

Progress Monitoring and Reporting Network (PMRN v5.1)

District-Level User's Guide

2016-2017



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ABOUT THE SYSTEM

Overview

The Progress Monitoring and Reporting Network (PMRN) provides support for district and school-level administrators and teachers who utilize the Florida Kindergarten Readiness Screener – Work Sampling System (FLKRS-WSS) and the Florida Assessments for Instruction in Reading – Aligned to the Florida Standards (FAIR-FS) on the 3-12 Web-Assessment Module (3-12 WAM). Additionally, the PMRN system provides access to various reports to monitor student progress in grades 3-12.

This guide provides information to public school district-level users responsible for utilizing the PMRN system for the FLKRS and/or FAIR-FS.

PMRN v5.1: What's New for 2016-2017

Users with school administrator and designee access levels may modify student demographics such as first name, last name, date of birth, gender and grade level.

Users with district administrator and designee access levels may access all schools within the district and perform school-level tasks such as registration and user management.

The Coach's Log feature has been retired. Reports from the previous two school years are available on the District Reports and School Reports tabs.

ABOUT THE SYSTEM

Browser and System Specifications

The table below contains the browser and system specifications recommended for optimal use of the PMRN system.

Recommended Bandwidth Specifications	
External Connection to Internet	100 kbps per student or faster
Internal School Network	1000 kbps per student or faster
Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure	
Operating System	Recommended Specifications
Windows	Windows 7, Windows 8.1, Windows 10
Mac OS X	Mac OS 10.11.4 or newer
Linux	Linux: Ubuntu 16.10, Fedora 23 or newer
Chrome OS	Chrome OS 19 or newer
Memory	1gb RAM or greater
Connectivity	Computers must be able to connect to the Internet via wired or wireless networks.
Screen Size	9.5 inch screen size or larger
Screen Resolution	1024 x 768 resolution or higher
Input Device Requirements	<p>Keyboard, Mouse</p> <p>The input device must allow students to:</p> <ol style="list-style-type: none"> 1. Select/deselect, drag and highlight text, objects and areas. 2. Enter letters, numbers and symbols and shift, tab, return, delete and backspace. <p>To meet security guidelines, each Bluetooth/wireless keyboard and/or mouse must be configured to pair with only a single computer during assessment administration.</p> <p>Other assistive technologies may be needed for students requiring accommodations.</p>
Headphone/Earphone and Microphone Requirements	Headphones are required for 3-12 FAIR-FS. Some student accommodations may also require headphones/earphones (e.g., text to speech).

ABOUT THE SYSTEM

Supported Web Browsers by Operating System for FAIR-FS

Operating System	Browser	Version	Flash Player
Windows 7	Chrome	51.0.2704.84	PPAPI 27.0.0.242 (embedded)
	Firefox	47.0	NPAPI 27.0.0.242
	Internet Explorer (IE)	11.0.10240.16384	ActiveX 21.0.0.242
Windows 8.1	Chrome	51.0.2704.84	PPAPI 27.0.0.242 (embedded)
	Firefox	47.0	NPAPI 27.0.0.242
	Internet Explorer (IE)	11.0.10240.16384	ActiveX 21.0.0.242 (embedded)
Windows 10	Chrome	51.0.2704.84	PPAPI 27.0.0.242 (embedded)
	Firefox	47.0	NPAPI 27.0.0.242
	Edge (IE)	20.10240	ActiveX 21.0.0.242(embedded)
Mac OS	Safari	9.1.1	NPAPI 27.0.0.242

Assessment Calendar

The PMRN Important Dates for the FLKRS-WSS and FAIR-FS 3-12 WAM are listed on the Assessment Calendar page.

The FLKRS-WSS Start Date is the first day of student instruction (as entered on the school registration form). The WSS Data Entry Close Date is based on 30 instructional days (excluding weekends and Labor Day). Schools may enter up to five (5) non-instructional days to account for additional school closings, extending the WSS Data Entry Close Date.

The FAIR-FS 3-12 may be utilized to assess students in grades 3-12 three times a year. The assessment periods (AP) for FAIR-FS 3-12 WAM are fixed dates for all schools statewide. The 2016-2017 assessment periods are:

AP 1 Start Date: The First Day of School
AP 1 End Date: November 4, 2016

AP 2 Start Date: November 7, 2016
AP 2 End Date: February 10, 2017

AP 3 Start Date: February 13, 2017
AP 3 End Date: June 9, 2017

ABOUT THE SYSTEM

Navigation

Public school users access the PMRN system at <https://pmrn.fldoe.org> or through the Florida Department of Education's Single Sign-On (FDOE SSO) Portal at www.fldoe.org/sso.

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PMRN Progress Monitoring & Reporting Network

Home FLKRS Reports

Public School Sign In

 Log In

[FDOE Acceptable Use Policy](#)

Private School Sign In

User Name

Password

Sign In

[Forgot Your Password?](#)

[Trouble Signing In? Click Here.](#)

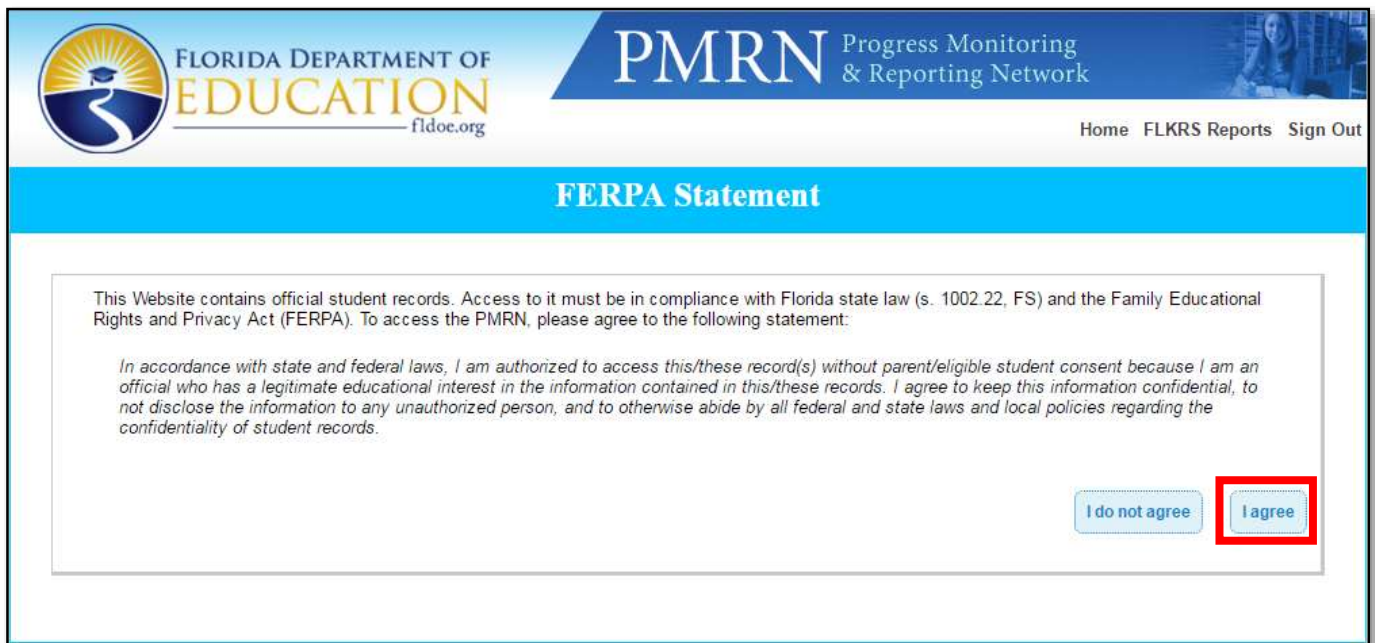
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ABOUT THE SYSTEM

Family Educational Rights and Privacy Act (FERPA) Statement

The PMRN contains official student records. After signing in, users must agree to adhere to the provisions of the FERPA and Florida laws regarding access to and disclosure of these records.

