Progress Monitoring and Reporting Network

(PMRN v5.1)

Public School-Level User's Guide

2016-2017

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

TABLE OF CONTENTS

TABLE OF CONTENTS i

ABOUT THE SYSTEM 1

Overview 1

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

Browser and System Specifications 2

Supported Web Browsers by Operating System for FAIR-FS 3

Assessment Calendar 3

Navigation 4

Family Educational Rights and Privacy Act (FERPA) Statement 5

Home Page 6

Menu Bar (#1) 6

Home 6

Profile 7

News 8

WSS 9

3-12 WAM 10

Downloads 11

Resources 12

FLKRS Reports 13

Sign Out 13

User's Name and Access Level (#2) 13

School Name (#3) 14

Tabs (#4) 14

PMRN SIGN IN 15

SCHOOL REGISTRATION 20

ASSESSMENT CALENDAR 27

View Assessment Calendar 27

USERS 31

Sort Features 31

User Column 31

PMRN Unique ID Column 32

TABLE OF CONTENTS

Access Levels 32
School Administrator 33
School Designee 33
Reading Teacher 33
Resource Teacher 33
School Reports User 33
Assessment Team Member 33
Action Required 33
Modify User First or Last Name 34
Missing User 34
Add, Edit or Remove User Access Levels 35
Add or Edit User Access Level 35
Remove User Access Level 38
STUDENTS 40
View Enrolled Students by Grade Level 40
Enroll Students 41
Withdraw Students 43
Modify Student Demographics 46
Students Identified for Modified Task Flow 48
CLASSES/PERIODS 50
Add a Class/Period to Listed Teacher 50
Add Student to Class/Period 51
Remove Student from Class/Period 55
Move Class Roster to another Teacher 57
Delete Class/Period 60
CLASS SUMMARY 61
FLKRS-WSS Resources 61
FLKRS-WSS Data Entry 61
FAIR-FS 3-12 WAM Resources 65
FAIR-FS 3-12 WAM Administration 66

TABLE OF CONTENTS

SCHOOL REPORTS **70**

TEACHER REPORTS **71**

CLASS REPORTS **72**

FAIR-FS 3-12 WAM Scores Defined 72

FAIR-FS 3-12 WAM Resources 73

STUDENT REPORTS **74**

SURVEY STATUS **75**

Survey 8 Weekly Import Schedule 75

View Survey Status 76

Missing Students or Teachers 77

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	Keyboard, Mouse The input device must allow students to: 1. Select/deselect, drag and highlight text, objects and areas. 2. Enter letters, numbers and symbols and shift, tab, return, delete and backspace. To meet security guidelines, each Bluetooth/wireless keyboard and/or mouse must be configured to pair with only a single computer during assessment administration. Other assistive technologies may be needed for students requiring accommodations.
Headphone/Earphone and Microphone Requirements	Headphones are required for 3-12 FAIR-FS. Some student accommodations may also require headphones/earphones (e.g., text to speech).

ABOUT THE SYSTEM

Supported Web Browsers by Operating System for FAIR-FS

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

Assessment Calendar

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

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

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

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

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

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

ABOUT THE SYSTEM

Navigation

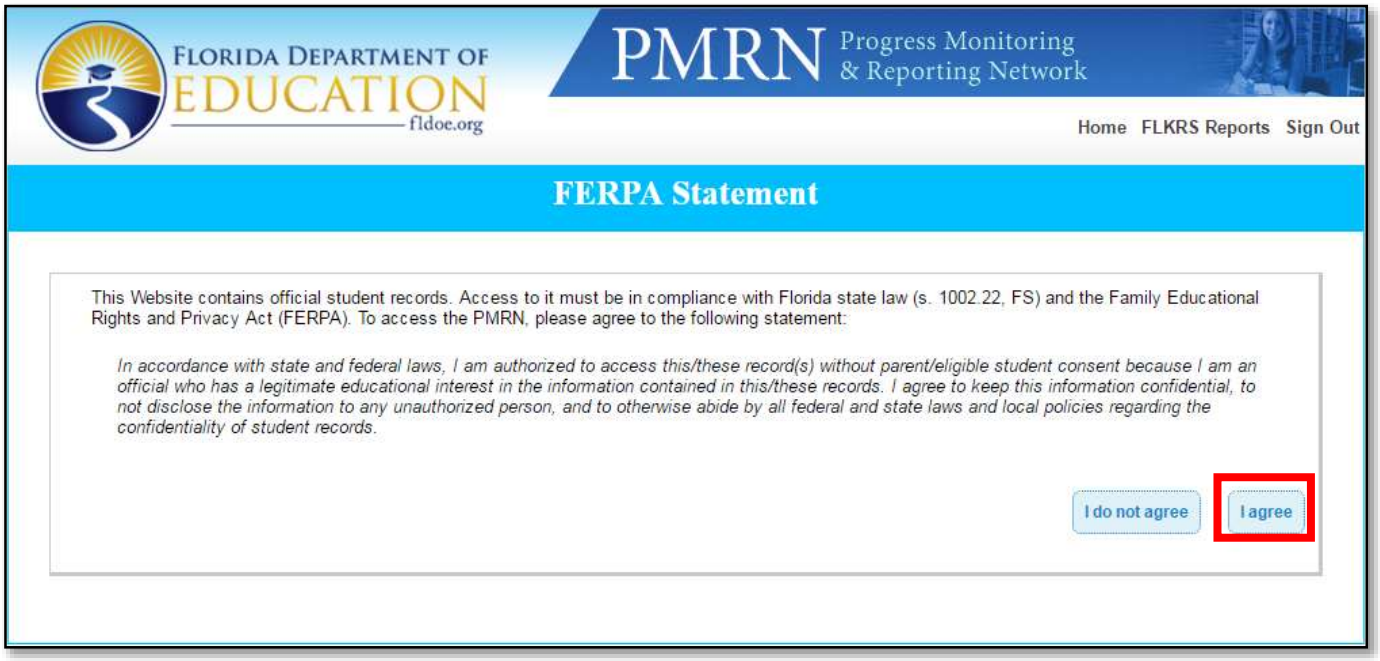
Public school users access the PMRN system at https://pmrn.fldoe.org or through the Florida Department of Education's Single Sign-On (FDOE SSO) Portal at www.fldoe.org/sso.

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**.

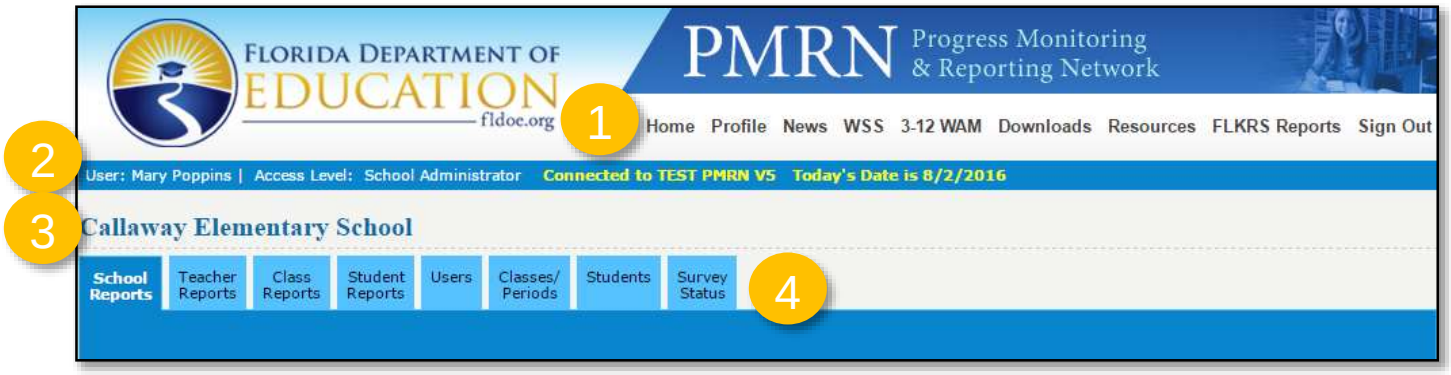


ABOUT THE SYSTEM

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

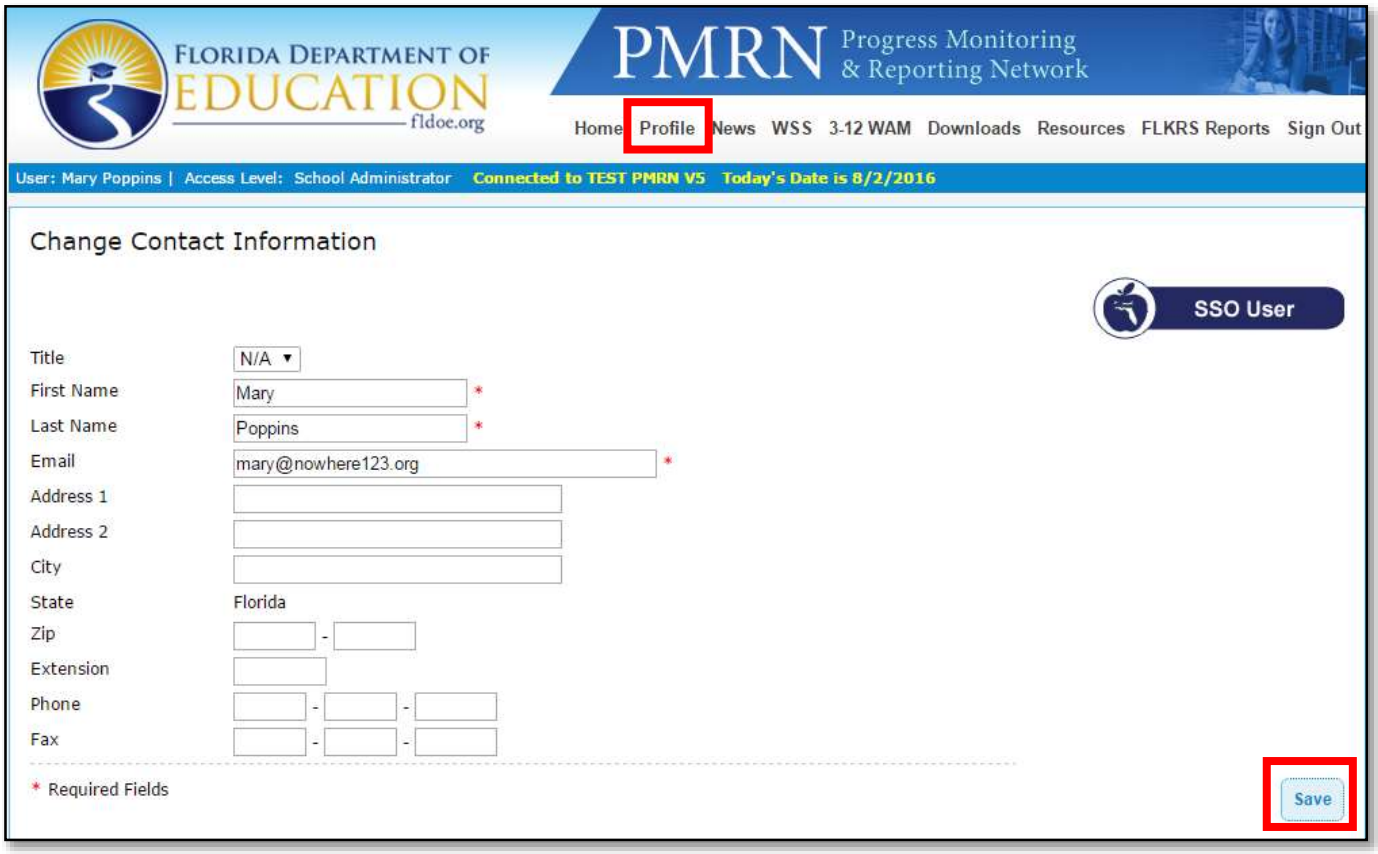
This page re-directs users to the Home Page.

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.

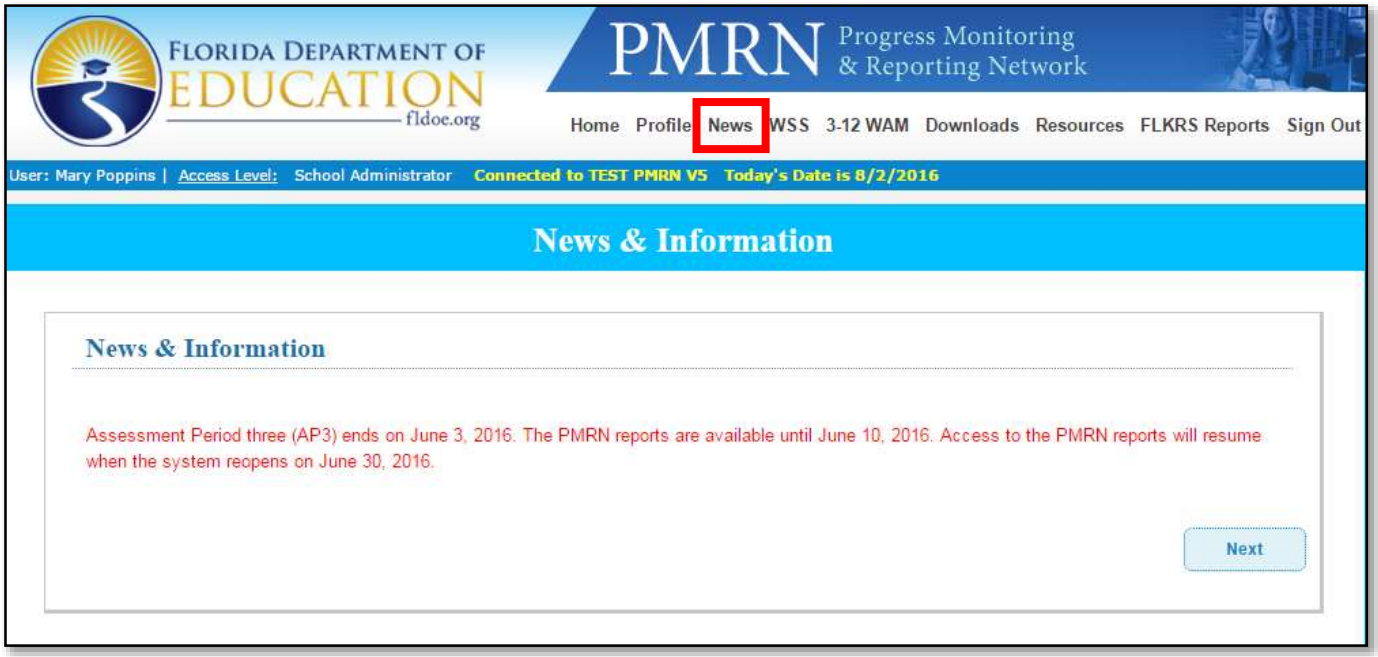
Click **Save** for changes to take effect.



ABOUT THE SYSTEM

News

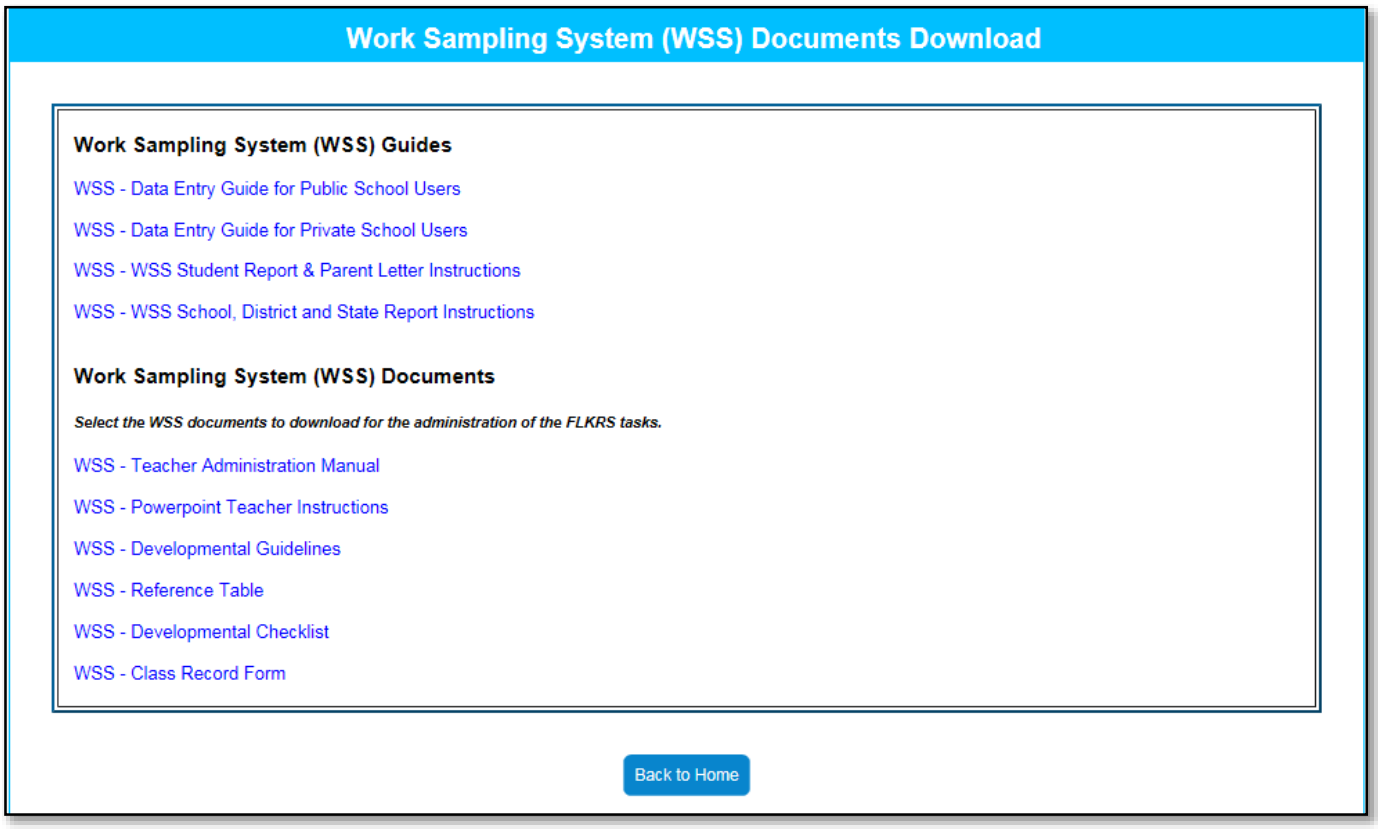
This page contains the most recent and relevant information pertaining to the PMRN.



ABOUT THE SYSTEM

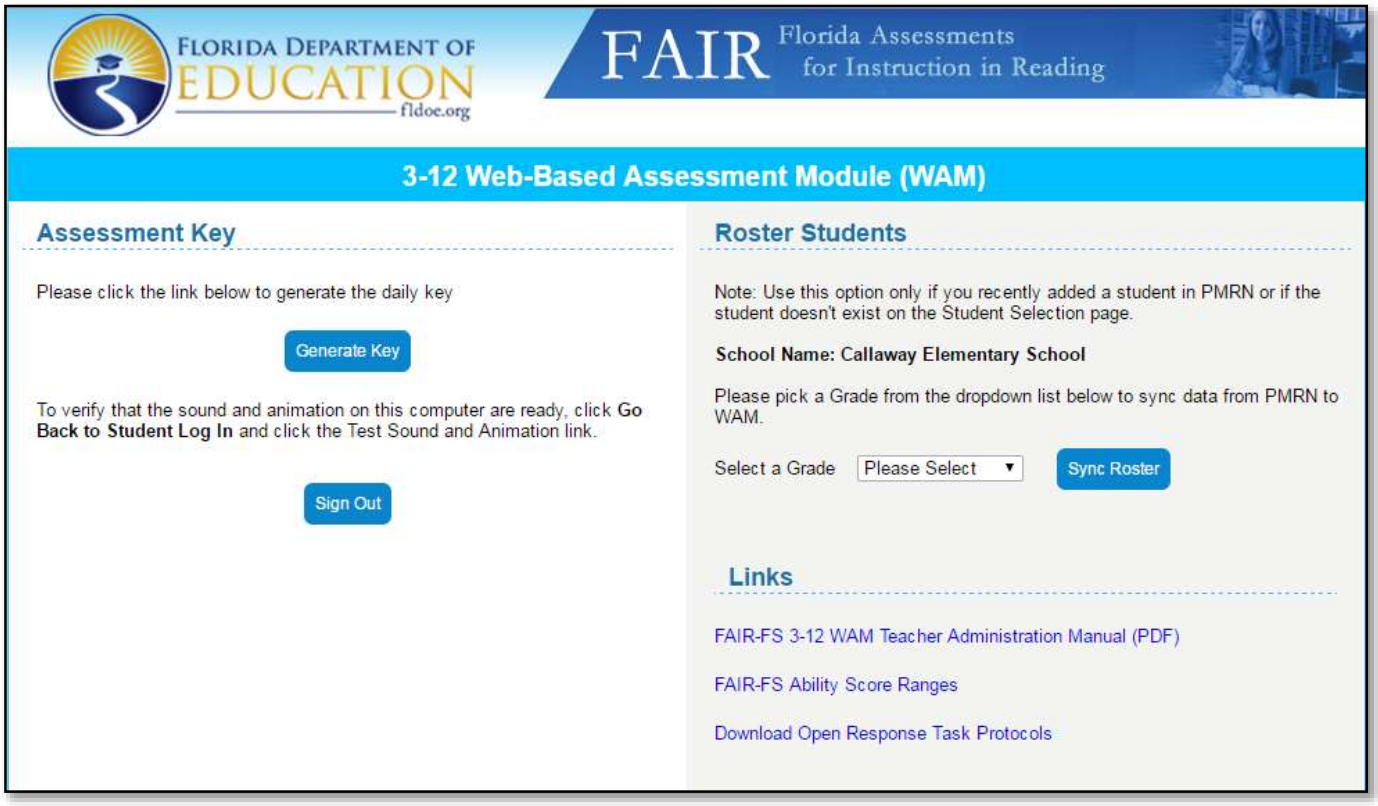
WSS

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.



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.



Downloads

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

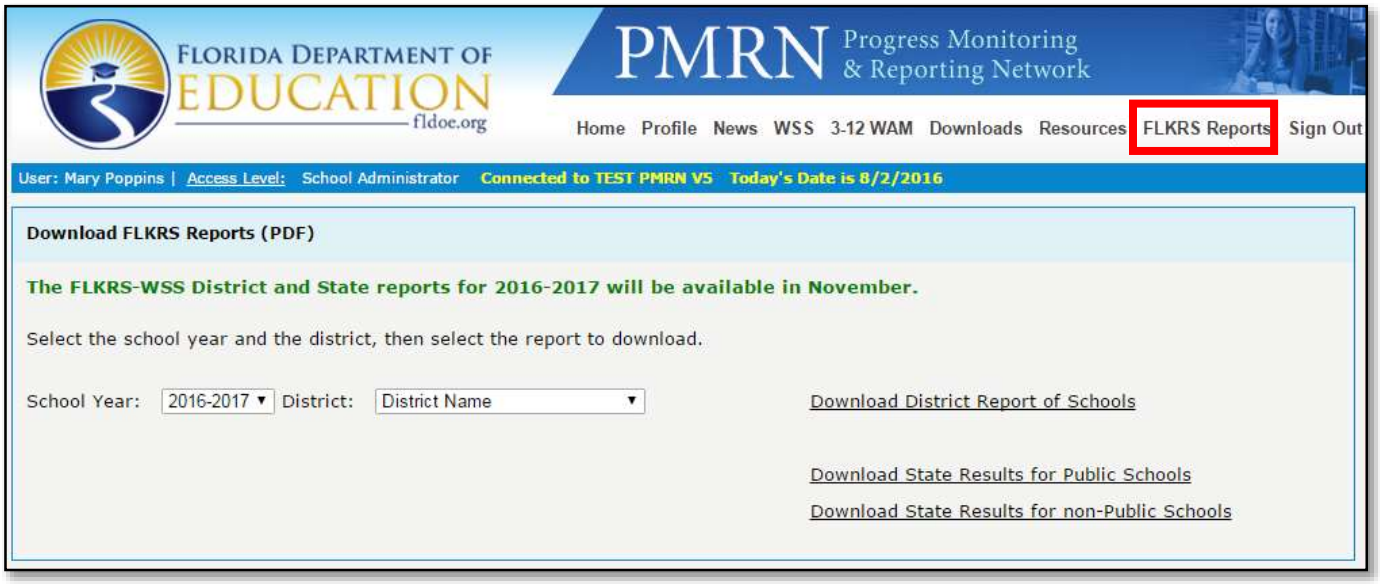
ABOUT THE SYSTEM

Resources

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

FLKRS Reports

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



Sign Out

This link ends the PMRN session securely.

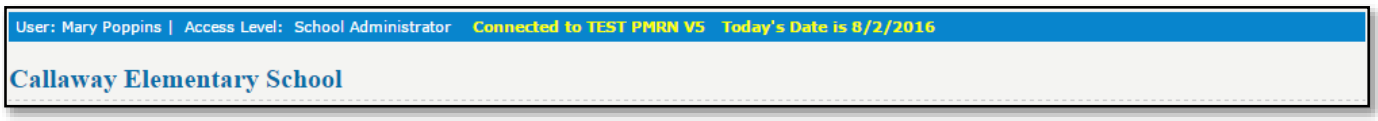
User's Name and Access Level (#2)

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.

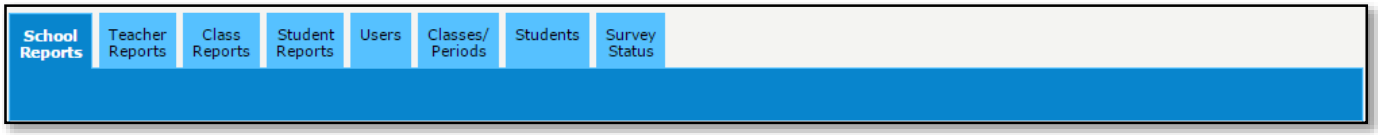
School Name (#3)

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.

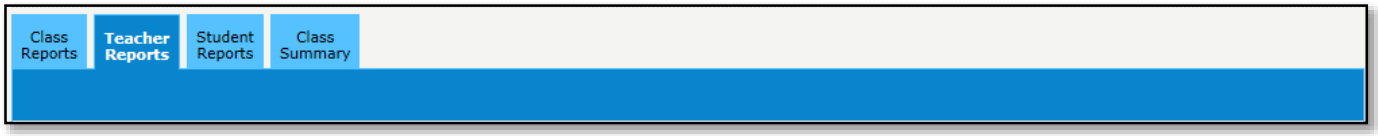


Tabs (#4)

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



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



PMRN SIGN IN

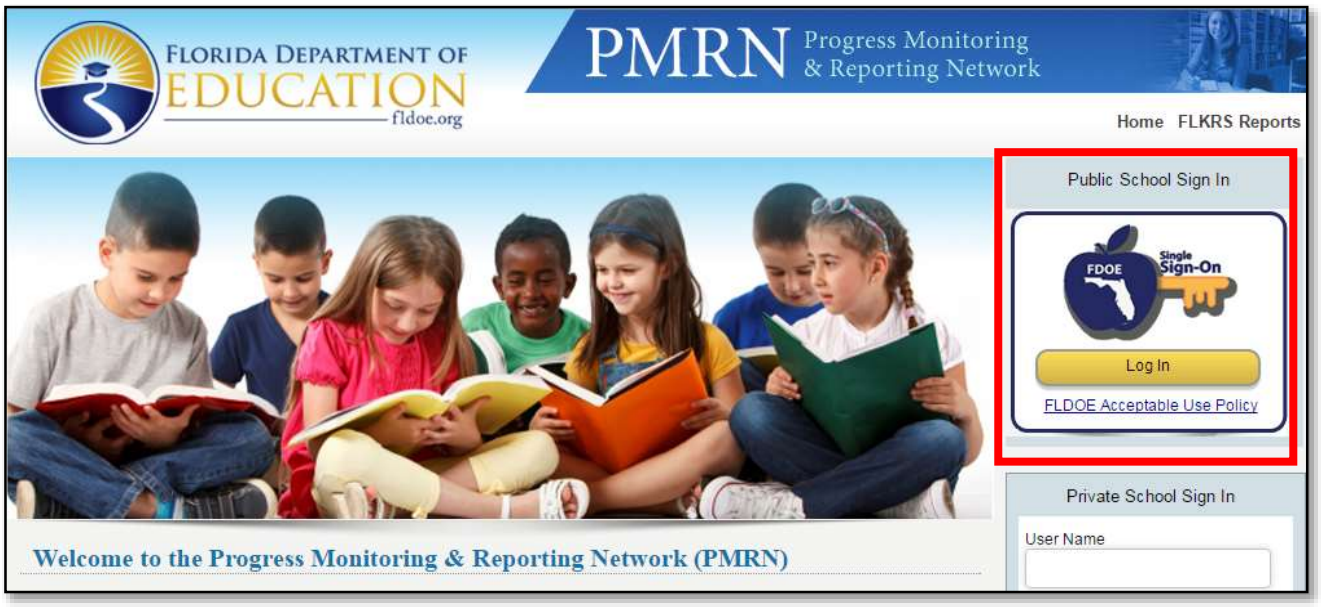
Public school users access the PMRN system with FDOE SSO Portal credentials.

