

# Proliftic\* Data Entry Guide

Revised 8/08/23 by WGR

This guide is designed as an aid for District 192 teachers, specialists and administrators to assist in accessing, collecting and reporting on student assessment data.



## Access Proliftic\* system

### Logging into Proliftic:

1. Open your Chrome, Safari, or Firefox browser\*\* and ensure it is not blocking popups for the following websites:

- a. app.proliftic.org
- b. tiescloud.net
- c. mn.edspring.org

\*\*See Appendix A for tips on how to configure your browser.

2. Use the following link to access the direct Proliftic login site:  
<https://app.proliftic.org/login>. You'll want to bookmark this website so you can find it easily.

A screenshot of the Proliftic login page. At the top is the Proliftic by Sourcewell logo. Below it are two input fields: "Email" and "Password". The email field contains the text "wristow@farmington.k12.mn.us". The password field is masked with dots. Below the password field is a link that says "Forgot your password? →" which is circled in red. To the right of this link is a blue "Log In" button.

3. The first time you'll need to Click on the "Forgot your password?" link
4. Type in your @farmington.k12.mn.us email address and click the Reset Password button

A screenshot of the "Forgot Password" form. It has a title "Forgot Password" and a close button (X). Below the title is an "Email Address" label and an input field containing "wristow@farmington.k12.mn.us". Below the input field is a blue error message: "Please enter a valid email address. This should be the email address associated with your account." At the bottom right are two buttons: a grey "Cancel" button and a blue "Reset Password" button. A red arrow points from the "Reset Password" button back to the email input field.

5. You should receive an email from [no-reply@proliftic.org](mailto:no-reply@proliftic.org) within a few minutes. Click on the link and follow the instructions in the browser pop-up to set up your password.

A screenshot of the "Select a New Password" form. It has a title "Select a New Password Below". Below the title is a paragraph of instructions: "Simply provide a new password below to reset your password. Once you click Go, you will automatically be logged in. Be sure to remember your new password." Below this text is a "Password" input field and a red "Go" button with a lock icon.

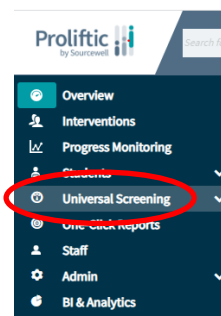
Note: Have your system "remember" your new password so you won't have to. ;O>

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## Entering Assessment Results into the Proliftic system

1. [Log in](#) to Proliftic
2. Use the left hand navigation menu and select **Universal Screening** icon. The labels will become visible once the cursor is positioned over the menu bar.



NOTE: You will **NOT** see the expected benchmarks and students if you accidentally select **Progress Monitoring** instead of **Universal Screening**.

3. Select your **Grade**, assessment **Period**, and click the **Go** button.

A screenshot of the 'Administer Screening Assessments' form. The form has three main sections: '1. Select a Grade', '2. Select a Period', and '3. Administer Assessments'. In the '1. Select a Grade' section, 'K' is selected with a green checkmark. In the '2. Select a Period' section, 'Spring' is selected with a green checkmark. A red arrow points from the 'K' selection to the 'Spring' selection. In the '3. Administer Assessments' section, there is a 'Go' button with a right-pointing arrow. A red arrow points from the 'Spring' selection to the 'Go' button.

4. Use the **Filter By** button in the upper right corner of the **One-Click Reports** screen if you wish to enter scores for your students that are not displayed by default. This is where you would select specific classroom sections or groups. The class lists are based on what is in Infinite Campus (Kindergarten = 600, 1<sup>st</sup> Grade = 100, 2<sup>nd</sup> Grade = 200....).

A screenshot of the 'Filter By' dialog box in the One-Click Reports screen. The dialog box has a title bar that says 'Filtering All students who are actively enrolled as of 09/03/2019 AND are in grade(s) K'. Below the title bar, there are several filter options: 'As of' (09/03/2019), 'Name', 'State ID', 'Course' (with a dropdown menu showing various Kindergarten sections), 'Group', 'Intervention', and 'Progress Monitoring'. There is an 'Apply' button at the bottom right of the dialog box.