Select **I Agree**.



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a header with the Florida Department of Education logo on the left and the PMRN logo on the right. The PMRN logo includes the text "PMRN Progress Monitoring & Reporting Network". To the right of the PMRN logo is a small image of a person. Below the header, there is a navigation bar with links for "Home", "FLKRS Reports", and "Sign Out". The main content area has a blue header with the text "FERPA Statement". Below this, there is a text box containing the following text: "This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:" followed by a paragraph of text: "In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not disclose the information to any unauthorized person, and to otherwise abide by all federal and state laws and local policies regarding the confidentiality of student records." At the bottom right of the text box, there are two buttons: "I do not agree" and "I agree". The "I agree" button is highlighted with a red border.

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PMRN Progress Monitoring
& Reporting Network

Home FLKRS Reports Sign Out

FERPA Statement

This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:

In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not disclose the information to any unauthorized person, and to otherwise abide by all federal and state laws and local policies regarding the confidentiality of student records.

I do not agree I agree

ABOUT THE SYSTEM

Home Page

The Home Page is the key navigation page within the PMRN. There are three main areas:

1. Menu Bar
2. User's Name and Access Level Bar
3. Function Tiles



Menu Bar (#1)

The menu bar is located at the top of the screen. Each menu bar item is described below.



ABOUT THE SYSTEM

Home

This page re-directs users to the Home Page with the function tiles.



ABOUT THE SYSTEM

Profile

This page allows users to manage their own contact information.

Users may modify their name and email address as needed.

Click **Save** for changes to take effect.

The screenshot displays the PMRN (Progress Monitoring & Reporting Network) interface. At the top, the Florida Department of Education logo is on the left, and the PMRN title is on the right. A navigation bar includes links for Home, Profile (highlighted with a red box), News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. Below this, a status bar shows the user is Violet Beauregarde, a District Designee, connected to TEST PMRN VS, with a date of 1/22/2016. The main content area is titled 'Change Contact Information'. It contains a form with fields for Title (N/A), First Name (Violet), Last Name (Beauregarde), Email (violet@nowhere123.org), Address 1, Address 2, City, State (Florida), Zip, Extension, Phone, and Fax. Red asterisks indicate required fields. A 'Save' button, also highlighted with a red box, is located at the bottom right of the form area. A small 'SSO User' icon is visible in the top right corner of the form area.

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PMRN Progress Monitoring & Reporting Network

Home **Profile** News WSS 3-12 WAM Downloads Resources FLKRS Reports Sign Out

User: Violet Beauregarde | Access Level: District Designee Connected to TEST PMRN VS Today's Date is 1/22/2016

Change Contact Information

SSO User

Title N/A ▼

First Name Violet *

Last Name Beauregarde *

Email violet@nowhere123.org *

Address 1

Address 2

City

State Florida

Zip -

Extension

Phone - -

Fax - -

* Required Fields

Save

ABOUT THE SYSTEM

News

This page contains the most recent and relevant information pertaining to the PMRN.

The screenshot shows the PMRN website interface. At the top, there is a header with the Florida Department of Education logo on the left and the PMRN logo on the right. The PMRN logo includes the text "PMRN" in large letters and "Progress Monitoring & Reporting Network" in smaller text. Below the PMRN logo is a navigation menu with links: Home, Profile, News (highlighted with a red box), WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. Below the navigation menu is a status bar that reads: "User: Violet Beauregarde | Access Level: Connected to TEST PMRN VS Today's Date is 1/27/2016". Below the status bar is a blue banner with the text "News & Information". Below the banner is a white box with the title "News & Information" and a sub-header "Assessment Period Three (AP3) began on February 8, 2016." A "Next" button is located in the bottom right corner of the white box.

ABOUT THE SYSTEM

WSS

This page contains the FLKRS-WSS documents available for download, such as the WSS data entry guide for public or private school users, the teacher administration manual (TAM), report instructions, developmental guidelines and more.

Work Sampling System (WSS) Documents Download

Work Sampling System (WSS) Guides

[WSS - Data Entry Guide for Public School Users](#)

[WSS - Data Entry Guide for Private School Users](#)

[WSS - WSS Student Report & Parent Letter Instructions](#)

[WSS - WSS School, District and State Report Instructions](#)

Work Sampling System (WSS) Documents

Select the WSS documents to download for the administration of the FLKRS tasks.

[WSS - Teacher Administration Manual](#)

[WSS - Powerpoint Teacher Instructions](#)

[WSS - Developmental Guidelines](#)

[WSS - Reference Table](#)

[WSS - Developmental Checklist](#)

[WSS - Class Record Form](#)

[Back to Home](#)

ABOUT THE SYSTEM

3-12 WAM

This page is not available for district-level users.

Downloads

This page contains printable downloads of paper and pencil tests for public schools administering the FAIR-FS assessment.

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PMRN Progress Monitoring & Reporting Network

Home Profile News WSS 3-12 WAM **Downloads** Resources FLKRS Reports Sign Out

User: Violet Beauregarde | Access Level: District Designee | Connected to TEST PMRN V5 | Today's Date is 7/24/2016

FAIR-FS Alternative Assessment Downloads

Students requiring a paper/pencil accommodation of the FAIR-FS can be given a printed copy of the test.
Please select the grade for which you want to download the assessment:

Grade

File Name	
Grade 3 teacher copy- pencil paper.pdf	Download
grade_3 paper pencil student.pdf	Download

[Download All](#)

ABOUT THE SYSTEM

Resources

This page opens a new window for the *JRF!* website where various user guides and resources are available for public and private schools.



