

Progress Monitoring and Reporting Network (PMRN v5.1)

Public School-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-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/ssn.

FLORIDA DEPARTMENT OF EDUCATION
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PMRN Progress Monitoring & Reporting Network

Home FLKRS Reports

Public School Sign In



Log In

[FLDOE Acceptable Use Policy](#)

Private School Sign In

User Name

Password

Sign In

[Forgot Your Password?](#)

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

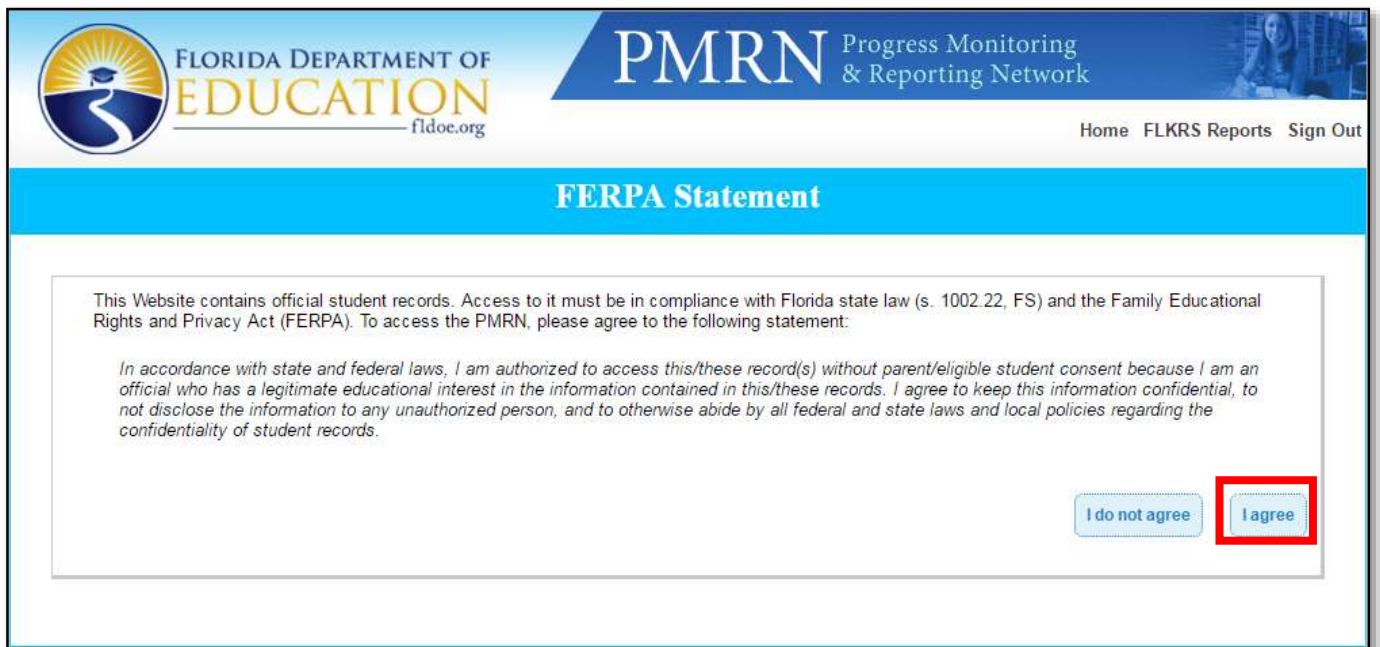
© Copyright | [Privacy Statement](#) | [Disclaimer](#) | [Contact Us](#)

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, there 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: *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.

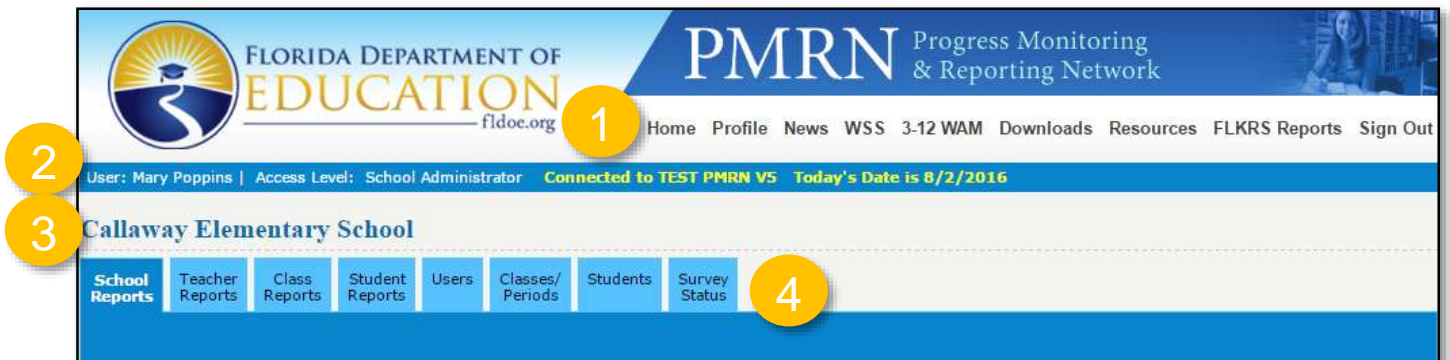
I do not agree I agree

ABOUT THE SYSTEM

Home Page

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

1. Menu Bar
2. User's Name and Access Level Bar
3. School Name
4. Tabs (based on your Access Level)



Menu Bar (#1)

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



Home

This page re-directs users to the Home Page.



ABOUT THE SYSTEM

Profile

This page allows users to manage their own contact information.

The first and last name displayed here will appear on parent letters, so it is important to ensure the correctness of this 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 logo with the text "Progress Monitoring & Reporting Network" is on the right. A navigation bar below the logos includes links: Home, Profile (highlighted with a red box), News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. A status bar below the navigation bar shows: "User: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/2/2016".

The main content area is titled "Change Contact Information". On the right side of this area, there is a button labeled "SSO User" with a user icon. The form contains the following fields:

- Title: N/A (dropdown menu)
- First Name: Mary (text input, marked with a red asterisk)
- Last Name: Poppins (text input, marked with a red asterisk)
- Email: mary@nowhere123.org (text input, marked with a red asterisk)
- Address 1: (text input)
- Address 2: (text input)
- City: (text input)
- State: Florida (dropdown menu)
- Zip: (text input) - (text input)
- Extension: (text input)
- Phone: (text input) - (text input) - (text input)
- Fax: (text input) - (text input) - (text input)

At the bottom left of the form, there is a note: "* Required Fields". At the bottom right, there is a "Save" button (highlighted with a red box).

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 letters. Below the PMRN logo, there 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, there is a status bar that reads: "User: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/2/2016". Below the status bar, there is a blue banner with the text "News & Information". Below the banner, there is a white box with the title "News & Information" and a message: "Assessment Period three (AP3) ends on June 3, 2016. The PMRN reports are available until June 10, 2016. Access to the PMRN reports will resume when the system reopens on June 30, 2016." At the bottom right of the white box, there is a blue button labeled "Next".

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 allows school-level users to access the WAM key, sync the PMRN and WAM rosters by grade level and view several FAIR-FS 3-12 WAM resources such as the Teacher Administration Manual (TAM) and Open Response Task protocols.

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FAIR Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the link below to generate the daily key

[Generate Key](#)

To verify that the sound and animation on this computer are ready, click [Go Back to Student Log In](#) and click the Test Sound and Animation link.

[Sign Out](#)

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: Callaway Elementary School

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade [Sync Roster](#)

Links

- [FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)
- [FAIR-FS Ability Score Ranges](#)
- [Download Open Response Task Protocols](#)

ABOUT THE SYSTEM

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: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/2/2016

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.

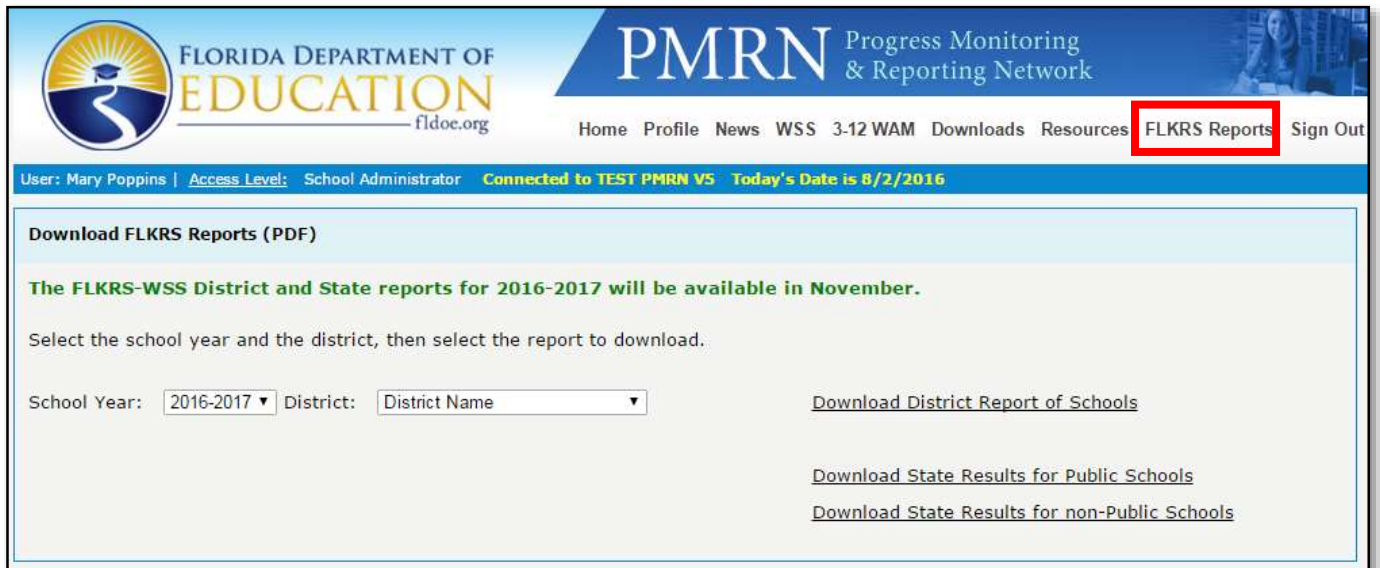
The screenshot shows the Florida Department of Education website. The header includes the Florida Department of Education logo, the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org", and a navigation menu with links: "About Us", "Newsroom", "How Do I?", and "Contact Us". Below the header is a search bar with the text "What are you looking for?" and a magnifying glass icon. The main content area features a blue sidebar with the text "FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)". The main content area has the heading "FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)" and a subheading "PMRN v5/FAIR-FS/FLKRS". The text describes the Progress Monitoring and Reporting Network (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 should 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. The header includes the Florida Department of Education logo and the PMRN title. A navigation bar contains links: Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, **FLKRS Reports** (highlighted with a red box), and Sign Out. Below the header, a status bar displays: User: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN VS | Today's Date is 8/2/2016. The main content area is titled "Download FLKRS Reports (PDF)" and contains a green message: "The FLKRS-WSS District and State reports for 2016-2017 will be available in November." Below this, instructions state: "Select the school year and the district, then select the report to download." There are two dropdown menus: "School Year:" with "2016-2017" selected, and "District:" with "District Name" selected. To the right of these 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.