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
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**NOTE:** If you are entering data before the first day of school, you will need to change the roster date in order to have students listed. Click **Filter By** button and change "As of" date to any date after the first of the school year (e.g. 09/15/2023). Click **Apply** button to finish the change. This date can also be changed to see students from a previous year by using a day within the desired school year.

5. Locate the correct benchmark score column and click on the box in the row for the student you are scoring. Type the score and click **Enter** to move down to the next student's box. The scores are automatically saved as you navigate out of the cell. The date the score is entered is also captured automatically so no need to worry about those columns.

Last saved a few seconds ago


*Note: The **Tab** key can be used to move right to the next column or use **Shift + Tab** to move left to the previous column.*

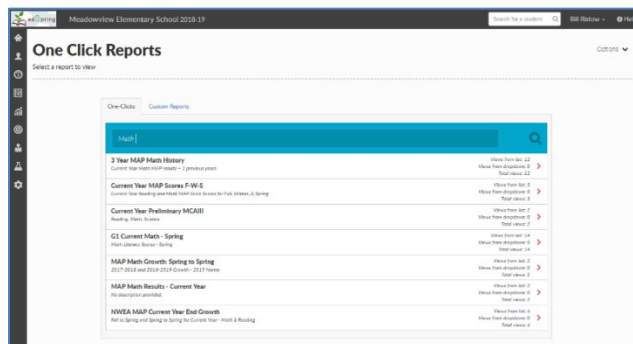
6. When you've finished entering your scores, simply navigate to your **Home**  screen or to **One-Click Reports**  by selecting the associated icon on your left hand navigation menu.

7. When finished with your Proliftic session, click on your name in the upper right hand corner of your screen and click on the **Logout** button.

## Reporting Tips

Use Prolific One-Click Reports to view and/or print any desired assessment scores for your students.

1. [Log in](#) to Prolific
2. Select the **One-Click Reports**  icon from the left hand navigation menu.
3. Select the desired report. You can scroll through the entire list or type a few words in the blue “Search One-Click Reports” field to narrow your search.

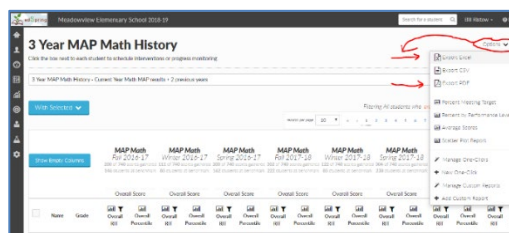


4. Once the report has generated (it may take a few seconds) you should see results for all of your students that meet the default filter criteria. This can be easily modified using the **Filter By** button:
  - a. Adjust the “As of” field to ensure you have the correct roster date.
  - b. Choose the desired course/class.
  - c. Filter by any other desired criterion like Grades, Target Range, ELL, Ethnicity, Special Ed...

Apply

*Note: Remember to click on the **Apply** button after making your desired changes. Additionally, a filter is listed for Title 1 students, but this data is not available for use.*


5. Use the “Options” drop down menu in the upper right corner if you want to export the report results as a .pdf or .xls document for printing or further manipulation.

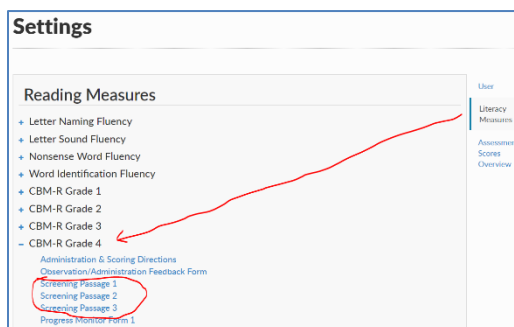



6. Report naming conventions to ease report searches:
  - a. Current = the existing school year (e.g., 2019-20).
  - b. Previous = the school year directly preceding the current school year (e.g. 2018-19 when 2019-20 is the current year).
  - c. MAP = NWEA MAP or NWEA MAP Growth results.
  - d. Benchmark = Any literacy or math assessment used for grades K-5.
  - e. History = Reports providing student assessment data over multiple school years.