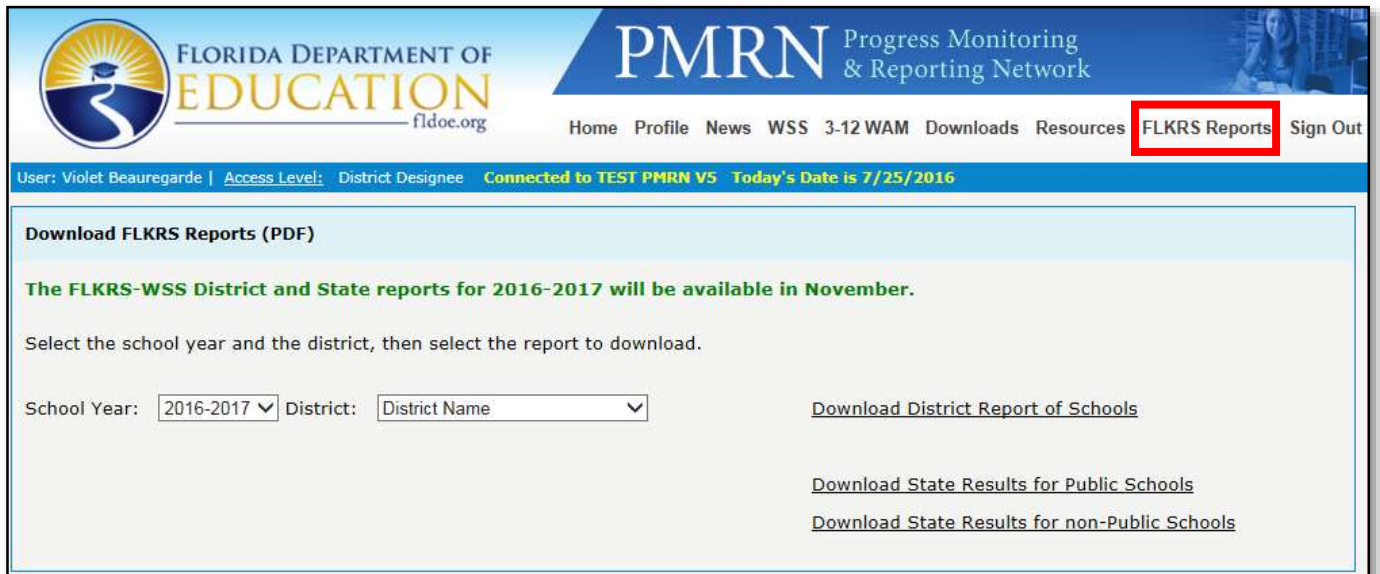
The screenshot shows the Florida Department of Education (fldoe.org) website. The header includes the state seal, the department name, and navigation links for About Us, Newsroom, How Do I?, and Contact Us. A search bar is also present. Below the header, a breadcrumb trail reads: Home | Academics | Standards & Instructional Support | Just Read, Florida! | FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards). The main content area features a blue box on the left with the text "FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)". To the right, the title "FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)" is displayed. Below this, the section "PMRN v5/FAIR-FS/FLKRS" is highlighted. The text describes the PMRN as a web-based data management system for recording and reporting student data from the Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS) and the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS) for grades 3-12. It states that public and private schools utilize PMRN to monitor students' progress in reading. To access the PMRN, users are directed to choose the appropriate link below:

- [Private Schools](#)
- [Public Schools](#)

ABOUT THE SYSTEM

FLKRS Reports

This page provides a download of the district and state FLKRS reports. The reports are released in late November each school year.



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a header with the Florida Department of Education logo and the PMRN title. Below the header, a navigation bar includes links for Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, **FLKRS Reports** (highlighted with a red box), and Sign Out. A user bar at the bottom of the header displays the user's name (Violet Beauregarde), access level (District Designee), connection status (Connected to TEST PMRN V5), and the current date (7/25/2016). The main content area is titled "Download FLKRS Reports (PDF)" and contains a message: "The FLKRS-WSS District and State reports for 2016-2017 will be available in November." Below this message, there is a prompt to "Select the school year and the district, then select the report to download." This is followed by two dropdown menus: "School Year:" (set to 2016-2017) and "District:" (set to District Name). To the right of these dropdowns are three hyperlinks: "Download District Report of Schools", "Download State Results for Public Schools", and "Download State Results for non-Public Schools".

Sign Out

This link ends the PMRN session securely.



The screenshot shows the PMRN interface with the "Sign Out" link highlighted by a red box in the navigation bar. The navigation bar includes links for Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and **Sign Out**. The user bar at the bottom of the header displays the user's name (Violet Beauregarde), access level (District Designee), connection status (Connected to TEST PMRN V5), and the current date (1/22/2016).

User's Name and Access Level (#2)

The user's name and access level are displayed in a bar below the main menu. It is important to acknowledge the access level in use as this determines the functionality available. More information on access levels is contained in this guide.

NOTE: If users have more than one access level, the term will be hyperlinked. Click on the Access Level hyperlink to return to the User Access Level Selection page to select a different access level.

User: Violet Beauregarde | Access Level: District Designee | Connected to TEST PMRN V5 | Today's Date is 1/22/2016

ABOUT THE SYSTEM

Function Tiles (#3)

The access level in use determines which function tiles are displayed. District administrators and district designees have three function tiles: District Functions, PMRN Registration and School Functions. District users have two of the three function tiles: District Functions and School Functions. Each function tile is described below.

The screenshot shows the PMRN web application interface. At the top, there is a header with the Florida Department of Education logo (fldoe.org) and the PMRN title. Below the header is a navigation menu with links: Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. A status bar below the navigation menu displays: User: Violet Beauregarde | Access Level: District Designee | Connected to TEST PMRN V5 | Today's Date is 1/22/2016. The main content area features three function tiles: 1. DISTRICT Functions (with an icon of three people), 2. PMRN Registration (with an icon of a chalkboard and text: 'The school registration is now open for the next assessment year 2016 - 2017'), and 3. SCHOOL Functions (with an icon of a school bus).

District Functions Tile

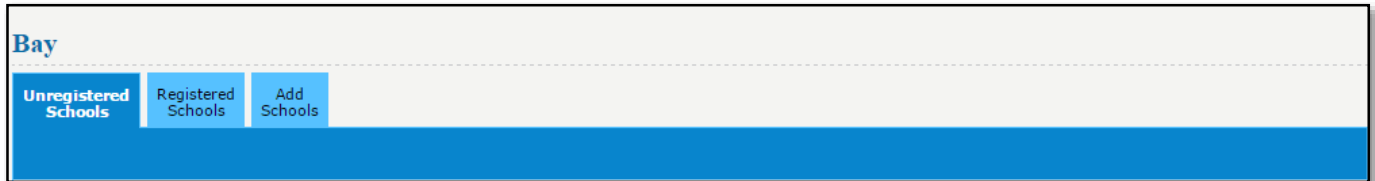
This tile provides district-level reports and features to manage district-level user tasks such as adding new district-level users and assigning access levels.

The screenshot shows the District Functions tile interface. It has a header with the word 'Bay' in blue. Below the header is a navigation bar with two tabs: 'District Reports' and 'Users'. The 'Users' tab is currently selected and highlighted in blue. The main content area below the tabs is empty.

ABOUT THE SYSTEM

PMRN Registration Tile

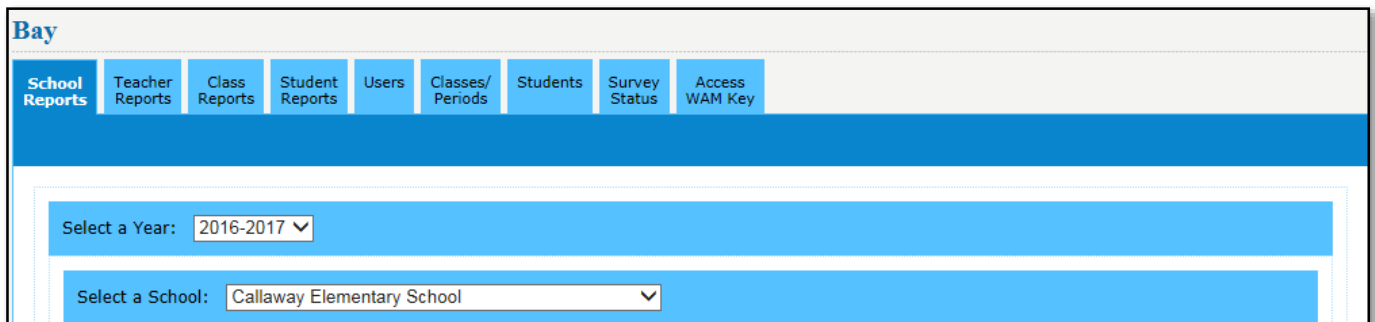
This tile provides lists of all registered and unregistered schools and features to manage school registration tasks such as modifying existing school registrations, completing registration of unregistered schools and adding schools to the PMRN system as needed.



