

Florida Kindergarten Readiness Screener- Work Sampling System (FLKRS-WSS) DATA ENTRY Quick Reference Guide for Public School Users

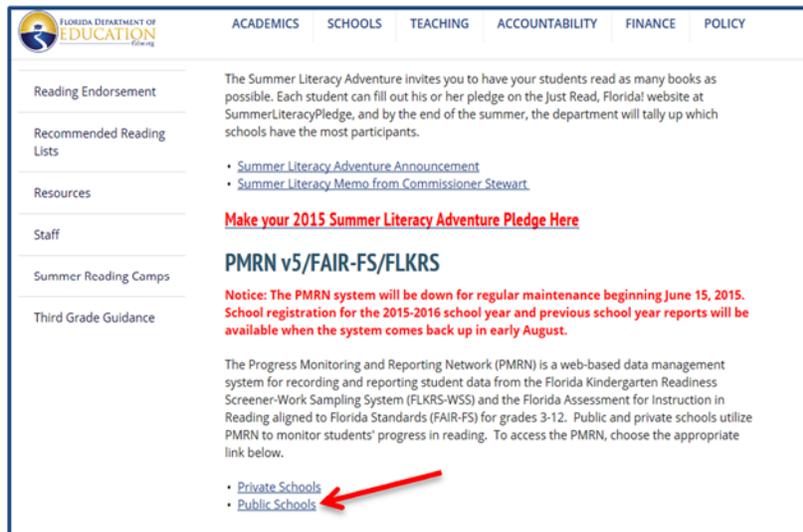
Step 1

Select the **Just Read, Florida!** link located on the bottom right side of the Florida Department of Education (FDOE) home page at www.fldoe.org.



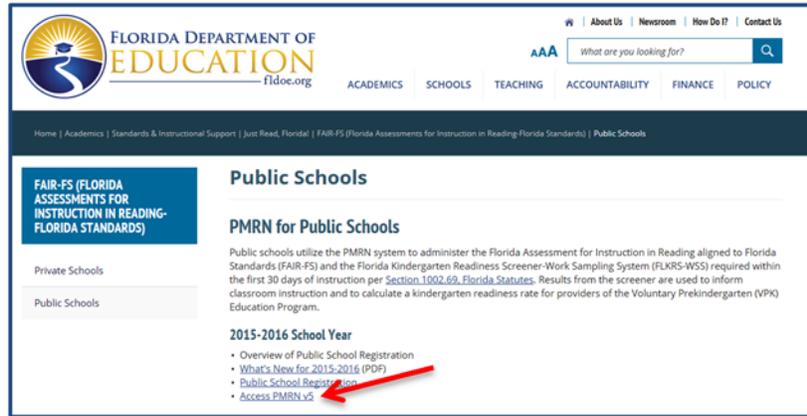
Step 2

Scroll down and choose the **Public Schools** link.



Step 3

To access the Progress Monitoring and Reporting Network version 5 (PMRN v5), click on the **Access PMRN v5** link.



Step 4

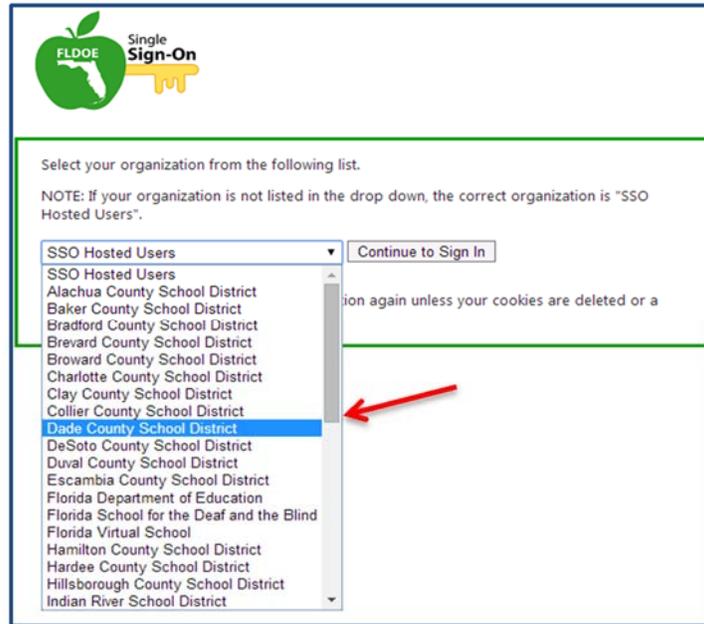
Enter your Single Sign-On (SSO) login credentials in Public School Sign In area.



Step 5

If prompted to select an organization, use the drop down list to select your school district and click **Continue to Sign In**.

NOTE: If your school district is not listed in the drop down, choose SSO Hosted Users and click Continue to Sign In.

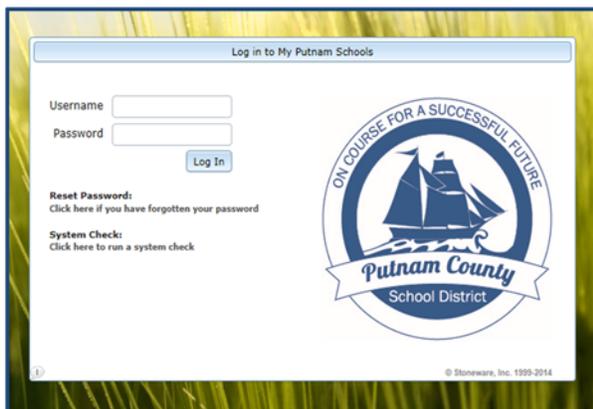


The screenshot shows the 'Single Sign-On' interface. At the top left is the FLD OE logo. Below it, the text reads 'Select your organization from the following list.' A note states: 'NOTE: If your organization is not listed in the drop down, the correct organization is "SSO Hosted Users".' A dropdown menu is open, showing a list of school districts. 'Dade County School District' is highlighted in blue, and a red arrow points to it. To the right of the dropdown is a 'Continue to Sign In' button. Below the dropdown, there is a partially visible line of text: 'ion again unless your cookies are deleted or a'.

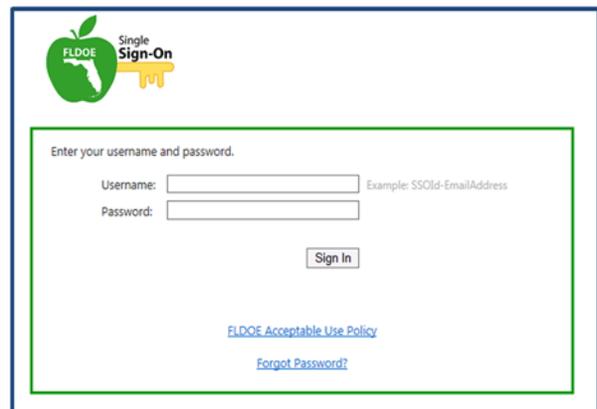
Step 6

Enter your username and password and proceed to sign in.

NOTE: If you require login assistance, please contact the Integrated Education Network (IEN) Service Center at 1-855-814-2876 or email ienhelp@fldoe.org. The school district helpdesk can also provide SSO login assistance. See the SSO [Support](#) page for contact information.



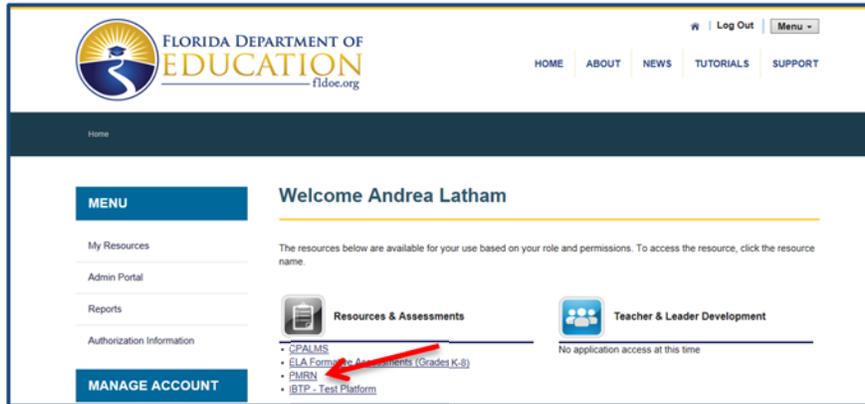
The screenshot shows the login page for Putnam County School District. The title is 'Log in to My Putnam Schools'. It features a 'Username' field, a 'Password' field, and a 'Log In' button. Below the fields are links for 'Reset Password: Click here if you have forgotten your password' and 'System Check: Click here to run a system check'. On the right is the Putnam County School District logo with the text 'ON COURSE FOR A SUCCESSFUL FUTURE' and 'Putnam County School District'. At the bottom, it says '© StoneWare, Inc. 1999-2014'.



The screenshot shows the 'Single Sign-On' login page. It features the FLD OE logo at the top left. The main heading is 'Enter your username and password.' Below this are 'Username:' and 'Password:' fields. An example for the username is provided: 'Example: SSOId-EmailAddress'. A 'Sign In' button is located below the password field. At the bottom, there are links for 'FLDOE Acceptable Use Policy' and 'Forgot Password?'.

Step 7

Next, your personal home page is displayed with your name and authorized resources. Click **PMRN**.



Step 8

Now, your personal home page for the PMRN system is displayed. Click on the WSS Documents button.



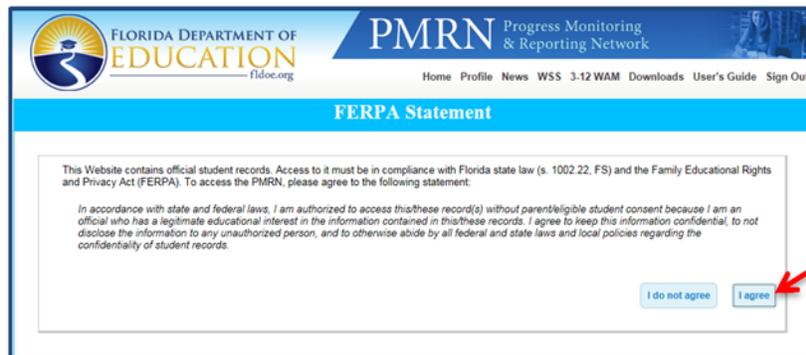
Step 9

Select the appropriate WSS guide or resource needed. Then, select the **Back to Home** button.



Step 10

Review the FERPA statement. Select **I Agree**.



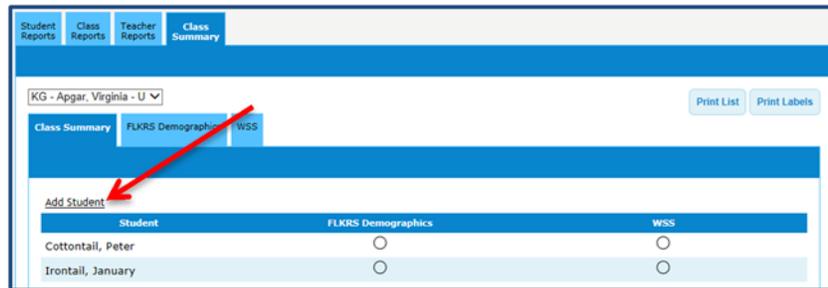
Step 11

Select the Class Summary tab and class to enter the WSS data.



Step 12

Students imported through Survey 8 are displayed. If additional students need to be added, click **Add Student**.

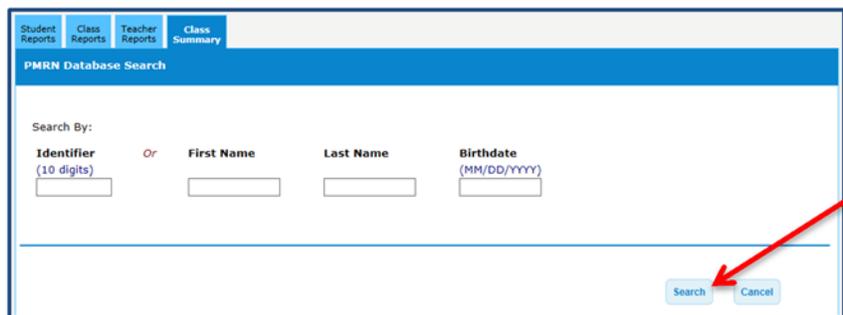


The screenshot shows a web interface with a navigation bar at the top containing 'Student Reports', 'Class Reports', 'Teacher Reports', and 'Class Summary'. Below the navigation bar, there is a dropdown menu set to 'KG - Appar, Virginia - U' and two buttons: 'Print List' and 'Print Labels'. The main content area has tabs for 'Class Summary', 'FLKRS Demographics', and 'WSS'. The 'Class Summary' tab is active, and a red arrow points to the 'Add Student' link. Below this link is a table with the following data:

Student	FLKRS Demographics	WSS
Cottontail, Peter	<input type="radio"/>	<input type="radio"/>
Irontail, January	<input type="radio"/>	<input type="radio"/>

Step 13

Search the PMRN database for the student by entering his/her 10-digit identifier or the first name, last name, and birthdate. Select **Search**.



The screenshot shows a 'PMRN Database Search' form. It has a 'Search By:' section with four input fields: 'Identifier (10 digits)', 'First Name', 'Last Name', and 'Birthdate (MM/DD/YYYY)'. There is an 'Or' label between the Identifier and First Name fields. At the bottom right of the form, there are two buttons: 'Search' and 'Cancel'. A red arrow points to the 'Search' button.

Step 14

A) If the student is located, select the radial button for the student and click **Next**.

The students already in the PMRN database that closely match the information you entered are listed below. Select the student that you would like to attempt to add.

Identifier	First Name	Last Name	Birthdate	Gender	Grade	Select
*****985X	Abigail	Swallowtail	10/10/2010	F	KG	<input type="radio"/>

I want to enroll a new student.

Next

Select **Enroll in Class**.

Student Reports Class Reports Teacher Reports **Class Summary**

Add Student to Class

CLASS: KG - Appgar, Virginia GRADE: KG TEACHER: Appgar, Virginia STUDENT COUNT: 3

Verify the student

Identifier *****985X
Local ID #
First Name Abigail
Middle Name
Last Name Swallowtail
Birthdate 10/10/2010
Gender F
Period U

Enroll in Class Cancel

B) If the student is not located, select the “**I want to enroll a new student**” radial button and click **Next**.

Your search did not match any students.

I want to enroll a new student.

Next

Enter the student information required and click **Add**.

Student Reports Class Reports Teacher Reports **Class Summary**

Enroll and Add Student to Class

CLASS: KG - Appgar, Virginia GRADE: KG TEACHER: Appgar, Virginia STUDENT COUNT: 2

Identifier*
Local ID #
First Name*
Middle Name
Last Name*
Birthdate*
Gender*
Period* U

* Value is required

Add Cancel

Step 15

Select the **Class Summary** tab. In the example below, the circles indicate data entry progress.

Student	FLKRS Demographics	WSS
Cottontail, Peter	●	●
Irontail, January	●	◐
Mcgregor, Mary	○	○
Swallowtail, Abigail	○	○

- The blank circle indicates no data has been entered for the student.
- The completely filled-in circle indicates data entry for the section is complete.
- ◐ The half-filled circle indicates some entries have been made for the student, but data entry is not complete.

Step 16

Select the FLKRS Demographics tab to begin the data entry process. Then, select the student's name from the dropdown and complete each section. Click **Save**.

Repeat this for every student. The FLKRS demographics must be completed and saved for each student prior to entering her/his WSS data.

The screenshot shows the 'FLKRS Demographics' tab selected in the 'Class Summary' section. A red arrow points to the 'FLKRS Demographics' tab. The 'Student Physical Status' section includes checkboxes for: No Potentially Limiting Physical Condition, Ortho Impaired, Visually Impaired, Deaf / Hard of Hearing, and Dual-Sensory Impaired. The 'Participation Status' section includes checkboxes for: Student is participating in Screening, SWD (Student with a Disability), Retained (Do not screen this year for FLKRS), and Already Screened (Screened in another school or district this year). A red box highlights the 'Save' button at the bottom right.

Step 17

The Class Summary will show a completely filled-in circle next to each student's name indicating the demographics are complete.

The screenshot shows the 'Class Summary' tab selected. Below the 'Add Student' section is a table with three columns: Student, FLKRS Demographics, and WSS. The completion status is indicated by a filled circle (●) for complete and an empty circle (○) for incomplete.

Student	FLKRS Demographics	WSS
Cottontail, Peter	●	●
Irontail, January	●	●
Mcgregor, Mary	●	○
Swallowtail, Abigail	○	○

Step 18

Select the WSS tab and choose the student's name from the dropdown to enter the student's rating for each indicator. Repeat this process for each student by the 30th instructional day.

NOTE: The system automatically saves each entry, therefore no 'Save' button is provided. The entries may be changed until the end of the 30-day window.

KG - Apgar, Virginia - U

Print List Print Labels

Class Summary FLKRS Demographics **WSS**

Select a Student Mcgregor, Mary

WSS Performance Indicators		NA = Not Applicable DNO = Did Not Observe				
Domains/Functional Components						
Personal and Social Development						
A. Self-Concept	1. Demonstrates self-confidence.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
	2. Shows some self-direction.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
B. Self-Control	1. Follows simple classroom rules and routines.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
	2. Manages transitions.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
C. Approaches to Learning	1. Shows eagerness and curiosity as a learner.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
	2. Attends to tasks and seeks help when encountering a problem.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
	3. Approaches tasks with flexibility and inventiveness.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO
D. Interaction With Others	1. Interacts easily with one or more children.	<input type="radio"/> Not yet	<input type="radio"/> In Process	<input type="radio"/> Proficient	<input type="radio"/> NA	<input type="radio"/> DNO