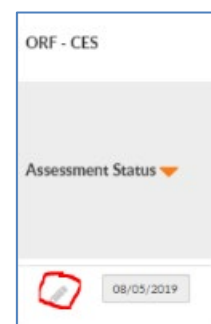
## Using the Online ORF Assessment in Proliftic

When using the online Oral Reading Fluency (ORF) assessment, the Grade 1 - 5 instructor is able to record reading miscues and additional information directly on their staff computer or iPad while the student reads the passage from a sheet of paper. The system automatically calculates the ORF score.

1. [Log in](#) to the Proliftic system
2. Ensure you have a paper copy of the ORF passage for the student to read. You can download a printable .pdf version directly from Proliftic:
  - a. Click on your name (or the ^ icon  in the top right corner of your screen and choose **Settings**.
  - b. From the right side menu, click on **Literacy Measures**.
  - c. Click on the desired CBM-R grade
  - d. Select the screening passage(s) you want to download and/or print.



3. Using left-hand navigation, select the **Universal Screening** icon .
4. Select the correct grade and assessment period. Click the **Go** button as defined in the [Entering Classroom Assessment Results into the Proliftic system](#) section of this document.
5. Locate the ORF – CES column associated with the testing period and click on the pencil in the corresponding box for the desired student to launch the automated ORF – CES assessment application.

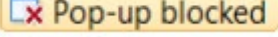




## APPENDIX A: Browser Help for Allowing Prolftic Pop-ups

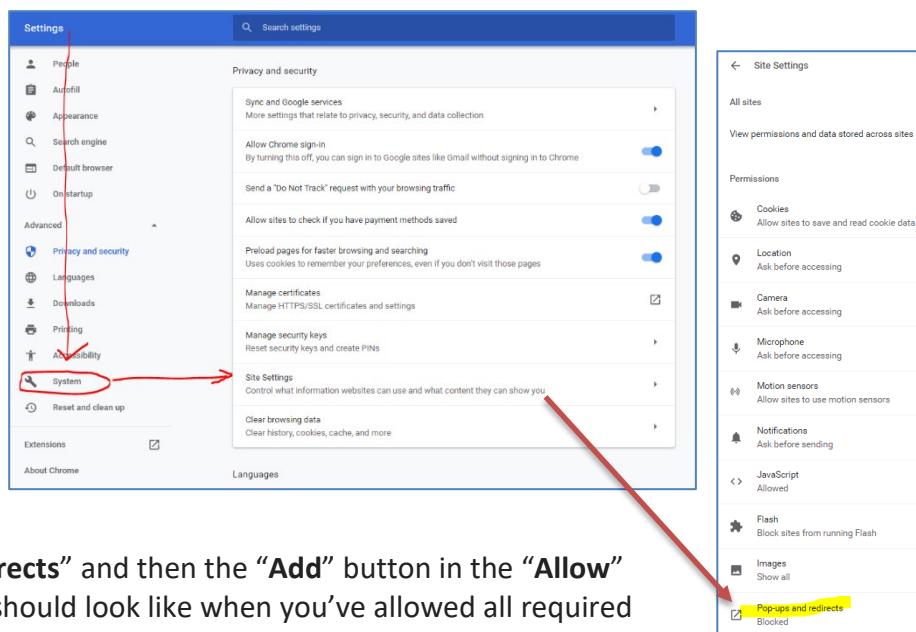
When first accessing Proliftic from a new browser session you will need to edit pop-up settings in that browser. I've provided some tips based on some common supported OS and browser combinations below. Please contact **IT Support at x5055** if you don't see your configuration listed, don't feel comfortable making this adjustment to the browser, or require technical help of any kind.