This screenshot shows the PMRN header and navigation bar. The "Sign Out" link in the navigation bar is highlighted with a red box. The status bar below the header shows: User: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN VS | Today's Date is 8/2/2016.

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: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN VS | Today's Date is 8/2/2016

ABOUT THE SYSTEM

School Name (#3)

The school name is displayed below the user's name and access level. It is important to acknowledge the school in use because users may have access to more than one school.

User: Mary Poppins | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/2/2016

Callaway Elementary School

Tabs (#4)

The access level in use determines the functionality available. For example, the tabs available to a school administrator and school designee look like this:

School Reports | Teacher Reports | Class Reports | Student Reports | Users | Classes/Periods | Students | Survey Status

While the tabs available to a reading teacher look like this:

Class Reports | Teacher Reports | Student Reports | Class Summary

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.

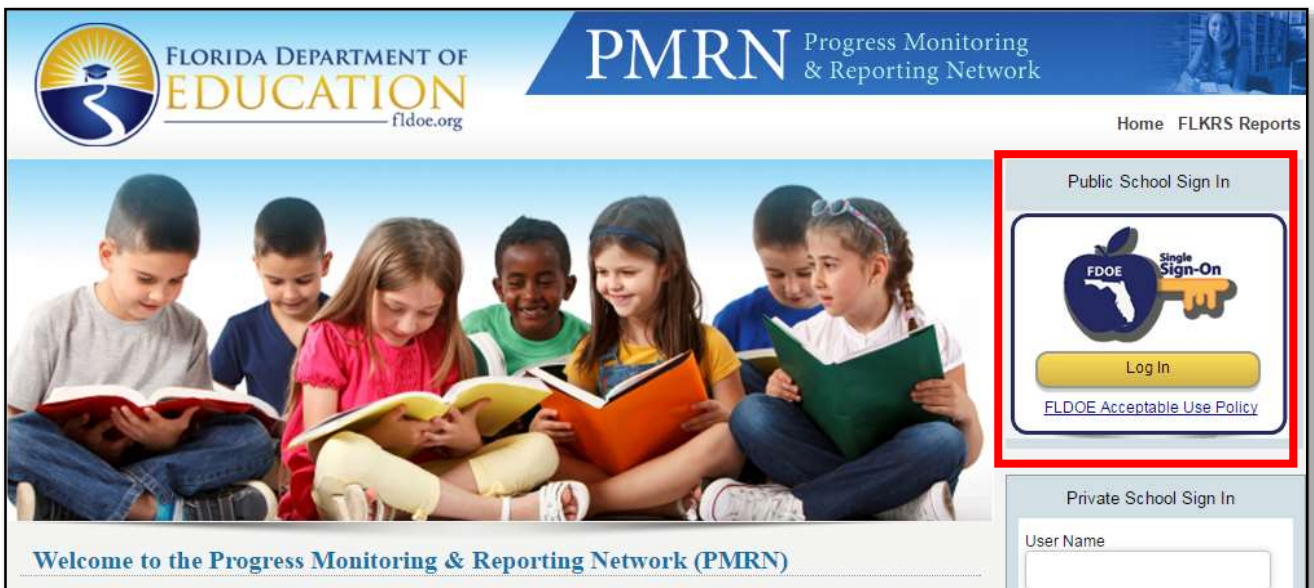
1. Open an internet browser such as Internet Explorer, Chrome, Firefox or Safari.



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.

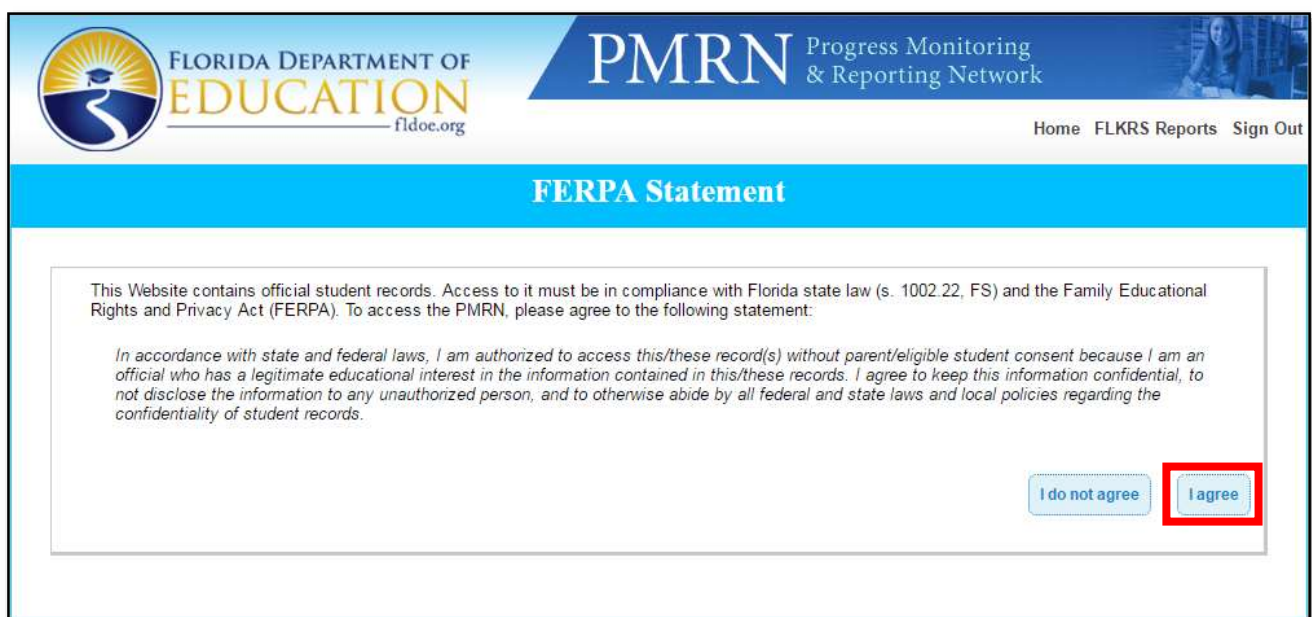
PMRN SIGN IN

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

NOTE: The application tiles available differ based on a user's access level and school registration status.



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



PMRN SIGN IN

8. 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 is the Florida Department of Education logo and the PMRN title. A navigation bar includes links for Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. Below this, a status bar shows the user as Violet Beauregarde, access level as Connected to TEST PMRN V5, and today's date as 1/22/2016. The main section 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 rectangle in the bottom right corner.

9. Select the appropriate tab to continue.

The screenshot shows the PMRN interface for a school administrator. The top navigation bar is the same as in the previous screenshot. The status bar shows the user as Mary Poppins, access level as School Administrator, and today's date as 8/2/2016. The main section is titled "Callaway Elementary School" and features a row of tabs: School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status. The "School Reports" tab is selected. Below the tabs, there is a "Select a Year:" dropdown menu set to "2016-2017". A list of links is displayed below the dropdown: Assessment Calendar, Edit School Registration, WAM School Report, WAM School Text File (Show Text File Format) CSV File, WAM Missing Score Report, and FLKRS-WSS Missing Score Report.

SCHOOL REGISTRATION

Public school principals with a school administrator access level may register the school to utilize the PMRN system. Registration may also be completed by district-level staff. The following steps detail the school registration process at the school-level.

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



SCHOOL REGISTRATION

- 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.

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

- 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.

- 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): / /

SCHOOL REGISTRATION

5. 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)

<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="radio"/> Yes <input type="radio"/> 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

SCHOOL REGISTRATION

6. 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 lines of text, each preceded by a red asterisk and a checked checkbox. The first line states: "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 line states: "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 at the bottom right of the section.


7. 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 reads: "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".

SCHOOL REGISTRATION

8. 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 proceed.


Public School Registration for 2016-2017



Thank you for registering to use the PMRN system for the 2016-2017 school year. A confirmation will be sent to your email. Click Continue to return to the home page.

Continue

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



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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

SCHOOL REGISTRATION

10. 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 on the left and the PMRN logo on the right. 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 below the navigation bar displays: User: Violet Beauregarde | Access Level: Connected to TEST PMRN V5 | Today's Date is 1/22/2016. The main content area is titled "News & Information" in a blue header. Below this, there is a section titled "News & Information" with a message: "Assessment Period Three (AP3) began on February 8, 2016." A "Next" button is located in the bottom right corner of the content area, highlighted with a red rectangle.

SCHOOL REGISTRATION

11. Review the School Registration Information. Select **Finish**.



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PMRN Progress Monitoring
& Reporting Network

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

User: Mary Jones | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/3/2016

Bay

Hutchison Beach

PMRN Important Dates

WAM Important Dates

AP1 Start Date: August 18, 2016
AP1 End Date: November 4, 2016
AP2 Start Date: November 7, 2016
AP2 End Date: February 10, 2017
AP3 Start Date: February 13, 2017
AP3 End Date: June 9, 2017

WSS Important Dates

WSS Data Entry Start Date: August 18, 2016
WSS Data Entry Close Date: September 29, 2016

Finish

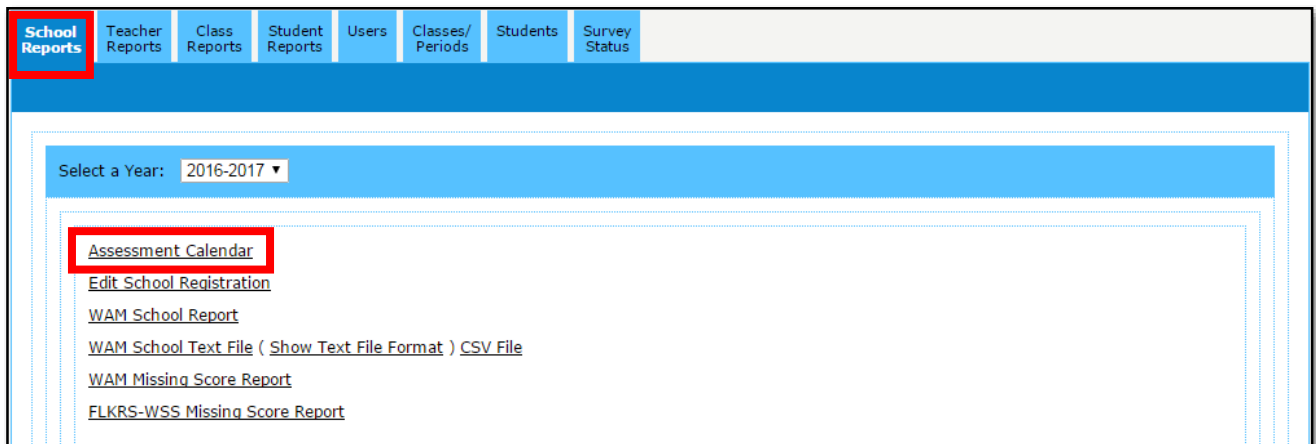
ASSESSMENT CALENDAR

It is important for school principals to review the assessment calendar for FLKRS-WSS and FAIR-FS 3-12 WAM. Schools utilizing the FLKRS-WSS may enter non-instructional days that occur during the first 30 days of school to ensure an accurate assessment calendar window. The assessment periods for FAIR-FS 3-12 WAM are fixed dates for all schools statewide. These dates cannot be changed.

The following section provides steps for reviewing the assessment calendar and entering non-instructional days for FLKRS-WSS.

[View Assessment Calendar](#)

1. Select **Assessment Calendar** from the School Reports tab.



The screenshot shows a web application interface. At the top, there is a horizontal navigation bar with several tabs: 'School Reports', 'Teacher Reports', 'Class Reports', 'Student Reports', 'Users', 'Classes/Periods', 'Students', and 'Survey Status'. The 'School Reports' tab is highlighted with a red box. Below this bar, there is a large blue header area. Underneath the header, there is a section titled 'Select a Year:' with a dropdown menu showing '2016-2017'. Below this, there is a list of links: 'Assessment Calendar' (highlighted with a red box), 'Edit School Registration', 'WAM School Report', 'WAM School Text File (Show Text File Format) CSV File', 'WAM Missing Score Report', and 'FLKRS-WSS Missing Score Report'.

ASSESSMENT CALENDAR

2. Review the **PMRN Important Dates** displayed.

NOTE: Schools that are not utilizing the FKLRS-WSS will not have a WSS Data Entry Close Date or option to enter non-instructional days for WSS.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
----------------	-----------------	---------------	-----------------	-------	-----------------	----------	---------------

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WSS Important Dates

WSS Start Date: August 15, 2016
WSS Data Entry Close Date: September 23, 2016

[Click here to add non-instructional days for WSS](#)

WAM Important Dates

AP1 Start Date: August 15, 2016
AP1 End Date: November 4, 2016

AP2 Start Date: November 7, 2016
AP2 End Date: February 10, 2017

AP3 Start Date: February 13, 2017
AP3 End Date: June 9, 2017

ASSESSMENT CALENDAR

3. The 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. To enter non-instructional days, select the **Click here to add non-instructional days for WSS** link.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
----------------	-----------------	---------------	-----------------	-------	-----------------	----------	---------------

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
 Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WSS Important Dates

WSS Start Date: August 15, 2016
WSS Data Entry Close Date: September 23, 2016

[Click here to add non-instructional days for WSS](#)

4. Enter the non-instructional day in the format requested (MM/DD/YY). Select **Save**.

NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
----------------	-----------------	---------------	-----------------	-------	-----------------	----------	---------------

WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction.
 If you need additional days, please contact the help desk.

Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY
<div style="border: 2px solid red; padding: 2px;">09/19/16</div>	<div style="border: 2px solid red; padding: 2px;">Save</div>

ASSESSMENT CALENDAR

- A success message is displayed. Repeat if necessary. Requests for non-instructional days greater than five must be sent for approval by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status									
WSS Non Instructional Days																
<p>You may enter up to 5 non-instructional days for the first 30 days of instruction. If you need additional days, please contact the help desk. Non-Instructional Day saved successfully</p>																
<table border="1"> <thead> <tr> <th>Non Instructional Day</th> <th colspan="2">Enter non-instructional days in the following format: MM/DD/YY</th> </tr> </thead> <tbody> <tr> <td>09/19/2016</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td><input type="text"/></td> <td>Save</td> <td></td> </tr> </tbody> </table>								Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY		09/19/2016	Edit	Delete	<input type="text"/>	Save	
Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY															
09/19/2016	Edit	Delete														
<input type="text"/>	Save															

- Navigate back by selecting the **School Reports** tab and the **Assessment Calendar** link. The calendar is updated with the non-instructional day(s) entered, and the WSS Data Entry Close Date is adjusted.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status					
Assessment Calendar												
<p>This report shows this school's calendar(s) as implemented in the PMRN. Note: Dates specified may change without prior notice. Please check the calendar periodically.</p>												
<u>PMRN Important Dates</u>												
<table border="1"> <thead> <tr> <th colspan="2"><u>WSS Important Dates</u></th> </tr> </thead> <tbody> <tr> <td>WSS Start Date: August 15, 2016</td> <td rowspan="2" style="text-align: right; vertical-align: bottom;"> Click here to add non-instructional days for WSS </td> </tr> <tr> <td>WSS Data Entry Close Date: September 26, 2016</td> </tr> </tbody> </table>								<u>WSS Important Dates</u>		WSS Start Date: August 15, 2016	Click here to add non-instructional days for WSS	WSS Data Entry Close Date: September 26, 2016
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WSS Non-instructional days:												
09/19/2016												

USERS

The Users tab provides a list of school-level users. School users are automatically imported to the PMRN system based on SSO account authorizations and Survey 8 data. However, school administrators and designees determine the functionality available to users by providing access levels. For example, the reading teacher access level allows the input of FLKRS-WSS data; only the reading teacher access level provides this functionality.

The following section provides information on access levels and steps for managing users.

School Reports

Teacher Reports

Class Reports

Student Reports

Users

Classes/Periods

Students

Survey Status

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

Filter By:

All

User	PMRN Unique Id	Access Level	Action Required
Alfred, Bert	1FE6AD2DA	Reading Teacher	
Banks, Jane	4C1191E35		Access Level(s) are missing for this user
Banks, Winifred	67F51AA29	School Designee	
Boom, Admiral	958A1B69A		Access Level(s) are missing for this user
Dawes, Johnathan	ED0739761	School Designee	
Dawes, Johnathan	ED0739761	Reading Teacher	
Nanna, Katie	7E61BC19C	Reading Teacher	
Poppins, Mary	F6936BAB0	School Administrator	
Poston, Joyce	R8059R3N7		SSO credentials are missing for this user

Sort Features

To sort the User column (A-Z or Z-A), click on the User column heading. To sort the Access Level column (A-Z or Z-A), click on the Access Level column heading. There is also a “Filter by” option. This provides a way to show all users or only a subset of the users according to the filter parameters (i.e. SSO credentials are missing, Access Level(s) are missing or Ready to access PMRN).

User Column

The User column provides the name of individuals that were imported from SSO and Survey 8 data. Users can be removed from the list when they have no class data or SSO account data connecting them to the school. Clicking on the user’s name will open their profile so that access levels may be provided or modified.

USERS

PMRN Unique ID Column

The PMRN Unique ID is a unique number assigned to each user record in the PMRN database. Users with more than one access level (ex: Jonathan Dawes) have the same PMRN unique ID for both access levels.

Access Levels

Public schools have several access levels available: school administrator, school designee, reading teacher, resource teacher, school reports user and assessment team member. A user must have at least one of these access levels to use PMRN. The functionality for each access level is described below.

	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
Register School	X					
View School Reports	X	X			X	
View Assessment Calendar	X	X				
Enter Non-Instructional Days	X	X				
Edit School Registration	X					
View Teacher Reports	X	X	X		X	
View Class Reports	X	X	X	X	X	
View Student Reports	X	X	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						
Select Students for Modified Task Flow	X	X				
Add Students	X	X				
Modify Student Demographics	X	X				
View Class Summary			X			
Input FLKRS-WSS Data			X			
View Survey 8 Status	X					
Access WAM Keys	X	X	X	X		X
Sync WAM Roster	X	X	X	X		X
View FAIR-FS Materials	X	X	X	X		X
Download FAIR-FS Alternative Assessment	X	X	X	X		X

USERS

School Administrator

The school administrator access level provides access to all information within the PMRN system for a school. Users with this access level may register the school, enter non-instructional days, assign access levels to other users, manage school users, manage classes/periods, manage students and view reports.

School Designee

The school designee access level is similar to the school administrator access level. However, this access level cannot register the school or modify registration information.

Reading Teacher

The reading teacher access level is designed for teachers with students. This is the only access level that may enter the FLKRS-WSS data for students. Users with this access level may also view teacher, class and student reports.

Resource Teacher

The resource teacher access level is designed to assist reading teachers administer the FAIR-FS using the 3-12 WAM. Users with this access level may also view teacher, class and student reports.

School Reports User

The school reports user access level is designed for school staff that need to view reports at the school, teacher, class and student levels.

Assessment Team Member

The assessment team member user level is designed to assist with the administration of the FAIR-FS using the 3-12 WAM. Assessment team members do not have access to reports or other features in the PMRN.

Action Required

There are two messages that require action to be taken: Access Level(s) are missing for this user and SSO credentials are missing for this user. "Access Level(s) are missing for this user" indicates the user does not have an access level assigned. The school administrator or school designee may provide corrective action by clicking on the user's name and assigning access levels.

"SSO credentials are missing for this user" indicates the user does not have SSO authorizations for the PMRN system. To correct this, the school administrator or school designee must contact the school district helpdesk to request SSO authorizations for the PMRN. The school district helpdesk contact information is located on the SSO [Support](#) page or by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.

USERS

Users that attempt to sign in to the PMRN system with an action required condition will receive the following error message:



Modify User First or Last Name

Users modify their first or last name by using the Profile link located in the menu bar at the top of the screen.

Missing User

Users missing from the Users list are likely in need of SSO authorizations for the PMRN. The school administrator or school designee must contact the school district helpdesk to request SSO authorizations for the PMRN. The school district helpdesk contact information is located on the SSO [Support](#) page or by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.

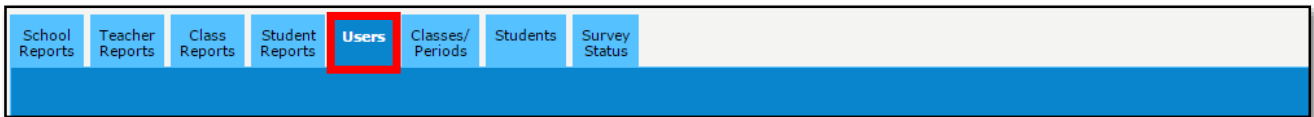
USERS

Add, Edit or Remove User Access Levels

School administrators and designees may add, edit or remove user access levels from the Users list.

Add or Edit User Access Level

1. Select the **Users** tab.



2. A user that appears with a hyperlink and no access level will have an action required message "Access Level(s) are missing for this user" (ex: Jane Banks).

School Reports

Teacher Reports

Class Reports

Student Reports

Users

Classes/Periods

Students

Survey Status

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

Filter By:

All

User	PMRN Unique Id	Access Level	Action Required
Alfred, Bert	1FE6AD2DA	Reading Teacher	
Banks, Jane	4C1191E35		Access Level(s) are missing for this user
Banks, Winifred	67F51AA29	School Designee	
Boom, Admiral	958A1B69A		Access Level(s) are missing for this user
Dawes, Johnathan	ED0739761	School Designee	
Dawes, Johnathan	ED0739761	Reading Teacher	
Nanna, Katie	7E61BC19C	Reading Teacher	
Poppins, Mary	F6936BAB0	School Administrator	
Poston, Joyce	R8059R3N7		SSO credentials are missing for this user

USERS


3. Check the appropriate access level box(es). Ensure boxes are checked in both columns. Select **Submit**.

School Information	Calendar(s)	Non-Instructional Days	Users	Student Reports	Class Reports	Teacher Reports	School Reports	Survey Status																					
<div style="text-align: right;"> Sign In As This User </div> <div> <div> <div>PMRN Unique ID</div> <div>4C1191E35</div> </div> <div> <div>Identifier *</div> <div>*****</div> </div> <div> <div>First Name *</div> <div>Jane</div> </div> <div> <div>Last Name *</div> <div>Banks</div> </div> <div> <div>E-mail *</div> <div>jane@nowhere123.org</div> </div> </div> <div> <div>Access</div> <table border="1"> <thead> <tr> <th>Allow?</th> <th>Access Level</th> <th>Access to PMRN</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Assessment Team Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Reading Teacher</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Resource Teacher</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Administrator</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Designee</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Reports User</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <div> <div>Submit</div> <div>Cancel</div> </div> <p>* Denotes required fields.</p> </div>									Allow?	Access Level	Access to PMRN	<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reading Teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>	<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>																											
<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>																											

USERS

- Confirm the user information is correct. 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: 4C1191E35
 Identifier: *****
 First Name: Jane
 Last Name: Banks
 E-mail: jane@nowhere123.org

New Access Level(s)


Access Level	Access to PMRN
Reading Teacher	<input checked="" type="checkbox"/>

Current Access Level(s)

Continue
Cancel

- A success message is displayed.

School Reports
Teacher Reports
Class Reports
Student Reports
Users
Classes/Periods
Students
Survey Status



User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. Filter By: All

User	PMRN Unique Id	Access Level	Action Required
Alfred, Bert	1FE6AD2DA	Reading Teacher	
Banks, Jane	4C1191E35	Reading Teacher	
Banks, Winifred	67F51AA29	School Designee	

USERS

Remove User Access Level

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

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
Sort by User Name or Access Level . Click a User Name to edit that User.							
Filter By: <div>All</div>							
User	PMRN Unique Id	Access Level	Action Required				
Alfred, Bert	1FE6AD2DA	Reading Teacher					
Banks, Jane	4C1191E35	Reading Teacher					
Banks, Winifred	67F51AA29	School Designee					

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


School Information	Calendar(s)	Non-Instructional Days	Users	Student Reports	Class Reports	Teacher Reports	School Reports	Survey Status																					
<div style="text-align: right;"> Sign In As This User </div> <div> <div>PMRN Unique ID</div> <div>1FE6AD2DA</div> </div> <div> <div>Identifier *</div> <div>*****</div> </div> <div> <div>First Name *</div> <div>Bert</div> </div> <div> <div>Last Name *</div> <div>Alfred</div> </div> <div> <div>E-mail *</div> <div>bert@nowhere123.org</div> </div> <div> <div>Access</div> <table border="1"> <thead> <tr> <th>Allow?</th> <th>Access Level</th> <th>Access to PMRN</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Assessment Team Member</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Reading Teacher</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Resource Teacher</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Administrator</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Designee</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>School Reports User</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <div> <div>Submit</div> <div>Cancel</div> </div> </div>									Allow?	Access Level	Access to PMRN	<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reading Teacher	<input type="checkbox"/>	<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>	<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>																											
<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>																											

* Denotes required fields.

USERS

- Confirm the request to delete the user. 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: 1FE6AD2DA
 Identifier: *****
 First Name: Bert
 Last Name: Alfred
 E-mail: bert@nowhere123.org

Continue

Cancel

- A success message is displayed.

School Reports
Teacher Reports
Class Reports
Student Reports
Users
Classes/Periods
Students
Survey Status



User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. Filter By: All

User	PMRN Unique Id	Access Level	Action Required
Alfred, Bert	1FE6AD2DA		Access Level(s) are missing for this user
Banks, Jane	4C1191E35	Reading Teacher	
Banks, Winifred	67F51AA29	School Designee	

STUDENTS

School administrators and designees may enroll students to the school or withdraw them using the Students tab. Schools with Survey 8 data will have students automatically enrolled and assigned to reading teacher classes/periods. Student demographics may be modified using the Students tab.

NOTE: Survey 8 data is processed once a week. New student information from the import is available in the PMRN system each Monday during the Survey 8 submission window.

This section provides information on managing students.

View Enrolled Students by Grade Level

1. Click on the **Students** tab. Select a grade level in the grade drop down. A “Show All” feature becomes available. Select **Show All**.

The screenshot shows the PMRN system interface for managing students. The top navigation bar includes tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, **Students** (highlighted), Users, and Survey Status. Below the navigation bar is a section titled "Search for Students in the School". It contains two instructions: 1. Select the grade of the student you wish to search for. Below this is a dropdown menu labeled "Show students in" with "Kindergarten" selected. A red arrow points to this dropdown. 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. Below this are two search options: "Student Directory Search" and "Last Name Search". The "Student Directory Search" option includes a "Show All" button (highlighted with a red box) and a grid of letters from A to Z. The "Last Name Search" option includes a text input field and a "Search" button. At the bottom of the interface are two buttons: "Enroll a Student" and "Withdraw Selected Students".

STUDENTS

Enroll Students

1. Click on the **Students** tab. Select **Enroll a Student**.

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

2. Search the PMRN database for the student by entering their 10-digit Identifier or the student's first name, last name and birthdate. Select **Search**.

PMRN Database Search

Search By:

Identifier (10 digits)	Or	First Name	Last Name	Birthdate (MM/DD/YYYY)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

STUDENTS

3. If no results are located, select the radial button “I want to enroll a new student.” Select **Next**.



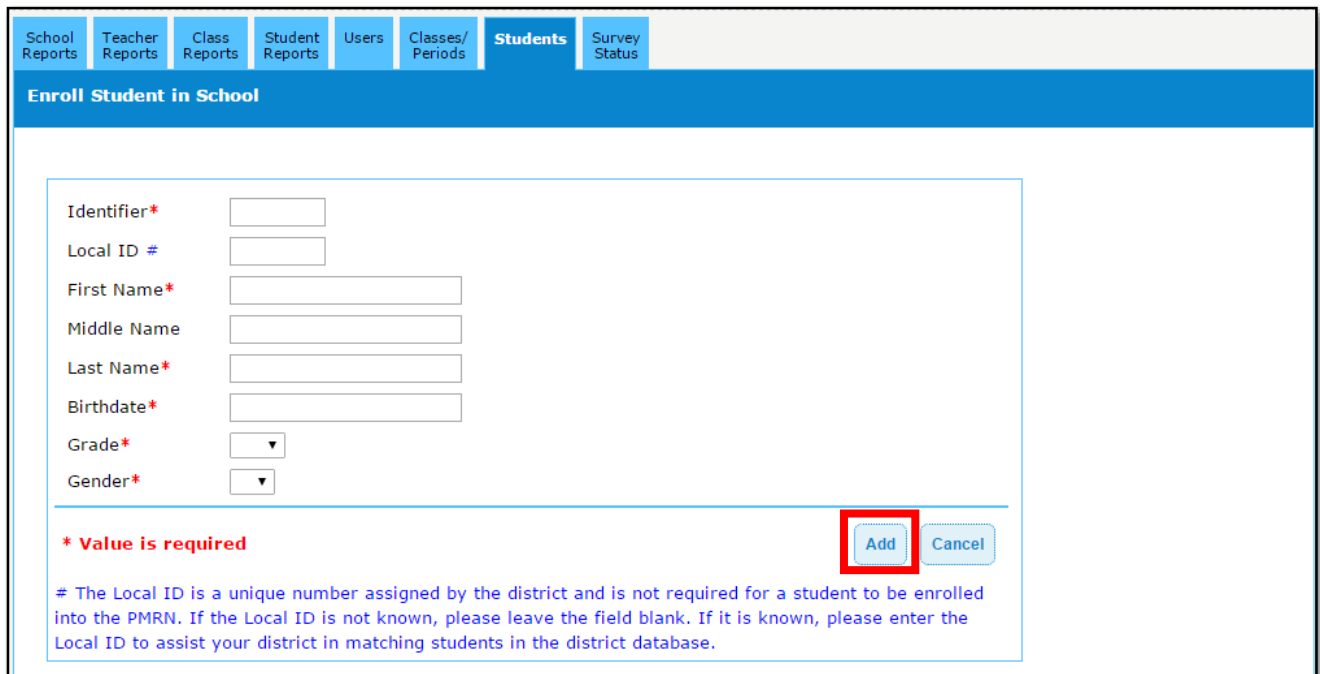
Your search did not match any students.