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.



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.

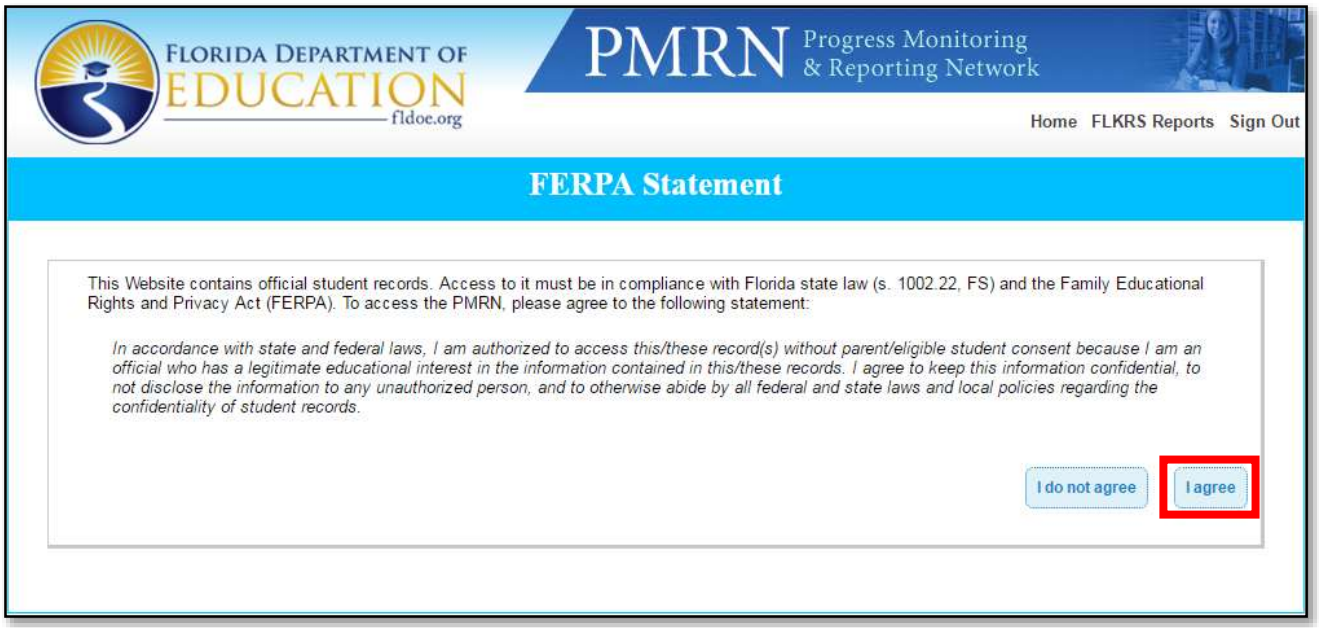
What's the SSO account username and password? Most school districts are directly connected to the FDOE SSO Portal, so the credentials are the same as what are normally used for the school district login (ex: left login screen – school district organization selection). Other SSO accounts are hosted by 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.

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

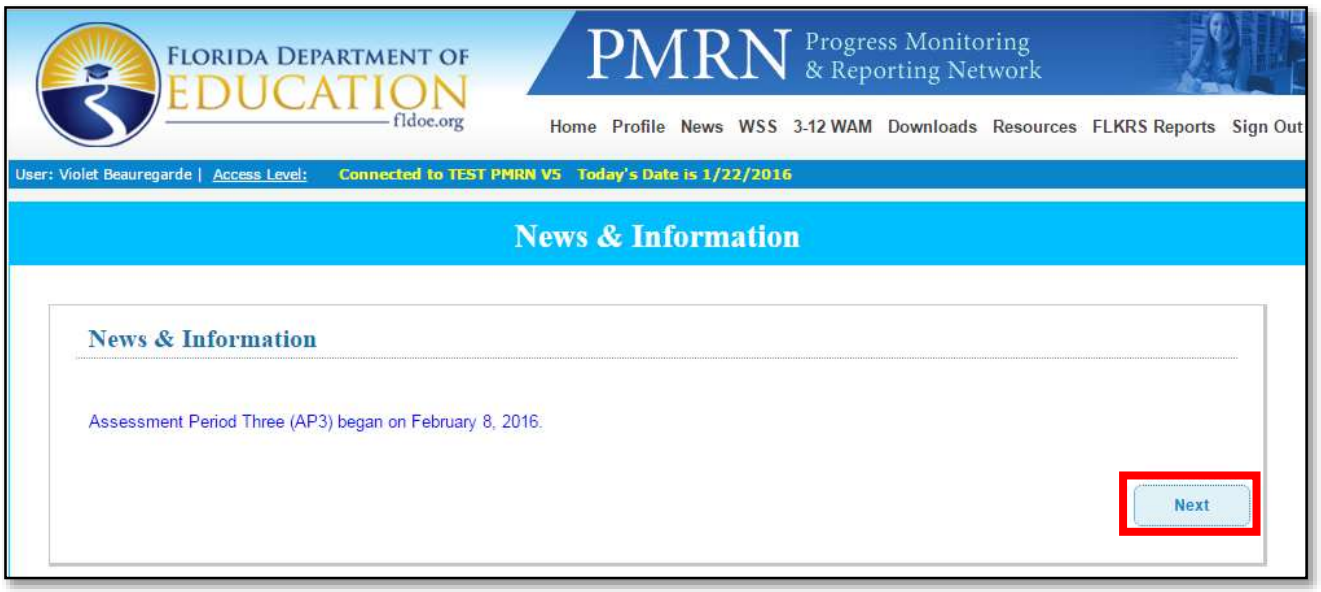
   NOTE: The application tiles available differ based on a user's access level and school registration status.

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



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.



9. Select the appropriate tab to continue.

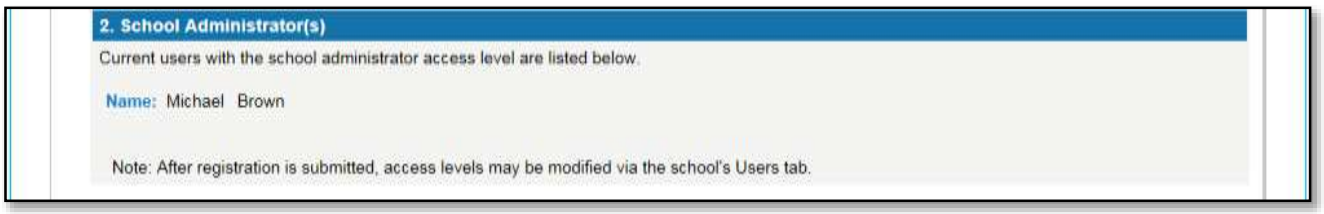
SCHOOL REGISTRATION

Public school principals with a school adminstrator 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.

2. 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.

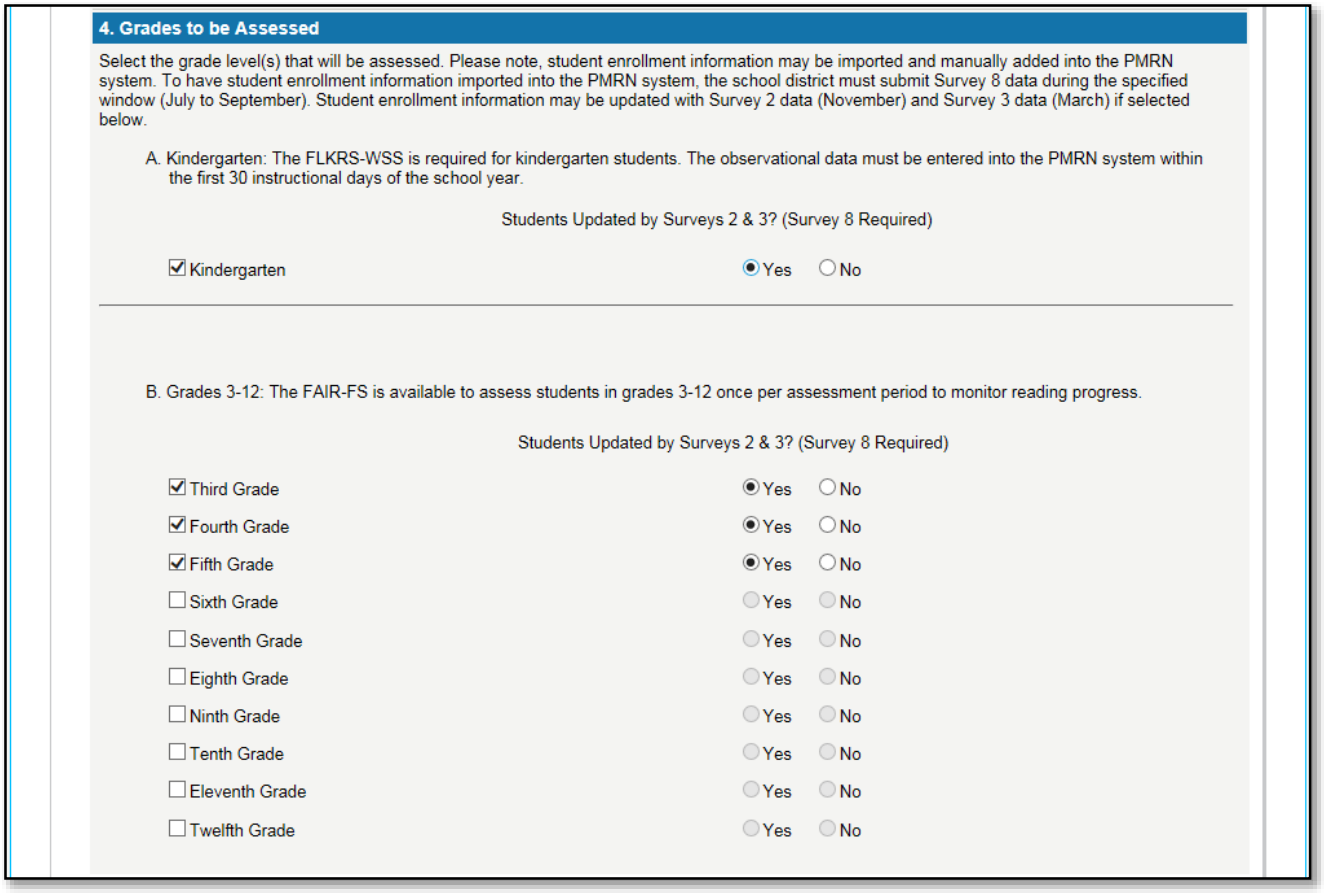
3. Review Section 2 – School Administrator(s). This information is pre-populated based on the school's users. All users with a school administrator access level are displayed. After registration is submitted, access levels may be modified via the school's Users tab.



4. 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.

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.

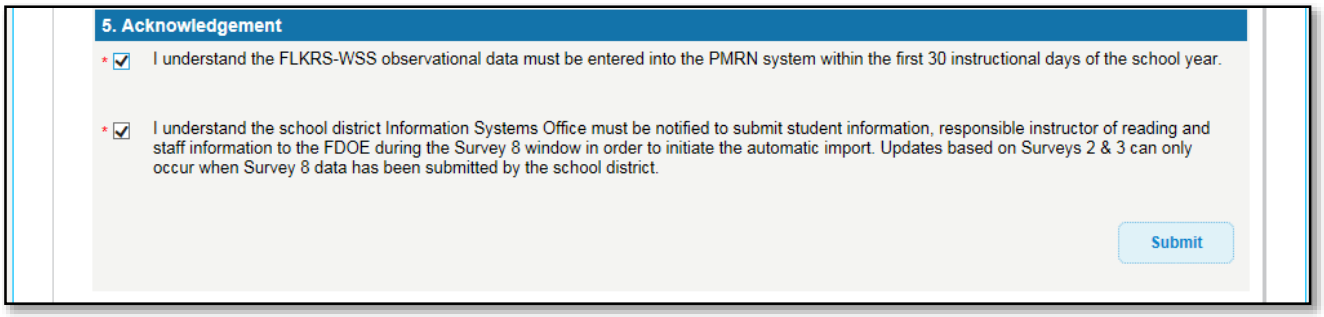
	Students Updated by Surveys 2 & 3? (Survey 8 Required)
☑ Kindergarten	◉ Yes ○ No

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

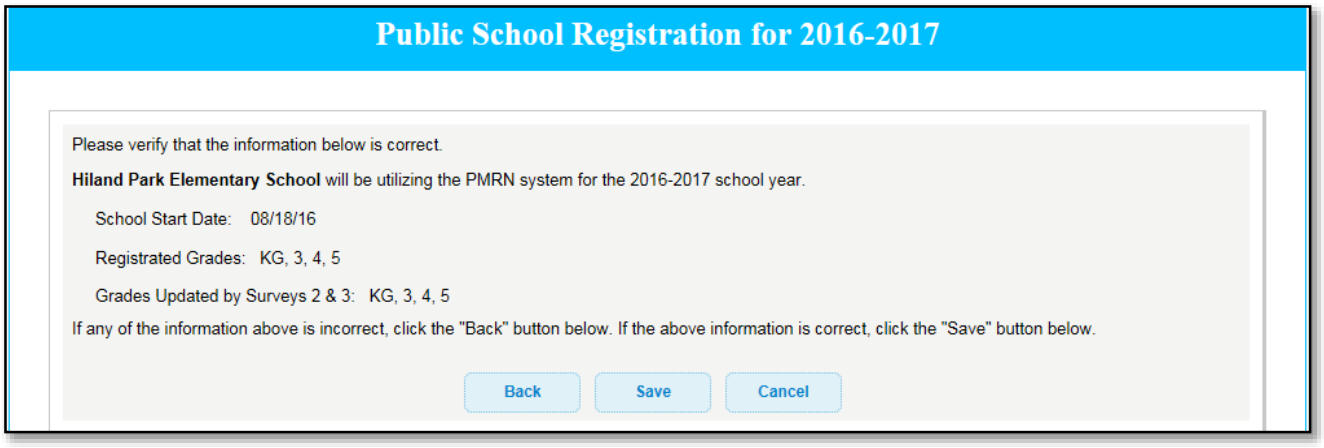
	Students Updated by Surveys 2 & 3? (Survey 8 Required)
☑ Third Grade	◉ Yes ○ No
☑ Fourth Grade	◉ Yes ○ No
☑ Fifth Grade	◉ Yes ○ No
☐ Sixth Grade	○ Yes ○ No
☐ Seventh Grade	○ Yes ○ No
☐ Eighth Grade	○ Yes ○ No
☐ Ninth Grade	○ Yes ○ No
☐ Tenth Grade	○ Yes ○ No
☐ Eleventh Grade	○ Yes ○ No
☐ Twelfth Grade	○ Yes ○ No

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

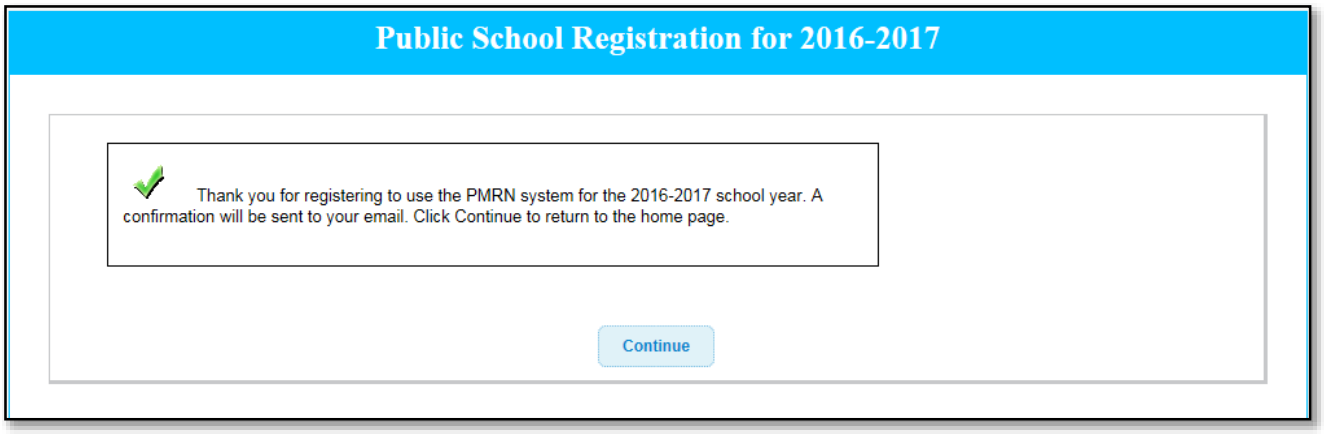
   NOTE: School registrations that include kindergarten selection will have two acknowledgement statements. Registrations without kindergarten will have one acknowledgement statement.



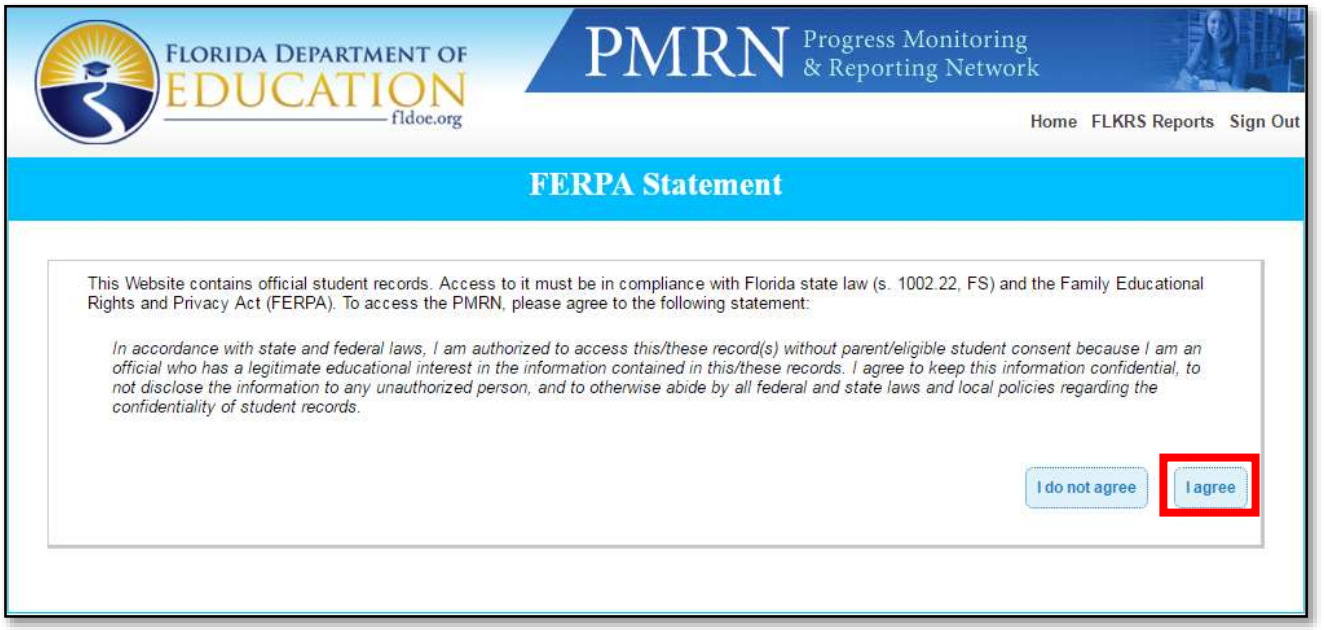
7. A verification screen will appear when submission is error-free. Review the information on the verification screen. If anything needs to be modified, click the **Back** button. If all information is correct, click the **Save** button.



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.



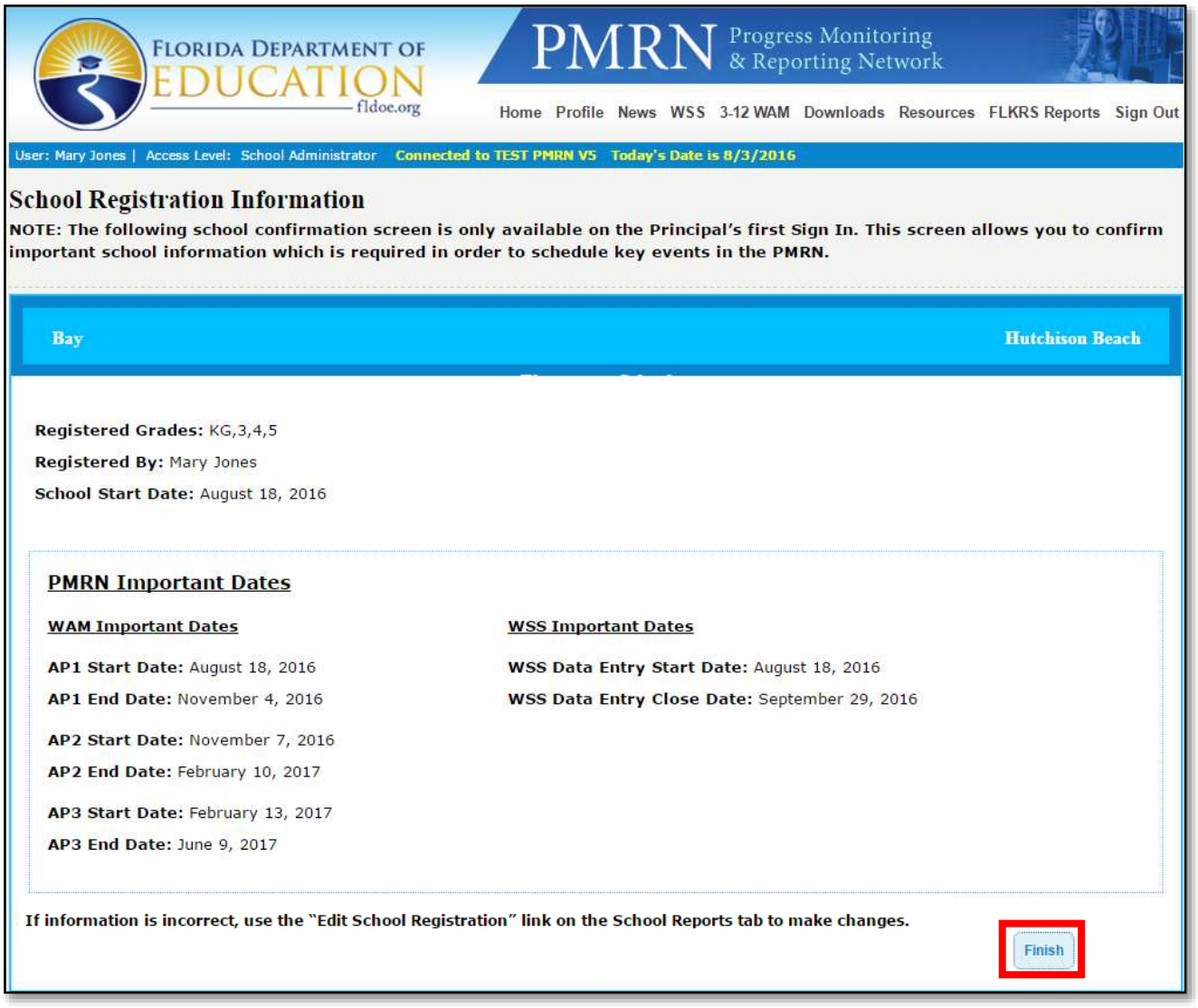
9. Review the FERPA Statement. Select **I Agree**.



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.

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



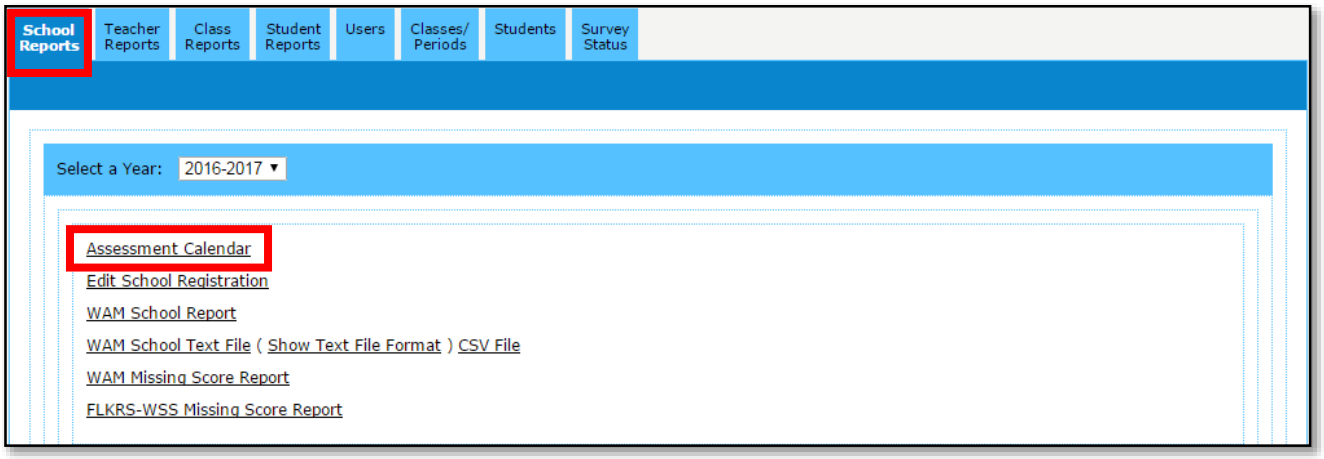
ASSESSMENT CALENDAR

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.