- ❖ [Chrome for Windows](#)
- ❖ [Chrome for MacOS](#)
- ❖ [Firefox for MacOS](#)
- ❖ [Firefox for Windows](#)
- ❖ Safari for MacOS
  - [12](#)
  - [10 & 11](#)
- ❖ [Safari for iPad](#)

### How to Edit Pop-Up Settings in Chrome for Windows

1. If you are failing to login to Proliftic and see either a  or  icon in the upper right corner of the screen you can click on the icon to choose "Always allow pop-ups from...". The Proliftic pop-up will allow authentication the next time you log in.
2. If you do not see the icons in step 1, click the  icon in your Chrome web browser which is usually in the upper right corner of your screen and select the "Settings" option.

3. Choose "System" from the **Advanced** portion of the left hand navigation options and click "Site Settings". You may need to expand (or twist down) the **Advanced** section to see the "System" option.



4. Click "Pop-ups and redirects" and then the "Add" button in the "Allow" section. This is what it should look like when you've allowed all required pop-ups for Proliftic use including :

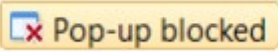


1. [app.proliftic.org](http://app.proliftic.org)

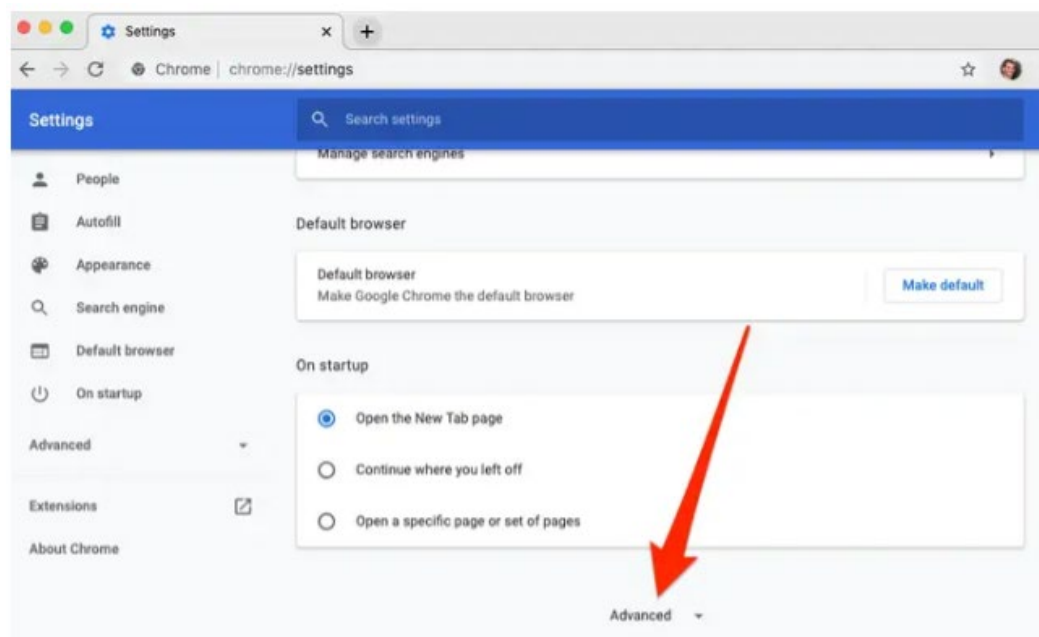
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2. tiescloud.net
3. mn.edspring.org
5. The Proliftic pop-up will allow authentication the next time you log in.

## How to Edit Pop-Up Settings in Chrome for MacOS

1. If you are failing to login to Proliftic and see either a  or  icon in the address bar. Click on the icon to choose “Always allow pop-ups from...”. The Proliftic pop-up will allow authentication the next time you log in.
2. If you do not see the icons in step 1, click the  icon in your Chrome web browser which is usually in the upper right corner of your screen and select the “**Settings**” option.
3. Click on “**Advanced**” and then select “**Site Settings**” tab and find the section titled “**Web content**”.




