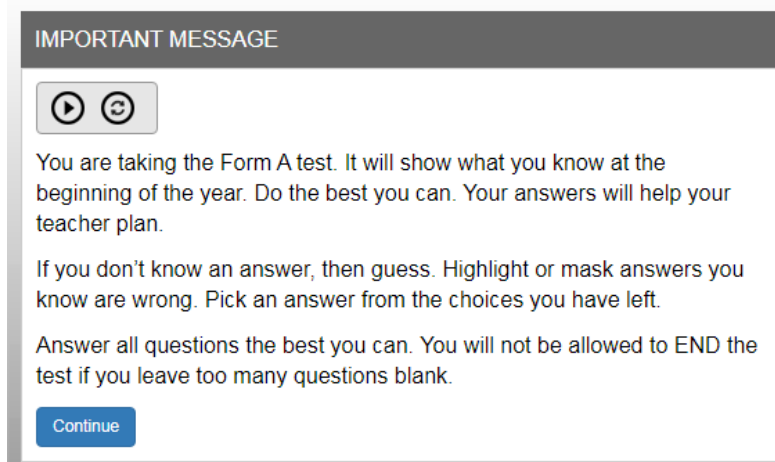


(3) Finally, select the *available* Form assessment under “**Other Assessments**.”



## THE PRO-CORE FORM A, B, C ASSESSMENTS

Carefully read the information on the “Welcome” screen:



Form A Message

### Important Warning Messages

- When you begin the test, a warning message will show the number of questions and the time you have before the test is Ended. The test cannot be *paused*.
- All Form assessments are **90 minutes** *unless* your teacher has extended the testing time. Each test may be scheduled over one, two, or three days. **You have the option to Hide the 90-minute Timer** if it appears at the top of each test page.

- You are allowed **ONE “Save”** to bookmark and return during an assessment.
- If you are given extended time, you are allowed ONE additional *Save*
- If you attempt to Save a test more than one time in a session, you will be locked out. A **message** will show: “This assessment is locked because you saved the assessment more than once. Please contact your class teacher.” The teacher may *unlock* a student using their Assessments Security Settings layout.
- If you intend to *Save* your assessment, you **MUST** answer the questions in sequence (1,2,3,4...etc). You **MUST NOT** skip questions or look ahead to any remaining questions. If you Save and return to the test later, you will **NOT** be allowed to change the answers to questions you have already answered nor to answer any questions you have seen and skipped.
- A time remaining pop-up message will show at 10, 5, and 3 minutes left.
- Tests *Saved* before the end of the 90 minute test limit are listed as "Incomplete" in the teacher’s Test Completion Report. You should “**End**” a test when all the questions have been answered.
- You may **NOT** exit from the browser window during the testing time. If you try to Exit, a warning message will appear: “You are not allowed to Exit this program during your testing time.” If you **eXits** your **Browser**, the number of exits will appear in the teacher’s **Test Completion Report** under XB.

The Form Test online instructions screen is shown below:

[Haga clic aquí para español](#) **Click here for Spanish instructions**

### Instructions

- This test has 39 questions. You have 90 minutes to answer all the questions, unless your teacher has extended your testing time.
- Your school may choose for you to take this test in shorter time slots over two or three days.
- Your work is always saved with each keystroke. You will only click “SAVE-EXIT” at the end of a day’s testing if you are not finished and your time has not run out.
- At the end of a day of testing, click on “SAVE-EXIT” to save the time you have left. You will be able to come back later. At that time you can finish any questions you have not yet seen.
- Clicking “SAVE-EXIT” will take you to screens that let you know which questions you have opened and skipped. Go back to the skipped questions and answer them. **YOU WILL NOT BE ABLE TO SEE THOSE QUESTIONS WHEN YOU COME BACK TO THE TEST.**
- When you come back to the test, you will only be able to work on new questions. You will **NOT** be able to go back to questions seen during any other day’s testing.
- When you are finished with the test, click “END-TEST”. This will take you to a screen asking you to check your work and finish the day’s skipped questions. Click “SCORE TEST” when you have checked your work and answered the questions.

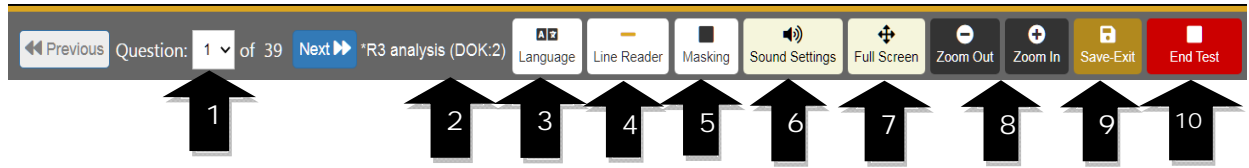
### Tips for Success

- This is a timed test. Use your time well.
- Answer the questions in order (1,2,3,4...etc.). **DO NOT** skip questions. **DO NOT** look ahead to other questions.
- Read each question carefully.
- Answer each question, even if you are not sure of the answer.
- Check your work and answer any skipped questions at the end of each day of testing. **IT IS IMPORTANT THAT YOU DO THIS.** When you come back to the test, you will **NOT** be able to change any answers from another day’s testing. You will also **NOT** be able to answer any questions you saw and skipped.

**Start Test**

Form A/B/C instructions

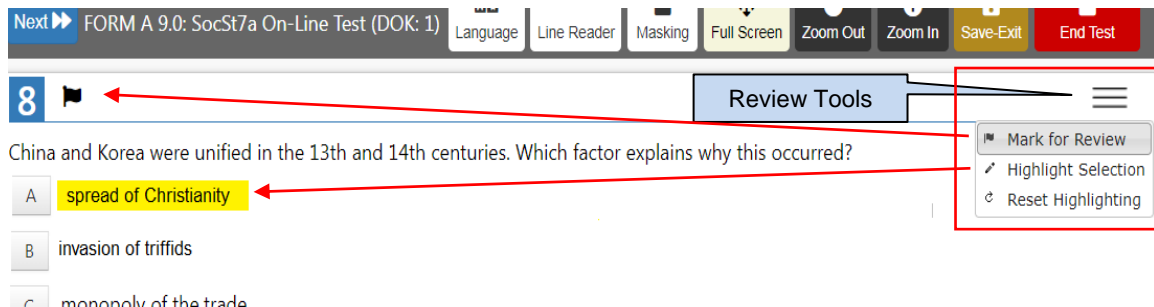
## The Student Assessment Screen: Navigation Bar Functions



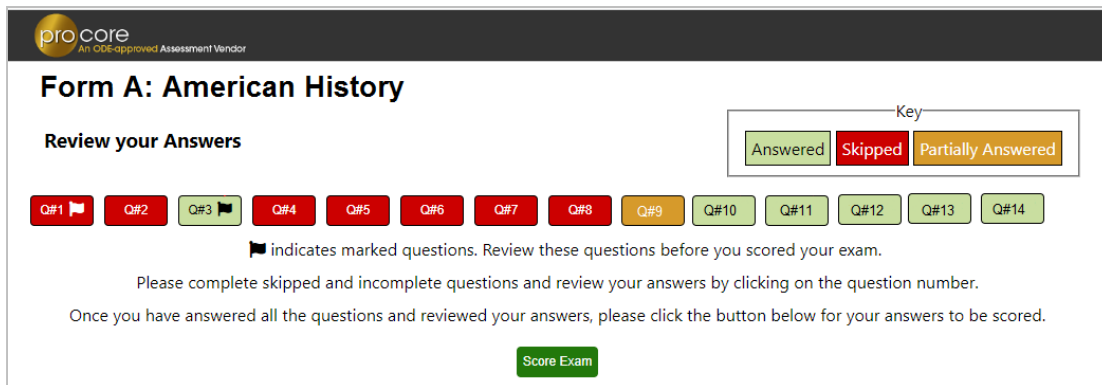
1. The **Down Arrow** allows any question to be selected.
2. **DOK** (Depth of Knowledge) refers to the complexity of the question (1-4)
3. **Language** allows selection of Spanish language selection (if available for the test)
4. **Line Reader** allows the computer to read aloud each line of the test item.
5. **Masking** allows you to block out any portion of the test item.
6. **Sound Settings** allows you to adjust the computer “speaking” sound.
7. **Full Screen** provides a larger portion of the question. This is especially useful when the question needs to be scrolled down.
8. Clicking the **Zoom Out** will **decrease** the text size; **Zoom In** will **increase** the text size.
9. **Save-Exit** allows you to *bookmark* the test, review *seen* questions and Exit the test. When you return, the test will be blinking, so you must finish the test before choosing anything else. You are allowed limited Saves.
10. Clicking the **End-Test** button shows a summary of questions answered, skipped or partially answered. This ends and scores the test.

### **NEW!** Flagging and Highlighting Questions for Review

You have the option to "flag" questions you wish to review before exiting the test. You may also highlight any words or section using the drop-down box at the top-right of the layout.



When you **Save** or **End** the test, a "**Review**" layout will appear:



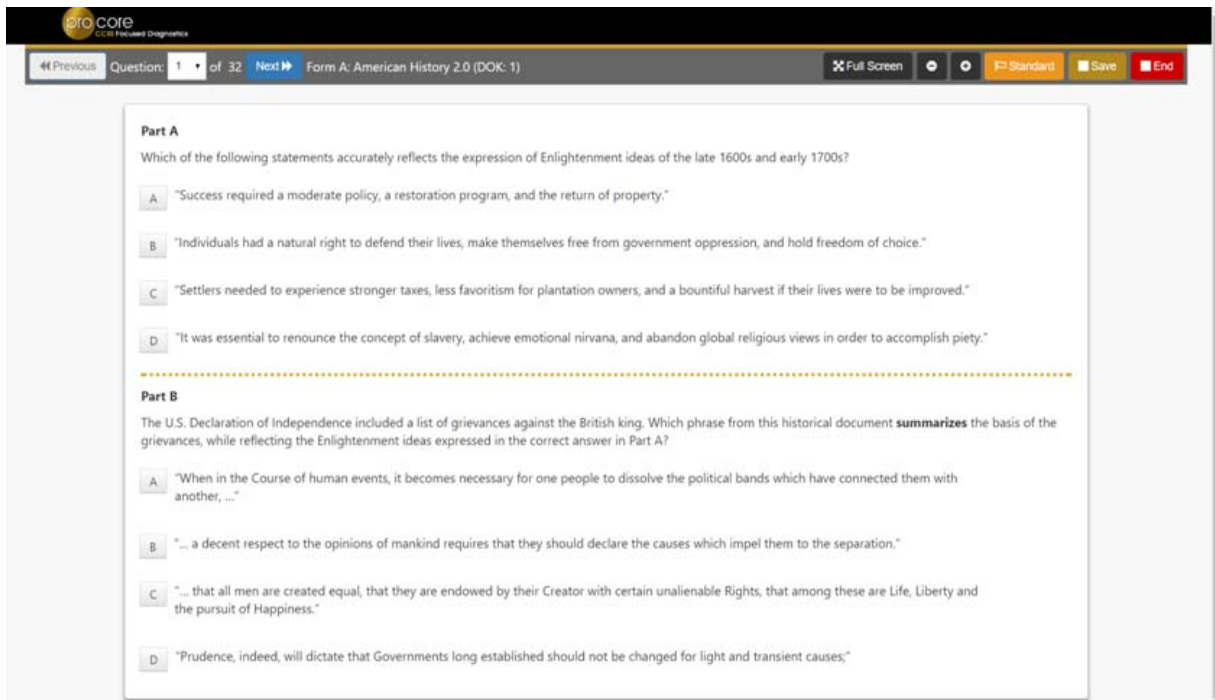
Click on the Question # to go back and answer skipped, flagged, or partially answered test items.

**WARNING:** If you Save or End the test, you will **NOT** be able to go back over seen and answered or see and skipped items.

You should review your answers before clicking the “**Score Exam**” button.

### Sample Two-Part Test Question

The question below is a 2-point “evidence-based” question in which you must get both parts correct in order to receive the 2 points.



### AFTER THE ASSESSMENT

1. Be sure you have correctly logged-out of the system.
2. Your test results and diagnostic reports for your teacher will be available at the end of the school testing period.

### My Assessment Completed Report

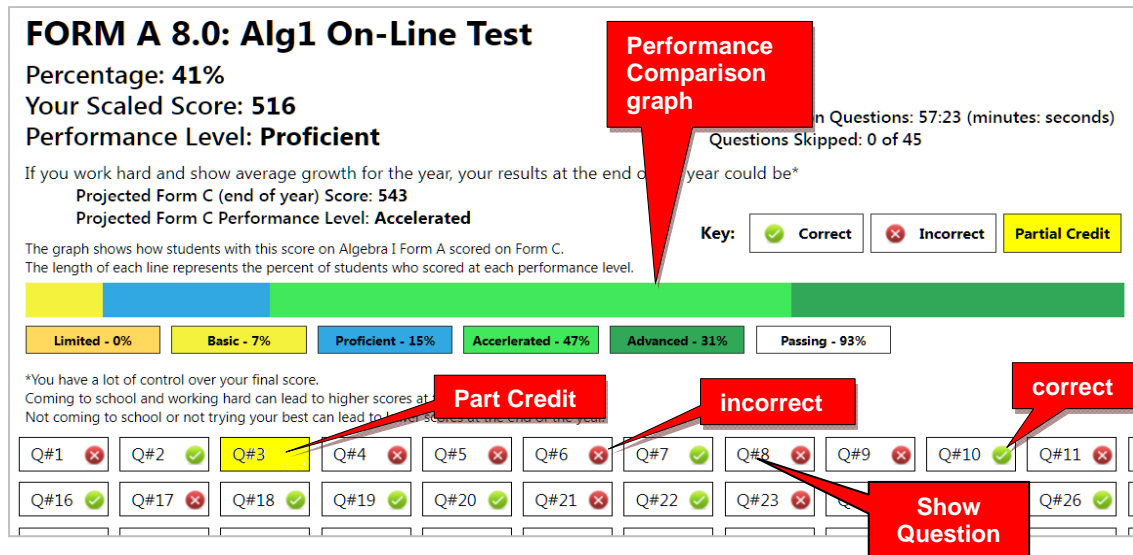
“**My Assessments**” shows the assessments you have completed. The Form A, B or C assessments can only be taken once, so they will be removed from “Available Assessments” and moved to “My Assessments.”

Assessments			My Assessments	Reports
Student Assessments				
Title	Subject	Action		
Form A: R6a On-Line Test 2.0	ELA/Reading 6	Score		
Form A: S6a On-Line Test 2.0	Science 6	Score		

For example, the two assessments listed above are no longer available to retake since they are both are Form A assessments you have completed. Be aware that if you return to **Other Assessments**, it will say “**No Exams Available**” because the exam has already been taken.

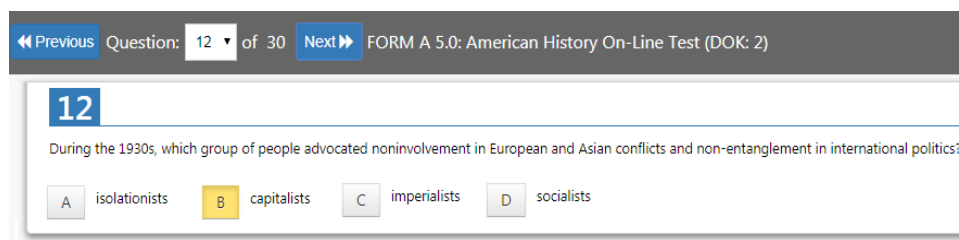
## My Assessment Results Report

Selecting “**Score**” in My Assessments will show you your response scores.



**New!** The **performance comparison graph** shows historical Form C results for students in the past with your particular score.

Clicking a question (Q#) will show the question and your response.

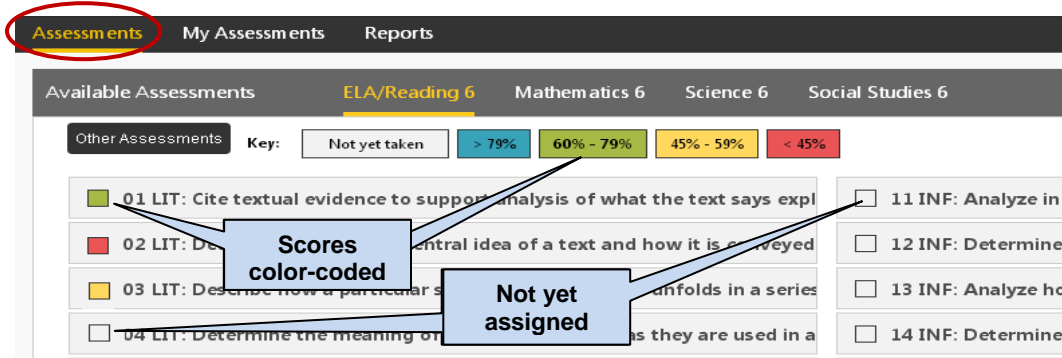


**Note:** *Anchor* questions will not appear when selected. They are used to link results between the Form tests. Instead, a message will appear: “This question has not been released at this time. Please see the SCWA for this standard for similar questions.”

## Short Cycle Web Assessments (SCWA)

If you return to the Assessments screen, you will see your SCWA learning standards in each subject listed in the “**Available Assessments**” Menu bar.

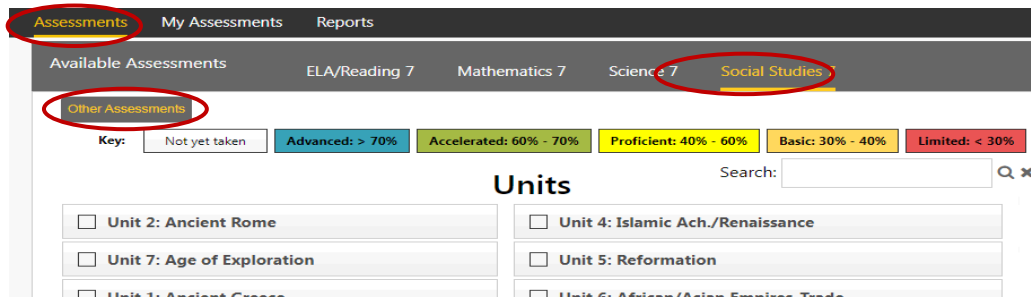




The learning standards will become color-coded based on your scores as you complete each standard assigned by your teacher.

### Unit Tests (Social Studies)

Unit Tests focus on Social Studies learning standards. From your Menu bar, select “Assessments,” “Social Studies,” and “Other Assessments.”



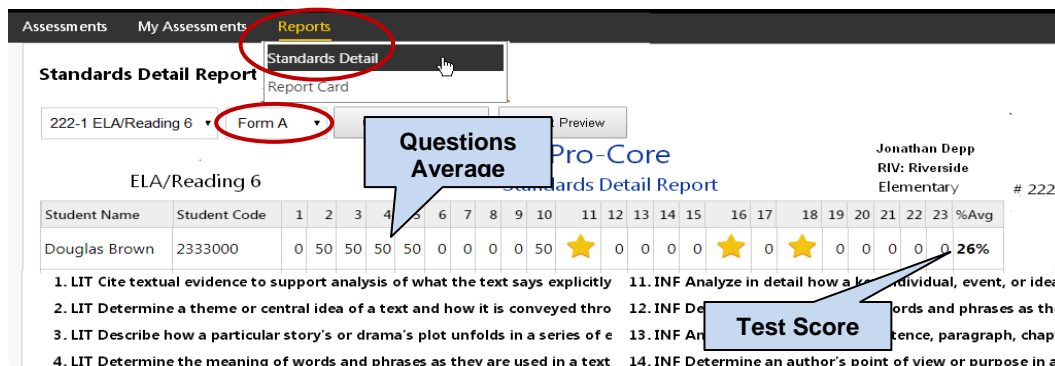
Unit Tests for Social Studies have the same questions as the SCWAs. The questions are simply grouped into larger tests that reflect a theme.

### The Standards Detail Report

If you select “Reports,” you have the option to generate your scores on your subject (1) Form A, B, or C Assessments, or (2) your Short Cycle Web Assessments (SCWA).

#### (1) Form Test Report

A “Form” report shows your average score for each set of standards’ questions on your Form A, B, or C assessment as well as your average score for the entire assessment.



## (2) SCWA Report

A “SCWA” (Short Cycle Web Assessment) report shows your average score for each standards assessment assigned by your teacher as well as your average score for all your short cycle web assessments.

Standards Detail Report

222-1 ELA/Reading 6 ▾ All SCWA ▾ Generate Report Print Preview

Pro-Core Standards Average

Jonathan Depp  
RIV: Riverside  
Elementary # 222

Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	%Avg
Robert McGee	67	63	71	57	14															54%

1. LIT Cite textual evidence to support analysis of what the text says explicitly  
2. LIT Determine a theme or central idea of a text and how it is conveyed thro  
3. LIT Describe how a particular story's or drama's plot unfolds in a series of e  
4. LIT Determine the meaning of words and phrases as they are used in a text  
11. INF Analyze in detail how a key incident, event, or idea  
12. INF Deter  
13. INF Analyze how a particular sentence, paragraph, chapter  
14. INF Determine an author's point of view or purpose in a t

There may also be **other** assessments assigned by your teacher that appear in the drop-down selection box.

## Report Card

The Report Card shows your achievement or progress in each subject at the time the report is generated. Form A B, C test results or Short Cycle Web Assessment (SCWA) results can be selected along with a list of the learning standards.

Report Card

101 Mathematics 7 ▾ Form A ▾ Standards ▾  Include all subjects

Generate Report Print Preview

Key: ● 0% - 30% ● 30% - 40% ● 40% - 60% ● 60% - 70% ● 70% - 99% ★ 100%

Pro-Core Student Report Card

Brown Douglas (2333000) 9/25/2021 Form A  
TES: Test School

Subject	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	%Avg
Mathematics 7	●	●	●	●	●	●	●	●	●	●	★	●	●	●	●	★	●	★	●	●	●	●	●	26%

Mathematics 7

1. RPR Compute unit rates associated with ratios of fractions, including lengths, areas  
2. RPR Recognize and represent proportional relationships between quantities; identifi  
3. RPR Use proportional relationships to solve multistep ratio and percent problems.  
4. NSV Apply and extend previous understandings of addition and subtraction to add  
13. GEO Describe the two-dimensional figures that result from slicing three-dimensio  
14. GEO Understand the relationships among the circumference, diameter, area, and  
15. GEO Use facts about supplementary, complementary, vertical, and adjacent angle:  
16. GEO Solve real-world and mathematical problems involving area, volume, surface

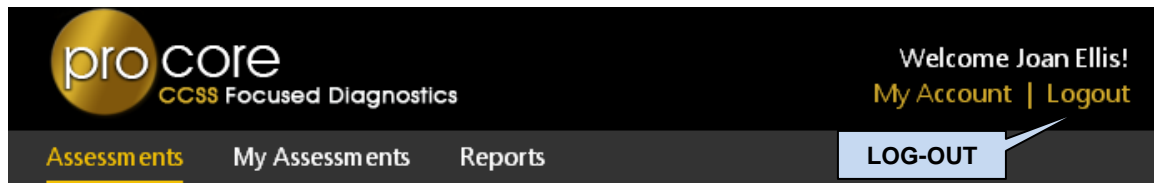


If you are in an **ELA/Reading** class and have taken the Five Tier Writing (5TW) Assessment, select your class and **Writing** from the drop-down menu to see the results.

The screenshot shows the 'Reports' section of the Pro-Core interface. The 'Report Card' section has a dropdown menu for 'Standards Detail' with 'Report Card' selected. Below this are three dropdown menus: '102 ELA/Reading 7', 'Writing', and 'Standards'. There is an unchecked checkbox for 'Include all subjects'. Below the filters are 'Generate Report' and 'Print Preview' buttons. A 'Keys' section defines symbols for 'Completed' (checkmark) and 'Incomplete' (X), and provides tier definitions for 'Tier 3' and 'Tiers 4 & 5'. The 'Pro-Core Student Report Card' for 'Smith Jeremy (233000)' is displayed, featuring a table with columns for 'Exam Title', 'Subject', and 'Tier Scores' (1, 3, 4, 5). The table shows a score of 4 for 'Tier 5 Writing (Leadership)' in 'ELA/Reading 7'. A 'T3 Teacher Comment' field is also present.

Exam Title	Subject	Tier Scores				
		1	3	4	5	
- Tier 5 Writing (Leadership)	ELA/Reading 7	✓	4	2	X	

## LOGGING OUT



Be sure to **log-out** at the end of each session so that your work is properly saved.