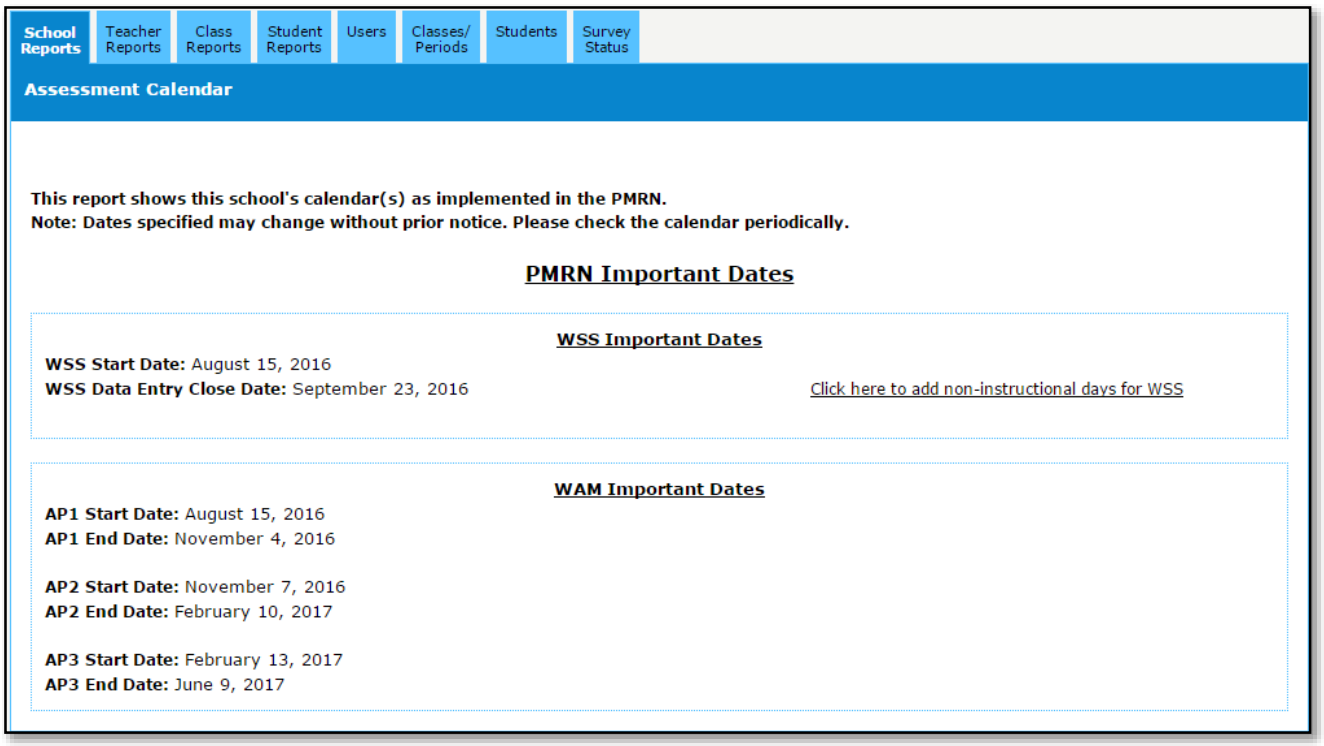
View Assessment Calendar

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

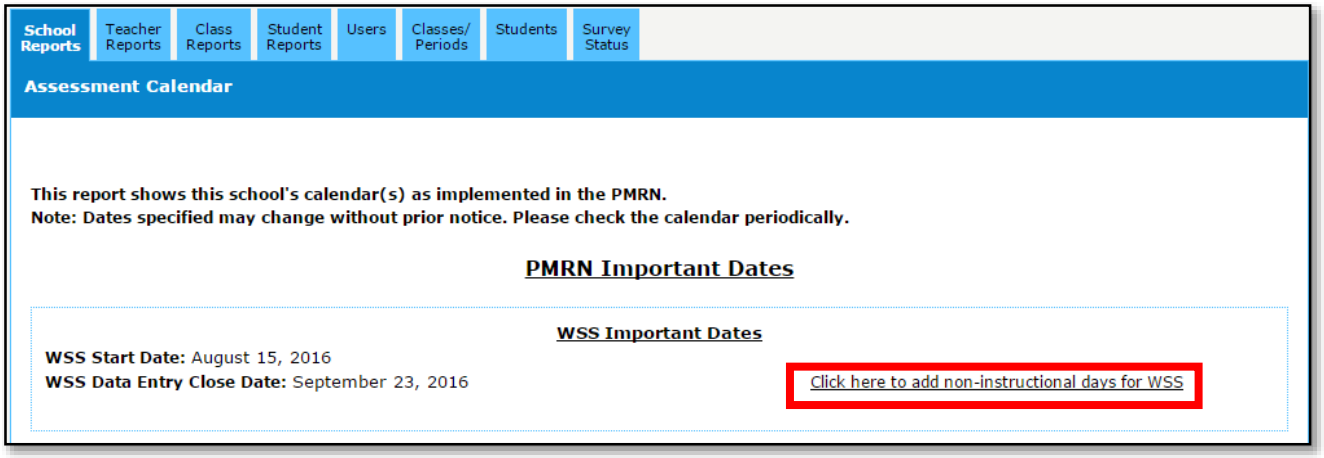


2. Review the **PMRN Important Dates** displayed.

   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.

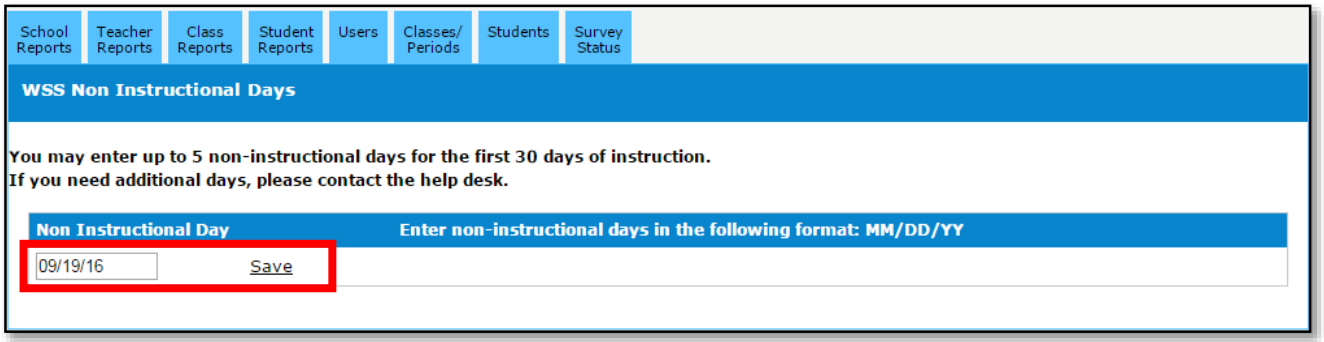


3. The WSS Start Date is the first day of student instruction (as entered on the school registration form). The WSS Data Entry Close Date is based on 30 instructional days (excluding weekends and Labor Day). Schools may enter up to five (5) non-instructional days to account for additional school closings,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

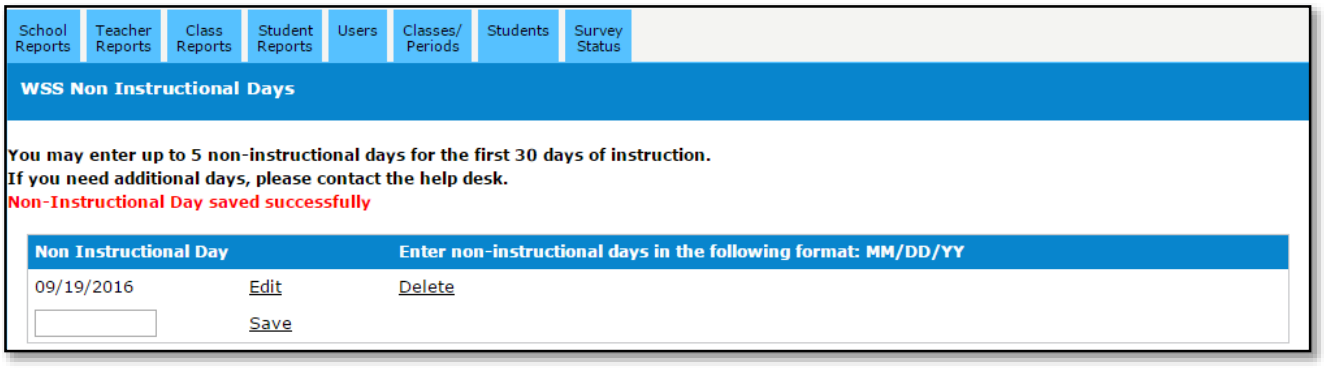


4. Enter the non-instructional day in the format requested (MM/DD/YY). Select **Save**.

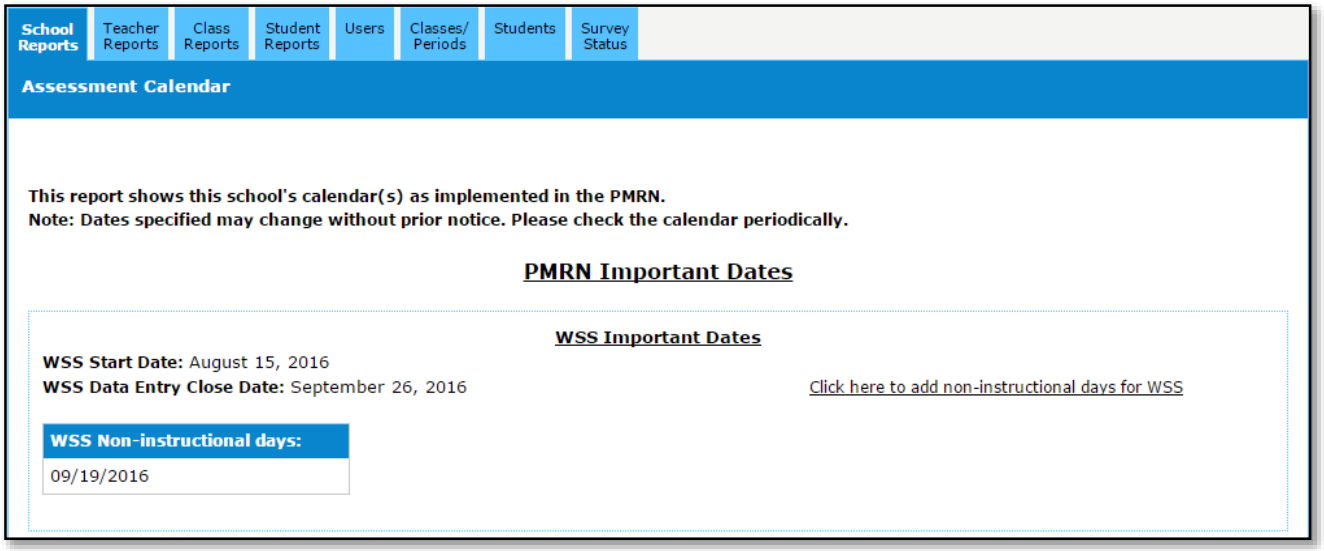
   NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days.



5. 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.



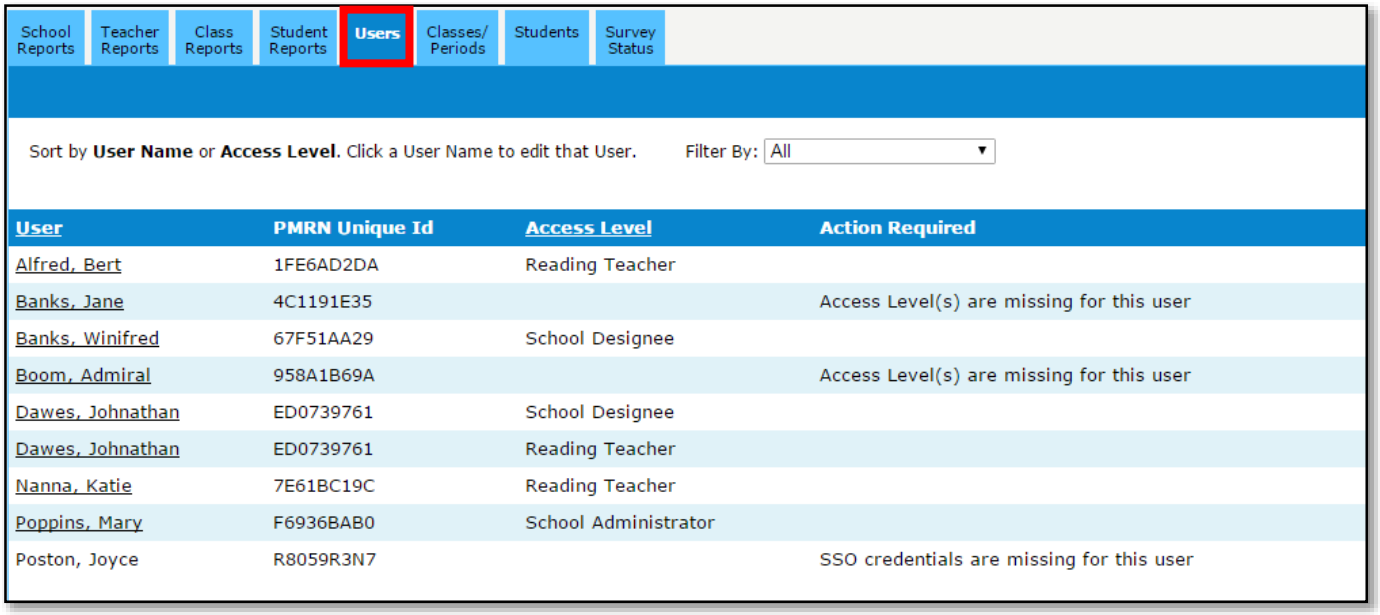
6. Navigate back by selecting the **School Reports** tab and the **Assessment Calendar** link. The calendar is updated with the non-instructional day(s) entered, and the WSS Data Entry Close Date is adjusted.



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.



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.

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

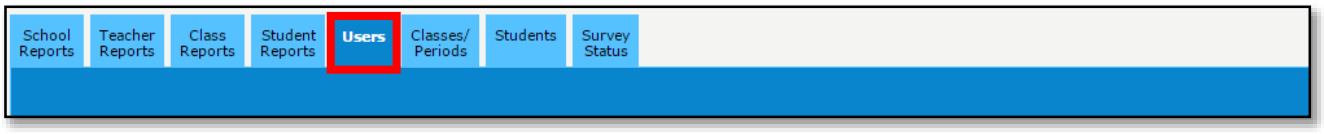
Users missing from the Users list are likely in need of SSO authorizations for the PMRN. The school administrator or school designee must contact the school district helpdesk to request SSO authorizations for the PMRN. The school district helpdesk contact information is located on the SSO Support page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

Add, Edit or Remove User Access Levels

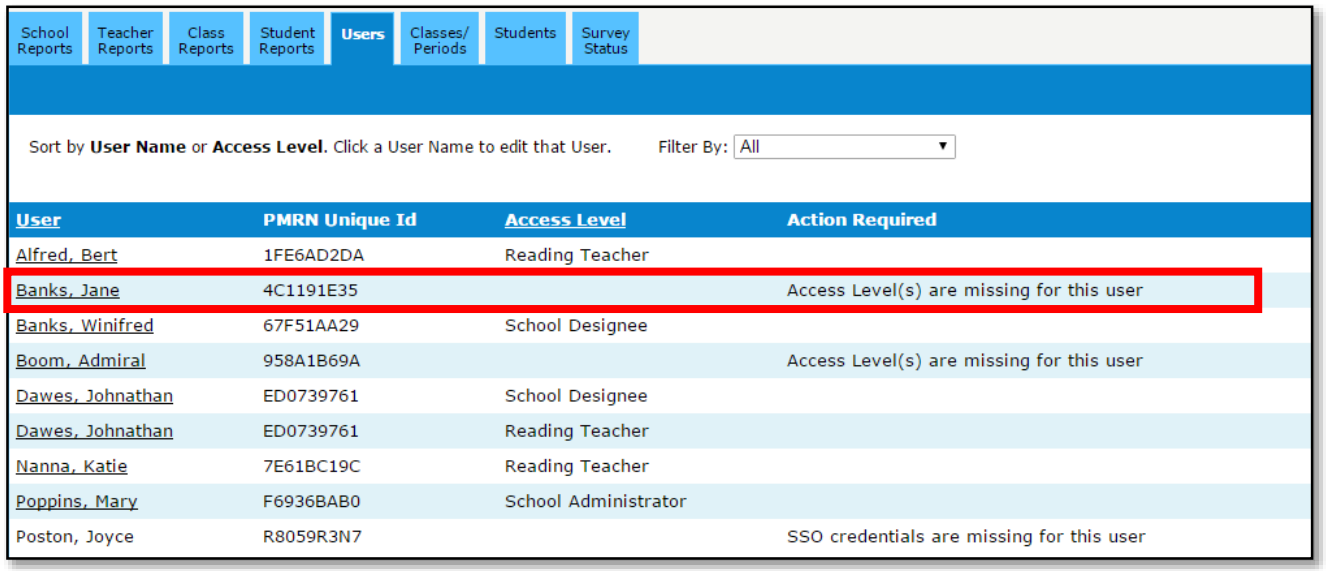
School administrators and designees may add, edit or remove user access levels from the Users list.

Add or Edit User Access Level

1. Select the **Users** tab.

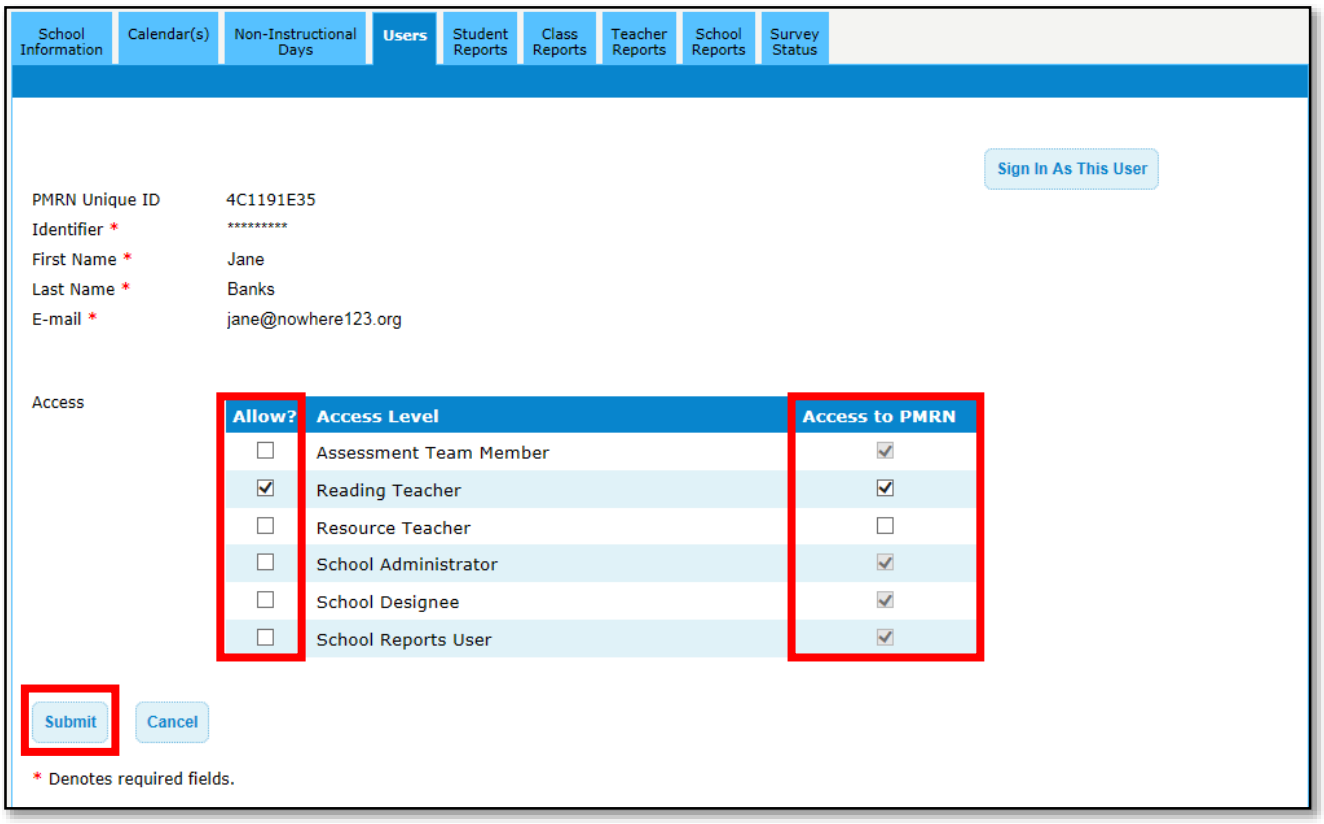


2. A user that appears with a hyperlink and no access level will have an action required message "Access Level(s) are missing for this user" (ex: Jane Banks).

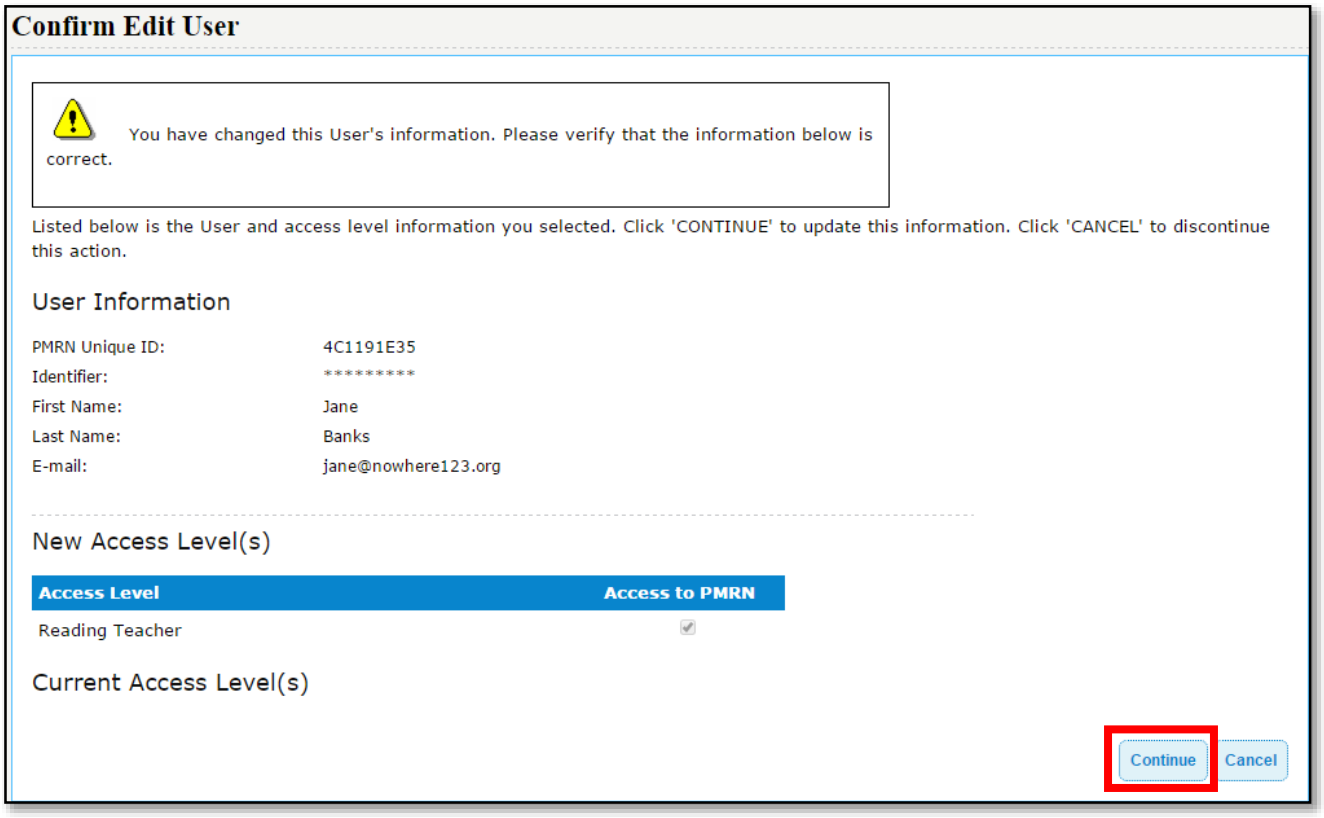


User	PMRN Unique Id	Access Level	Action Required
Alfred, Bert	1FE6AD2DA	Reading Teacher	
Banks, Jane	4C1191E35		Access Level(s) are missing for this user
Banks, Winifred	67F51AA29	School Designee	
Boom, Admiral	958A1B69A		Access Level(s) are missing for this user
Dawes, Johnathan	ED0739761	School Designee	
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

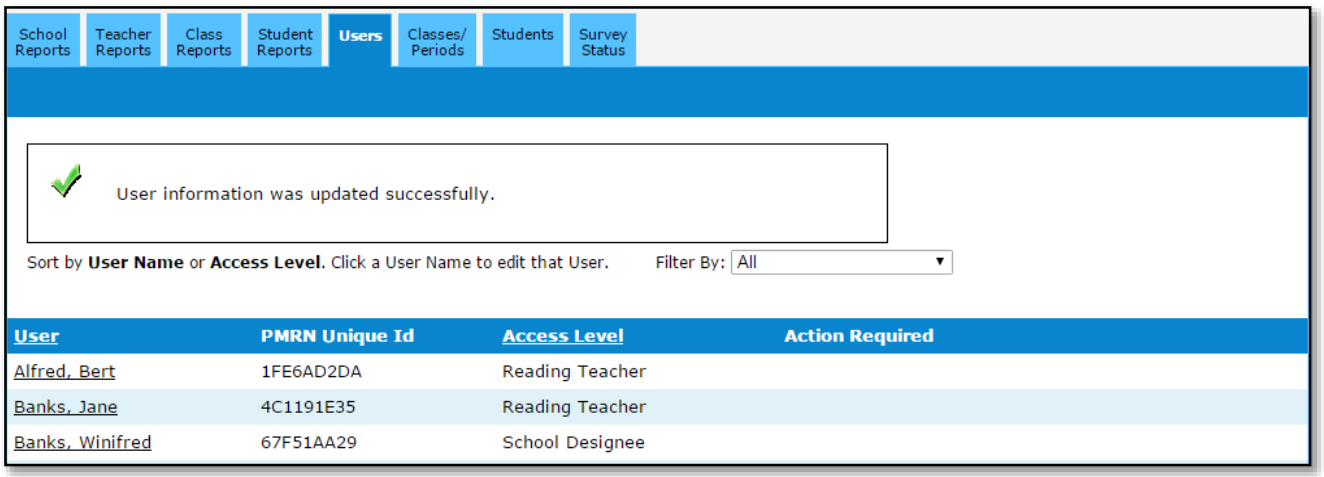
3. Check the appropriate access level box(es). Ensure boxes are checked in both columns. Select **Submit**.



4. Confirm the user information is correct. Select **Continue.**

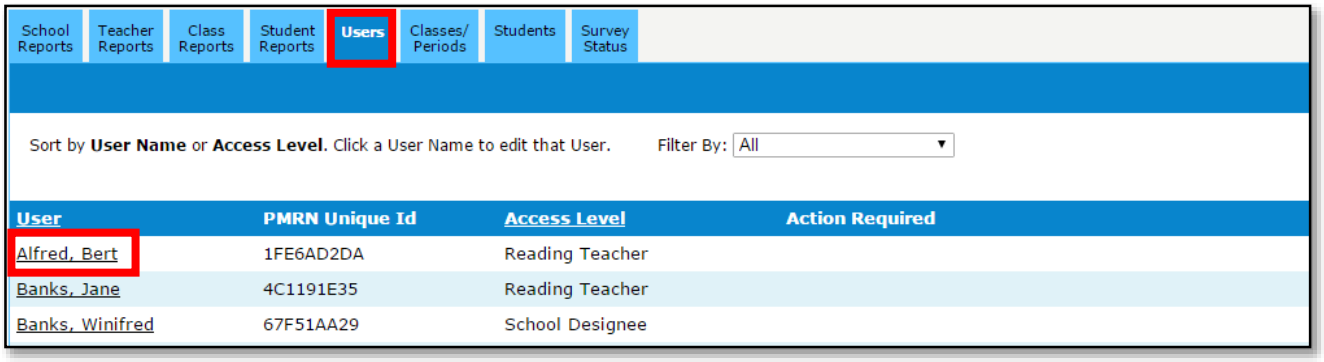


5. A success message is displayed.

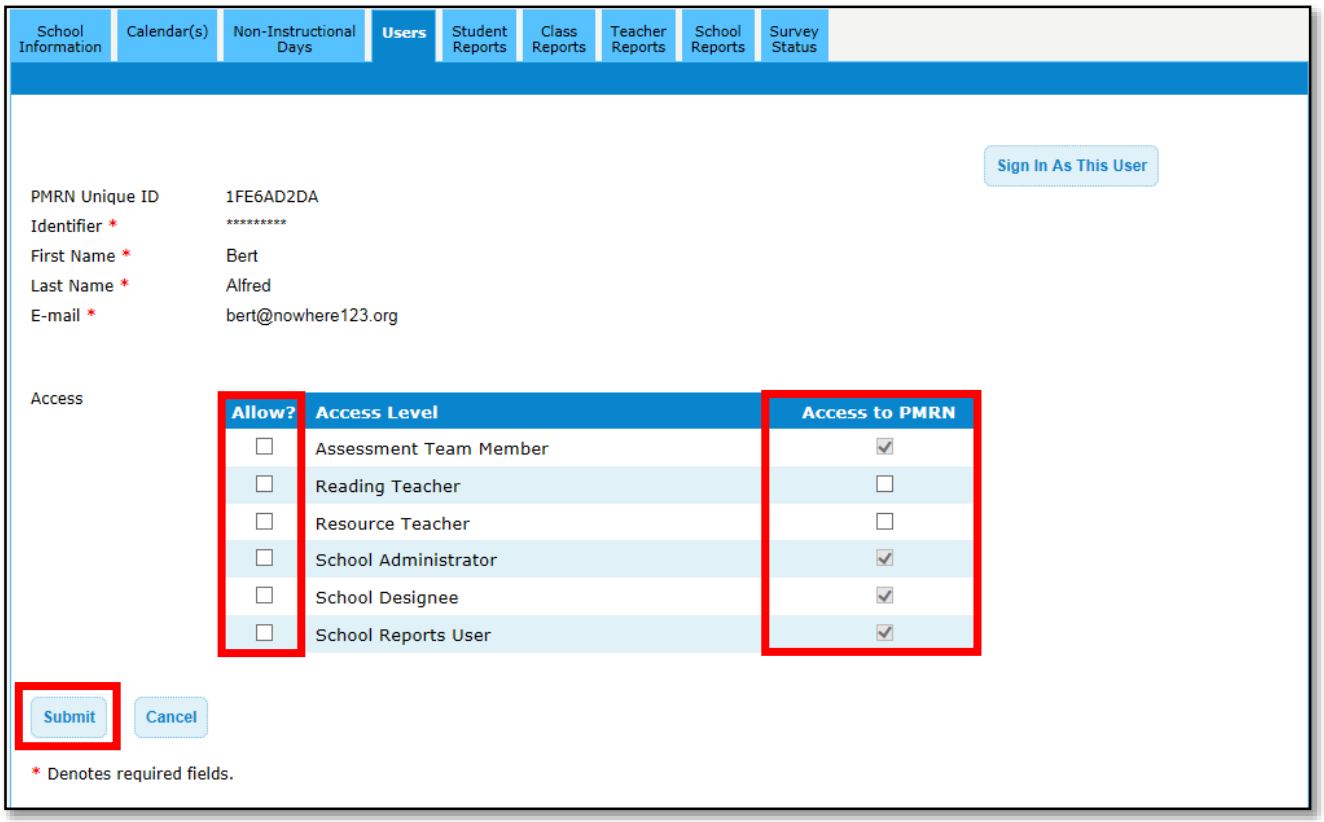


Remove User Access Level

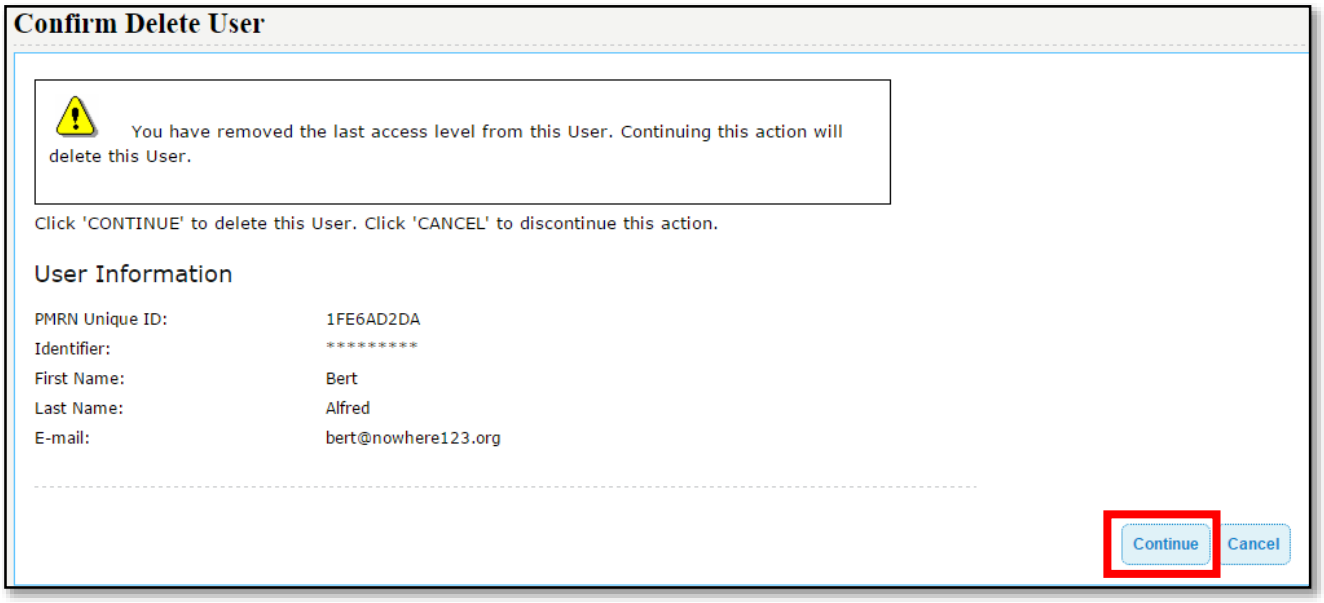
1. Select the **Users** tab and click the user's name.



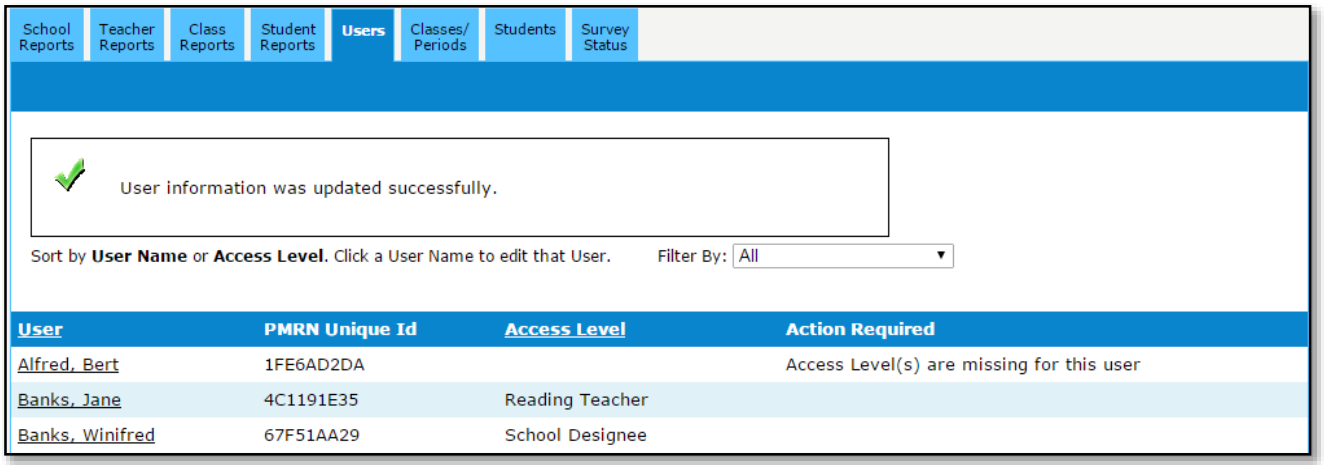
2. Remove all access level(s) from user by unchecking the available boxes. Select **Submit**.



3. Confirm the request to delete the user. Select **Continue**.



4. A success message is displayed.



STUDENTS

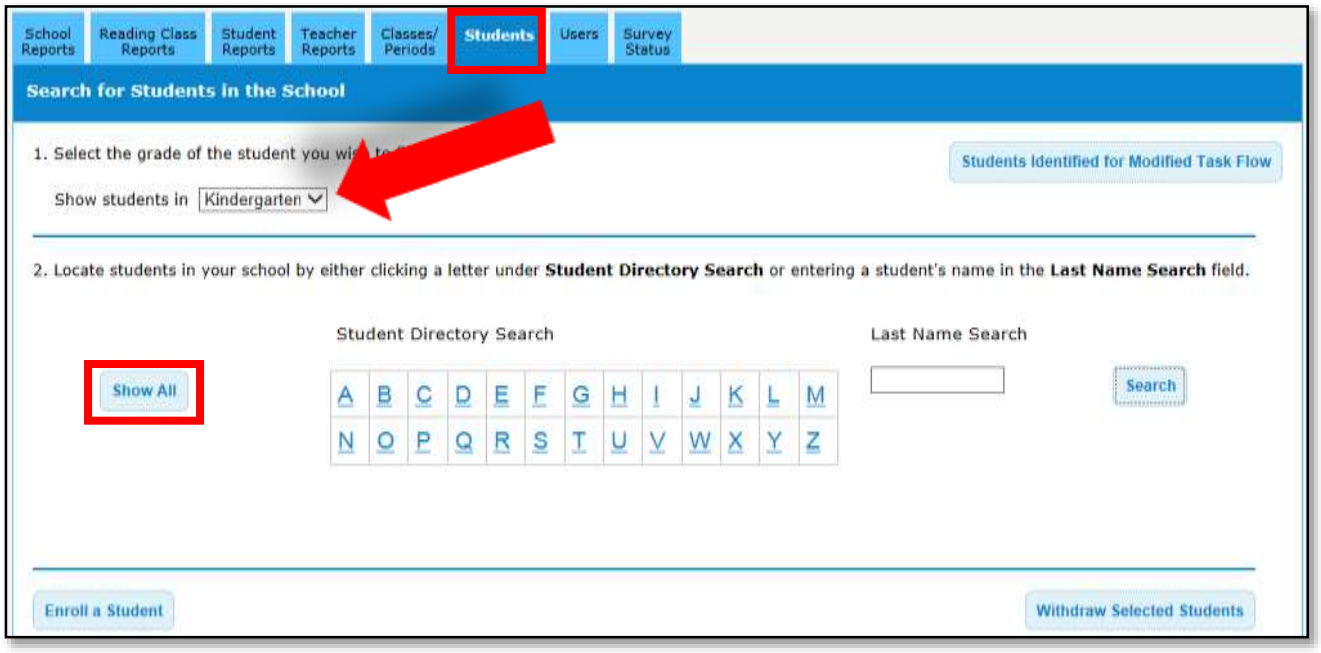
School administrators and designees may enroll students to the school or withdraw them using the Students tab. Schools with Survey 8 data will have students automatically enrolled and assigned to reading teacher classes/periods. Student demographics may be modified using the Students tab.

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.

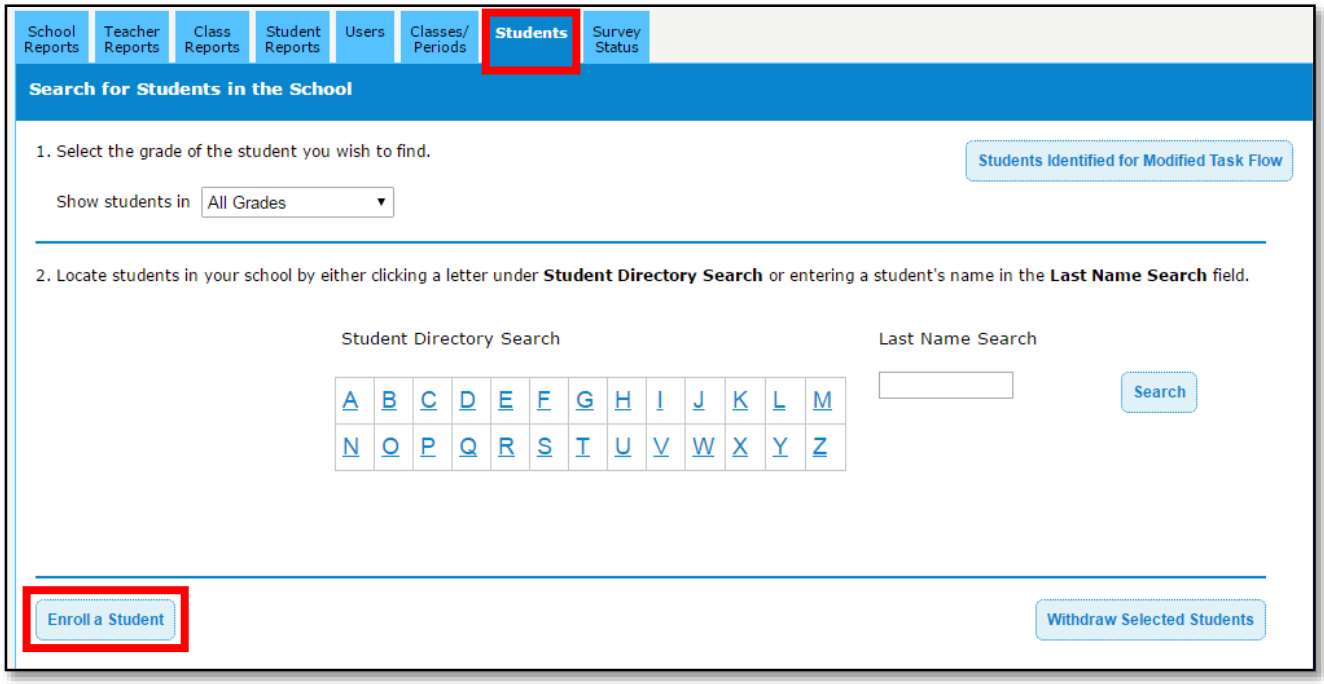
View Enrolled Students by Grade Level

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

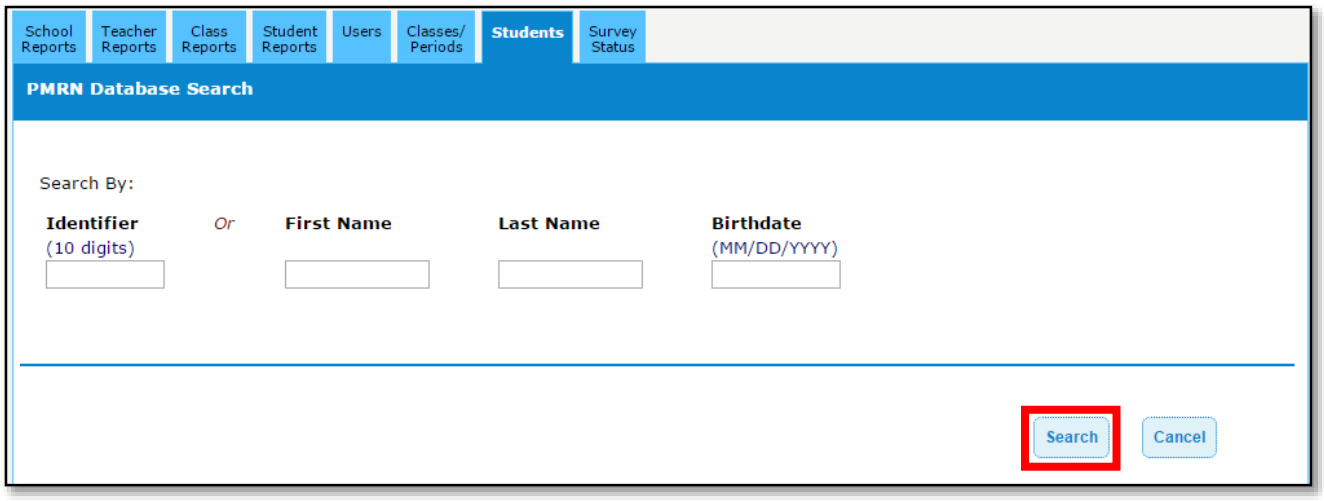


Enroll Students

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



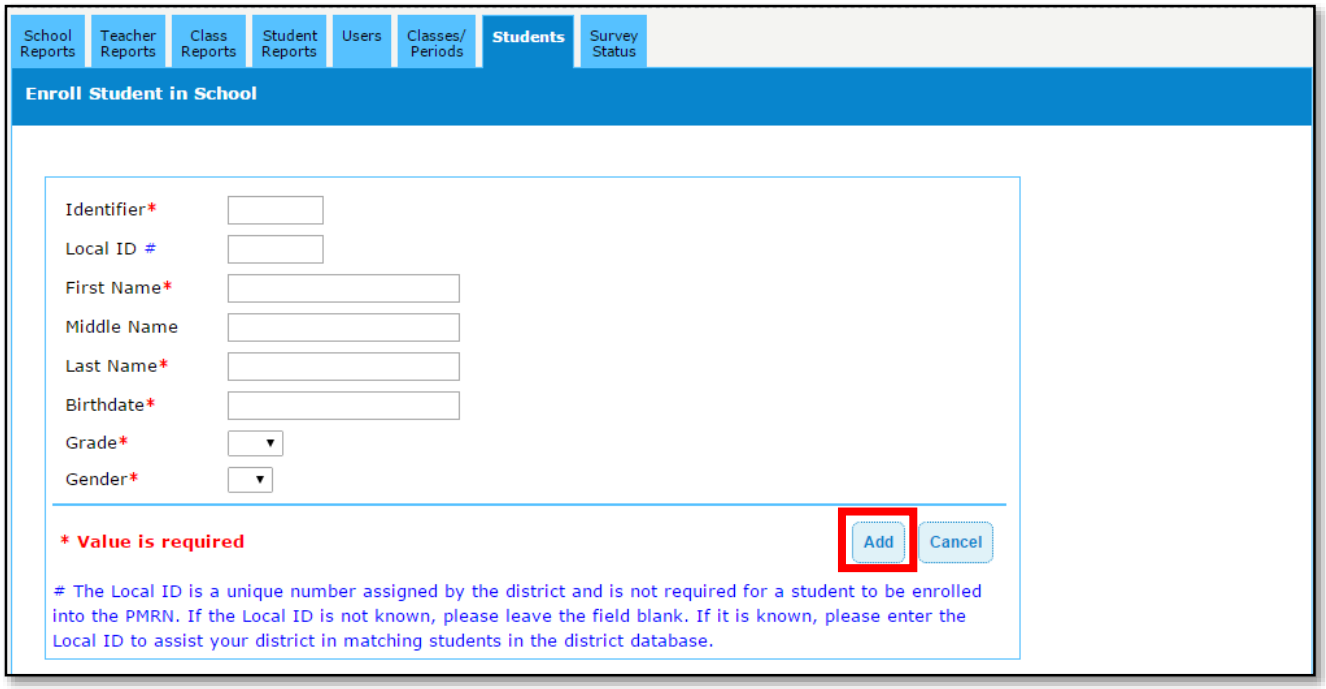
2. Search the PMRN database for the student by entering their 10-digit Identifier or the student's first name, last name and birthdate. Select **Search**.



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

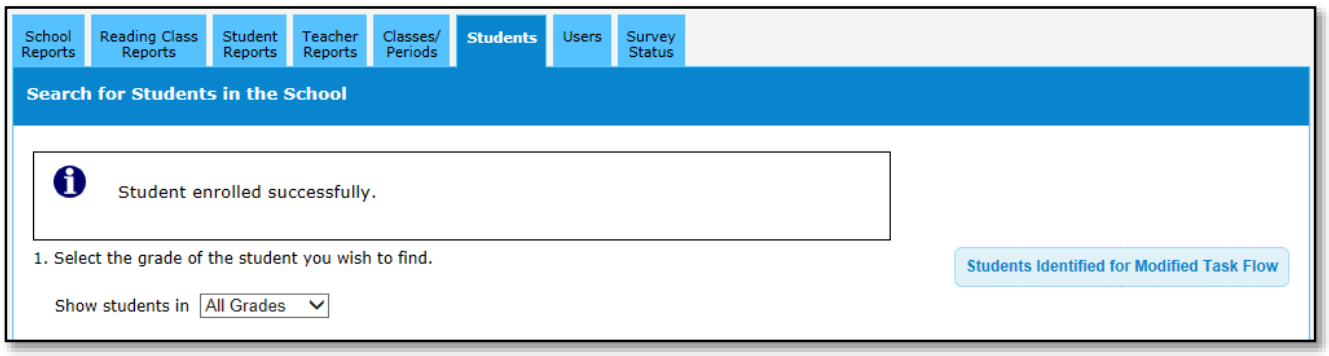
4. Enter the student information. Fields marked with an asterisk are required. Select **Add**.

   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.



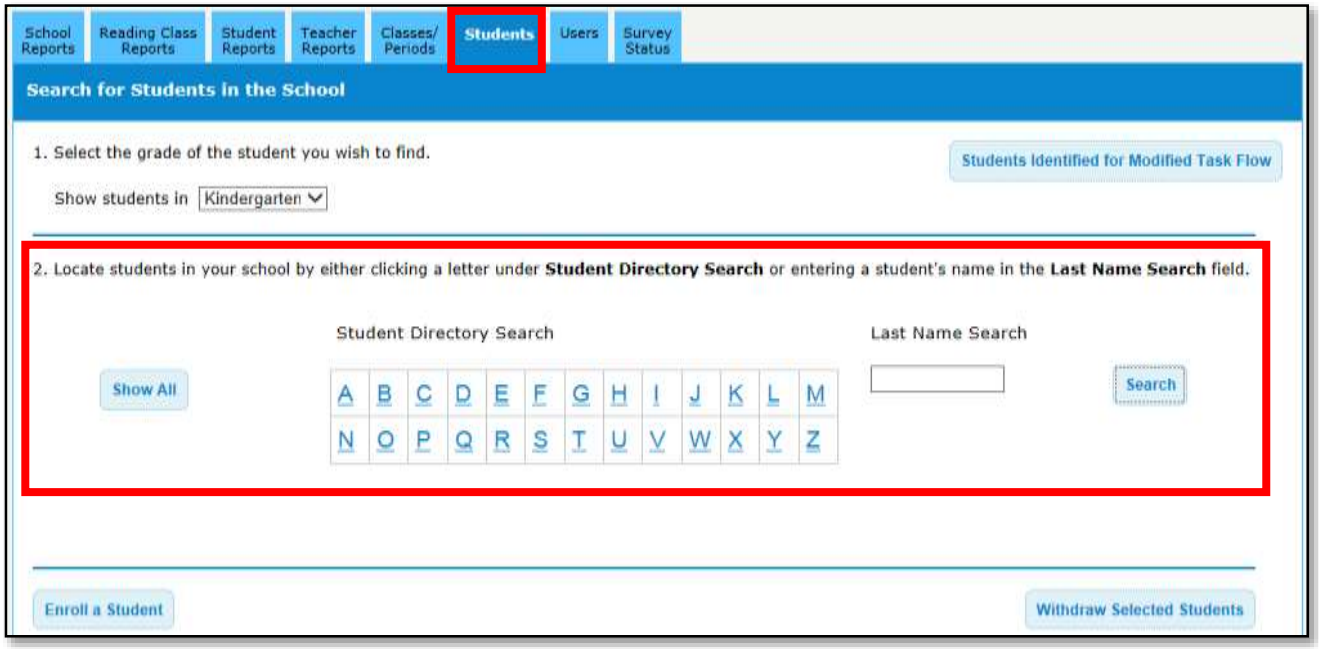
5. A success message is displayed. Repeat steps to enroll additional students.

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

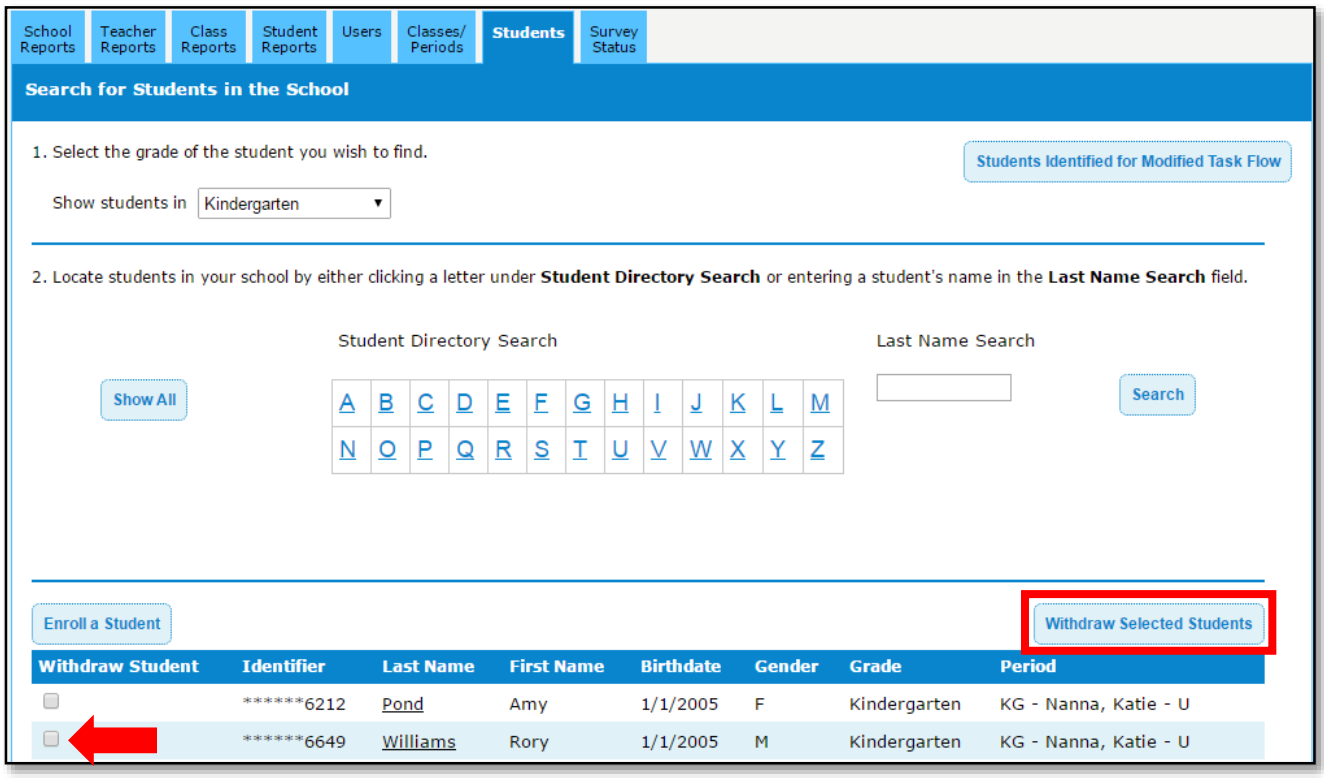


Withdraw Students

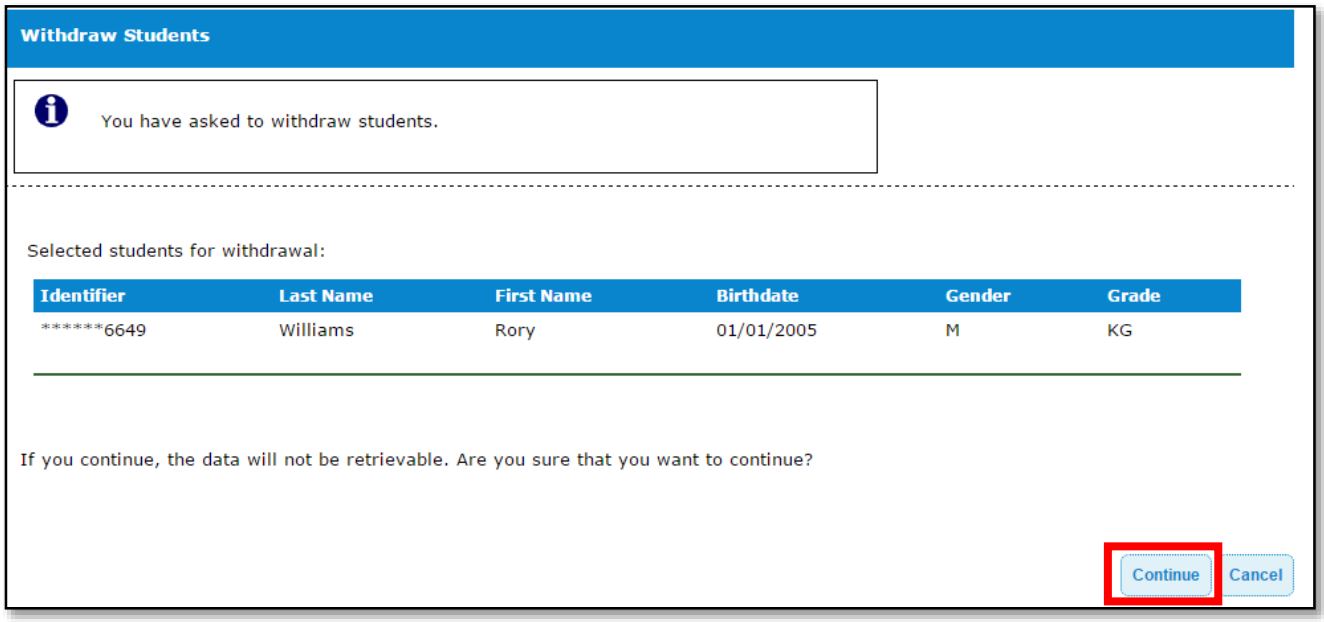
1. Click on the **Students** tab. Enter search criteria.



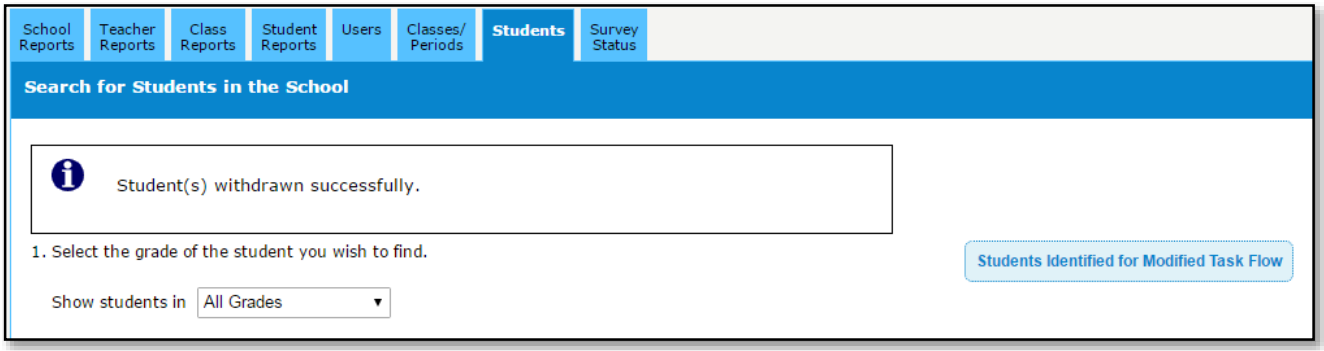
2. In the list of students displayed, check the box next to the student(s) you wish to withdraw. Click the **Withdraw Selected Students** button.



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

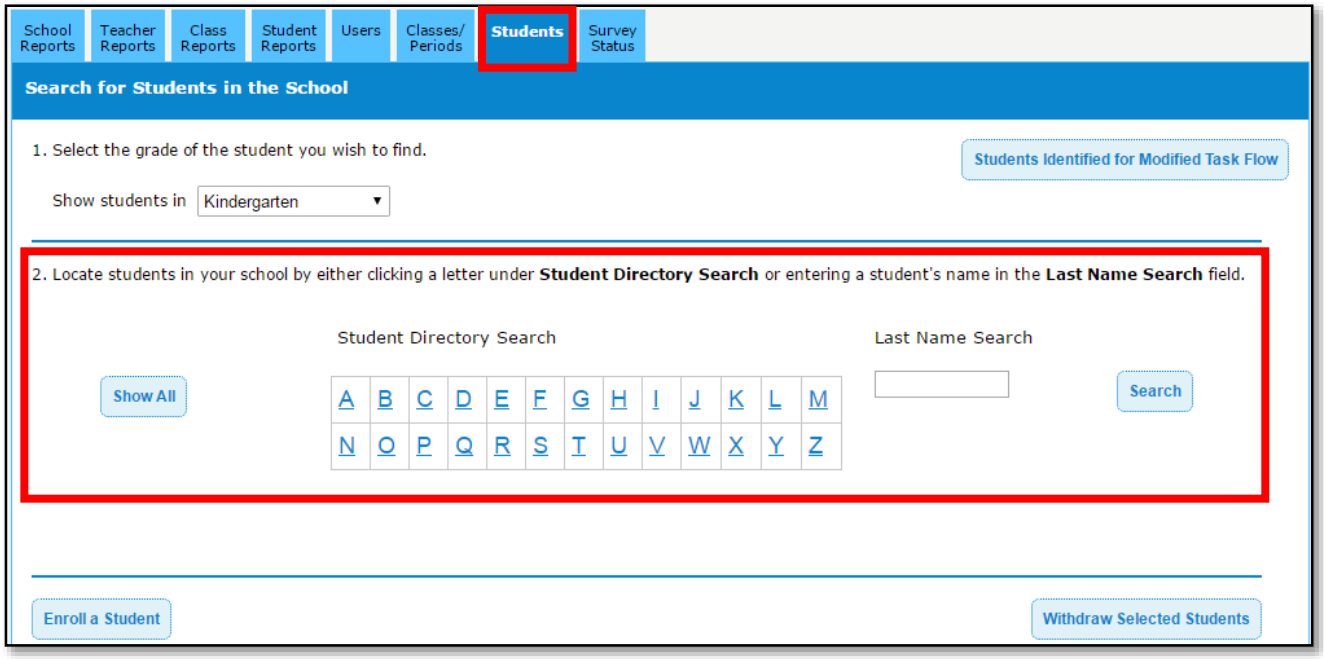


4. A success message is displayed.

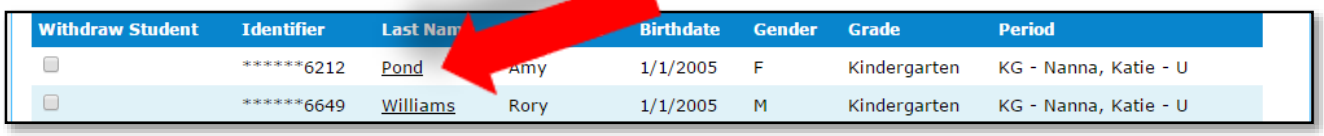


Modify Student Demographics

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

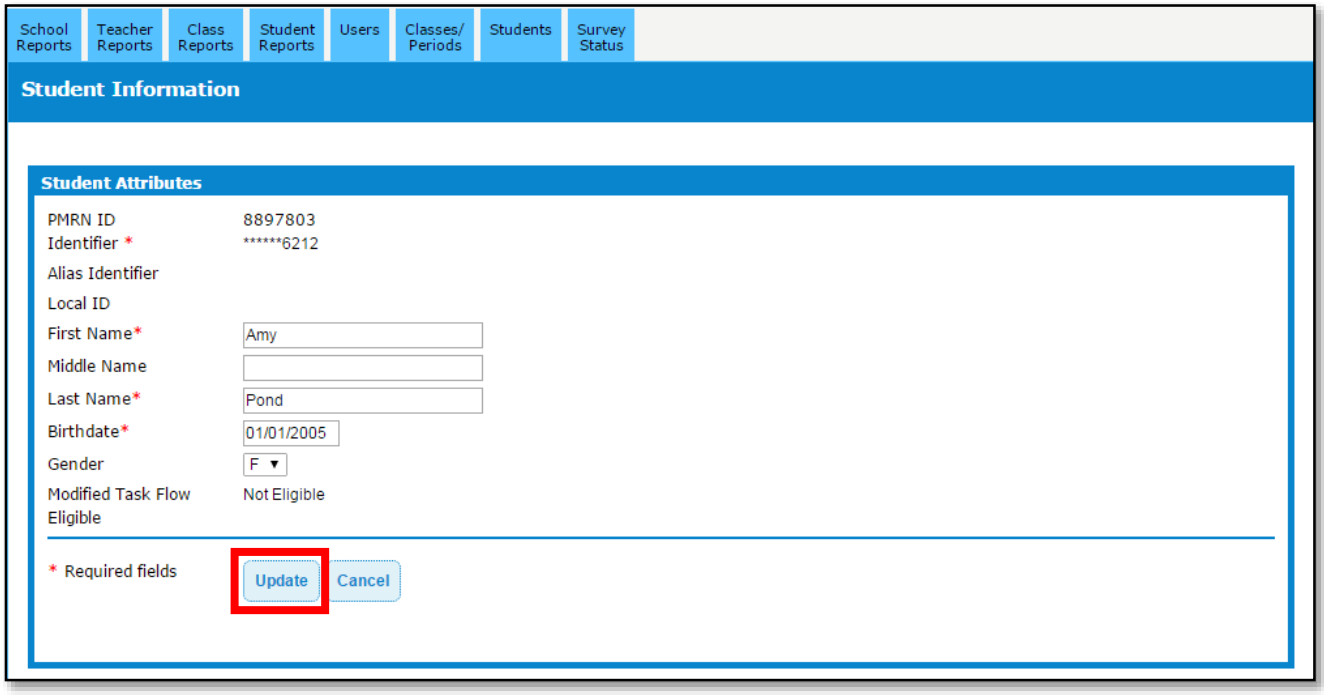


2. Click on a student's hyperlinked name to open their record.

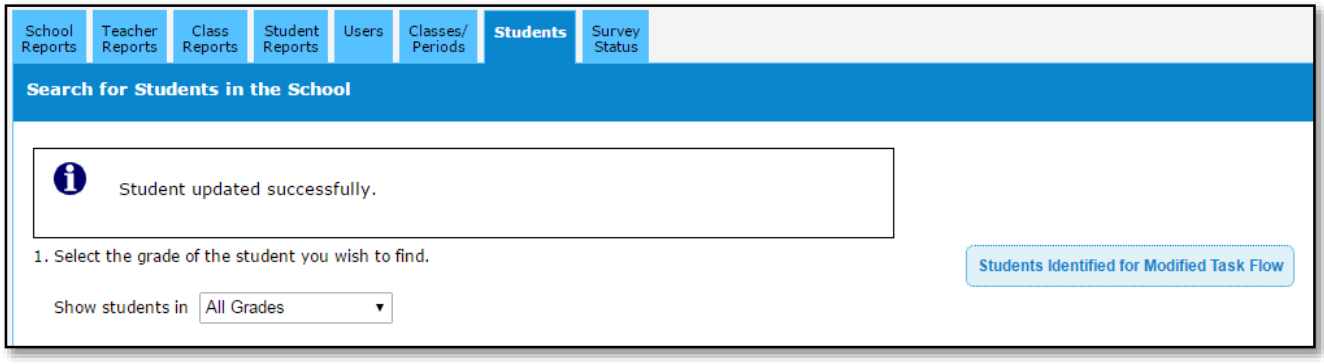


3. Review the demographics and make changes as needed. Click **Update** to save changes.

   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.

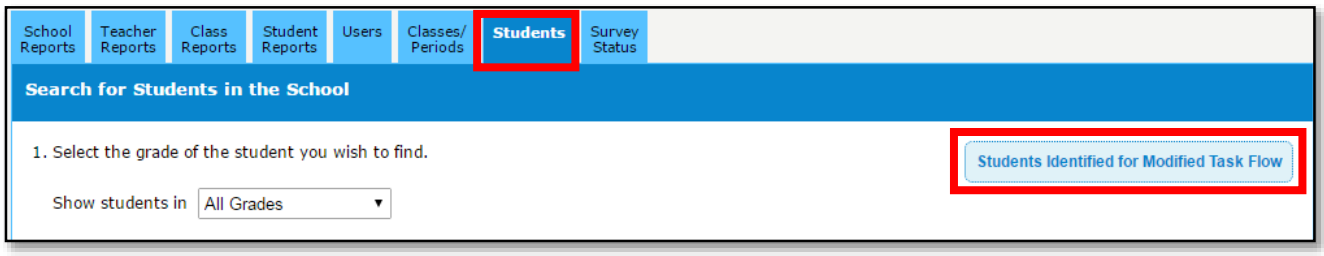


4. A success message is displayed.



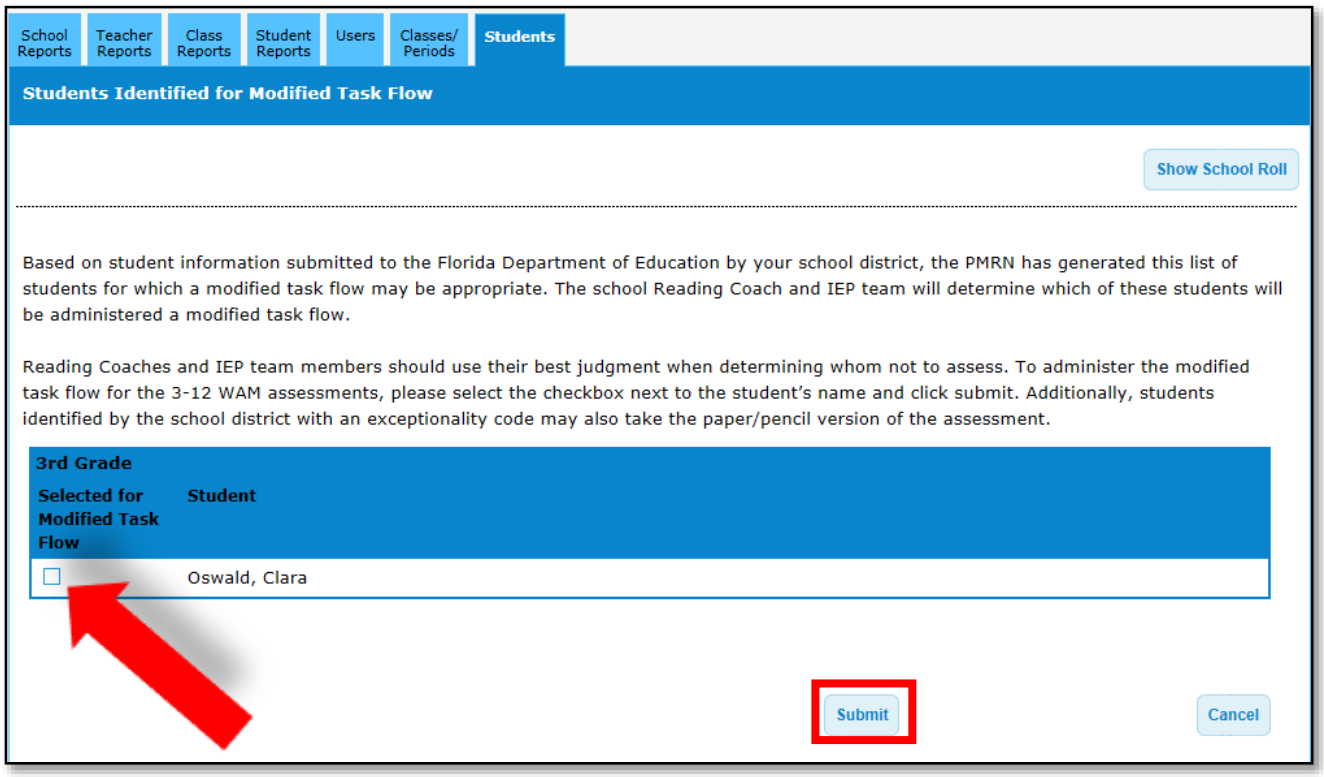
Students Identified for Modified Task Flow

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.

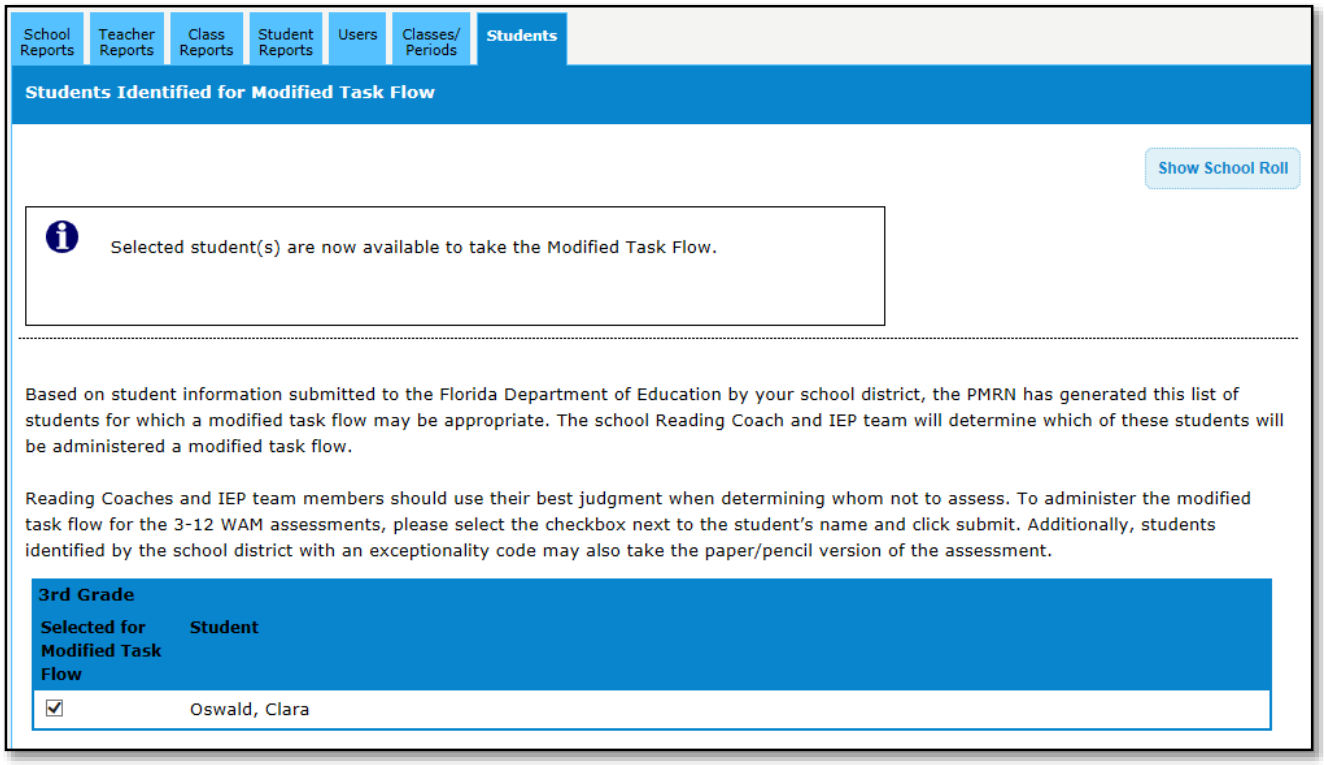


2. The Individual Education Plan (IEP) committee makes the final recommendation after considering all pertinent information regarding the student.

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



3. A success message is displayed.



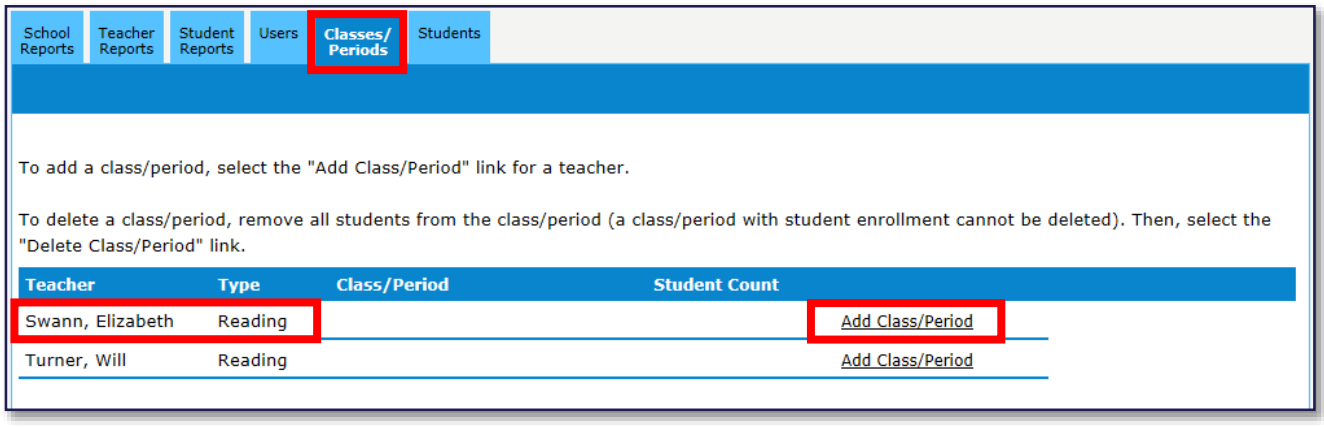
CLASSES/PERIODS

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.

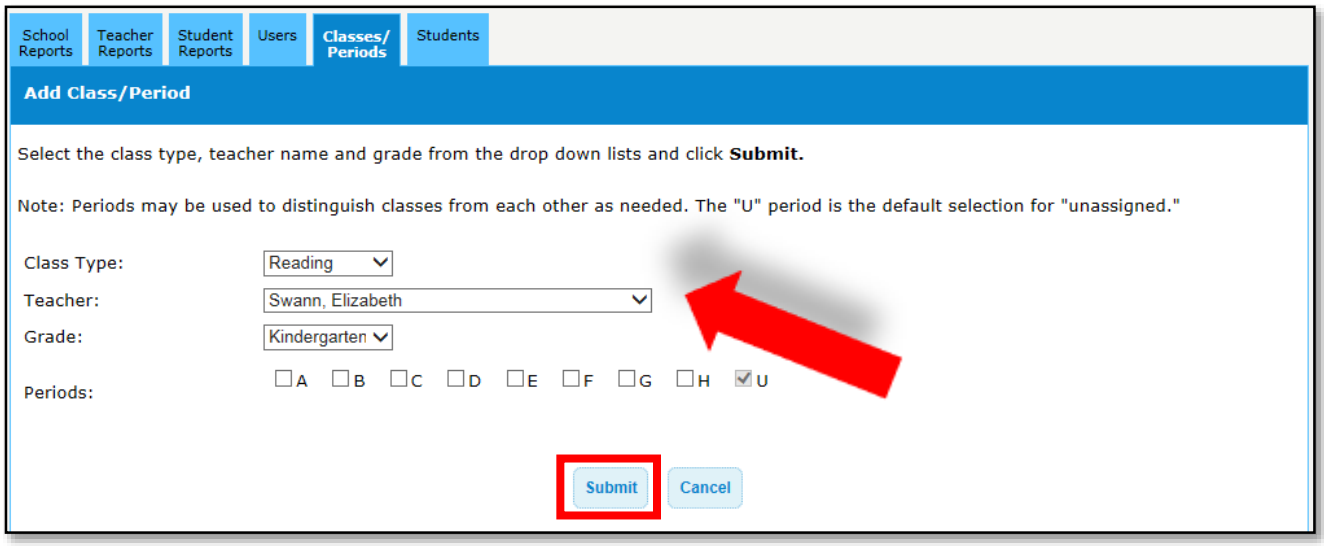
This section provides information on managing classes/periods.

Add a Class/Period to Listed Teacher

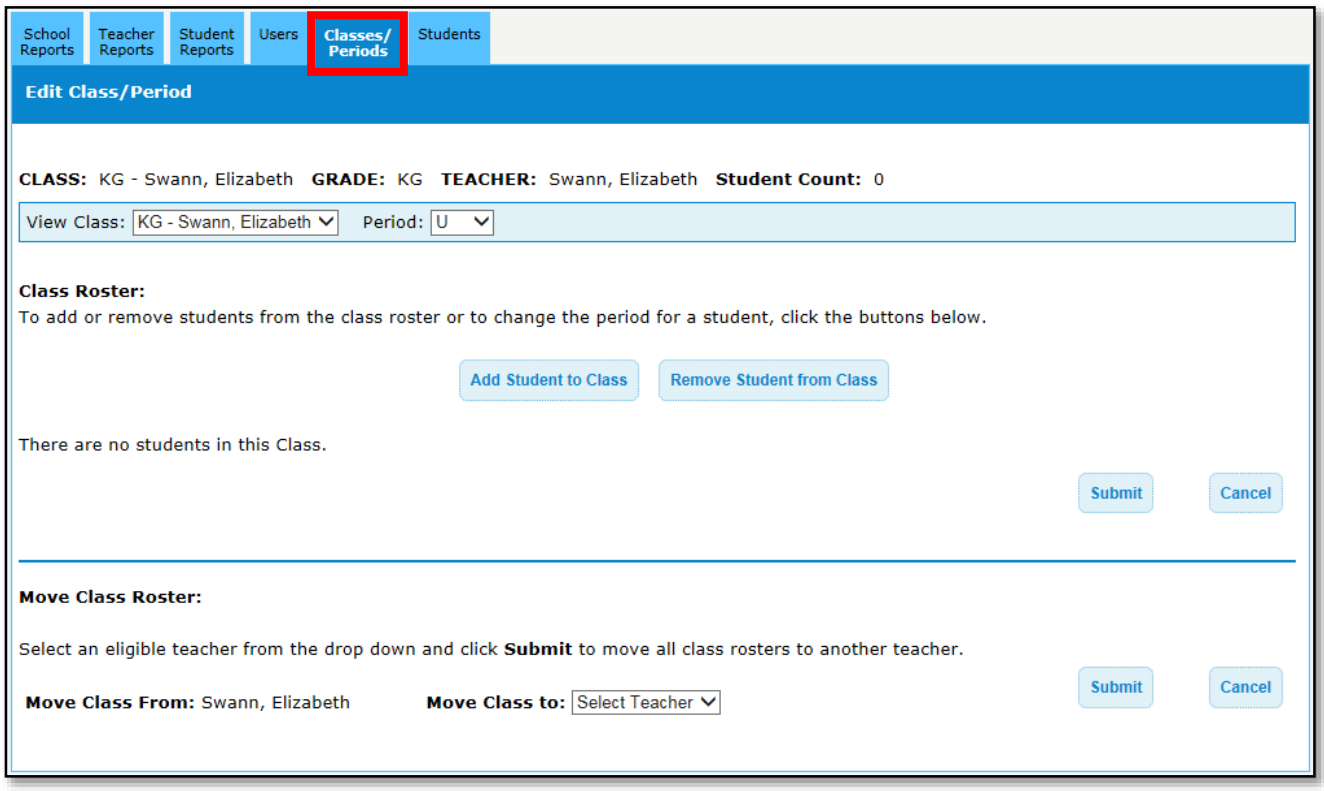
1. Locate the teacher and click **Add Class/Period** to the right of the teacher's name.



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**.

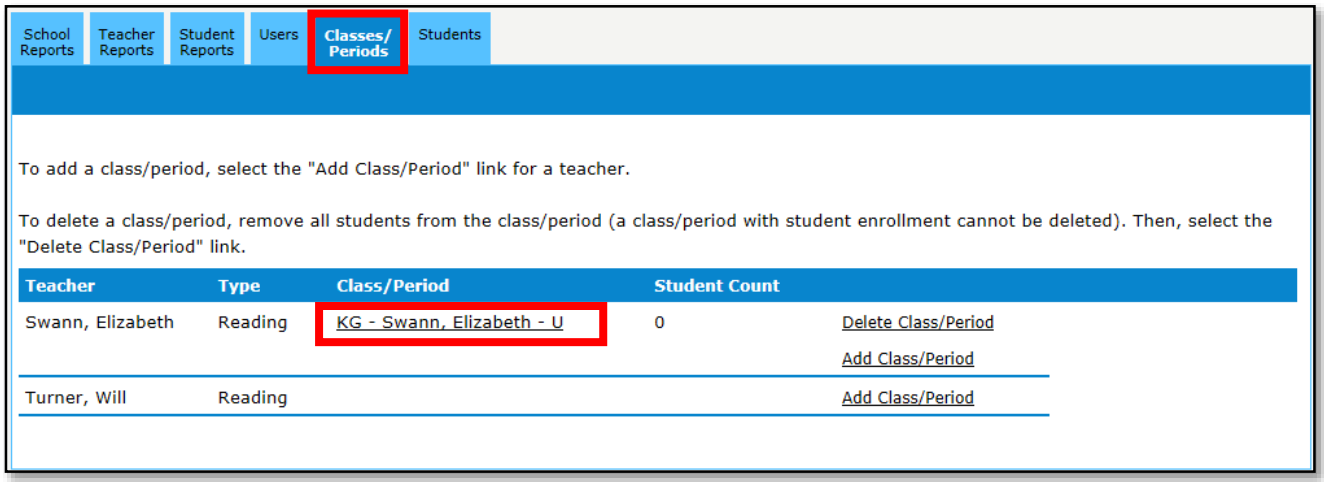


3. The class is created. The student count is zero because there are no students in the class. Select the **Classes/Periods** tab again to create additional classes for reading teachers as needed.

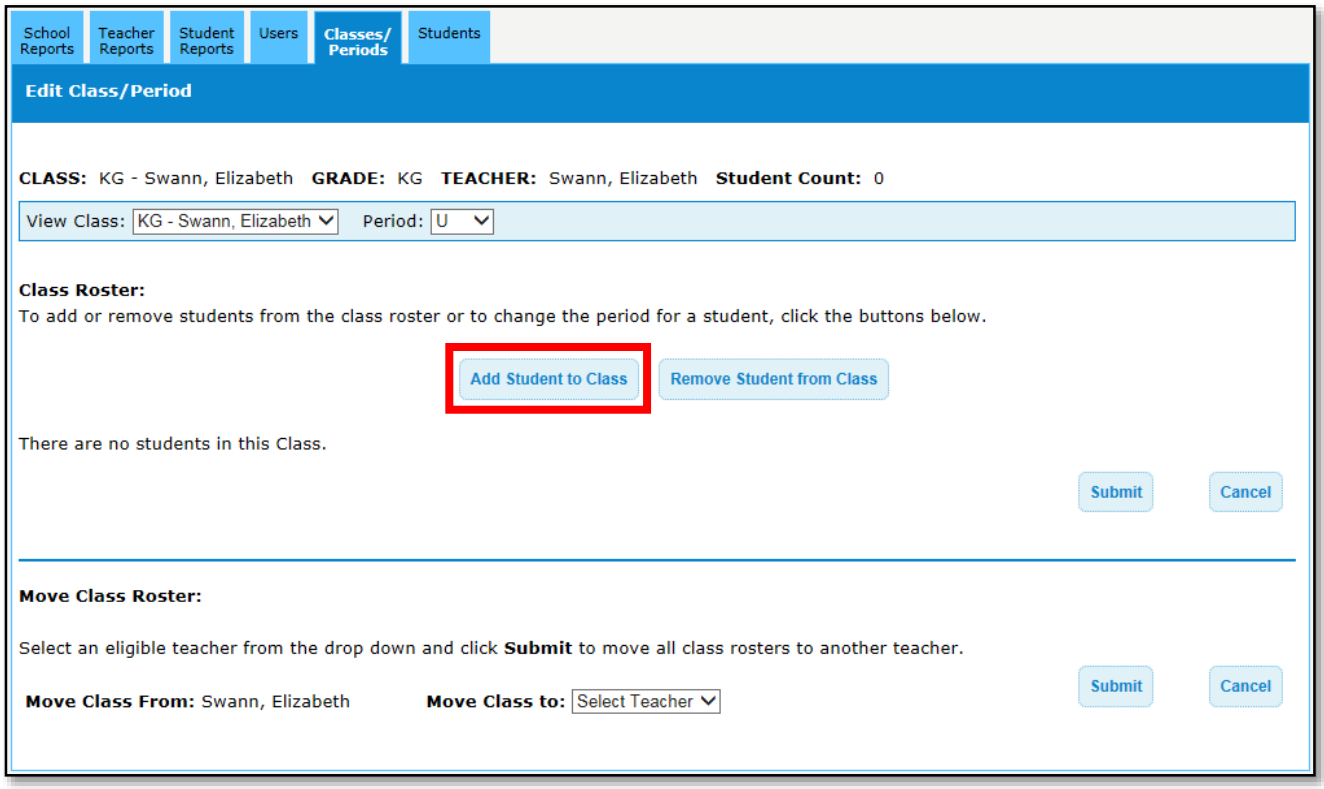


Add Student to Class/Period

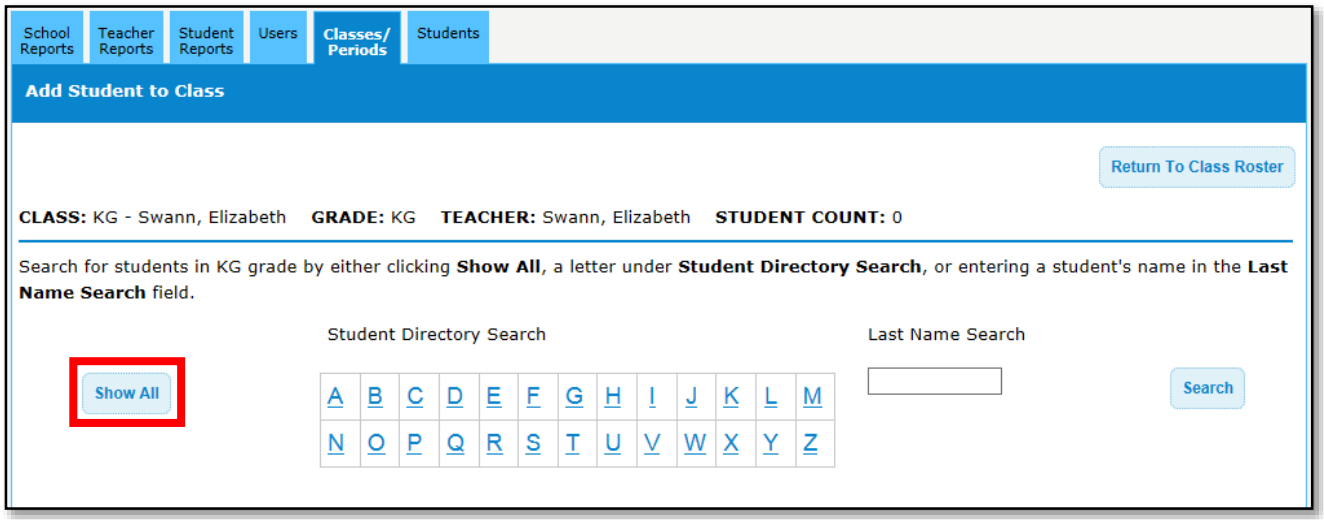
1. Select the **Classes/Periods** tab. Select the class link.



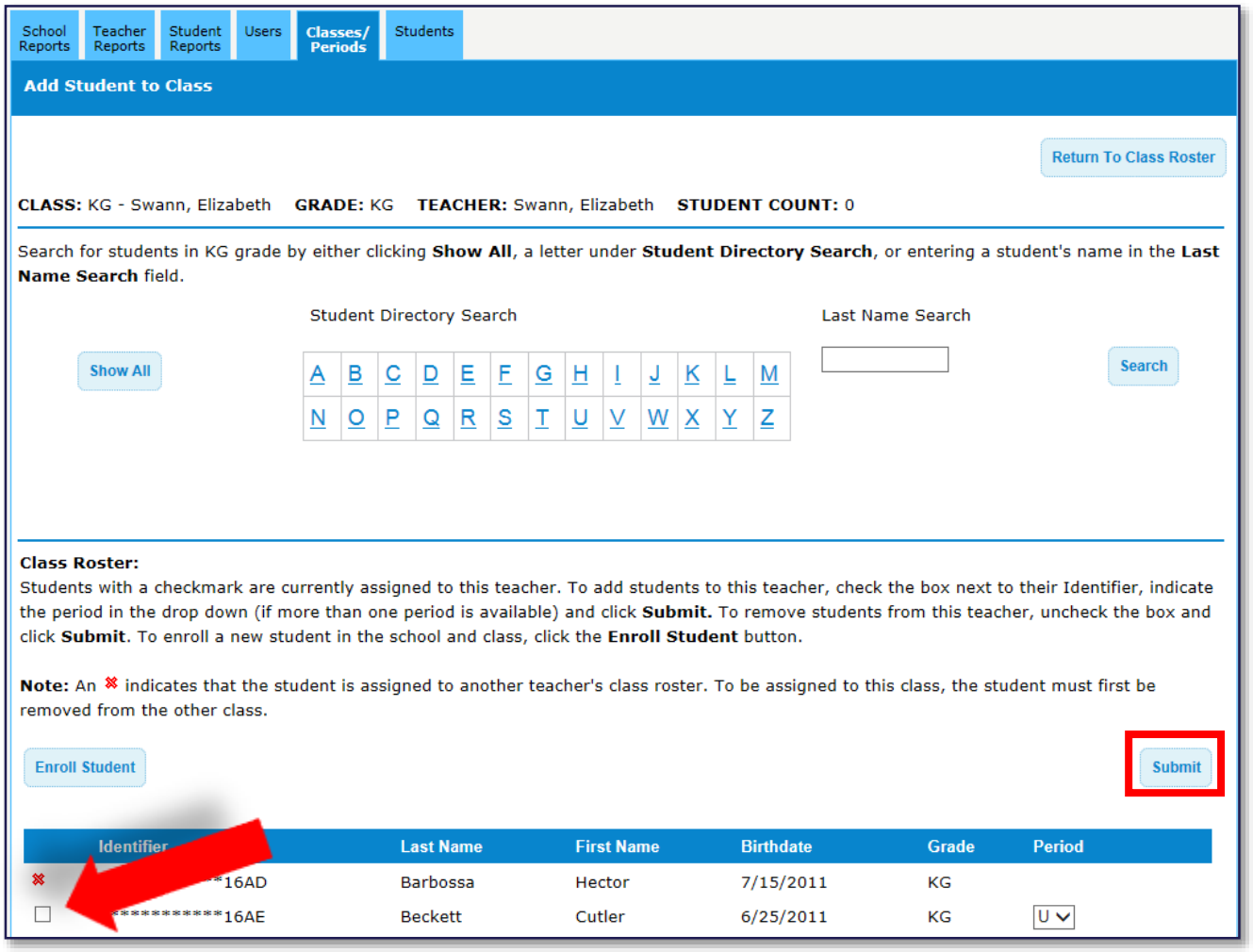
2. To add a student to the class/period, select **Add Student to Class**.



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

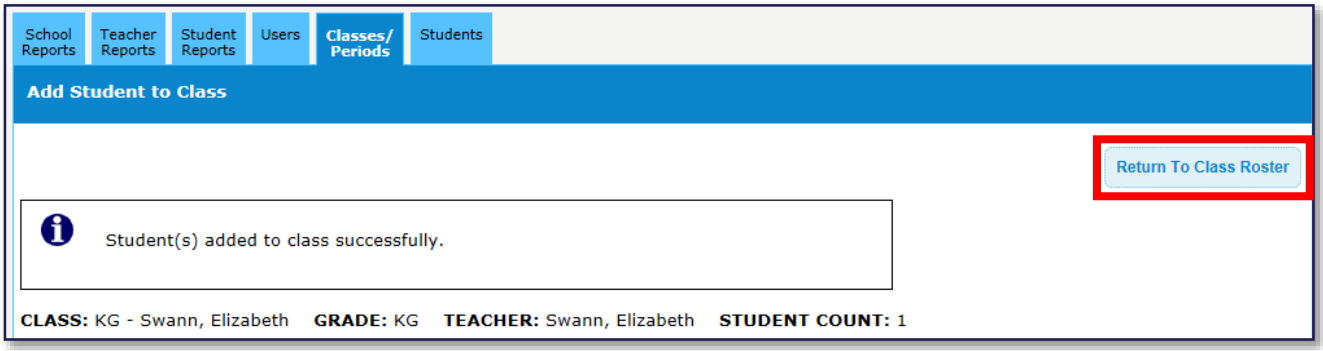


4. All students enrolled in the school via the Students tab are displayed. Students with a red X indicate that the student is assigned to another teacher's class roster. To add students to this class, check the box next to the student(s) you wish to add. Click the **Submit** button.

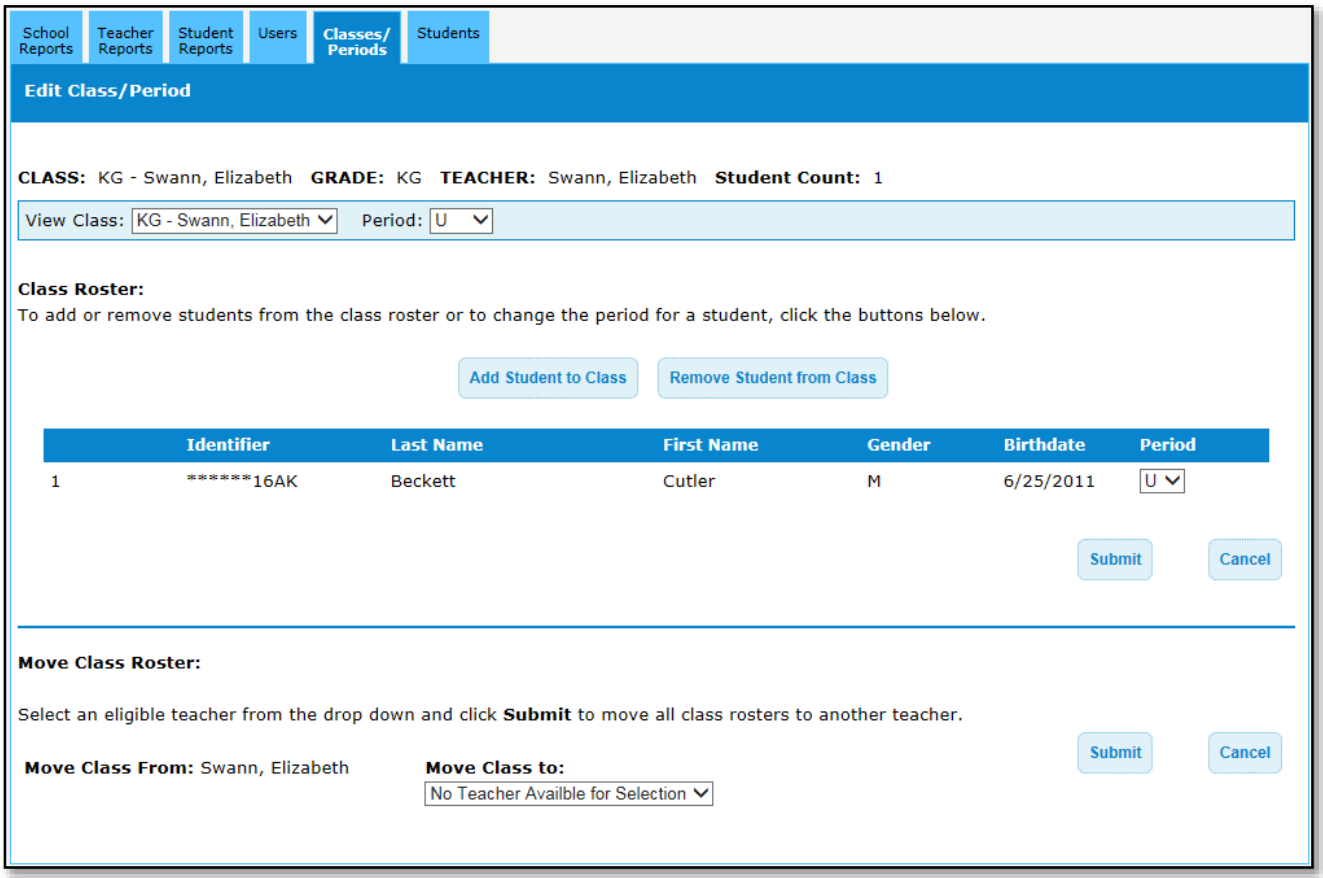


NOTE: If no students are displayed, that means there are no students enrolled in the school. Students can be enrolled on this page (using the Enroll Student button) or via the Students tab. Enrolling students via the Classes/Periods tab will add the student directly into a teacher's class and to the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

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

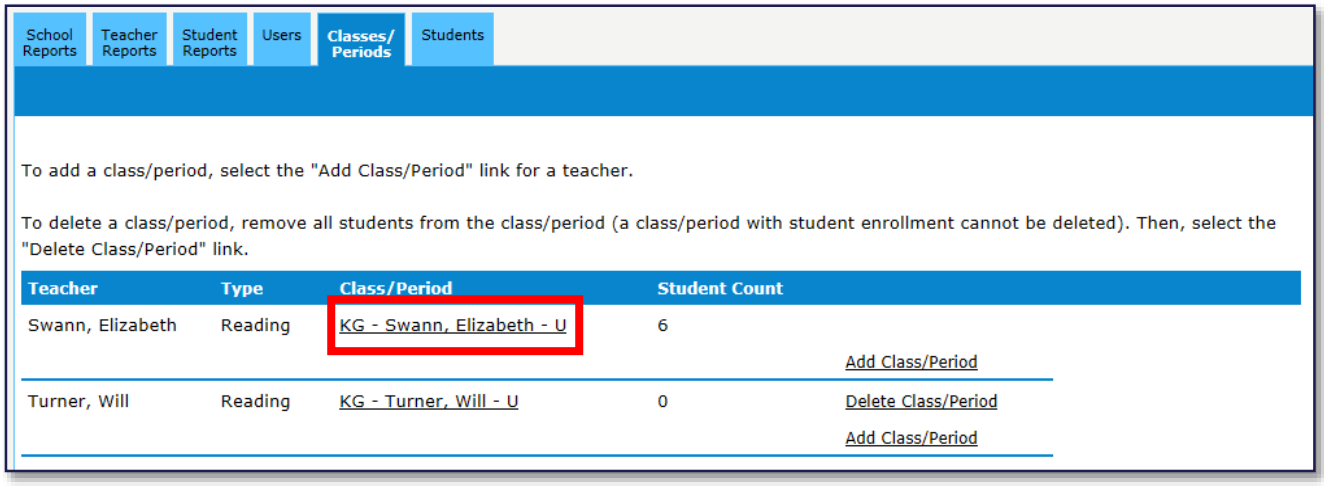


6. The student is added to the class roster.

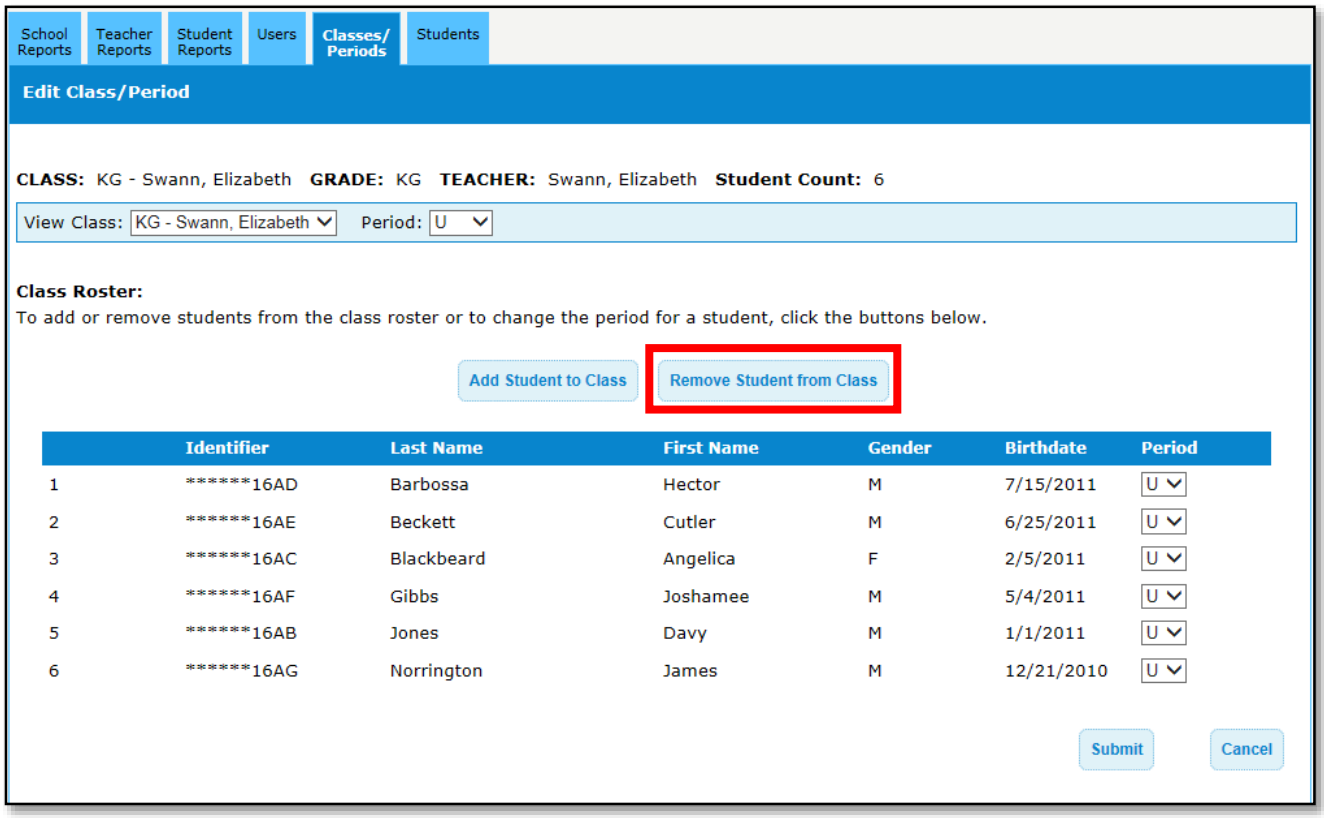


Remove Student from Class/Period

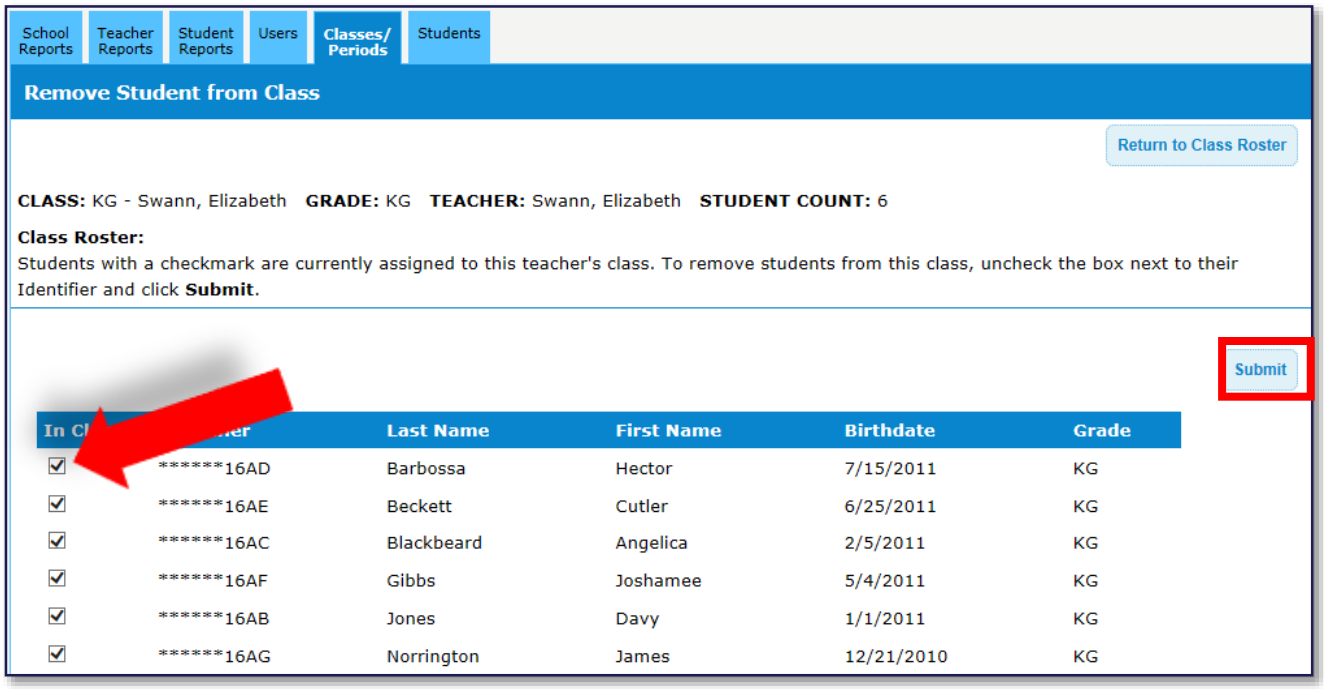
1. Select the class/period.



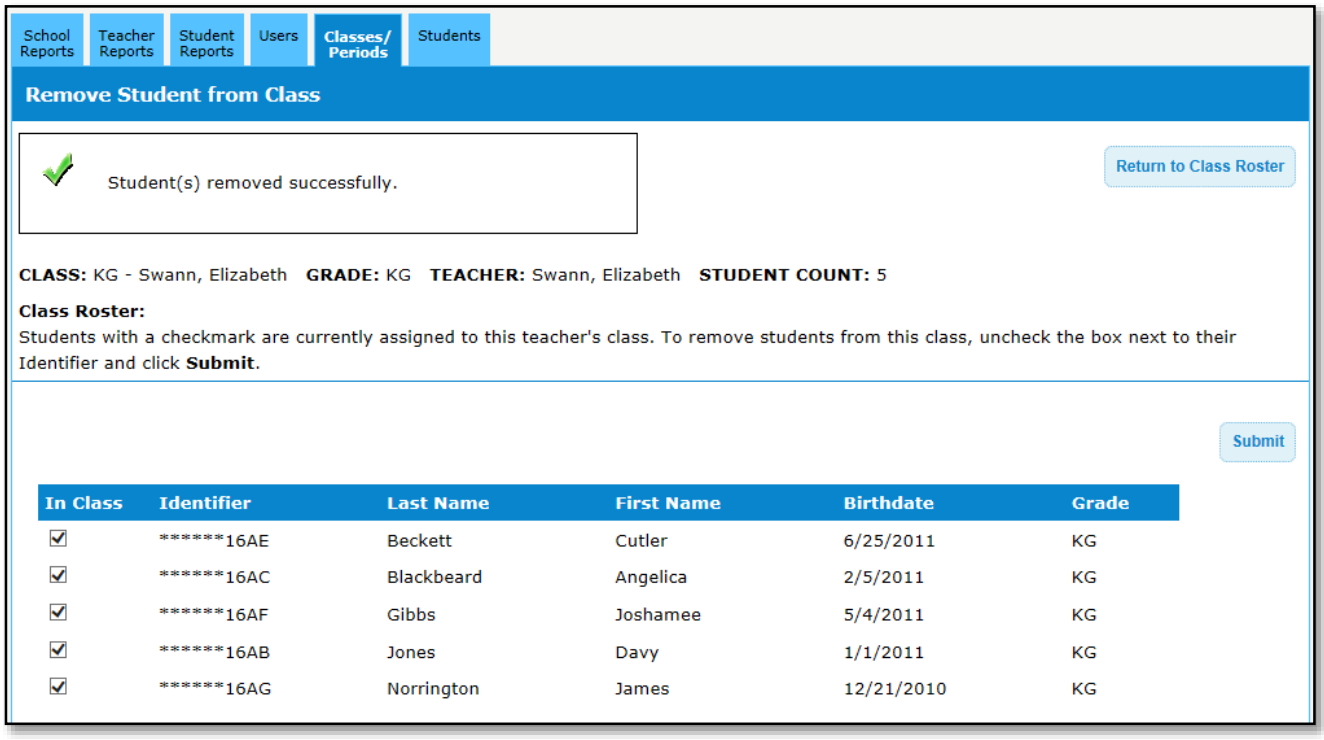
2. Select the **Remove Student from Class** button.



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**.

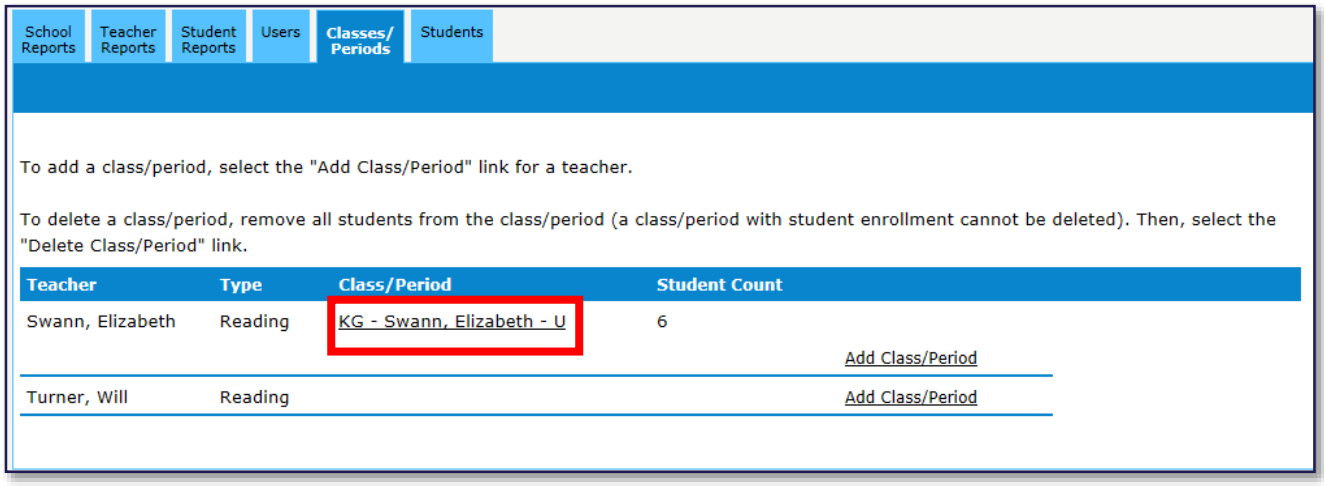


4. A success message is displayed and the student count decreases.



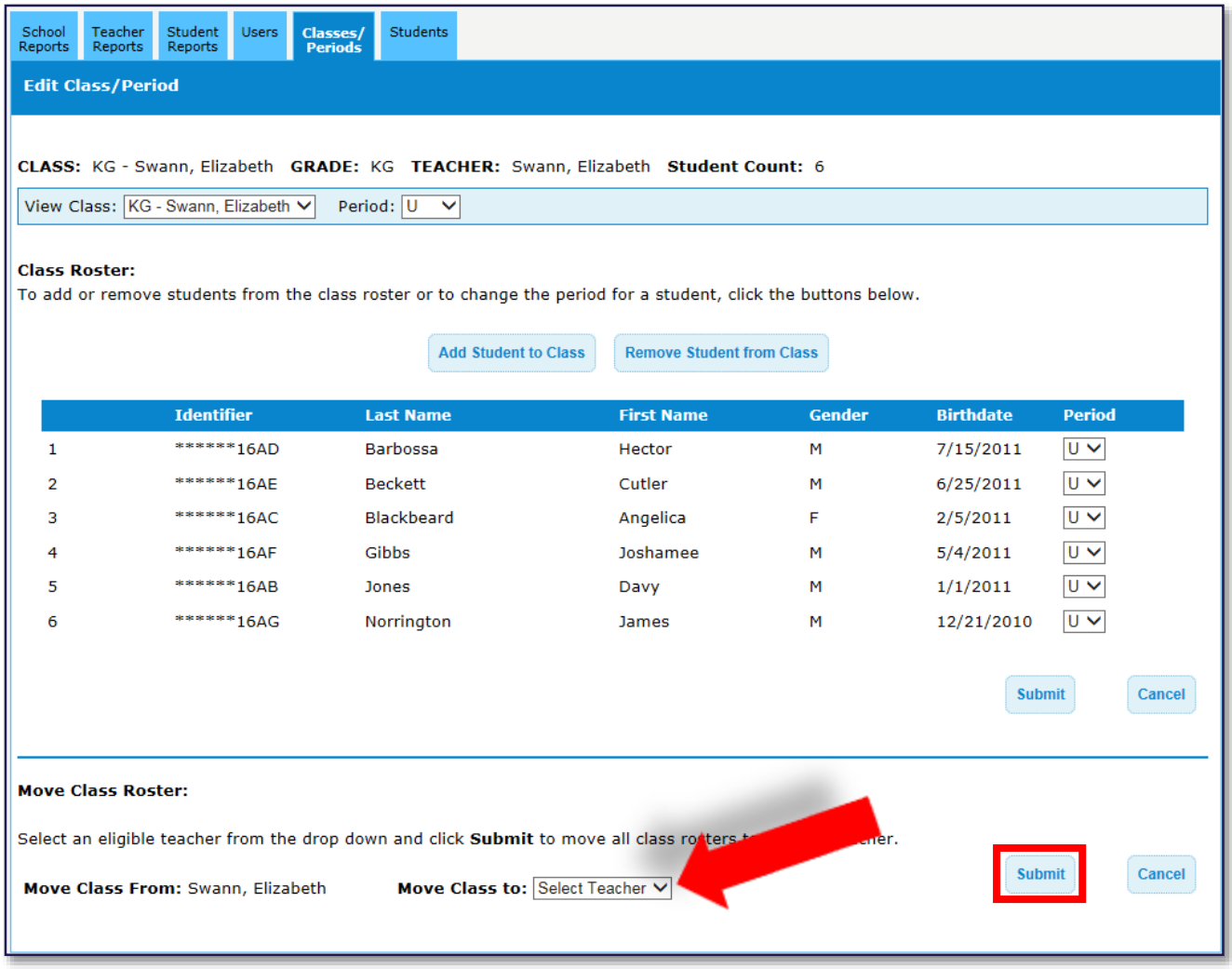
Move Class Roster to another Teacher

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

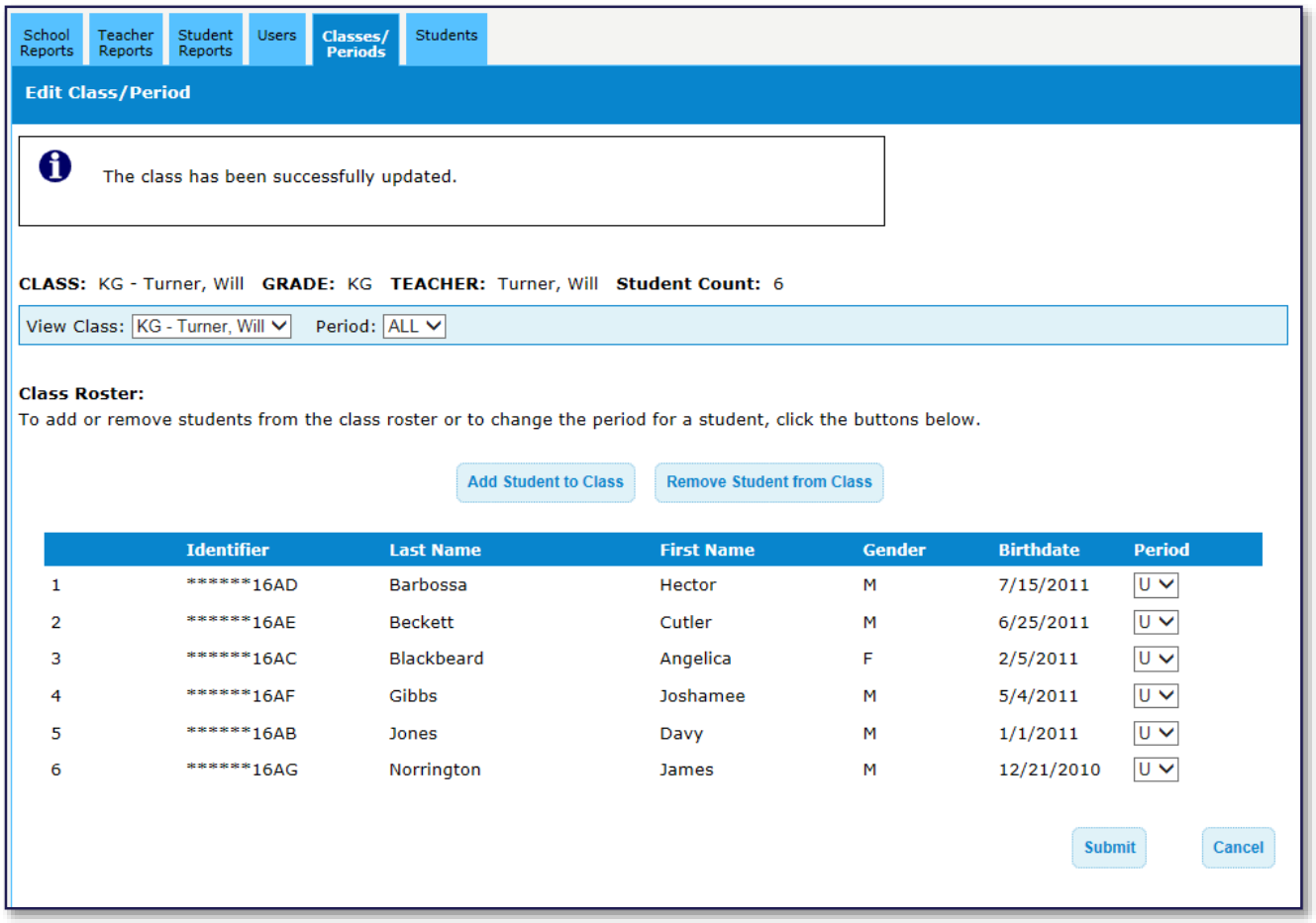


2. Below the class roster, use the **Move Class Roster** drop down to select an eligible teacher and select **Submit**. Only teachers that do not have an existing class/period may be selected.

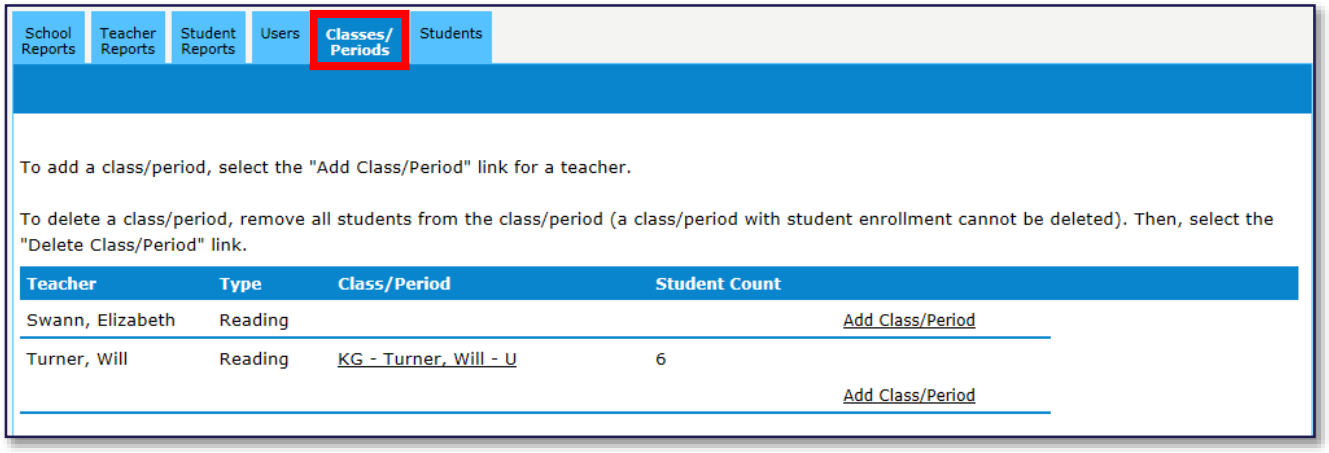
   NOTE: To move students to a teacher with an existing class/period, use the Remove Student from Class and Add Student to Class buttons.



3. A success message is displayed.

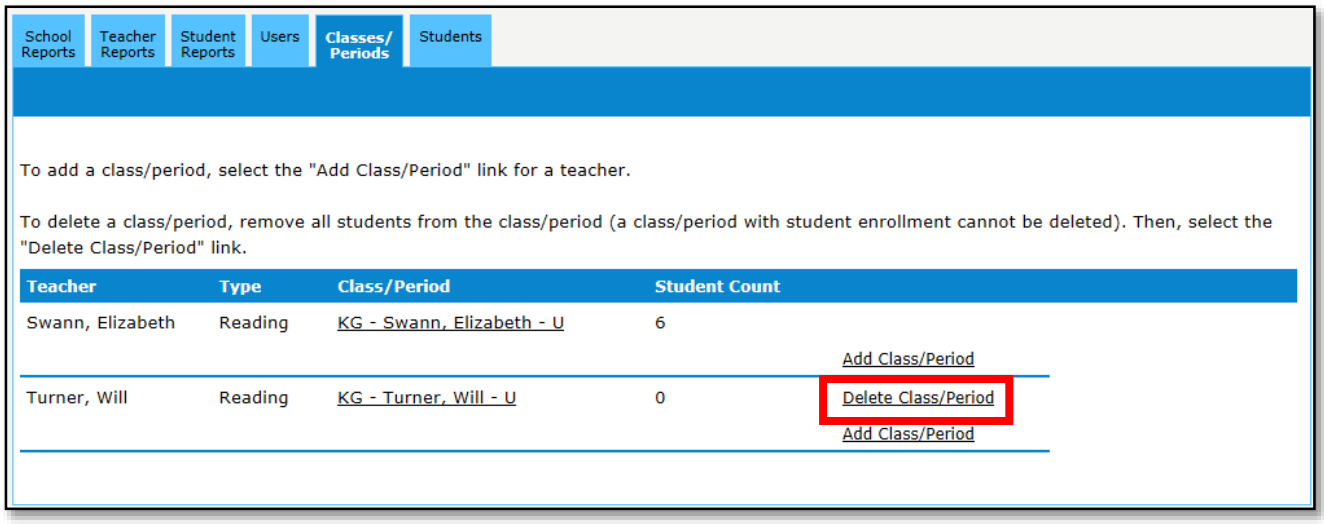


4. Select the **Classes/Periods** tab to see the results.

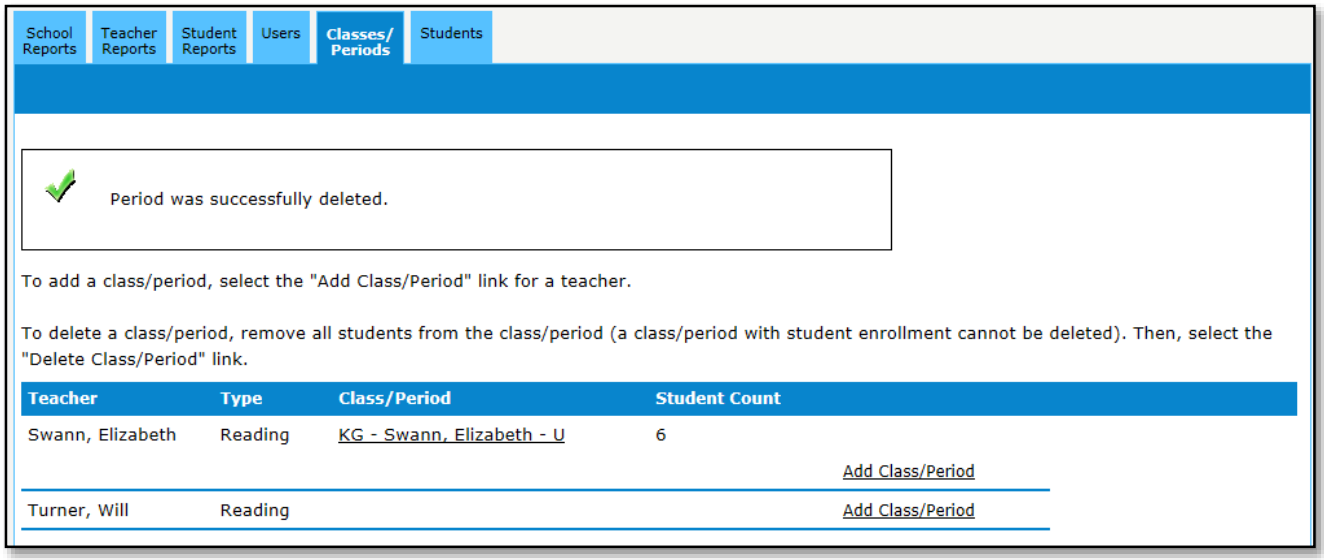


Delete Class/Period

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.



2. A success message is displayed.



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.

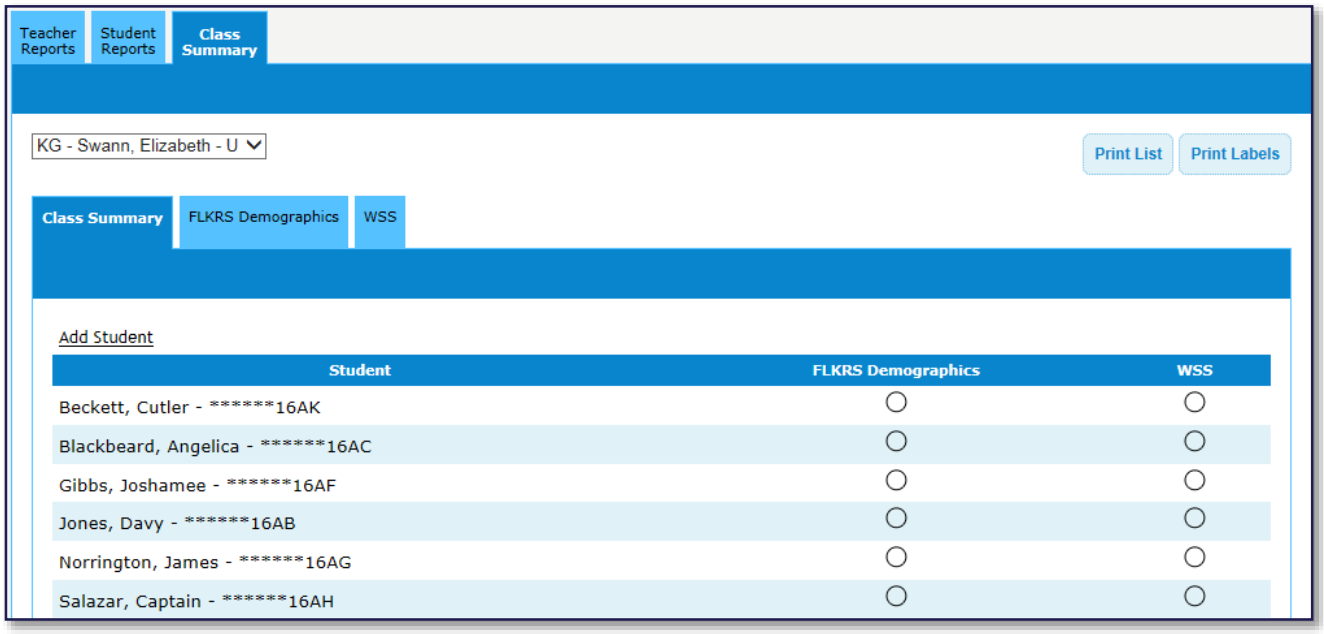
FLKRS-WSS Resources

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.

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



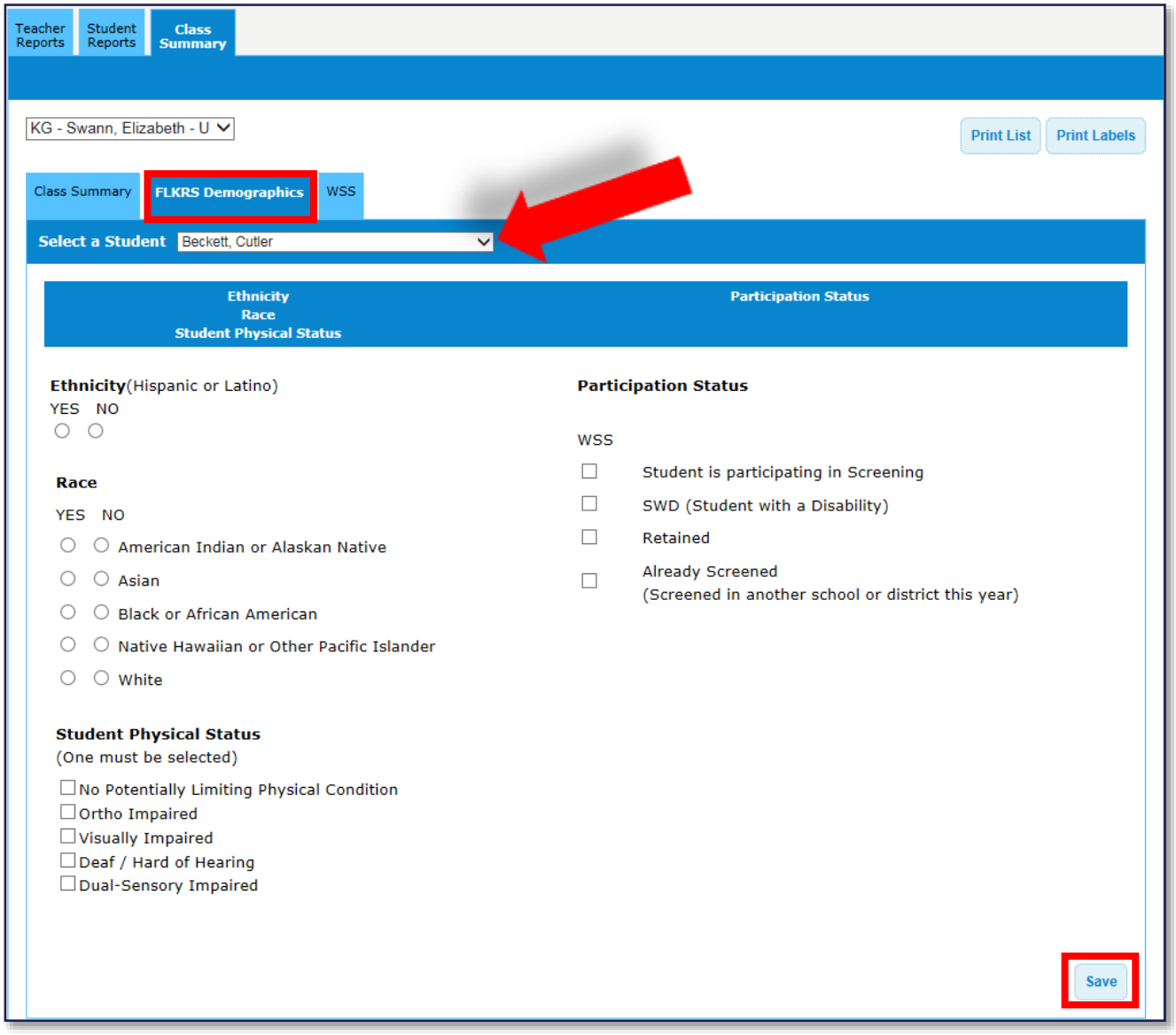
○ The blank circle indicates no data has been entered for the student.

● 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.

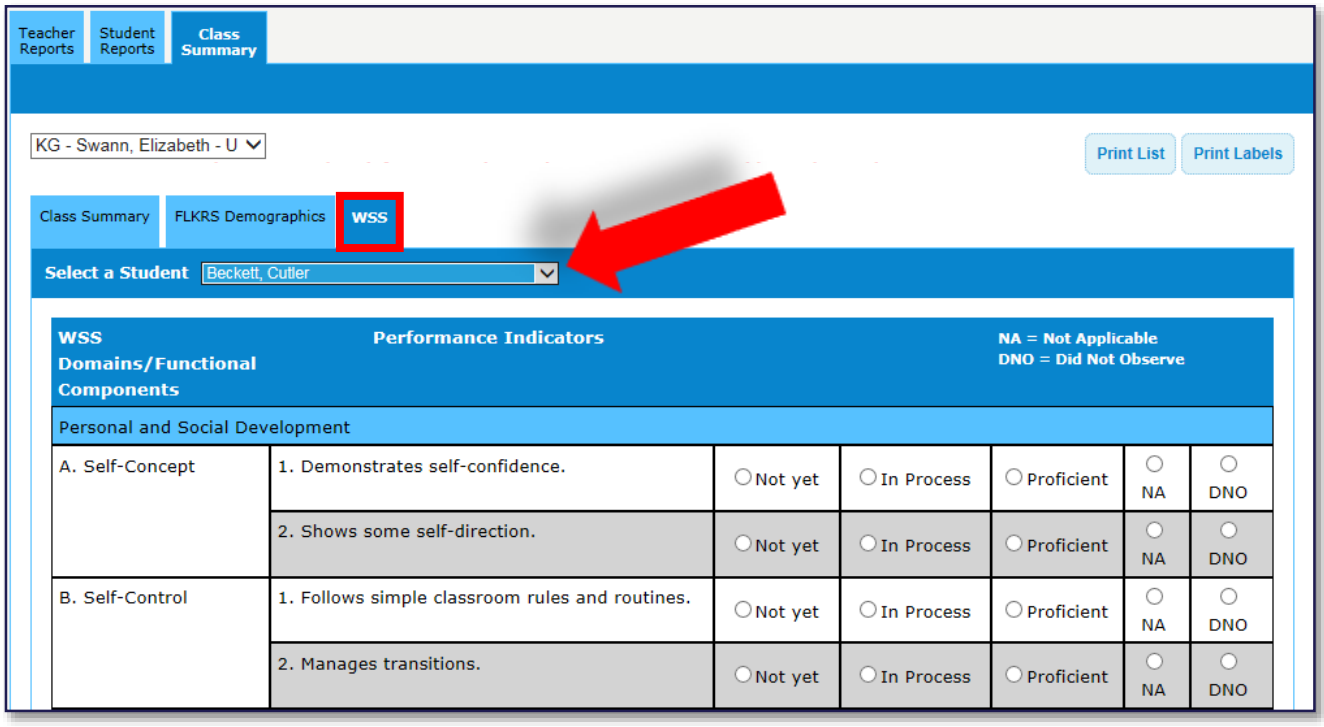
3. Select the **FLKRS Demographics** tab to begin the data entry process. Select a student from the drop down and complete each section. Click **Save**.

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

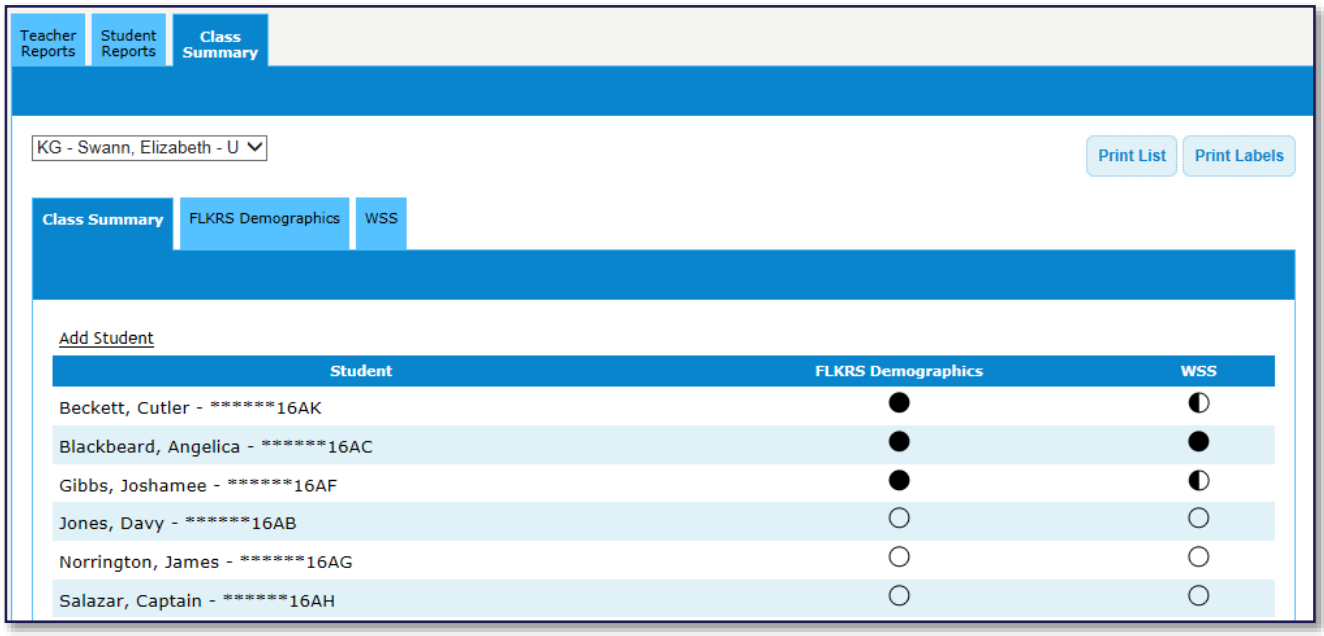


4. Select the **WSS tab**. Select a student's name from the dropdown to enter the student's rating for each indicator. Repeat this process for each student by the 30th instructional day.

   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.



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



- ○ 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

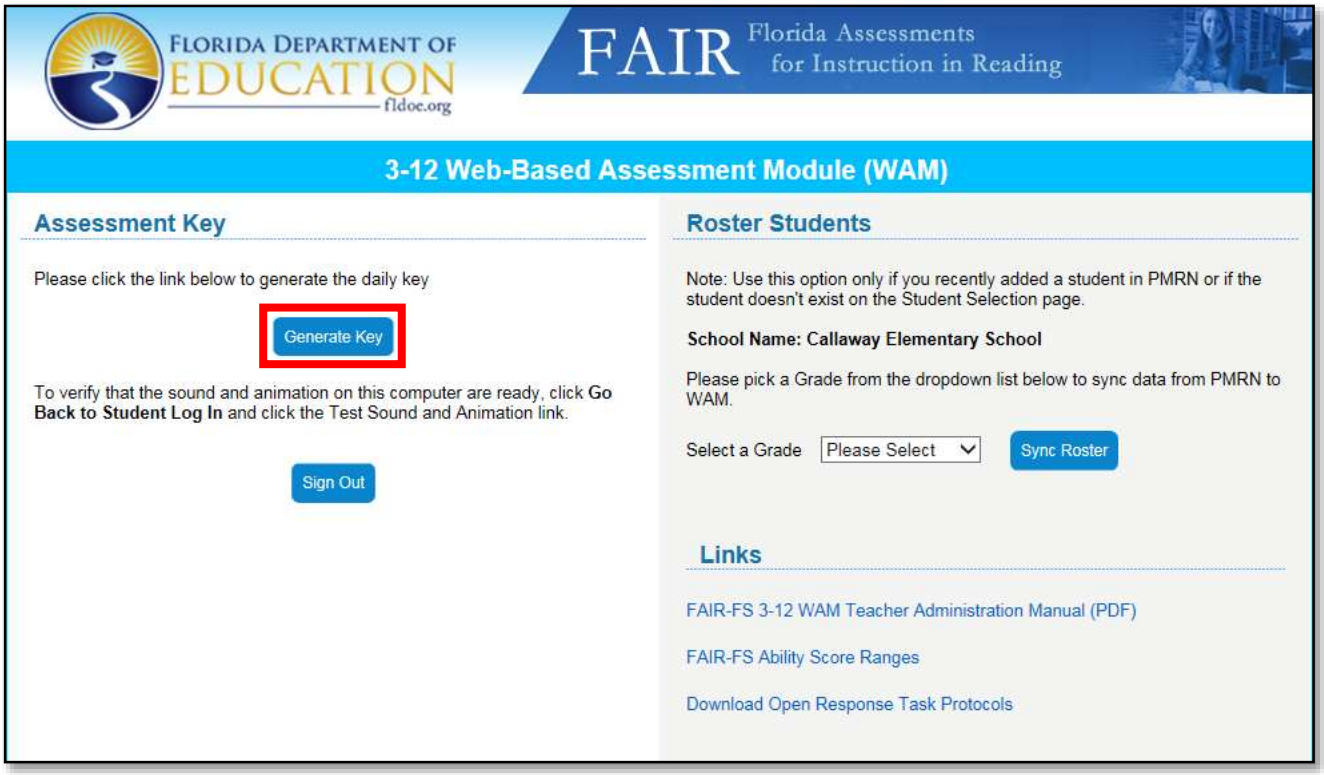
For more information about the FAIR-FS 3-12 WAM, click on the **3-12 WAM** link and the **Resources** link in the PMRN menu bar.

FAIR-FS 3-12 WAM Administration

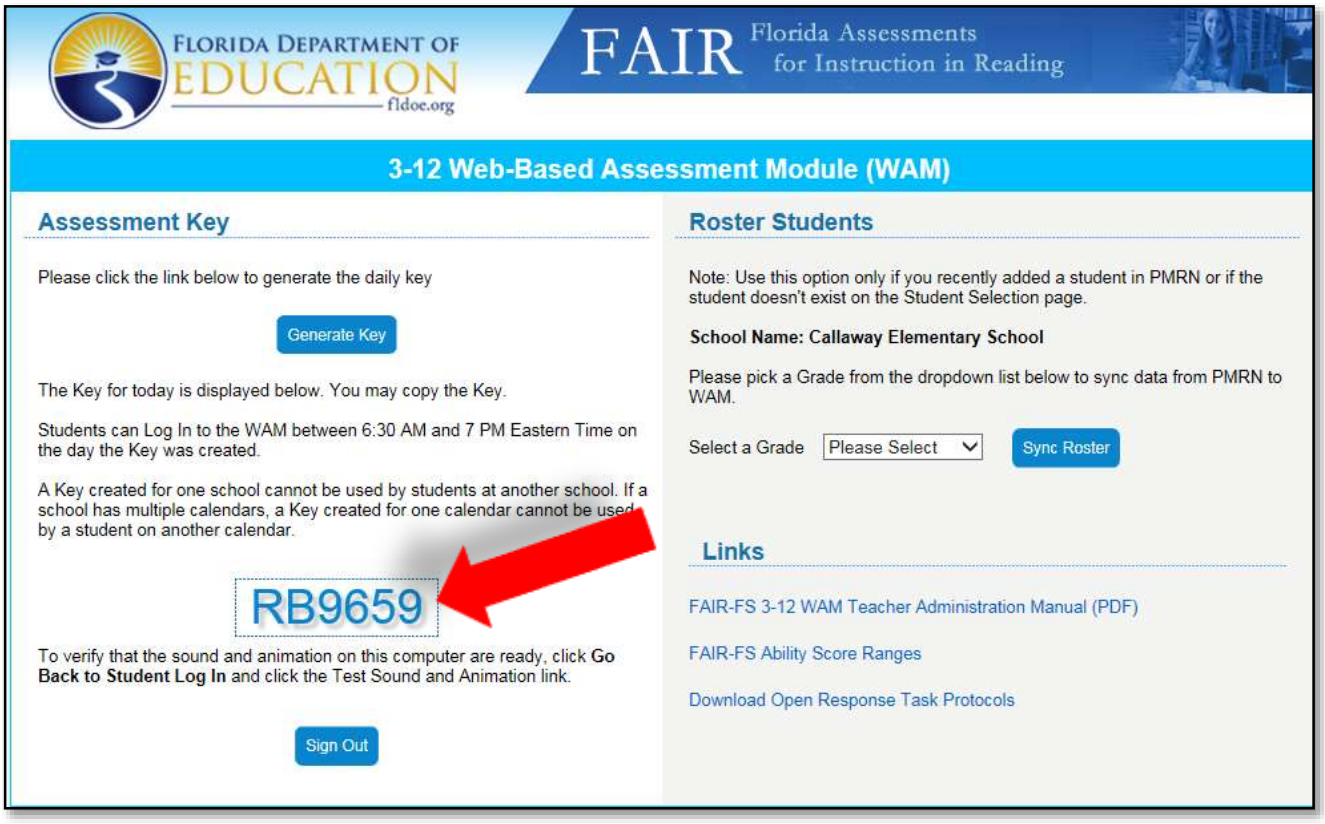
1. Select the 3-12 WAM link in the menu bar.

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.



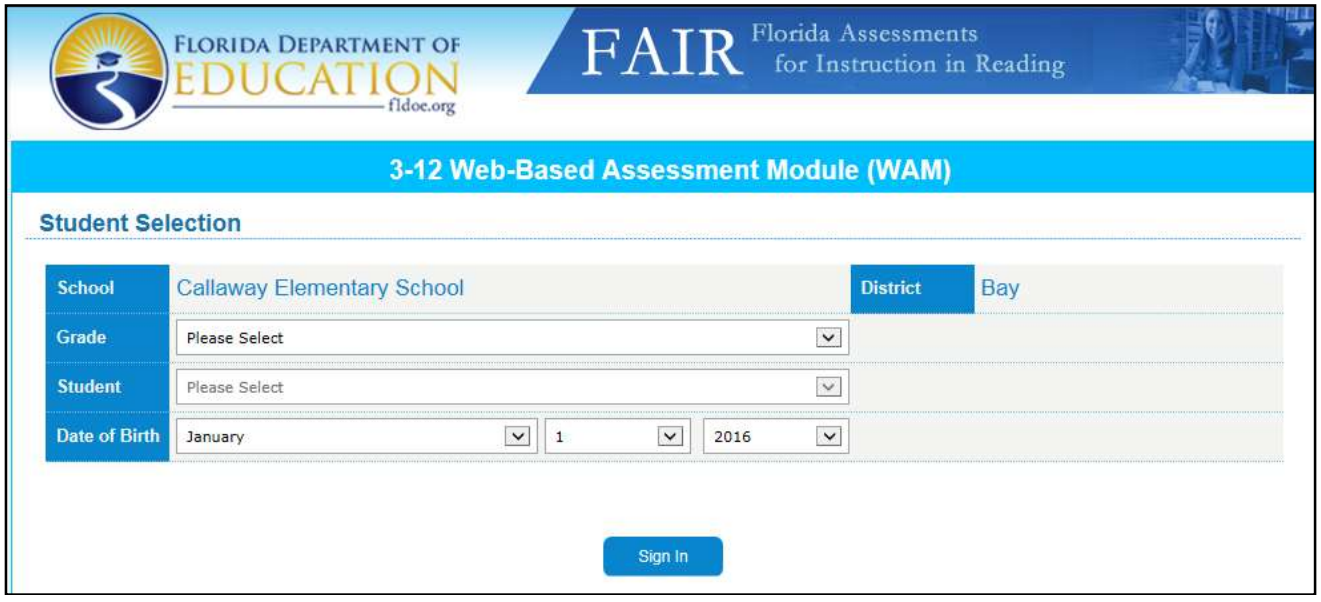
3. Record the WAM Key so that it may be provided to students.



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

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

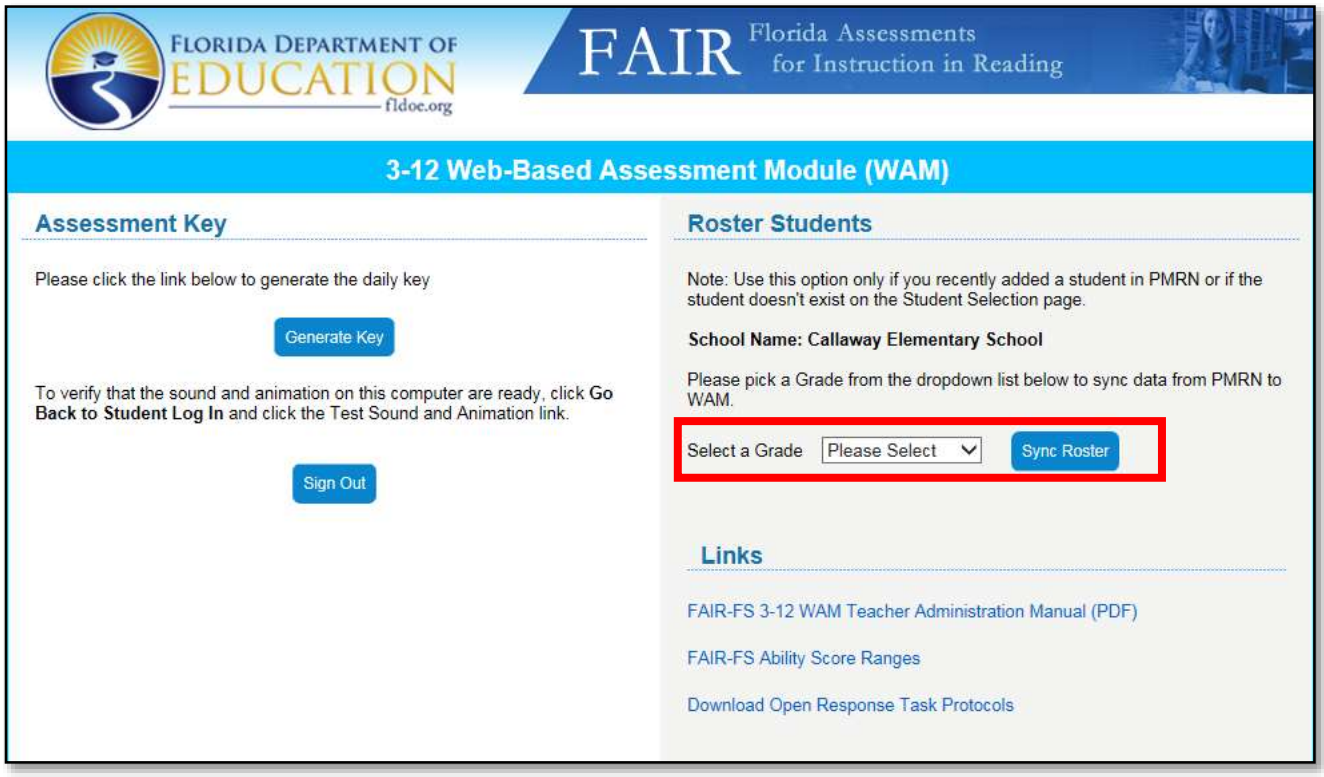
6. Students select their grade level, name and date of birth to sign in.



CLASS SUMMARY

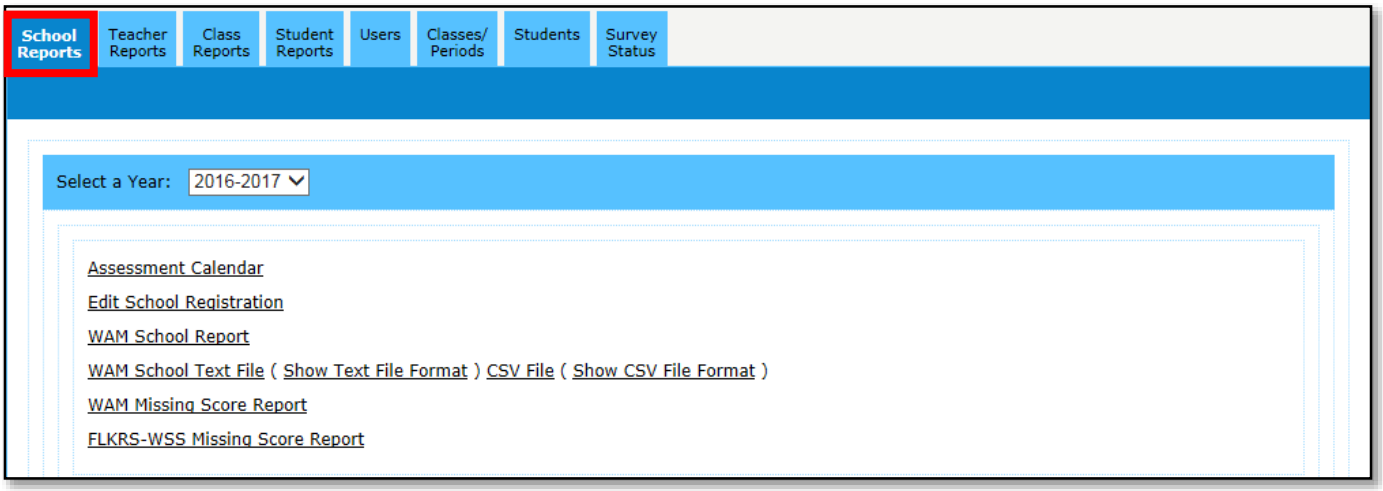
NOTE: Student names that do not appear in the drop down may not be enrolled in a class. School administrators and designees may verify class enrollment and modify student demographics via the Students tab. Student information is updated in the 3-12 WAM nightly.

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.



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.



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).

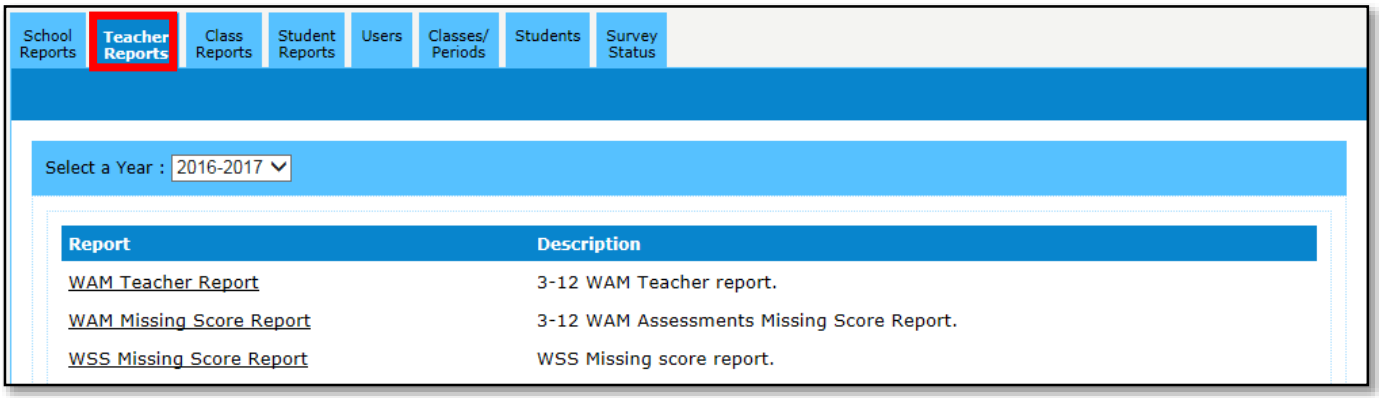
5. **WAM Missing Score Report** – Provides a school-level report of students that have not taken the WAM assessment by teacher and grade level. This report is updated daily.

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.



Teacher Reports include:

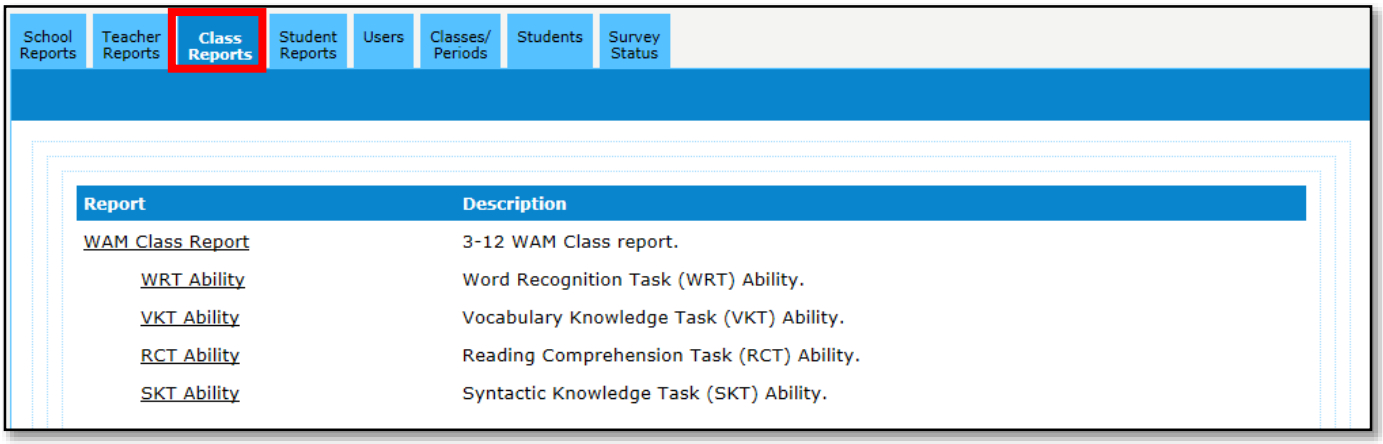
1. **WAM Teacher Report** – Provides an aggregate report of a teacher's students that achieved PLS scores.

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.



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.

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.

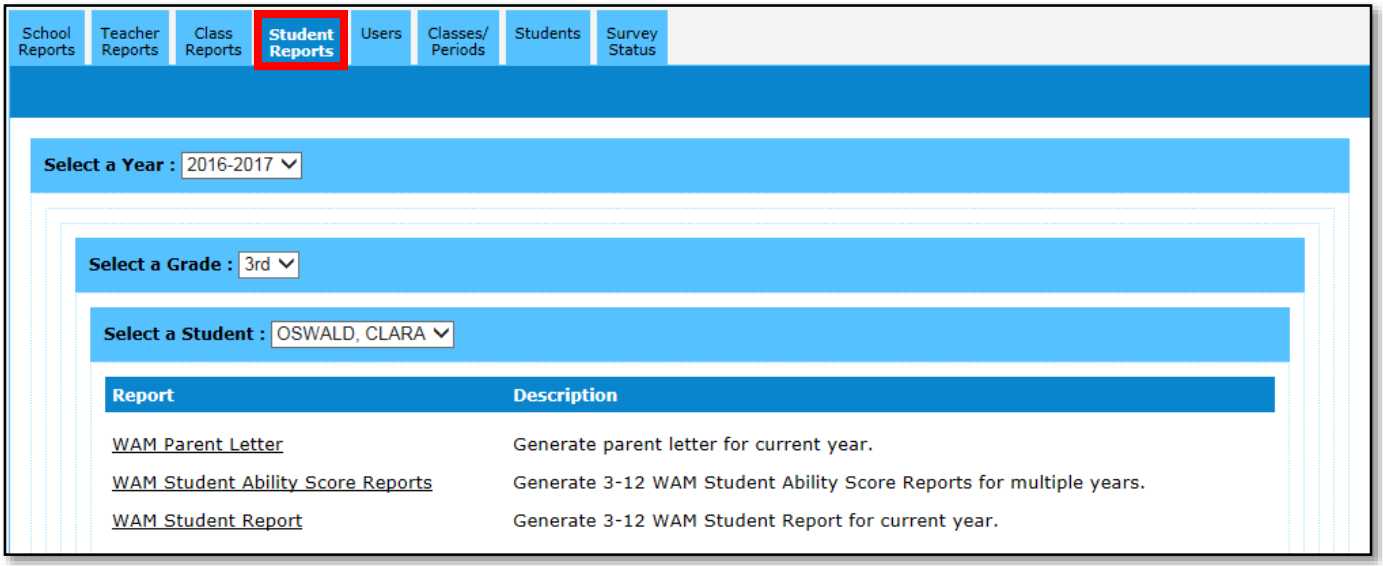
Probability of Literacy Success (PLS) –This score is a probability indicating the likelihood that with continued instruction, a student will achieve grade-level expectations in reading comprehension. This score is based on an aggregate (combination) of the student's VKT, WRT and RCT scores.

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.



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

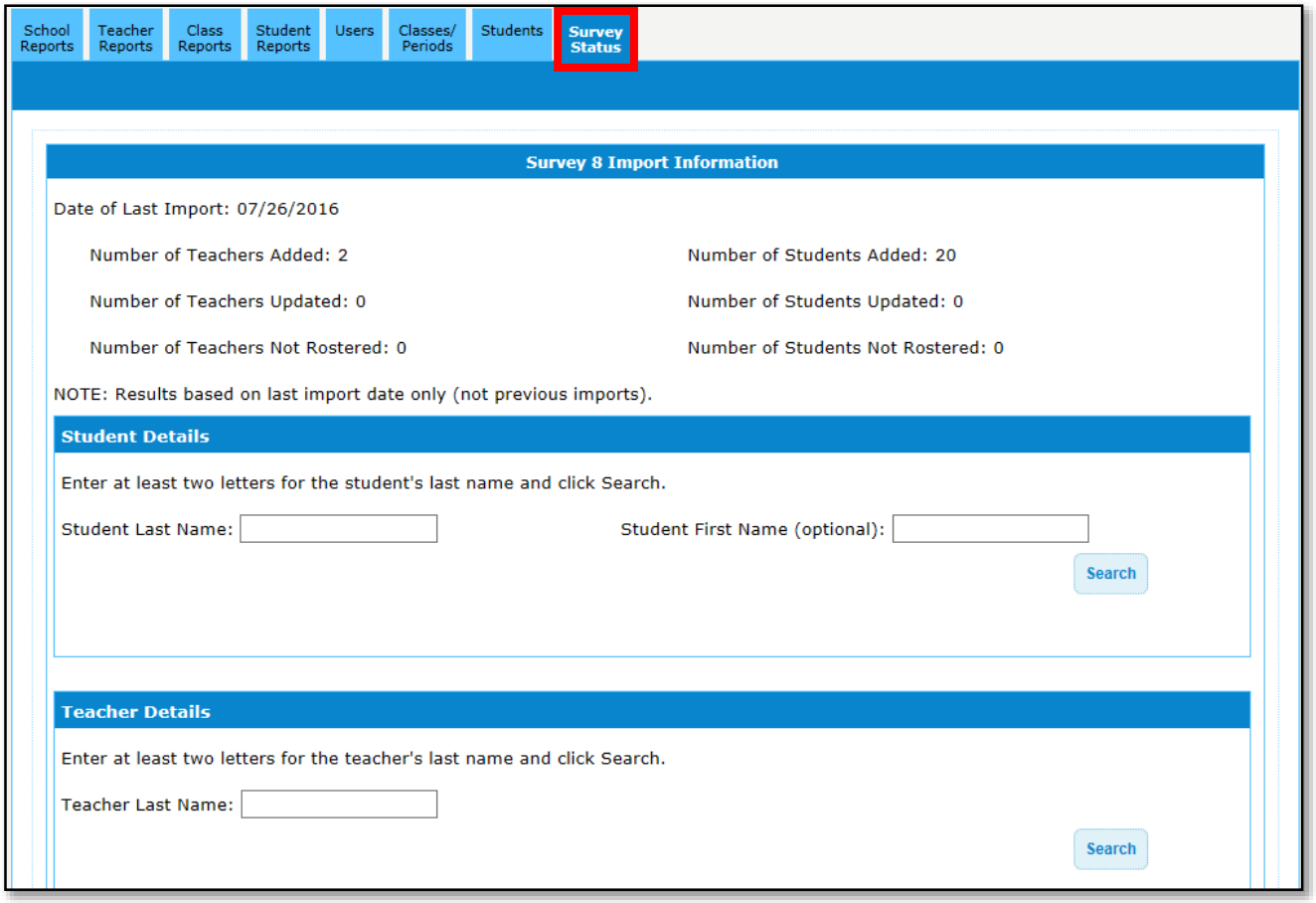
The Education Information and Accountability Services (EIAS) Office processes initial files daily at 8:00 AM and batch update files at 4:00 PM. On Thursday evenings, the week's data is submitted to the PMRN for import. The latest Survey 8 data is available in the PMRN system on Mondays during the submission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

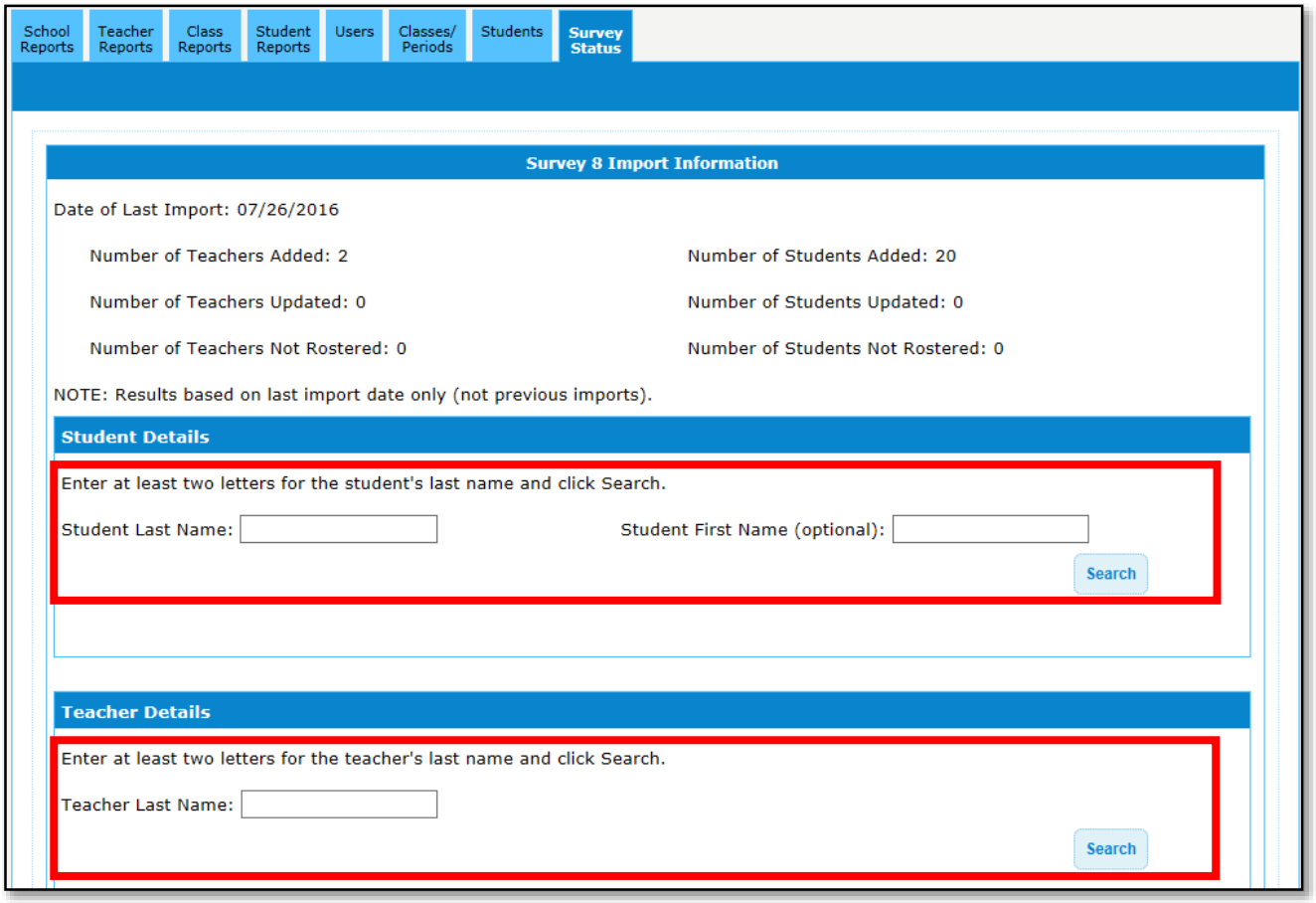
SURVEY STATUS

View Survey Status

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



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



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.