4. Find and click “**Pop-ups and redirects**”
5. Click on the “**Add**” button to the left of the “**Allow**” option and add the following two sites:
  1. app.proliftic.org
  2. tiescloud.net
  3. mn.edspring.org
6. The Proliftic pop-up will allow authentication the next time you log in.

## How to Edit Pop-Up Settings in Firefox for MacOS

1. From an open Firefox web browser select the **menu** button (that looks like 3 lines) and choose **“Preferences”**.
2. Open the **“Privacy & Security”** panel and uncheck the **“Block pop up windows”** checkbox (so it is unchecked).

Note: More advanced users can click on **“Exceptions”** to specify the three Proliftic sites that the Firefox should allow pop-ups from. This will allow you to block unwanted pop-ups while allowing the pop-ups required for authentication to Proliftic.

## How to Edit Pop-Up Settings in Firefox for Windows

1. From an open Firefox web browser select the Menu button  and choose **“Options”**.
2. Select the **“Privacy & Security”** panel and uncheck the **“Block pop up windows”** checkbox (so it is unchecked).

Note: More advanced users can click on **“Exceptions”** to specify the two Proliftic sites that the Firefox should allow pop-ups from. This will allow you to block unwanted pop-ups while allowing the pop-ups required for authentication to Proliftic.

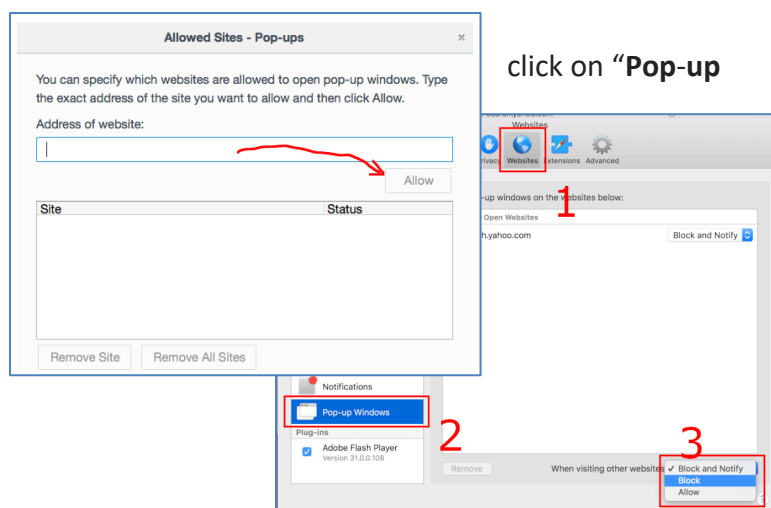
## How to Edit Pop-Up Settings in Safari 12 for MacOS

1. From an open Safari web browser pull down the **“Safari”** menu and choose **“Preferences”**.

2. Select the **“Websites”** tab then **Windows”** from the left side menu.

3. Ensure Safari is set to **“Allow”** all pop-ups from the following websites:

- a) app.proliftic.org
- b) tiescloud.net
- c) mn.edspring.org



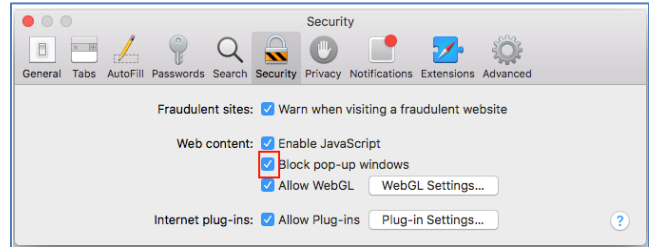


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## How to Edit Pop-Up Settings in Safari 10 and 11 for MacOS

1. From an open Safari web browser pull down the “**Safari**” menu and choose “Preferences”.
2. Select the “Security” tab and uncheck the **Block pop-up Windows** checkbox (that’s shown in screenshot) in the Web content section.



## How to Edit Pop-Up Settings in Safari for iPad

1. From the iPad’s Home screen select “Settings”.
2. Choose “Safari”
3. Slide the “Block Pop-ups” to “Off” or clear. It should NOT be green as shown in screenshot:

