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**PMRN** Progress Monitoring  
& Reporting Network



Welcome to the Progress Monitoring & Reporting Network (PMRN)

# PMRN-SSO Administrative User Guide

School Year 2014 – 2015



FLORIDA DEPARTMENT OF  
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## About the PMRN SSO Administrator's Guide

This PMRN SSO Administrator's Guide is intended to assist School Level 1 (SL1) and School Level 2 (SL2) Users in using the Progress Monitoring and Reporting Network (PMRN) to plan reading instructions for grades K through 12.

**SSO** refers to the Florida Department of Education Single Sign-On portal, which serves as a gateway to several FDOE resources for educators. FDOE Single Sign-On access is available to Public, Charter and Private schools in the State of Florida. For more information on Florida Department of Education Single Sign-On please visit [www.fldoe.org/sso](http://www.fldoe.org/sso) .

Both the PMRN website and the PMRN User Guides are updated to meet the needs of Florida Educators. Please contact the Just Read Florida Office for assistance in using the PMRN or to suggest improvements to the PMRN or this guide.

Email: [justread@fldoe.org](mailto:justread@fldoe.org)

Phone: 850-245-0503

Fax: 850-245-9530

The latest information about PMRN, is available at:

<http://www.justreadflorida.com/pmrnfair-fs/>

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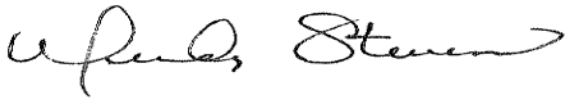
## Section 1: Introduction

### PREFACE

The Progress Monitoring and Reporting Network (PMRN) is a Web-based data management system that is used for recording and reporting student data results of the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS). This assessment management system provides information that is reliable and easily accessible to Florida educators regarding their students' reading and writing development and progress. Educators require timely and accurate student data that indicates whether he or she is acquiring the critical reading and writing skills to effectively plan classroom instruction and deliver timely, appropriate interventions.

Research has demonstrated the value of reliable and valid assessments of reading growth beginning in kindergarten. The PMRN fulfills the critical need to organize data and to make both the data and its reporting easily manageable and understandable to Florida's educators across grades K-12. This system is a primary tool for collecting information to guide instruction and provide support to teachers, coaches, and principals throughout Florida.

Sincerely,



Wendy Stevens  
Executive Director  
Just Read, Florida!



## About the PMRN

### System Specifications

Recommended Bandwidth Specifications	
<b>External Connection to Internet</b>	100 kbps per student or faster
<b>Internal School Network</b>	1000 kbps per student or faster
Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure	
<b>Operating System</b>	Recommended Specifications
<b>Windows</b>	Window XP, Windows 7
<b>Mac OS</b>	Mac OS 10.7 or newer
<b>Linux</b>	Linux: Ubuntu 11.10, Fedora 16 or newer
<b>Chrome OS</b>	Chrome OS 19 or newer
<b>Memory</b>	1gb RAM or greater
<b>Connectivity</b>	Computers must be able to connect to the Internet via wired or wireless networks.
<b>Screen Size</b>	9.5 inch screen size or larger
<b>Screen Resolution</b>	1024 x 768 resolution or higher
<b>Input Device Requirements</b>	<p>Keyboard, Mouse</p> <p>The input device must allow students to select/deselect, drag, and highlight text, objects, and areas. The input device must allow students to 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.</p> <p>Other assistive technologies may be needed for students requiring accommodations.</p>
<b>Headphone/Earphone and Microphone Requirements</b>	<p>Headphones are required for both the K-2 and 3-12 FAIR-FS. It is recommended that for the K-2 that the audio output have a splitter (“Y”) and both the teacher and the student have headphones. For the 3-12, the student is required to have headphones.</p> <p>For K-2, other than the audio provided, text to speech is not an option, as all text is in the form of images and text to speech works for text files and not image files.</p> <p>There is no requirement for microphones.</p>

### Browser Specifications

Browser Specifications	
<b>Internet Explorer (IE)</b>	Version 9,10
<b>Firefox</b>	Version 26.0
<b>Chrome</b>	Version 32.0
<b>Safari</b>	Version 5.1.7
<b>Flash Player</b>	Version 10.3
<b>Adobe Air</b>	Version 13.0



## Security

Due to the sensitive nature of the information available on the PMRN site it is recommended that you:

**Do not enable the capability of your computer to remember or save your PMRN/SSO password.** Ask your worksite technology specialist or perform a search for browser specific instructions to disable the ‘automatically save password’ option, if needed.



**Always sign out of PMRN/SSO when you complete a session or walk away from your workstation** in accordance with FERPA, the Acceptable Use Policy of the Florida Department of Education and the Acceptable Use Policy of your district.

**Protect your identity.** Keep your username and password in a secure location and do not share it with anyone. Details about privacy and security issues can be found on the PMRN site through the Copyright, Privacy Statement, and Disclaimer links found at the bottom of the Sign In page.

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*To prevent being “timed out”, click **Save**, refresh the page, or load a new report within twenty minutes. Typing is not considered an action that prevents being “timed out”, as the database is not refreshed.*

---

## PMRN Website

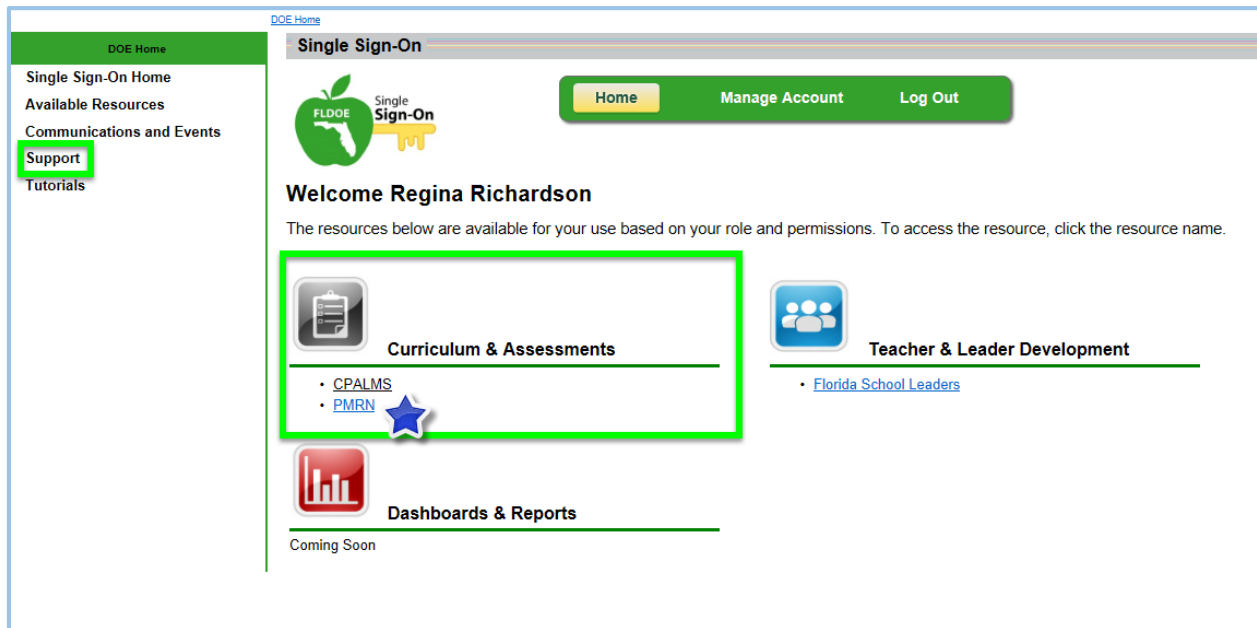
The PMRN site can be accessed through a link on the Single Sign-On portal’s home page by public, charter and select private schools or by navigating to [www.fldoe.org/sso](http://www.fldoe.org/sso) and clicking the **PMRN** link in the Curriculum and Assessments section. You may also login from the PMRN website at <https://pmrn.fldoe.org>, by clicking Log In under the Single Sign-On logo.

## Accessing the PMRN

### Florida's Single Sign-On

The Progress Monitoring & Reporting Network (PMRN/FAIR) is now available to educators, district leadership, and other educational stakeholders through Florida's Single Sign-On (SSO). The SSO was established through a Race to the Top award by the U.S. Department of Education to provide access to Department (FDOE) applications and resources with a single username and password. Access is available to public and private educational agencies in the State of Florida.

All users can access the PMRN through a link on their SSO Homepage in the Curriculum & Assessments section:



The SL1 (Principal) level of access is managed locally by your district SSO Administrator. If you do not have correct access, contact your district SSO helpdesk using the information provided via the support link on the SSO home page.

Once in the PMRN application, the SL1 User will register the school and designate the SL2 User. If you are an SL2 User and do not have access, contact your principal. For additional information please see [Principal's Entries](#).

SL1 or SL2 Users will manage the access level of all other PMRN users through the PMRN application.

If a staff member does not have SSO access, contact the district SSO helpdesk using the information provided via the support link on the SSO home page. If a staff member has a link to PMRN on their SSO Homepage, but incorrect access to PMRN, they should contact the SL1 or SL2 User.

---

*If you are experiencing difficulty accessing the PMRN from PMRN website, go to [www.fldoe.org/sso](http://www.fldoe.org/sso) and walk through the steps above to determine the appropriate contact for assistance.*

---

## Signing In

There are two methods of PMRN access for SSO Users. The first route is through the link on your SSO Homepage; the second is from the PMRN website.

From the [PMRN home page](#) click **Log In** underneath the Single Sign-On (SSO) logo.

The screenshot displays the PMRN website homepage. At the top left is the Florida Department of Education logo (fldoc.org). The main header features the PMRN logo and the text "Progress Monitoring & Reporting Network". A navigation menu includes links for Home, News, Contact Us, K-2, 3-12 WAM, User's Guide, and FLKRS Reports. Below the header is a large image of diverse children reading books. To the right of the image is a "Please Sign In" form with fields for "User Name" and "Password", a "Sign In" button, and a "Forgot Your Password?" link. Below the main image, the text "Welcome to the Progress Monitoring & Reporting Network (PMRN)" is visible. A green-bordered box highlights the "Single Sign-On" logo, which includes a green apple icon with "FLDOE" and a yellow key icon with "Single Sign-On". Below this logo is a yellow "Log In" button and a link to the "FLDOE Acceptable Use Policy".

This may redirect you to the SSO's Select Your Organization page, if your browser does not currently have your SSO login credentials stored as a cookie.

Select your district from the dropdown menu, if it is listed. Your username and password will be the same as those used to login to your district's network.

If your *district is not specifically listed*, you are an SSO Hosted User and will leave **SSO Hosted Users** selected. Your username will be a combination of your district's SSO ID number and your email address. Your password is temporary and should be changed after registering your Security Questions on initial login. Detailed directions are given with temporary password that was emailed to you by the SSO's automated system (svc-FIM-service@fldoe.org).

Select your organization from the following list.

NOTE: If your organization is not listed in the drop down, the correct selection is "SSO Hosted Users".

SSO Hosted Users

Continue to Sign In

on again unless your cookies are deleted or they

Alachua County School District

Baker County School District

Bradford County School District

Brevard County School District

Broward County School District

Charlotte County School District

Clay County School District

Collier County School District

Dade County School District

DeSoto County School District

Duval County School District

Escambia County School District

Florida Department of Education

Florida School for the Deaf and the Blind

Florida Virtual School

Gilchrist County School District

Hamilton County School District

Hardee County School District

Hillsborough County School District

Indian River School District

Jackson County School District

Lake County School District

Lee County School District

Leon County School District

Levy County School District

Manatee County School District

Marion County School District

Okaloosa County School District

Okeechobee County School District

For further assistance with SSO login, please visit the Tutorials page of the SSO website at [www.fldoe.org/sso](http://www.fldoe.org/sso).

*Florida Educators have SSO access through their district and should not use self-registered SSO accounts. These accounts have usernames comprised of a 0- and the email address entered by the registrant. Self-registered accounts will NOT have PMRN access.*

Successful login will take you to the PMRN welcome page. Click on the **PMRN Administrative Panel** link.

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PMRN Progress Monitoring & Reporting Network

Home Sign Out

### PMRN - SSO User Sign In

**Welcome Kay**

Please select the application you want to access.

**PMRN**  
Administration Panel

**K2**  
Kindergarten - Grade 2

**WAM**  
Grade 3 - Grade 12

(04)

## FERPA Statement

The PMRN contains official student records. To proceed, you must agree to adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Florida laws regarding access to and disclosure of these records. Click **I Agree** to continue.

Links to information about privacy and security issues are at the bottom of PMRN pages. You are urged to read this information.

### FERPA Statement

#### News & Information

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

---

*Information within the PMRN is not to be shared with any person who does not have a **defined** educational need.*

---

## News

After the FERPA Statement, a News & Information page may be displayed. This page contains the most recent and relevant information pertaining to the PMRN.

**News & Information**

**News & Information**

**2013-2014 Registration Open**

Registration to use the Progress Monitoring and Reporting Network for the 2013-2014 school year is now open. All schools planning to use Florida's Web-based data management system for reporting student gains in reading must register. This includes all schools who administer the Florida Kindergarten Readiness Screener (FLKRS) and the Florida Assessments for Instruction in Reading (FAIR). Schools who utilize the Professional Development Log for Reading/Literacy Coaches (Coaches Log) must also register.

The links to the registration form may be found at [www.fcrr.org](http://www.fcrr.org)

The PMRN User's Guide is found by using the Web address [www.fcrr.org/pmrn/users\\_guides/index.shtm](http://www.fcrr.org/pmrn/users_guides/index.shtm)

For assistance with the PMRN, please contact the PMRN Help Desk at [helpdesk@fcrr.org](mailto:helpdesk@fcrr.org) or (850) 644-0931.

[Next](#)

After clicking **Next**, the News & Information page will not appear again at Sign In until a new News item is added.

This page may be accessed at any time by clicking the News link located in the PMRN Sign In page menu.

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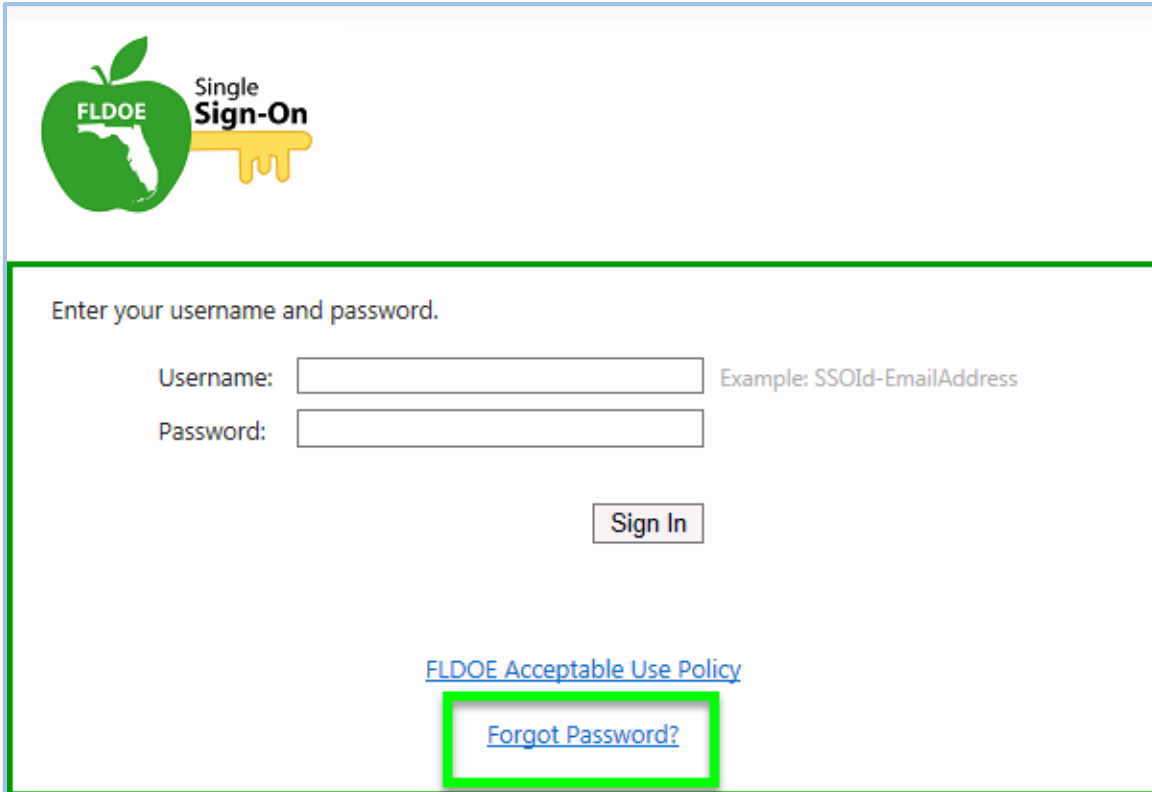
[Home](#) [News](#) [Contact Us](#) [K-2](#) [3-12 WAM](#) [User's Guide](#) [FLKRS Reports](#)

## Passwords

### Forgotten Password

If your district selected the Federated option for Single Sign-On, your username and password will be the exact same username and password that you use to login to your district network. If you need assistance with your network credentials, contact your district's MIS department.

If you are an SSO Hosted User, use the **Forgot Password?** link on the Sign In page:



FLDOE Single Sign-On

Enter your username and password.

Username:  Example: SSOId-EmailAddress

Password:

[FLDOE Acceptable Use Policy](#)

[Forgot Password?](#)

Complete the security question process to change your SSO password.

For further assistance, visit the SSO Tutorials or the SSO Support pages. You may also contact the FLDOE Integrated Education Network Service Center for additional information at [IENHELP@fldoe.org](mailto:IENHELP@fldoe.org) or 855.814.2876.

## PMRN Home Page

The Home Page is your key navigation page within the PMRN. At the top of the screen you will see:

1. Your name
2. Your Access Level
3. The name of your school

Your screen will differ, based on your Access Level in the PMRN. The example shown here is a principal's (SL1 Users) home page:

The screenshot shows the PMRN Home Page for a principal. At the top left is the Florida Department of Education logo. To the right is the PMRN logo and the text 'Progress Monitoring & Reporting Network'. Below the logo is the user information: 'User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 9/1/2014'. The main content area is titled 'School Name' and contains a navigation menu with tabs for 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. A green double-headed arrow labeled 'Navigation Tabs' points to the 'School Reports' tab. A callout box on the right states: 'Click on a tab to navigate to the associated section of PMRN. You can also click return to the front page of any section by clicking on its tab.' Below the navigation menu, there is a 'Select a Year' dropdown menu set to '2014-2015' and a link for 'Assessment Calendar'.

*Always click **Sign Out** in the menu column on the left of the screen when you have completed your PMRN session or must step away from your workstation.*

**Help** and **Contact Us** provide access to additional PMRN resources.



## Your Profile

### Contact Information


You can manage your contact information and password by clicking the **Profile** link on the menu bar.

This is the contact information will appear on printed reports, parent letters and in the roster, so it is important to ensure the correctness of this information.

Select the **title** you prefer on parent letters or printed reports from the dropdown menu (1). Verify the correct spelling of your **first and last name** (2), as you would like it to appear on printed documents. Your school **address, phone and fax** (3) will also be available on select reports and should also be verified and corrected, if necessary.

Ensure that your **email address** is correct in order to receive PMRN notifications, as well as temporary passwords.

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

 **Linked SSO User**

**Change Contact Information**

Title 1

First Name  \*

Last Name 2  \*

Email  \*

Address 1 3

Address 2

City

State

Zip  -

Extension

Phone  -  -

Fax  -  -

\* Required Fields

Ensure that all of your information is correct as you would like it to appear on printed letters and reports, and then click **Save.**

*Edits made here **will not** affect your username. Your District Human Resource/Payroll department must make the official change to your District's files to ensure that your corrected name will appear in the PMRN the next time data is updated by the FLDOE.*

### Change Password

*SSO accounts are owned and managed by the school district.*

SSO passwords for Federated districts are changed via the network login page, in most cases; please contact your district MIS department for assistance.

SSO passwords for Hosted districts are changed by the user in the **Manage Account** feature on the SSO toolbar.

**Passwords expire every ninety days for hosted users.** Security questions must be answered to activate the ability to change, reset, or retrieve a forgotten password.

## Section 2: Principal's Entries [SL1 Users]

### Overview

At the beginning of the school year, the principal is the school's only user of the PMRN. You must complete the PMRN setup to make these powerful reading instruction tools available to other users at your school.

You will need to:

- Confirm your school calendar(s).
- Identify your designee (SL2 User) in the PMRN (usually the Literacy Coach).
- Create Coach's Log (CL) User(s).

It is also recommended that you:

- Ensure your District Information Systems (DIS) staff is ready to send appropriate data to the EAIS office of the FLDOE. *This data will be accessed by the Classroom Enrollment Tool (CET) in future months.*
- Review the [information in this guide about other users](#) and enter information into the PMRN about your SL2 User and CL User (See [Users and Access](#)).

### About Data Submission

The Just Read Florida! Office relies on its partners in Florida's school districts to ensure the accuracy and timeliness of information within the PMRN. The information listed in the box below must be sent to your District Information Systems (DIS) staff in time for them to submit it to the FLDOE by the 10th instructional day of the new school year for the 2014-2015 school year.

<b>Student Name</b>	<b>Student Grade Level</b>	<b>Teacher E-mail</b>
<b>Student Identifier</b>	<b>Student Date of Birth</b>	<b>District Name</b>
<b>Student Alias</b>	<b>Teacher Name</b>	<b>School Name</b>
<b>Student Gender</b>	<b>Teacher SSN</b>	<b>Responsible Instructor (Reading)</b>

## Registration

School Registration sets time-frames for each school that determine when scores from student Progress Monitoring assessments can be entered. You only need to complete the page at the beginning of the school year. The school registration window is indicated on the PMRN homepage. Registration information may not be edited outside this window, with the exception of the Literacy Coach information, which may be edited at any time.

Your *school calendar*, including the start date and the dates of non-instructional days, will be necessary in the School Configuration process.

Provide or confirm the School Information, Principal and Student First Instructional Day:

### School Registration for the Year 2014-2015

Provide the details below to register your school.

1

School Information		
School	School Number	District
Address		
Phone	Fax	

2

Principal			
First Name	Regina	Last Name	Richardson
Email	regina.richardson@fldoe.org	Phone	( <input type="text"/> ) <input type="text"/> - 3155 <input type="text"/>

3

Instructional Days	
First Student Instructional Day *(mm/dd/yy):	<input type="text"/> / <input type="text"/> / 14
Confirm First Student Instructional Day *(mm/dd/yy):	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Confirm Calendar

The school calendar start date is the date that the principal entered during school registration. This should be the first instructional day for students.

The PMRN will use these dates to determine when to open and close windows for Progress Monitoring assessments.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 9/3/2014

### School Configuration

**NOTE: The following school configuration screen is only available on the Principal's first Sign In. This screen allows you to enter and confirm important school information which is required in order to schedule key events in the PMRN.**

Before continuing, please have a printed copy of your school's calendar available.

---

**School Calendar Type**

Your school's calendar(s) and calendar start date are listed.  
**If the information is incorrect, please contact the PMRN Help Desk (helpdesk@fcrr.org or (850) 644-0931).**

Name (Calendar Type)	Start Date
District-Wide	8/15/2014

\* Value is required

Verify that this calendar information displayed is correct. If there is a discrepancy, contact the FDOE Integrated Education Network Service Center for additional information at [IENHELP@fldoe.org](mailto:IENHELP@fldoe.org) or 855.814.2876.

## Non-Instructional Days

A school holiday is an example of a non-instructional day. Your screen may show a list of holidays for your district. Non-instructional days affect the dates set for Progress Monitoring. It is very important that the list of non-instructional days is accurate. If the list is not correct, contact the FDOE Integrated Education Network Service Center for additional information at [IENHELP@fldoe.org](mailto:IENHELP@fldoe.org) or 855.814.2876.

A message will display to confirm that the School Configuration information has been submitted.

## Coach's Log and Confirmation

If your school uses the Coach's Log for bi-weekly reporting, check the top box in this section.

You **must** check the second box to confirm that your district information systems office has been notified to send information to the FDOE as a part of the beginning of the year survey. Click **Submit**.

**Coach's Log**

The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.

\*  The District Information Systems Office has been notified to send student information (including the responsible instructor of reading) and staff information to the FLDOE as part of the beginning of the year survey for those students who will be progress monitored.

Review the information you entered. Click **Save**, if it is correct, or **Back** to edit the entries.

**PMRN Registration for Florida Assessments for Instruction in Reading aligned to the Florida**

**School Registration for the Year 2014-2015**

Please verify that the information below is correct.

**Florida School** will be utilizing Florida's Progress Monitoring and Reporting Network (PMRN) for the 2014-2015 School Year.

The Principal, **Regina Richardson**, can be reached at [regina.richardson@fldoe.org](mailto:regina.richardson@fldoe.org).

The first day that students will be in attendance will be 08/15/14.

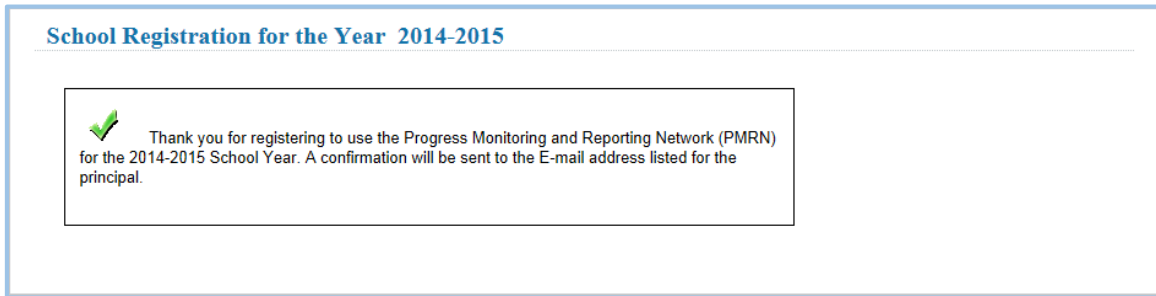
For the 2014-2015 School Year, the following grades will have scores reported through the PMRN:

Kindergarten	Updated by Surveys 2 & 3
First	Updated by Surveys 2 & 3
Second	Updated by Surveys 2 & 3
Third	Updated by Surveys 2 & 3
Fourth	Updated by Surveys 2 & 3
Fifth	Updated by Surveys 2 & 3
Sixth	Updated by Surveys 2 & 3
Seventh	Updated by Surveys 2 & 3
Eighth	Updated by Surveys 2 & 3
Ninth	Updated by Surveys 2 & 3
Tenth	Updated by Surveys 2 & 3
Eleventh	Updated by Surveys 2 & 3
Twelfth	Updated by Surveys 2 & 3

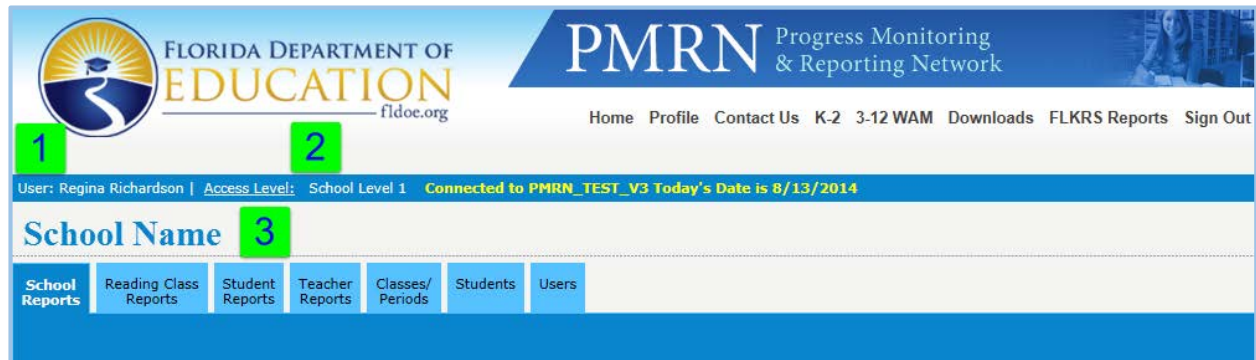
The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.

If the information needs to be modified, click the "Back" button below. If the above information is correct, please click the "Save" button below.

Once you have successfully registered your school, there is a brief waiting period for your registration to be accepted.



You will see the PMRN Home page, displaying your name(1) and Access Level(2), as well as the name of your school(3). The Navigation Tabs will display the sections of the PMRN you may view as a principal or SL1 User.



It is recommended that you add your SL2 and CL User(s) at this time. Instruction is provided in [Section 3: Users and Access](#), under [Administrative Users](#) and [Non-Administrative Users](#), respectively.

A quick overview of each tab can be located [Navigational Tabs](#) section of this guide.

## Section 3: Users and Access [SL1, SL2 & SL3 Users]

### Overview

Student and employee data are very sensitive. PMRN Administrators should take great care in assigning users access to such data.

The SL1, 2, and 3 Users receive E-mails and alerts from PMRN, such as reminders to prepare for each assessment period. No other users receive these communications.

### Administrative Users

Principals are School Level 1 (SL1) Users and have access to all information within a school's PMRN site. Principals' designees are called School Level 2 (SL2) Users and have access to all PMRN information except the School Configuration page and the ability to create Coach's Log (CL) Users.

These users have the capability to either add or remove other users or students, create classes, edit and enter student scores, and receive official communications from the PMRN.