☐ I want to enroll a new student.

Next

4. Enter the student information. Fields marked with an asterisk are required. Select **Add**.

NOTE: The identifier entered may be a SSN or a unique student identification number. Schools choosing to update student information with survey data (Surveys 8, 2 and 3) must enter the same student identifier submitted for survey; otherwise a student match cannot occur and a duplicate student record will be created.



School Reports Teacher Reports Class Reports Student Reports Users Classes/Periods **Students** Survey Status

Enroll Student in School

Identifier*

Local ID #

First Name*

Middle Name

Last Name*

Birthdate*

Grade*

Gender*

* Value is required

Add Cancel

The Local ID is a unique number assigned by the district and is not required for a student to be enrolled into the PMRN. If the Local ID is not known, please leave the field blank. If it is known, please enter the Local ID to assist your district in matching students in the district database.

STUDENTS

5. A success message is displayed. Repeat steps to enroll additional students.

NOTE: Newly enrolled students must be added to a reading teacher's class/period. Students without a class/period assigned cannot be assessed.

The screenshot shows the 'Students' tab selected in the top navigation bar. Below the navigation bar is a blue header with the text 'Search for Students in the School'. A message box with an information icon (i) displays 'Student enrolled successfully.'. Below this, step 1 of the search process is shown: '1. Select the grade of the student you wish to find.' A dropdown menu labeled 'Show students in' is set to 'All Grades'. A button labeled 'Students Identified for Modified Task Flow' is on the right.

Withdraw Students

1. Click on the **Students** tab. Enter search criteria.

The screenshot shows the 'Students' tab selected in the top navigation bar. Below the navigation bar is a blue header with the text 'Search for Students in the School'. Step 1 of the search process is shown: '1. Select the grade of the student you wish to find.' A dropdown menu labeled 'Show students in' is set to 'Kindergarten'. A button labeled 'Students Identified for Modified Task Flow' is on the right. Step 2 of the search process is shown: '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.' The 'Student Directory Search' section includes a 'Show All' button and a grid of letters A through Z. The 'Last Name Search' section includes a text input field and a 'Search' button. At the bottom of the interface, there are two buttons: 'Enroll a Student' and 'Withdraw Selected Students'.

STUDENTS

- In the list of students displayed, check the box next to the student(s) you wish to withdraw. Click the **Withdraw Selected Students** button.

School Reports
Teacher Reports
Class Reports
Student Reports
Users
Classes/Periods
Students
Survey Status

Search for Students in the School

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

Show students in Kindergarten

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.

Show All

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
Search

Enroll a Student

Withdraw Selected Students


Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	*****6212	<u>Pond</u>	Amy	1/1/2005	F	Kindergarten	KG - Nanna, Katie - U
<input type="checkbox"/>	*****6649	<u>Williams</u>	Rory	1/1/2005	M	Kindergarten	KG - Nanna, Katie - U

- 44 -

STUDENTS

3. Verify the student to withdraw. Select **Continue**.

Withdraw Students

 You have asked to withdraw students.

Selected students for withdrawal:

Identifier	Last Name	First Name	Birthdate	Gender	Grade
*****6649	Williams	Rory	01/01/2005	M	KG


If you continue, the data will not be retrievable. Are you sure that you want to continue?

Continue Cancel

4. A success message is displayed.

School Reports Teacher Reports Class Reports Student Reports Users Classes/Periods **Students** Survey Status

Search for Students in the School

 Student(s) withdrawn successfully.

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

Show students in All Grades ▼

Students Identified for Modified Task Flow

STUDENTS

Modify Student Demographics

1. Click on the **Students** tab. Enter search criteria.

Search for Students in the School

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

Show students in Kindergarten

Students Identified for Modified Task Flow

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

Show All

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

Search

Enroll a Student

Withdraw Selected Students

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

Withdraw Student	Identifier	Last Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	*****6212	Pond	Amy	1/1/2005	F	Kindergarten
<input type="checkbox"/>	*****6649	Williams	Rory	1/1/2005	M	Kindergarten

KG - Nanna, Katie - U

KG - Nanna, Katie - U

STUDENTS

- Review the demographics and make changes as needed. Click **Update** to save changes.

NOTE: The student's name, birthdate and gender may be changed. The identifier may not be changed. The Modified Task Flow is specific to the FAIR-FS assessment. The eligibility indicator is set via Survey data or by district-level users.

School Reports
Teacher Reports
Class Reports
Student Reports
Users
Classes/Periods
Students
Survey Status

Student Information

Student Attributes

PMRN ID8897803
Identifier ******6212
Alias Identifier
Local ID
First Name *Amy
Middle Name
Last Name *Pond
Birthdate *01/01/2005
GenderF
Modified Task FlowNot Eligible
Eligible

* Required fields

Update

Cancel

- A success message is displayed.

School Reports
Teacher Reports
Class Reports
Student Reports
Users
Classes/Periods
Students
Survey Status

Search for Students in the School

i
Student updated successfully.

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

Students Identified for Modified Task Flow

Show students inAll Grades

STUDENTS

Students Identified for Modified Task Flow

1. To view students who have been identified as eligible for a modified task flow in the PMRN, click on the **Students** tab. Select the **Students Identified for Modified Task Flow** button.

School Reports Teacher Reports Class Reports Student Reports Users Classes/Periods **Students** Survey Status

Search for Students in the School

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

Show students in All Grades ▼

Students Identified for Modified Task Flow

2. The Individual Education Plan (IEP) committee makes the final recommendation after considering all pertinent information regarding the student.

Select the check box next to the name of any student determined in need of a modified task flow. Select **Submit**.

School Reports Teacher Reports Class Reports Student Reports Users Classes/Periods **Students**

Students Identified for Modified Task Flow

Show School Roll

Based on student information submitted to the Florida Department of Education by your school district, the PMRN has generated this list of students for which a modified task flow may be appropriate. The school Reading Coach and IEP team will determine which of these students will be administered a modified task flow.

Reading Coaches and IEP team members should use their best judgment when determining whom not to assess. To administer the modified task flow for the 3-12 WAM assessments, please select the checkbox next to the student's name and click submit. Additionally, students identified by the school district with an exceptionality code may also take the paper/pencil version of the assessment.

Selected for Modified Task Flow	Student
<input type="checkbox"/>	Oswald, Clara

Submit Cancel


STUDENTS

3. A success message is displayed.

School ReportsTeacher ReportsClass ReportsStudent ReportsUsersClasses/PeriodsStudents

Students Identified for Modified Task Flow

Show School Roll

 Selected student(s) are now available to take the Modified Task Flow.

Based on student information submitted to the Florida Department of Education by your school district, the PMRN has generated this list of students for which a modified task flow may be appropriate. The school Reading Coach and IEP team will determine which of these students will be administered a modified task flow.

Reading Coaches and IEP team members should use their best judgment when determining whom not to assess. To administer the modified task flow for the 3-12 WAM assessments, please select the checkbox next to the student's name and click submit. Additionally, students identified by the school district with an exceptionality code may also take the paper/pencil version of the assessment.

3rd Grade	
Selected for Modified Task Flow	Student
<input checked="" type="checkbox"/>	Oswald, Clara

CLASSES/PERIODS

Each reading teacher and resource teacher added in the PMRN system is displayed on the Classes/Periods tab. School administrators and designees may add classes/periods for each of the teachers listed. Students must be added to a class/period in order to be assessed.

This section provides information on managing classes/periods.

Add a Class/Period to Listed Teacher

1. Locate the teacher and click **Add Class/Period** to the right of the teacher's name.

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count
Swann, Elizabeth	Reading	Add Class/Period	
Turner, Will	Reading	Add Class/Period	

2. Select the class type, teacher name and grade from the drop down lists. Select the appropriate period, if applicable. The "U" period is the default selection for unassigned. Select **Submit**.

Select the class type, teacher name and grade from the drop down lists and click **Submit**.

Note: Periods may be used to distinguish classes from each other as needed. The "U" period is the default selection for "unassigned."

Class Type:

Teacher:

Grade:

Periods: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☒ U

CLASSES/PERIODS

- The class is created. The student count is zero because there are no students in the class. Select the **Classes/Periods** tab again to create additional classes for reading teachers as needed.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Edit Class/Period

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **Student Count:** 0

View Class: KG - Swann, Elizabeth Period: U

Class Roster:
To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class
Remove Student from Class

There are no students in this Class.

Submit
Cancel

Move Class Roster:
Select an eligible teacher from the drop down and click **Submit** to move all class rosters to another teacher.

Move Class From: Swann, Elizabeth **Move Class to:** Select Teacher

Submit
Cancel

Add Student to Class/Period

- Select the **Classes/Periods** tab. Select the class link.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count	
Swann, Elizabeth	Reading	KG - Swann, Elizabeth - U	0	Delete Class/Period Add Class/Period
Turner, Will	Reading			Add Class/Period

CLASSES/PERIODS

- To add a student to the class/period, select **Add Student to Class**.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Edit Class/Period

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **Student Count:** 0

View Class: KG - Swann, Elizabeth Period: U

Class Roster:

To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class
Remove Student from Class

There are no students in this Class.

Submit
Cancel

Move Class Roster:

Select an eligible teacher from the drop down and click **Submit** to move all class rosters to another teacher.

Move Class From: Swann, Elizabeth **Move Class to:** Select Teacher

Submit
Cancel

- Display all students enrolled in the school by selecting the **Show All** button.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Add Student to Class

Return To Class Roster

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **STUDENT COUNT:** 0

Search for students in KG grade by either clicking **Show All**, a letter under **Student Directory Search**, or entering a student's name in the **Last Name Search** field.

Show All

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

Search

CLASSES/PERIODS

4. All students enrolled in the school via the Students tab are displayed. Students with a red X indicate that the student is assigned to another teacher's class roster. To add students to this class, check the box next to the student(s) you wish to add. Click the **Submit** button.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Add Student to Class

Return To Class Roster

CLASS: KG - Swann, Elizabeth GRADE: KG TEACHER: Swann, Elizabeth STUDENT COUNT: 0

Search for students in KG grade by either clicking **Show All**, a letter under **Student Directory Search**, or entering a student's name in the **Last Name Search** field.

Show All

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

Search

Class Roster:
Students with a checkmark are currently assigned to this teacher. To add students to this teacher, check the box next to their Identifier, indicate the period in the drop down (if more than one period is available) and click **Submit**. To remove students from this teacher, uncheck the box and click **Submit**. To enroll a new student in the school and class, click the **Enroll Student** button.

Note: An ✖ indicates that the student is assigned to another teacher's class roster. To be assigned to this class, the student must first be removed from the other class.

Enroll Student

Submit

Identifier	Last Name	First Name	Birthdate	Grade	Period
✖ 16AD	Barbossa	Hector	7/15/2011	KG	
<input type="checkbox"/> 16AE	Beckett	Cutler	6/25/2011	KG	U ▼

NOTE: If no students are displayed, that means there are no students enrolled in the school. Students can be enrolled on this page (using the Enroll Student button) or via the Students tab. Enrolling students via the Classes/Periods tab will add the student directly into a teacher's class and to the school. Enrolling students via the Students tab will add the student to the school only. Students must be added to a class/period in order to be assessed.

CLASSES/PERIODS

- A success message is displayed and the student count increases. Select the **Return to Class Roster** button.

School Reports

Teacher Reports

Student Reports

Users

Classes/Periods

Students

Add Student to Class

Return To Class Roster

i

Student(s) added to class successfully.

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **STUDENT COUNT:** 1

- The student is added to the class roster.

School Reports

Teacher Reports

Student Reports

Users

Classes/Periods

Students

Edit Class/Period

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **Student Count:** 1

View Class: KG - Swann, Elizabeth Period: U

Class Roster:
 To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class

Remove Student from Class

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****16AK	Beckett	Cutler	M	6/25/2011	U

Submit

Cancel

Move Class Roster:
 Select an eligible teacher from the drop down and click **Submit** to move all class rosters to another teacher.

Move Class From: Swann, Elizabeth **Move Class to:** No Teacher Available for Selection

Submit

Cancel

CLASSES/PERIODS

Remove Student from Class/Period

1. Select the class/period.

School Reports Teacher Reports Student Reports Users **Classes/Periods** Students

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count	
Swann, Elizabeth	Reading	KG - Swann, Elizabeth - U	6	Add Class/Period
Turner, Will	Reading	KG - Turner, Will - U	0	Delete Class/Period Add Class/Period

2. Select the **Remove Student from Class** button.

School Reports Teacher Reports Student Reports Users **Classes/Periods** Students

Edit Class/Period

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **Student Count:** 6

View Class: **KG - Swann, Elizabeth** Period: **U**

Class Roster:

To add or remove students from the class roster or to change the period for a student, click the buttons below.

[Add Student to Class](#) **[Remove Student from Class](#)**

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****16AD	Barbossa	Hector	M	7/15/2011	U ▼
2	*****16AE	Beckett	Cutler	M	6/25/2011	U ▼
3	*****16AC	Blackbeard	Angelica	F	2/5/2011	U ▼
4	*****16AF	Gibbs	Joshamee	M	5/4/2011	U ▼
5	*****16AB	Jones	Davy	M	1/1/2011	U ▼
6	*****16AG	Norrington	James	M	12/21/2010	U ▼

[Submit](#) [Cancel](#)

CLASSES/PERIODS

3. A check mark in front of a student's name indicates that they are currently in this teacher's class/period. To remove a student, uncheck the **In Class** box to the left of the student's name. Select **Submit**.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Remove Student from Class

Return to Class Roster

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **STUDENT COUNT:** 6

Class Roster:
Students with a checkmark are currently assigned to this teacher's class. To remove students from this class, uncheck the box next to their Identifier and click **Submit**.

In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	*****16AD	Barbossa	Hector	7/15/2011	KG
<input checked="" type="checkbox"/>	*****16AE	Beckett	Cutler	6/25/2011	KG
<input checked="" type="checkbox"/>	*****16AC	Blackbeard	Angelica	2/5/2011	KG
<input checked="" type="checkbox"/>	*****16AF	Gibbs	Joshamee	5/4/2011	KG
<input checked="" type="checkbox"/>	*****16AB	Jones	Davy	1/1/2011	KG
<input checked="" type="checkbox"/>	*****16AG	Norrington	James	12/21/2010	KG


Submit

CLASSES/PERIODS

- A success message is displayed and the student count decreases.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Remove Student from Class

 Student(s) removed successfully.

Return to Class Roster

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **STUDENT COUNT:** 5

Class Roster:
Students with a checkmark are currently assigned to this teacher's class. To remove students from this class, uncheck the box next to their Identifier and click **Submit**.

In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	*****16AE	Beckett	Cutler	6/25/2011	KG
<input checked="" type="checkbox"/>	*****16AC	Blackbeard	Angelica	2/5/2011	KG
<input checked="" type="checkbox"/>	*****16AF	Gibbs	Joshamee	5/4/2011	KG
<input checked="" type="checkbox"/>	*****16AB	Jones	Davy	1/1/2011	KG
<input checked="" type="checkbox"/>	*****16AG	Norrington	James	12/21/2010	KG

Submit

Move Class Roster to another Teacher

- Select the class/period that needs to be moved to another teacher.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count
Swann, Elizabeth	Reading	KG - Swann, Elizabeth - U	6
			Add Class/Period
Turner, Will	Reading		Add Class/Period

CLASSES/PERIODS

- Below the class roster, use the **Move Class Roster** drop down to select an eligible teacher and select **Submit**. Only teachers that do not have an existing class/period may be selected.

NOTE: To move students to a teacher with an existing class/period, use the Remove Student from Class and Add Student to Class buttons.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Edit Class/Period

CLASS: KG - Swann, Elizabeth **GRADE:** KG **TEACHER:** Swann, Elizabeth **Student Count:** 6

View Class: KG - Swann, Elizabeth Period: U

Class Roster:
To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class
Remove Student from Class

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****16AD	Barbossa	Hector	M	7/15/2011	U ▼
2	*****16AE	Beckett	Cutler	M	6/25/2011	U ▼
3	*****16AC	Blackbeard	Angelica	F	2/5/2011	U ▼
4	*****16AF	Gibbs	Joshamee	M	5/4/2011	U ▼
5	*****16AB	Jones	Davy	M	1/1/2011	U ▼
6	*****16AG	Norrington	James	M	12/21/2010	U ▼

Submit
Cancel

Move Class Roster:
Select an eligible teacher from the drop down and click **Submit** to move all class rosters to the selected teacher.

Move Class From: Swann, Elizabeth **Move Class to:** Select Teacher ▼


Submit
Cancel

CLASSES/PERIODS

3. A success message is displayed.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

Edit Class/Period

 The class has been successfully updated.

CLASS: KG - Turner, Will **GRADE:** KG **TEACHER:** Turner, Will **Student Count:** 6

View Class: KG - Turner, Will Period: ALL

Class Roster:
To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class Remove Student from Class

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****16AD	Barbossa	Hector	M	7/15/2011	U ▼
2	*****16AE	Beckett	Cutler	M	6/25/2011	U ▼
3	*****16AC	Blackbeard	Angelica	F	2/5/2011	U ▼
4	*****16AF	Gibbs	Joshamee	M	5/4/2011	U ▼
5	*****16AB	Jones	Davy	M	1/1/2011	U ▼
6	*****16AG	Norrington	James	M	12/21/2010	U ▼

Submit Cancel

4. Select the **Classes/Periods** tab to see the results.

School Reports
Teacher Reports
Student Reports
Users
Classes/Periods
Students

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count	
Swann, Elizabeth	Reading			Add Class/Period
Turner, Will	Reading	<u>KG - Turner, Will - U</u>	6	Add Class/Period

CLASSES/PERIODS

Delete Class/Period

1. Delete a class by clicking the **Delete Class/Period** link to the right of the class name. Only classes that have no students can be deleted.

[School Reports](#) [Teacher Reports](#) [Student Reports](#) [Users](#) [Classes/Periods](#) [Students](#)


To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count	
Swann, Elizabeth	Reading	KG - Swann, Elizabeth - U	6	Add Class/Period
Turner, Will	Reading	KG - Turner, Will - U	0	Delete Class/Period
				Add Class/Period

2. A success message is displayed.

[School Reports](#) [Teacher Reports](#) [Student Reports](#) [Users](#) [Classes/Periods](#) [Students](#)

 Period was successfully deleted.

To add a class/period, select the "Add Class/Period" link for a teacher.

To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.

Teacher	Type	Class/Period	Student Count	
Swann, Elizabeth	Reading	KG - Swann, Elizabeth - U	6	Add Class/Period
Turner, Will	Reading			Add Class/Period

CLASS SUMMARY

Students can be assessed once the reading teacher access level is provided, classes are created and students are enrolled in the classes. For reading teachers with kindergarten students, the FLKRS-WSS observational data on the Class Summary tab must be entered within the first 30 days of instruction. For reading teachers with students in grades 3-12, students can be administered the FAIR-FS on the 3-12 WAM three times throughout the school year.

The following section provides information on steps for entering the FLKRS-WSS observational data during the data entry window on the Class Summary tab.

FLKRS-WSS Resources

For more information about the FLKRS-WSS, click on the **WSS** link and the **Resources** link in the PMRN menu bar.