The PMRN Registration Tile interface features a header with the word "Bay" in blue. Below the header is a row of three blue buttons: "Unregistered Schools", "Registered Schools", and "Add Schools". The entire tile has a light gray background and a blue border.

School Functions Tile

This tile provides access to each school within the district. This includes access to school-level reports including Teacher, Class and Student Reports. It also includes features to manage school-level tasks such as assigning access levels to users, managing classes/periods, managing students, viewing Survey 8 data import status and accessing the daily school WAM Key.



The School Functions Tile interface features a header with the word "Bay" in blue. Below the header is a row of nine blue buttons: "School Reports", "Teacher Reports", "Class Reports", "Student Reports", "Users", "Classes/Periods", "Students", "Survey Status", and "Access WAM Key". Below the buttons is a large blue area containing two dropdown menus. The first dropdown menu is labeled "Select a Year:" and has "2016-2017" selected. The second dropdown menu is labeled "Select a School:" and has "Callaway Elementary School" selected. The entire tile has a light gray background and a blue border.

PMRN SIGN IN

Public school users access the PMRN system with FDOE SSO Portal credentials.

The following section provides steps for the PMRN system sign-in process.

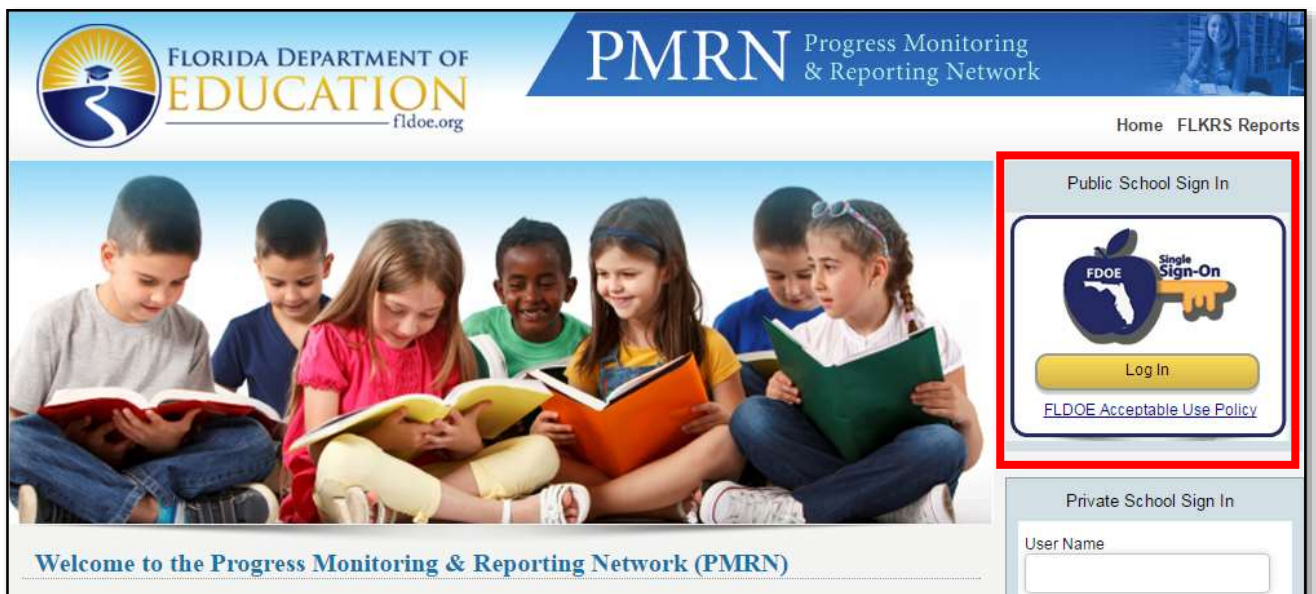
1. Open an internet browser such as Internet Explorer, Chrome, Firefox or Safari.



2. Go to the PMRN system at <https://pmrn.fldoe.org>.



3. Go to the **Public School Sign In** area and click the **Log In** button.



PMRN SIGN IN

4. If prompted to select an organization, select the school district. If the school district is not listed, select SSO Hosted Users.



School district not listed? All of Florida's school districts participate in the FDOE SSO Portal, but only school districts with a direct connection are listed. When a school district is not listed, choose SSO Hosted Users and continue the sign-in process. Once the organization is selected, it is saved in the browser's cookies so it won't be presented at each sign in.

PMRN SIGN IN

5. Enter username and password and proceed to sign in.



What's the SSO account username and password? Most school districts are directly connected to the FDOE SSO Portal, so the credentials are the same as what are normally used for the school district login (ex: left login screen – school district organization selection). Other SSO accounts are hosted by the Department of Education, so a username and initial password are provided (ex: right login screen – SSO Hosted Users selection). SSO Hosted Users have a username that begins with a number followed by a hyphen and email address.

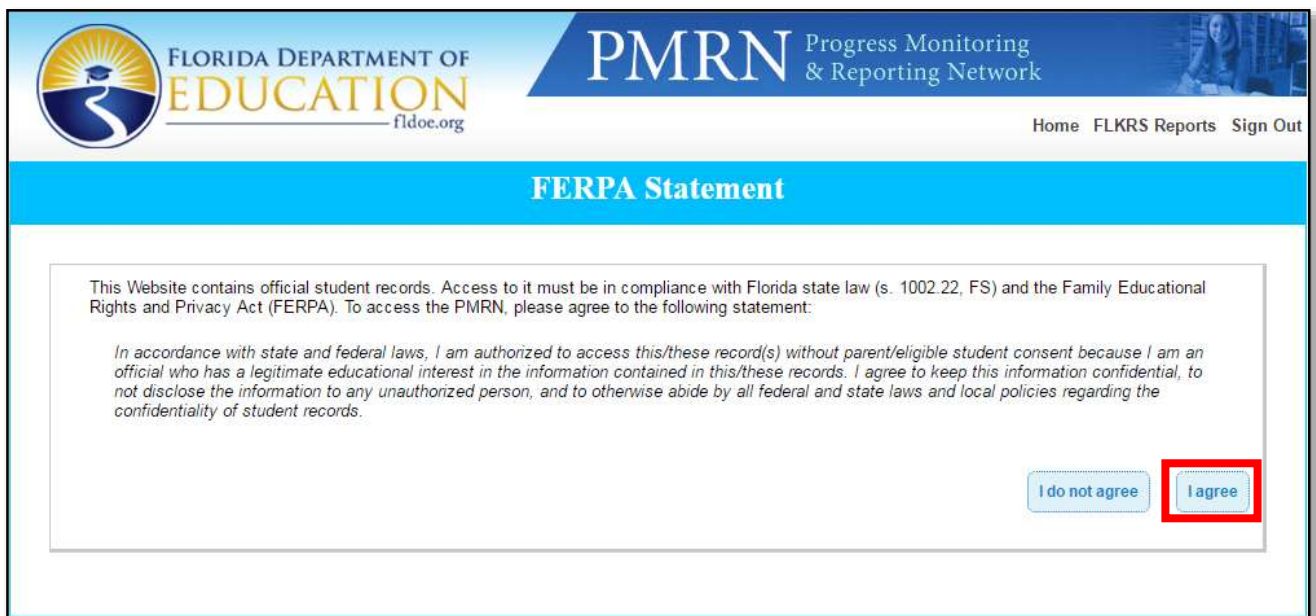
Need log in help? Contact the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org. The school district helpdesk can also provide SSO login assistance. See the SSO [Support](#) page for contact info.

PMRN SIGN IN

6. Now, the PMRN landing page is displayed. Select the **PMRN application tile** to proceed.



7. Review the FERPA Statement. Select **I Agree**.



PMRN SIGN IN

- Review the News & Information message if displayed. Select **Next**.

NOTE: The News & Information page will not appear again at sign-in until a new item is posted. This page may be accessed at any time by clicking the **News** link located in the PMRN menu.



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a header with the Florida Department of Education logo and the PMRN title. Below the header, a navigation bar contains links: Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. A status bar indicates the user is Violet Beauregarde, access level is Connected to TEST PMRN V5, and the date is 1/22/2016. The main content area is titled "News & Information" and contains a message: "Assessment Period Three (AP3) began on February 8, 2016." A "Next" button is highlighted with a red box in the bottom right corner of the message area.

- Select the appropriate function tile to continue.



The screenshot shows the PMRN interface with three function tiles displayed below the header. The tiles are: "DISTRICT Functions" (with a group of people icon), "PMRN Registration" (with a chalkboard icon and text: "The school registration is now open for the next assessment year 2016 - 2017"), and "SCHOOL Functions" (with a school bus icon). The header and navigation bar are identical to the previous screenshot.

DISTRICT FUNCTIONS TILE

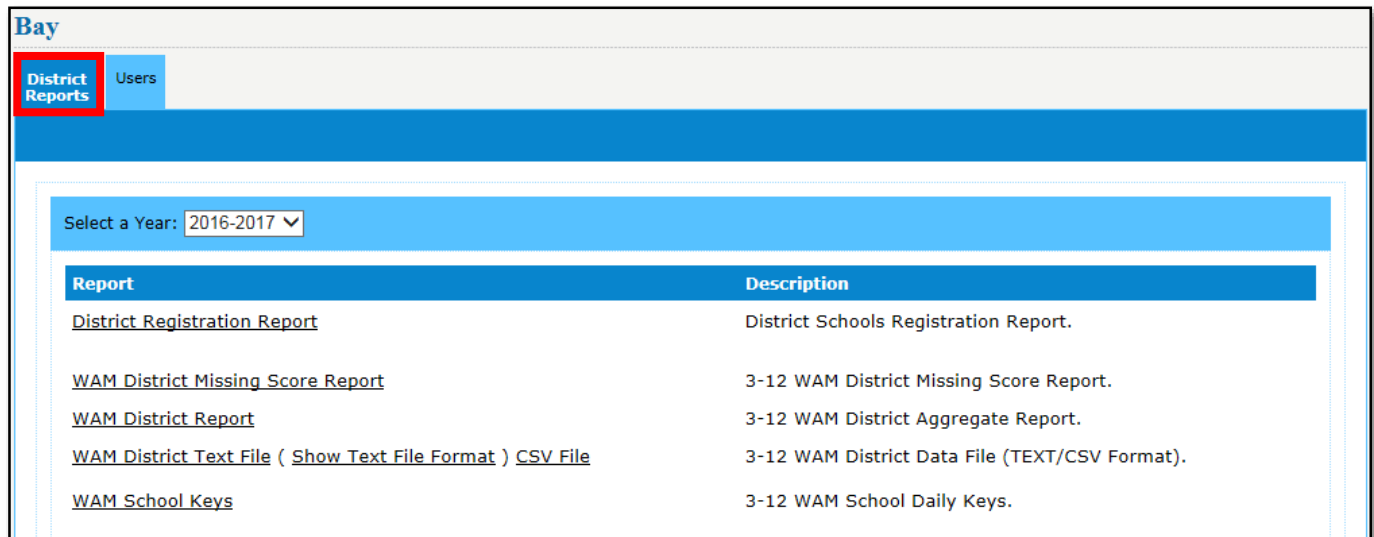
District-level users have a District Functions tile that provides access to district-level reports and features to manage district-level tasks such as adding new district-level users and assigning access levels. This section describes the District Functions tile functions.



DISTRICT FUNCTIONS FILE

District Reports Tab

The District Reports tab provides district-level users access to several key reports such as the District Registration Report, FLKRS-WSS and WAM data files and the WAM School Keys report. A description of each report is provided below.



Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

1. **District Registration Report** – Provides a list of all registered schools and summary information including the registration date, school start date, registered by and registered grades by school. This report is updated in real-time.
2. **FLKRS-WSS District Data File (CSV)** – Provides a downloadable file of student data including demographics and observational data entered for each student. This file is available after the WSS data entry window is closed for all schools within the district.
3. **WAM District Missing Score Report** – Provides a district-level aggregate report of WAM assessment tasks not started (NS), started (S) and completed (C) by grade level and school. This file is updated weekly (new reports available each Monday).
4. **WAM District Report** – Provides a district-level aggregate report of Probability of Literacy Success (PLS) scores by grade level and school. This file is updated weekly (new reports available each Monday).
5. **WAM District Text or CSV File** – Provides a downloadable file of student data including demographics and FAIR-FS scores for each student. These files are updated weekly (new reports available each Monday).

DISTRICT FUNCTIONS TILE

6. **WAM School Keys** – Provides all WAM Keys effective for the day for all schools in one report.

NOTE: To view the Coach's Log Report for previous years (2014-2015 and 2015-2016), select the appropriate school year and click on the District Coach's Log Report link.

Users Tab

The Users tab provides a list of district-level users. District-level users have access to all schools within the district. However, the functionality available differs depending on the access level provided to the user. For example, the district designee access level allows the user to register schools within the district; while the district user access level does not. Users with a district administrator or district designee access level may add, remove or edit district-level users.

District Access Levels

		District Administrator	District Designee	District User
District Functions Tile	View District Reports	X	X	X
	Manage District Users	X	X	
	Add New District-Level Users	X	X	
PMRN Registration Tile	Register Schools	X	X	
	Edit School Registration	X	X	
	Add Schools	X	X	
School Functions Tile	View School Reports	X	X	X
	View Assessment Calendar	X	X	
	Enter Non-Instructional Days	X	X	
	Edit School Registration	X	X	
	View Teacher Reports	X	X	X
	View Class Reports	X	X	X
	View Student Reports	X	X	X
	Manage School Users	X	X	
	Assign Access Levels	X	X	
	Manage Classes/Periods	X	X	
	Manage Students	X	X	
	Identify Students for Modified Task Flow	X	X	
	Select Students for Modified Task Flow			
	Add Students	X	X	
	Modify Student Demographics	X	X	
	View Survey 8 Status	X	X	
	Access WAM Keys	X	X	

DISTRICT FUNCTIONS TILE

District Administrator

The district administrator access level is automatically granted with an FDOE SSO account authorization provided by the school district IT office. The school district superintendent is typically the district administrator. The district administrator may view district reports, add new district-level users, assign district designee and district user access levels, register schools, manage school users, manage classes/periods, manage students (including the ability to identify students for the Modified Task Flow and modify student demographics such as first name, last name, date of birth, gender and grade level), view Survey 8 status and access WAM Keys.