FLKRS-WSS Data Entry

1. Select the **Class Summary** tab and click the class link.



CLASS SUMMARY

2. The class roster and FLKRS-WSS data entry status is displayed.

Teacher Reports

Student Reports

Class Summary

KG - Swann, Elizabeth - U

Print ListPrint Labels

Class Summary

FLKRS Demographics

WSS

Add Student

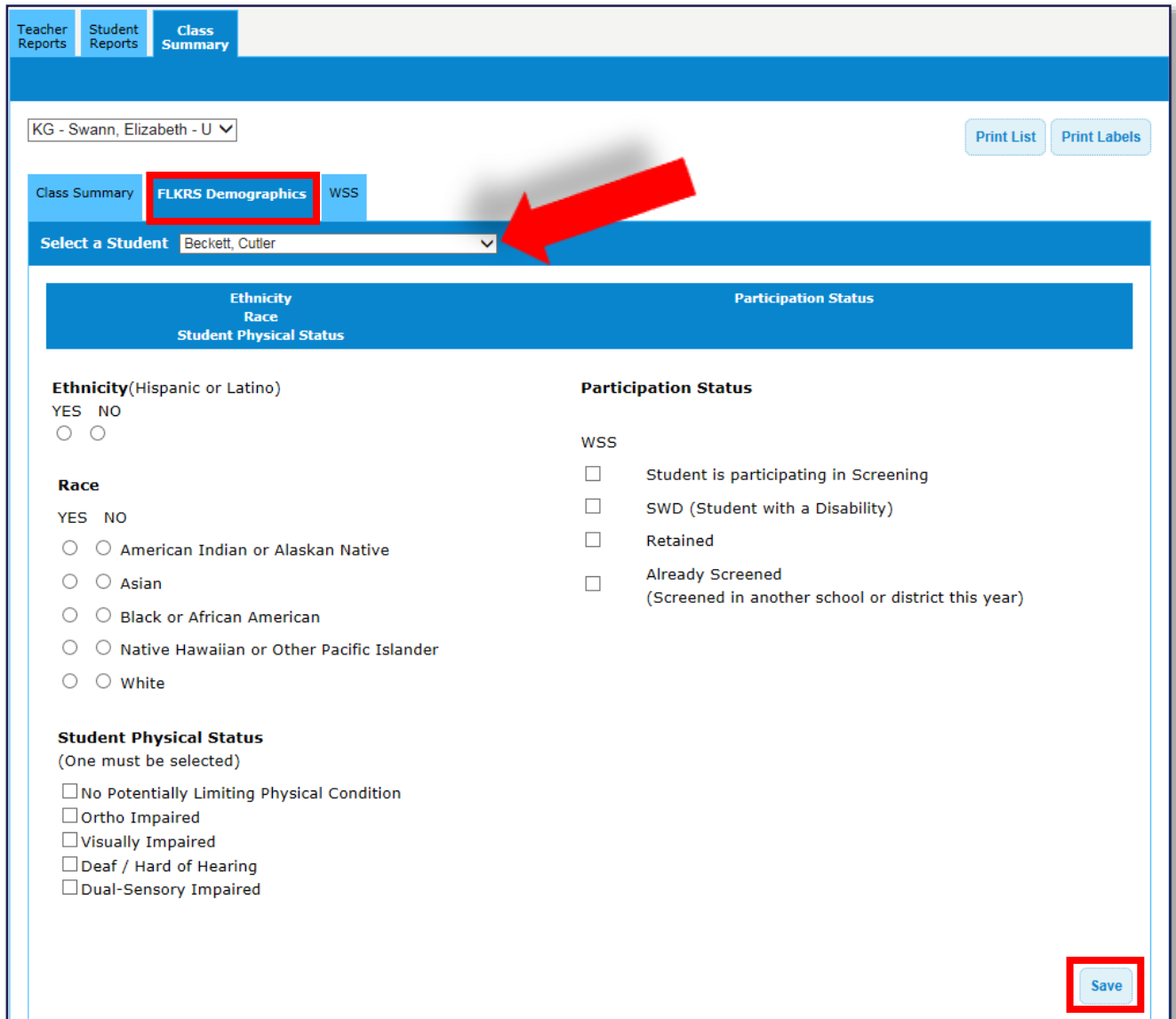
Student	FLKRS Demographics	WSS
Beckett, Cutler - *****16AK	<input type="radio"/>	<input type="radio"/>
Blackbeard, Angelica - *****16AC	<input type="radio"/>	<input type="radio"/>
Gibbs, Joshamee - *****16AF	<input type="radio"/>	<input type="radio"/>
Jones, Davy - *****16AB	<input type="radio"/>	<input type="radio"/>
Norrington, James - *****16AG	<input type="radio"/>	<input type="radio"/>
Salazar, Captain - *****16AH	<input type="radio"/>	<input type="radio"/>

- ☐ 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.

CLASS SUMMARY

3. Select the **FLKRS Demographics** tab to begin the data entry process. Select a student from the drop down and complete each section. Click **Save**.

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



The screenshot shows the 'Class Summary' interface. At the top, there are tabs for 'Teacher Reports', 'Student Reports', and 'Class Summary'. Below these, a dropdown menu shows 'KG - Swann, Elizabeth - U'. To the right are 'Print List' and 'Print Labels' buttons. Below the tabs, the 'FLKRS Demographics' tab is selected and highlighted with a red box. A red arrow points to the 'Select a Student' dropdown menu, which currently shows 'Beckett, Cutler'. The form is divided into two main sections: 'Ethnicity Race Student Physical Status' and 'Participation Status'. The 'Ethnicity' section has a 'YES NO' header and radio buttons for 'Hispanic or Latino'. The 'Race' section has a 'YES NO' header and radio buttons for 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'. The 'Student Physical Status' section has a '(One must be selected)' header and checkboxes for 'No Potentially Limiting Physical Condition', 'Ortho Impaired', 'Visually Impaired', 'Deaf / Hard of Hearing', and 'Dual-Sensory Impaired'. The 'Participation Status' section has a 'WSS' header and checkboxes for 'Student is participating in Screening', 'SWD (Student with a Disability)', 'Retained', and 'Already Screened (Screened in another school or district this year)'. A red box highlights the 'Save' button in the bottom right corner.

Teacher Reports Student Reports **Class Summary**

KG - Swann, Elizabeth - U ▼ Print List Print Labels

Class Summary **FLKRS Demographics** WSS

Select a Student Beckett, Cutler ▼

Ethnicity Race Student Physical Status	Participation Status
Ethnicity (Hispanic or Latino) YES NO <input type="radio"/> YES <input type="radio"/> NO	Participation Status WSS <input type="checkbox"/> Student is participating in Screening <input type="checkbox"/> SWD (Student with a Disability) <input type="checkbox"/> Retained <input type="checkbox"/> Already Screened (Screened in another school or district this year)
Race YES NO <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White	
Student Physical Status (One must be selected) <input type="checkbox"/> No Potentially Limiting Physical Condition <input type="checkbox"/> Ortho Impaired <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Deaf / Hard of Hearing <input type="checkbox"/> Dual-Sensory Impaired	

Save

CLASS SUMMARY

4. Select the **WSS tab**. Select a 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.

Teacher Reports
Student Reports
Class Summary

KG - Swann, Elizabeth - U
Print List
Print Labels

Class Summary
FLKRS Demographics
WSS

Select a Student
Beckett, Cutler

WSS Domains/Functional Components		Performance Indicators			NA = Not Applicable DNO = Did Not Observe	
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

CLASS SUMMARY

5. Select the Class Summary tab to review the FLKRS-WSS data entry status.

The screenshot shows a web interface with three tabs: Teacher Reports, Student Reports, and Class Summary (selected). Below the tabs is a dropdown menu showing 'KG - Swann, Elizabeth - U'. To the right are 'Print List' and 'Print Labels' buttons. Below these are three sub-tabs: Class Summary (selected), FLKRS Demographics, and WSS. A table titled 'Add Student' displays the following data:

Student	FLKRS Demographics	WSS
Beckett, Cutler - *****16AK	●	◐
Blackbeard, Angelica - *****16AC	●	●
Gibbs, Joshamee - *****16AF	●	◐
Jones, Davy - *****16AB	○	○
Norrington, James - *****16AG	○	○
Salazar, Captain - *****16AH	○	○

- 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.

FAIR-FS 3-12 WAM Resources

For more information about the FAIR-FS 3-12 WAM, click on the **3-12 WAM** link and the **Resources** link in the PMRN menu bar.



CLASS SUMMARY

FAIR-FS 3-12 WAM Administration

1. Select the 3-12 WAM link in the menu bar.



2. Select **Generate Key** to obtain the school's daily WAM Key.

NOTE: The WAM Key is available between 6:30 AM and 7:00 PM Eastern Time on the day the key was created. Keys change each day and cannot be used by students at another school.

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the link below to generate the daily key

Generate Key

To verify that the sound and animation on this computer are ready, click **Go Back to Student Log In** and click the Test Sound and Animation link.

Sign Out

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: Callaway Elementary School

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade **Sync Roster**

Links

[FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)

[FAIR-FS Ability Score Ranges](#)

[Download Open Response Task Protocols](#)

CLASS SUMMARY

- Record the WAM Key so that it may be provided to students.

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FAIR Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the link below to generate the daily key

[Generate Key](#)

The Key for today is displayed below. You may copy the Key.

Students can Log In to the WAM between 6:30 AM and 7 PM Eastern Time on the day the Key was created.

A Key created for one school cannot be used by students at another school. If a school has multiple calendars, a Key created for one calendar cannot be used by a student on another calendar.

RB9659

To verify that the sound and animation on this computer are ready, click [Go Back to Student Log In](#) and click the Test Sound and Animation link.

[Sign Out](#)

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: **Callaway Elementary School**

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade [Sync Roster](#)

Links

- [FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)
- [FAIR-FS Ability Score Ranges](#)
- [Download Open Response Task Protocols](#)

- Students sign in to the FAIR-FS 3-12 WAM at <https://wam.fldoe.org>. Students enter the WAM Key and select **Sign In**.

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FAIR Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Student Sign In

In the field below, type the Key provided today by your teacher and click Sign In.

Key [Sign In](#)

[Log In for WAM Manager](#)

CLASS SUMMARY

5. Students confirm sound and animation are working prior to signing in.



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3-12 Web-Based Assessment Module (WAM)

Sound and Animation Check

Can you hear the drum?



6. Students select their grade level, name and date of birth to sign in.



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for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Student Selection

School	Callaway Elementary School	District	Bay
Grade	<div>Please Select <input type="button" value="v"/></div>		
Student	<div>Please Select <input type="button" value="v"/></div>		
Date of Birth	<div>January <input type="button" value="v"/></div>	<div>1 <input type="button" value="v"/></div>	<div>2016 <input type="button" value="v"/></div>

CLASS SUMMARY

NOTE: Student names that do not appear in the drop down may not be enrolled in a class. School administrators and designees may verify class enrollment and modify student demographics via the Students tab. Student information is updated in the 3-12 WAM nightly.

To sync the updated student information with the 3-12 WAM the same day changes to enrollment or demographics are made, use the Sync Roster feature on the 3-12 WAM page.

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FAIR Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the link below to generate the daily key

[Generate Key](#)

To verify that the sound and animation on this computer are ready, click [Go Back to Student Log In](#) and click the Test Sound and Animation link.

[Sign Out](#)

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: Callaway Elementary School

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade [Sync Roster](#)

Links

[FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)

[FAIR-FS Ability Score Ranges](#)

[Download Open Response Task Protocols](#)

SCHOOL REPORTS

The School Reports tab is available to school administrators, school designees and school report users. However, the functionality varies for each access level. Additionally, the reports available vary based on the school's use of FLKRS-WSS and FAIR-FS 3-12 WAM.

The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: 'School Reports' (highlighted with a red box), 'Teacher Reports', 'Class Reports', 'Student Reports', 'Users', 'Classes/Periods', 'Students', and 'Survey Status'. Below the navigation bar, there is a main content area. At the top of this area, there is a 'Select a Year:' dropdown menu currently set to '2016-2017'. Below this, there is a list of links: 'Assessment Calendar', 'Edit School Registration', 'WAM School Report', 'WAM School Text File (Show Text File Format) CSV File (Show CSV File Format)', 'WAM Missing Score Report', and 'FLKRS-WSS Missing Score Report'.

School Reports include:

1. **Assessment Calendar** – Displays PMRN important dates such as the FLKRS-WSS data entry period and FAIR-FS 3-12 WAM assessment period dates. This link is also utilized to add non-instructional days, thus extending the FLKRS-WSS data entry close date.
2. **Edit School Registration** – Provides the ability to edit school registration information.
3. **WAM School Report** – Provides a school-level aggregate report of students that achieved Probability of Literacy Success (PLS) scores by teacher and grade level. This report is updated daily.
4. **WAM School Text or CSV File** – Provides downloadable file of WAM student data in .TXT or .CSV file formats. These files are updated weekly (new reports available each Monday).
5. **WAM Missing Score Report** – Provides a school-level report of students that have not taken the WAM assessment by teacher and grade level. This report is updated daily.
6. **FLKRS-WSS School Report (PDF)** – Provides a summary of student observations captured by domain and overall FLKRS-WSS Status. This report is available after the FLKRS-WSS data entry window has closed for all schools.
7. **FLKRS-WSS Missing Score Report** – Identifies students that do not have FLKRS-WSS data entered by teacher and class/period. This report is updated daily.

TEACHER REPORTS

The Teacher Reports tab is available to school administrators, school designees, reading teachers and school report users. Teacher Reports update daily. Additionally, the reports available vary based on the school's use of FLKRS-WSS and FAIR-FS 3-12 WAM.

The screenshot shows a web application interface. At the top is a navigation menu with tabs: School Reports, Teacher Reports (highlighted with a red box), Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status. Below the menu is a blue header bar. Underneath is a light blue box containing a 'Select a Year' dropdown menu set to '2016-2017'. Below this is a table with two columns: 'Report' and 'Description'.

Report	Description
WAM Teacher Report	3-12 WAM Teacher report.
WAM Missing Score Report	3-12 WAM Assessments Missing Score Report.
WSS Missing Score Report	WSS Missing score report.

Teacher Reports include:

1. **WAM Teacher Report** – Provides an aggregate report of a teacher's students that achieved PLS scores.
2. **WAM Missing Score Report** – Provides a report of students that have not taken the WAM assessment by teacher and grade level.
3. **WSS Missing Score Report** – Identifies students that do not have WSS data entered by teacher and class/period.

CLASS REPORTS

The Class Reports tab is available to school administrators, school designees, reading teachers and school report users for schools utilizing the FAIR-FS 3-12 WAM. Class Reports update in real-time, shortly after FAIR-FS score data is obtained.

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
Report							
Description							
<u>WAM Class Report</u>			3-12 WAM Class report.				
<u>WRT Ability</u>			Word Recognition Task (WRT) Ability.				
<u>VKT Ability</u>			Vocabulary Knowledge Task (VKT) Ability.				
<u>RCT Ability</u>			Reading Comprehension Task (RCT) Ability.				
<u>SKT Ability</u>			Syntactic Knowledge Task (SKT) Ability.				

Class Reports include:

1. **WAM Class Report** – Provides a class-level report of all students in a class and their PLS score, Percentile Ranks and Ability Scores.
2. **Word Recognition Task (WRT) Ability** – Provides the WRT Ability score for each student in a class.
3. **Vocabulary Knowledge Task (VKT) Ability** – Provides the VKT Ability score for each student in a class.
4. **Reading Comprehension Task (RCT) Ability** – Provides the RCT Ability score for each student in a class.
5. **Syntactic Knowledge Task (SKT) Ability** – Provides the SKT Ability score for each student in a class that completed this optional task.

FAIR-FS 3-12 WAM Scores Defined

Ability Scores – This score provides an estimate of the level of a student's ability in a particular skill and detects changes as a student's ability with the skill increases or decreases. The range of scores is 200 to 1000. For example, if a student gains more than 100 points over the school year, he/she made significant growth.

CLASS REPORTS

Percentile Rank – This score is used to rank a student's performance in relation to other students in a grade. The range of scores is from 1-99 (25 through 75 representing the expected scoring range). For example, a student in the 4th grade with a percentile rank of 55 performed better than 55 percent of other 4th graders in Florida who took FAIR-FS.

Probability of Literacy Success (PLS) – This score is a probability indicating the likelihood that with continued instruction, a student will achieve grade-level expectations in reading comprehension. This score is based on an aggregate (combination) of the student's VKT, WRT and RCT scores.

[FAIR-FS 3-12 WAM Resources](#)

For more information about the FAIR-FS 3-12 WAM, click on the **3-12 WAM** link and the **Resources** link in the PMRN menu bar.



STUDENT REPORTS

The Student Reports tab is available to school administrators, school designees, reading teachers and school report users. The reports available vary based on the student's grade level. For example, students in grades 3-12 have FAIR-FS 3-12 WAM reports while kindergarten students have FLKRS-WSS reports. Student Reports follow students regardless of where the scores were obtained. FAIR-FS 3-12 WAM reports update in real-time, shortly after score data is obtained.

The screenshot shows the 'Student Reports' tab selected in a navigation menu. Below the menu, there are three dropdown filters: 'Select a Year : 2016-2017', 'Select a Grade : 3rd', and 'Select a Student : OSWALD, CLARA'. Below these filters is a table with two columns: 'Report' and 'Description'.

Report	Description
WAM Parent Letter	Generate parent letter for current year.
WAM Student Ability Score Reports	Generate 3-12 WAM Student Ability Score Reports for multiple years.
WAM Student Report	Generate 3-12 WAM Student Report for current year.

Student Reports include:

1. **FLKRS-WSS Parent Letter** – After the FLKRS-WSS data entry window for the school closes, the school may view and print the FLKRS-WSS Parent Letter for each of their kindergarten students. The letter is available in English, Spanish or Haitian Creole.
2. **WAM Parent Letter** – Generates a parent letter (available in English, Spanish or Haitian-Creole) providing a student's 3-12 WAM assessment scores and suggested activities to support skill development.
3. **WAM Student Ability Score Reports** – Provides a student's ability scores for multiple school years (if available).
4. **WAM Student Report** – Provides a student's PLS score, percentile ranks and ability scores.

SURVEY STATUS

The Survey Status tab allows school administrators and designees to view the status of Survey 8 data imports for the PMRN system. Survey 8 data submitted by the school district automatically populates the class rosters and student data into the PMRN. Additional information regarding the Survey 8 process is available on the *JRF!* website.

Survey 8 Weekly Import Schedule

The Education Information and Accountability Services (EIAS) Office processes initial files daily at 8:00 AM and batch update files at 4:00 PM. On Thursday evenings, the week's data is submitted to the PMRN for import. The latest Survey 8 data is available in the PMRN system on Mondays during the submission period.

Due Thursdays by 4:00 PM EST	Available in PMRN System on Mondays
July 28	August 1
August 4	August 8
August 11	August 15
August 18	August 22
August 25	August 29
September 1	September 5
September 8	September 12
September 15	September 19
September 22	September 26
September 29	October 3

SURVEY STATUS

View Survey Status

1. Click on the **Survey Status** tab. The results displayed are based on the most recent import date.

The screenshot displays the 'Survey Status' tab in a software interface. At the top, a navigation bar contains several tabs: 'School Reports', 'Teacher Reports', 'Class Reports', 'Student Reports', 'Users', 'Classes/Periods', 'Students', and 'Survey Status'. The 'Survey Status' tab is highlighted with a red border. Below the navigation bar, the main content area is titled 'Survey 8 Import Information'. It displays the following data:

Survey 8 Import Information	
Date of Last Import: 07/26/2016	
Number of Teachers Added: 2	Number of Students Added: 20
Number of Teachers Updated: 0	Number of Students Updated: 0
Number of Teachers Not Rostered: 0	Number of Students Not Rostered: 0

NOTE: Results based on last import date only (not previous imports).

Below the import information, there are two sections for searching:

Student Details
Enter at least two letters for the student's last name and click Search.
Student Last Name: Student First Name (optional):

Teacher Details
Enter at least two letters for the teacher's last name and click Search.
Teacher Last Name:

SURVEY STATUS

2. To search for a specific teacher or student, enter his/her name in the appropriate boxes. Select **Search**.

The screenshot displays the 'Survey Status' tab in a web application. At the top, a navigation bar includes tabs for 'School Reports', 'Teacher Reports', 'Class Reports', 'Student Reports', 'Users', 'Classes/Periods', 'Students', and 'Survey Status'. The 'Survey Status' tab is active. Below the navigation bar, the 'Survey 8 Import Information' section shows the 'Date of Last Import' as 07/26/2016. It provides counts for teachers and students added, updated, and not rostered. A note states: 'NOTE: Results based on last import date only (not previous imports)'. Below this, the 'Student Details' section contains a red-bordered box with the instruction 'Enter at least two letters for the student's last name and click Search.' It includes input fields for 'Student Last Name' and 'Student First Name (optional)', and a 'Search' button. The 'Teacher Details' section below it has a similar red-bordered box with the instruction 'Enter at least two letters for the teacher's last name and click Search.' and an input field for 'Teacher Last Name' with a 'Search' button.

Survey 8 Import Information	
Date of Last Import: 07/26/2016	
Number of Teachers Added: 2	Number of Students Added: 20
Number of Teachers Updated: 0	Number of Students Updated: 0
Number of Teachers Not Rostered: 0	Number of Students Not Rostered: 0

NOTE: Results based on last import date only (not previous imports).

Student Details

Enter at least two letters for the student's last name and click Search.

Student Last Name: Student First Name (optional):

Teacher Details

Enter at least two letters for the teacher's last name and click Search.

Teacher Last Name:

Missing Students or Teachers

When students or teachers are missing from the import, first check the Users tab (to look up teachers) and the **Students** tab (to look up students). It is possible the student or teacher is in the PMRN system yet not in the particular survey import. If students or teachers are missing from the PMRN system, school administrators need to communicate this information to the school district. The school district submits Survey 8 data; therefore, the school district needs to resolve the issue.