District Designee

The school district assessment coordinator or reading contacts responsible for coordinating the FAIR-FS or FLKRS-WSS administration are typically provided with the district designee access level. This access level provides the same features as the district administrator; however, this access level can only assign the district user access level to other district-level users.

District User

District-level staff with the district user access level may view district and school reports only.

Add New User

1. Select the **Users tab** and click the **Add User** button.

District Reports Users		
Sort by User Name or Access Level . Click a User Name to edit that User.		
Add User		
User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Bucket, Charlie	CJ4JE1EB9	District User
Gloop, Augustus	386CB6555	District Designee
Joe, Grandpa	0391B3DFA	District Administrator
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator

DISTRICT FUNCTIONS TILE

2. Search for the user by entering their first name, last name and/or email address. Click the **Search** button.

District Reports Users

Search for Users in the PMRN

Locate a User in the PMRN by entering the **Name, Identifier, District ID** or **Email** into the respective fields.

Local ID First Name Last Name

E-mail Identifier

Search

3. The search results are displayed below. Select the radial button for the user and click **Add SSO User**.

District Reports Users

Search for Users in the PMRN

Locate a User in the PMRN by entering the **Name, Identifier, District ID** or **Email** into the respective fields.

Local ID First Name Last Name

E-mail Identifier

Search

Results: 1

First Name	Last Name	E-mail	LocalID	SSO
Veruca	Salt	veruca@nowhere123.org	985661245	142018

Add SSO User

DISTRICT FUNCTIONS TILE

4. Check the appropriate access level box and then select **Submit**.

NOTE: Access levels are tiered. Users can only provide access levels below their own. For example, district designees can only assign the district user access level.

District Reports

Users


PMRN Unique ID45FB92B00

Identifier *985661245

First Name *Veruca

Last Name *Salt

E-mail *veruca@nowhere123.org



Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	District User	<input checked="" type="checkbox"/>

Submit


Cancel

* Denotes required fields.

DISTRICT FUNCTIONS TILE

- Confirm the user information is correct and select **Continue**.

Confirm Edit User



You have changed this User's information. Please verify that the information below is correct.

Listed below is the User and access level information you selected. Click 'CONTINUE' to update this information. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID: 45FB92B00
 Identifier: *****
 First Name: Veruca
 Last Name: Salt
 E-mail: veruca@nowhere123.org

New Access Level(s)


Access Level	Access to PMRN
District Designee	<input checked="" type="checkbox"/>

Current Access Level(s)

Continue
Cancel

- A success message is displayed and the user is added to the system.

District Reports
Users



User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User.

Add User

User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Bucket, Charlie	CJ4JE1EB9	District User
Gloop, Augustus	386CB6555	District Designee
Joe, Grandpa	0391B3DFA	District Administrator
Salt, Veruca	45FB92B00	District Designee
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator

DISTRICT FUNCTIONS TILE

Remove Existing User

1. Select the **Users** tab and click the user's name.

District Reports

Users

Sort by User Name or Access Level. Click a User Name to edit that User.

Add User

User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Bucket, Charlie	CJ4JE1EB9	District User
Gloop, Augustus	386CB6555	District Designee
Joe, Grandpa	0391B3DFA	District Administrator
Salt, Vercua	45FB92B00	District Designee
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator


2. Remove all access level(s) from user by unchecking the available boxes and select **Submit**.

District Reports	Users	
PMRN Unique ID CJ4JE1EB9		
Identifier *	*****	
First Name *	Charlie	
Last Name *	Bucket	
E-mail *	charlie@nowhere123.org	
<div><div><div></div></div><div><div></div></div></div>		
Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	District User	<input checked="" type="checkbox"/>
Submit	Cancel	
* Denotes required fields.		

DISTRICT FUNCTIONS TILE

3. Confirm the request to delete the user and select **Continue**.

Confirm Delete User



You have removed the last access level from this User. Continuing this action will delete this User.

Click 'CONTINUE' to delete this User. Click 'CANCEL' to discontinue this action.


User Information

PMRN Unique ID:	CJ4JE1EB9
Identifier:	*****
First Name:	Charlie
Last Name:	Bucket
E-mail:	charlie@nowhere123.org

[Continue](#) [Cancel](#)

4. A success message is displayed and user information is updated.

District Reports **Users**



User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User.

[Add User](#)

User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Gloop, Augustus	386CB6555	District Designee
Joe, Grandpa	0391B3DFA	District Administrator
Salt, Veruca	45FB92B00	District Designee
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator

DISTRICT FUNCTIONS TILE

Edit Existing User

1. Select the **Users** tab and click the user's name.

User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Gloop, Augustus	386CB6555	District Designee
Joe, Grandpa	0391B3DFA	District Administrator
Salt, Veruca	45FB92B00	District Designee
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator

2. Uncheck the current access level, select the correct access level and select **Submit**.


Allow?	Access Level	Access to PMRN
<input checked="" type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	District User	<input checked="" type="checkbox"/>

* Denotes required fields.

DISTRICT FUNCTIONS TILE

3. Confirm the request to edit the user and select **Continue**.

Confirm Edit User

 You have changed this User's information. Please verify that the information below is correct.

Listed below is the User and access level information you selected. Click 'CONTINUE' to update this information. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID:	386CB6555
Identifier:	*****
First Name:	Augustus
Last Name:	Gloop
E-mail:	augustus@nowhere123.org

New Access Level(s)

Access Level	Access to PMRN
District User	<input checked="" type="checkbox"/>

Current Access Level(s)


Access Level	Access to PMRN
District Designee	<input checked="" type="checkbox"/>

Continue Cancel

DISTRICT FUNCTIONS TILE

4. A success message is displayed and user information is updated.

[District Reports](#) **Users**

 User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. [Add User](#)

User	PMRN Unique Id	Access Level
Beauregarde, Violet	67F51AA29	District Designee
Gloop, Augustus	386CB6555	District User
Joe, Grandpa	0391B3DFA	District Administrator
Salt, Veruca	45FB92B00	District Designee
Teavee, Mike	A676E0D9D	District User
Wonka, Willy	BG1GB0BA0	District Administrator

PMRN REGISTRATION TILE

District-level users with a district administrator and district designee access level have a PMRN Registration tile that provides lists of all registered and unregistered schools and features to manage school registration tasks such as modifying existing school registrations, completing registration of unregistered schools and adding schools to the PMRN system as needed. This section describes the PMRN Registration tile functions.

View Registered Schools

1. On the Home Page, click on the **PMRN Registration** tile.



PMRN REGISTRATION TILE

2. Select the **Registered Schools** tab to view a summary of registered schools.

Bay

Unregistered Schools	Registered Schools	Add Schools			
School Name	School Number	Registration Date	School Start Date	Registered By	Registered Grades
A. Crawford Mosley High School	030491	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Haven Charter Academy	030701	06/08/2016	08/10/2016	WILLY WONKA	KG,3,4,5,6,7,8
Bay High School	030061	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Reg. Juvenile Detention Ctr	030602	06/08/2016	07/01/2016	WILLY WONKA	8,9,10,11,12
Callaway Elementary School	030101	06/24/2016	08/18/2016	VERUCA SALT	KG,3,4,5

NOTE: This information can also be viewed in the District Registration Report available in the District Functions tile> District Reports tab.

Register a School


1. On the Home Page, click on the **PMRN Registration** tile.

PMRN REGISTRATION TILE

- On the **Unregistered Schools** tab, select an unregistered school from the list by clicking the school name.

Bay	
Unregistered Schools	Registered Schools Add Schools
School Name	
BAY DISTRICT OFFICE	039001
Bay Haven Charter Middle School	030711
BAY VIRTUAL FRANCHISE	037004
Bay Virtual Instruction Program	037001
Breakfast Point Academy	030571
C C Washington Academy	030591
Hiland Park Elementary School	030151

- Review Section 1 – School Information. This information is pre-populated based on the FDOE Master School Identification (MSID) file and cannot be edited. If changes are needed, please contact the IEN Service Center.



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PMRN Progress Monitoring
& Reporting Network

[Home](#)
[FLKRS Reports](#)
[Sign Out](#)

Public School Registration for 2016-2017

Florida Kindergarten Readiness Screener - Work Sampling System (FLKRS-WSS)
Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS) for Grades 3-12

Provide the details below to register your school. Fields marked with * are required.

1. School Information			
School	Hiland Park Elementary School	School Number	030151
Address	2507 BALDWIN RD, PANAMA CITY, FL - 32405		
Phone	850-767-4685	Fax	850-747-5307
District	Bay		

PMRN REGISTRATION TILE

4. Review Section 2 – School Administrator(s). This information is pre-populated based on the school's users. All users with a school administrator access level are displayed. After registration is submitted, access levels may be modified via the school's Users tab.

2. School Administrator(s)	
Current users with the school administrator access level are listed below.	
Name:	Michael Brown
Note: After registration is submitted, access levels may be modified via the school's Users tab.	

NOTE: If there are no school administrators displayed, this means the school does not have staff with the necessary access to manage users, students and classes for the PMRN system. It is recommended that the principal for each school location have the school administrator access level (at a minimum). District administrators and district designees may provide the school administrator access level via the School Functions tile> User's tab.

5. Enter and confirm the first student instructional day in Section 3 – School Start Date. A default date is provided. Change this date to reflect the actual first student instructional day.

3. School Start Date (First Student Instructional Day)	
*School Start Date (mm/dd/yy):	07 / 01 / 16
*Confirm School Start Date (mm/dd/yy):	/ /

PMRN REGISTRATION TILE

6. Select grades to be assessed and whether students will be added through Department of Education Surveys 2 & 3 in Section 4 – Grades to be Assessed.

NOTE: School registration may occur throughout the school year, however, kindergarten must be registered by October 1, 2016.

4. Grades to be Assessed

Select the grade level(s) that will be assessed. Please note, student enrollment information may be imported and manually added into the PMRN system. To have student enrollment information imported into the PMRN system, the school district must submit Survey 8 data during the specified window (July to September). Student enrollment information may be updated with Survey 2 data (November) and Survey 3 data (March) if selected below.

A. Kindergarten: The FLKRS-WSS is required for kindergarten students. The observational data must be entered into the PMRN system within the first 30 instructional days of the school year.

Students Updated by Surveys 2 & 3? (Survey 8 Required)

☒ Kindergarten ☒ Yes ☐ No

B. Grades 3-12: The FAIR-FS is available to assess students in grades 3-12 once per assessment period to monitor reading progress.

Students Updated by Surveys 2 & 3? (Survey 8 Required)

<input checked="" type="checkbox"/> Third Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Fourth Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Fifth Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Sixth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Seventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eighth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Ninth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Tenth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eleventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Twelfth Grade	<input type="radio"/> Yes <input type="radio"/> No

PMRN REGISTRATION TILE

7. Review the acknowledgement statement(s) and select the statement box(es) in Section 5 - Acknowledgement. Click **Submit**.

NOTE: School registrations that include kindergarten selection will have two acknowledgement statements. Registrations without kindergarten will have one acknowledgement statement.

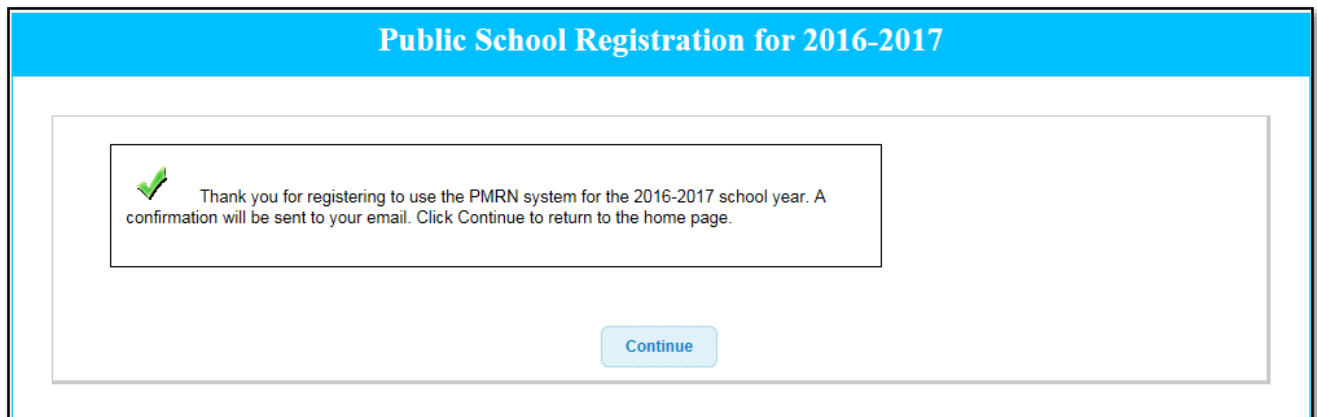
The screenshot shows a section titled "5. Acknowledgement" with a blue header. Below the header, there are two acknowledgement statements, each preceded by a red asterisk and a checked checkbox. The first statement reads: "I understand the FLKRS-WSS observational data must be entered into the PMRN system within the first 30 instructional days of the school year." The second statement reads: "I understand the school district Information Systems Office must be notified to submit student information, responsible instructor of reading and staff information to the FDOE during the Survey 8 window in order to initiate the automatic import. Updates based on Surveys 2 & 3 can only occur when Survey 8 data has been submitted by the school district." A blue "Submit" button is located in the bottom right corner of the section.

8. A verification screen will appear when submission is error-free. Review the information on the verification screen. If anything needs to be modified, click the **Back** button. If all information is correct, click the **Save** button.

The screenshot shows a verification screen titled "Public School Registration for 2016-2017" in a blue header. The main content area has a light gray background and contains the following text: "Please verify that the information below is correct." followed by "Hiland Park Elementary School will be utilizing the PMRN system for the 2016-2017 school year." Below this, three lines of information are listed: "School Start Date: 08/18/16", "Registered Grades: KG, 3, 4, 5", and "Grades Updated by Surveys 2 & 3: KG, 3, 4, 5". At the bottom, a line of text states: "If any of the information above is incorrect, click the 'Back' button below. If the above information is correct, click the 'Save' button below." Three buttons are located at the bottom: "Back", "Save", and "Cancel".

PMRN REGISTRATION TILE

9. A confirmation screen is now displayed. At this point, the public school registration is accepted and the individual that completed the registration will receive a confirmation email. Click **Continue** to return to the Home Page.



Modify School Registration

1. On the Home Page, click on the **PMRN Registration** tile.



PMRN REGISTRATION TILE

2. Select the **Registered Schools** tab, select a school to modify by clicking on the school name.

Bay

Unregistered Schools	Registered Schools	Add Schools			
School Name	School Number	Registration Date	School Start Date	Registered By	Registered Grades
A. Crawford Mosley High School	030491	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Haven Charter Academy	030701	06/08/2016	08/10/2016	WILLY WONKA	KG,3,4,5,6,7,8
Bay High School	030061	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Reg. Juvenile Detention Ctr	030602	06/08/2016	07/01/2016	WILLY WONKA	8,9,10,11,12
Callaway Elementary School	030101	06/24/2016	08/18/2016	VERUCA SALT	KG,3,4,5

3. Review the school's registration form and modify as needed. Continue with school registration steps. On the Home Page, click on the **PMRN Registration** tile.
4. Select the **Registered Schools** tab, verify the school's summary information is updated.

Bay

Unregistered Schools	Registered Schools	Add Schools			
School Name	School Number	Registration Date	School Start Date	Registered By	Registered Grades
A. Crawford Mosley High School	030491	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Haven Charter Academy	030701	06/08/2016	08/10/2016	WILLY WONKA	KG,3,4,5,6,7,8
Bay High School	030061	06/08/2016	08/10/2016	WILLY WONKA	9,10,11,12
Bay Reg. Juvenile Detention Ctr	030602	06/08/2016	07/01/2016	WILLY WONKA	8,9,10,11,12
Callaway Elementary School	030101	06/09/2016	08/10/2016	VIOLET BEAUREGARDE	KG,3,4,5

PMRN REGISTRATION TILE

Add Schools

When a school name is missing from the PMRN system, it needs to be added and then registered. This can be done by following these steps:

1. On the Home Page, click on the **PMRN Registration** tile.



PMRN REGISTRATION TILE

- Click on the **Add Schools** tab. Complete the required fields and click **Submit**.

Bay

Unregistered Schools Registered Schools **Add Schools**

The fields marked with * are required.

Add School [[Back to School Registration](#)]

*District: Bay

*School Type: ☒ Public ☐ DJJ

*School Name: CENTRAL HIGH SCHOOL

*School Number: 030782

School Address: 2381 ST ANDREWS BLVD

City: PANAMA CITY

State: Florida

Zip: 32405 - 2160

Phone: (850) 215 - 0770


Fax: () -

- A success message is displayed.

Bay

Unregistered Schools Registered Schools **Add Schools**

The fields marked with * are required.

 New School added successfully.

Add School [[Back to School Registration](#)]

PMRN REGISTRATION TILE

4. Click on the **Unregistered Schools** tab. Continue with school registration steps.

Bay	
Unregistered Schools	Registered Schools
Add Schools	
School Name	
School Number	
BAY DISTRICT OFFICE	039001
Bay Haven Charter Middle School	030711
BAY VIRTUAL FRANCHISE	037004
Bay Virtual Instruction Program	037001
Breakfast Point Academy	030571
C C Washington Academy	030591
CENTRAL HIGH SCHOOL	030782

SCHOOL FUNCTIONS TILE

District-level users have a School Functions tile that provides access to each school within the district. This includes access to school-level reports including Teacher, Class and Student Reports. It also includes features to manage school-level tasks such as assigning access levels to users, managing classes/periods, managing students, viewing Survey 8 data import status and accessing the daily school WAM Key.

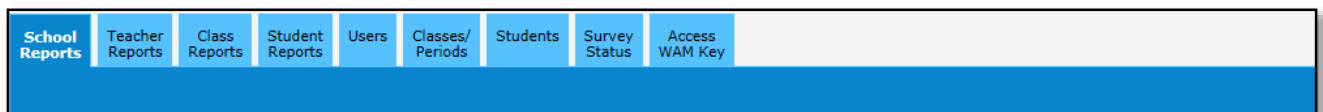
School administrators and school designees primarily manage the school-level features found within this tile. For information regarding the school-level features, please see the Public School User's Guide. Features unique to district-level users are included below.

Access School-Level Information

1. On the Home Page, click on the **School Functions** tile.



The school tabs available to a district administrator and district designee look like this:



While the school tabs available to a district user look like this:



SCHOOL FUNCTIONS TILE

Students Identified for Modified Task Flow

Students who have an eligible ESE indicator are identified for the modified task flow in the PMRN. The identification is provided through Survey data. However, there may be a delay between when the Survey data is provided and when the student will be assessed. Therefore, there is a feature available for district administrators and district designees to provide the ESE indicator for students. Once students are identified for the modified task flow, a school administrator or school designee must explicitly select the student for the modified task flow. The steps are included below.

1. On the Home Page, click on the **School Functions** tile.



SCHOOL FUNCTIONS TILE

- Click on the **Students** tab. Select a school from the drop down. Enter the search criteria.

School Functions

District: School Year:

School:

[School Reports](#)
[Teacher Reports](#)
[Class Reports](#)
[Student Reports](#)
[Users](#)
[Classes/Periods](#)
[Students](#)
[Survey Status](#)
[Access WAM Key](#)

Search for Students in the School

1. Select the grade of the student you wish to find.

Show students in

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Last Name Search

- Click on a student's hyperlinked name to open their record.

Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	*****4312	Oswald	Clara	9/21/2012	F	3rd	

SCHOOL FUNCTIONS TILE

4. Select the appropriate ESE indicator from the Modified Task Flow Eligible drop down. Select **Update**.

The screenshot shows the 'Student Information' form. At the top is a navigation bar with tabs: School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, Survey Status, and Access WAM Key. Below the navigation bar is the 'Student Information' header. The main form area is titled 'Student Attributes' and contains the following fields:

PMRN ID	8897891
Identifier *	*****4312
Alias Identifier	
Local ID	
First Name*	Clara
Middle Name	
Last Name*	Oswald
Birthdate*	09/21/2012
Gender	F
Modified Task Flow Eligible	Deaf or Hard of Hearing

At the bottom left, there is a legend: * Required fields. To the right of the legend are two buttons: 'Update' (highlighted with a red box) and 'Cancel'. A large red arrow points from the 'Update' button towards the 'Modified Task Flow Eligible' dropdown menu.

5. A success message is displayed.

The screenshot shows the 'Search for Students in the School' page. At the top is a navigation bar with tabs: School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, Survey Status, and Access WAM Key. Below the navigation bar is the 'Search for Students in the School' header. The main content area contains a message box with an information icon (i) and the text: 'Student updated successfully.'

NOTE: School administrators or school designees must explicitly select the student for the modified task flow using their access level.