### School Level 1 (SL1) User

A *principal* is the sole SL1 User at a school. FCRR identifies and assigns principals as SL1 Users.

### School Level 2 (SL2) User

Each school may have only one SL2 User who serves as the principal's designee. This user has the same PMRN access, except for access to the School Configuration pages and the ability to create Coach's Log Users.

Although the SL2 User is known as the *Literacy Coach* for the purposes of this document, the SL2 User may also be the assistant principal in charge of curriculum, a curriculum Resource Teacher, or someone else in charge of PMRN administration.

### School Level 3 (SL3) User

The SL3 User can manage class rosters by adding, enrolling, removing, and withdrawing students. An SL3 User may only add new users if creating a Reading or Resource class.

## Non-Administrative Users

### School Level 4 (SL4) User

These users can view reports at the School, Teacher, Class, and Student levels. Appropriate staff would include an assistant principal, guidance counselor, or any other *individual who works with all students at the school*.

### Reading Level User

These users are *teachers who provide primary reading instruction* to a class. They can view reports for their class(es) and the students in their class(es) only.

### Resource Level User

These users are *teachers who provide additional instruction beyond the primary reading class*. They can view reports for themselves as teachers, their students, and their class. Teachers who deliver the primary reading instruction to these students will also be able to view reports for them.

### Coach's Log (CL) User

This user is responsible for submitting coaching hours to the PMRN every two weeks. Only SL1 Users (principals) can add a Coach's Log User.

### Assessment Team Member (ATM) User

This user administers the FAIR using the K-2 EST or the 3-12 WAM. This user has no access to reports in the PMRN.



## Access Levels, Descriptions and Recommendations

The Chart below provides the list of Access Levels and recommends who should have each level, the number of persons that can have the level of access, the reports that can be accessed and the application(s) that can be accessed.

Access Level	Number Allowed	Who	Description	User Can:	
				Access K-2 Scoring Tool	Generate Key for 3-12 WAM
School Level 1 (SL1)	1	Principal	Assigns Users, Manages Classes/Periods, Views School Reports		
School Level 2 (SL2)	1	Literacy Coach	Assigns Users, Manages Classes/Periods, Views School Reports		
School Level 3 (SL3)	1	2 <sup>nd</sup> Literacy Coach or an individual assisting with PMRN administration	Manages Classes/Periods, Views School Reports		
School Level 4 (SL4)	8	School Administrator or an individual who needs access to school-wide reports	Views School Reports		
Coaches Log (CL)	8	Literacy Coach	Enters Coach's Log Hours and Narratives		
Reading Teachers (RdT)	unlimited	Teacher that delivers primary reading instruction	Views Class/Student Reports, Assesses students, Can enter scores for their class through PMRN		
Resource Teacher (RsT)	unlimited	Teacher that provides intervention or extra support	Views Class/Student Reports, Assesses students, Can enter Ongoing Progress Monitoring scores through PMRN		
Assessment Team Member	unlimited	Any individual who needs to test students on the K-2 EST or 3-12 WAM	Administers the FAIR using the K-2 EST or 3-12 WAM		

## Section 4: PMRN Administration [SL1, SL2 & SL3]

### Overview

The steps in this section ensure that class lists are up to date for the administration of the FAIR.

Your class lists within the PMRN will reflect the Survey 8 data reported to the Florida Department of Education (FDOE).

If you have:

- Newly hired teachers,
- Updated classroom assignments,
- New students,
- Withdrawn students Class Roster Update Sequence:

Updates to your class rosters in the following sequence:

- |                                      |  |
|--------------------------------------|--|
| 1) <a href="#">Review user list</a>  | 6) <a href="#">Transfer students</a>             |
| 2) <a href="#">Add new users</a>     | 7) <a href="#">Enroll students</a>               |
| 3) <a href="#">Delete users</a>      | 8) <a href="#">Remove students</a>               |
| 4) <a href="#">Create classes</a>    | 9) <a href="#">Withdraw students from school</a> |
| 5) <a href="#">Review class list</a> |  |

You will need:

- A list of teachers at your school and the levels at which they are delivering reading instruction.
- Email addresses for users (required for report access).

### Initial Rostering

The PMRN database is populated with class, teacher and student information provided by Survey 8 data that FDOE has filtered for invalid records. Only students with identified Responsible Instructors are created in schools by PMRN. All other records are removed. Classes are created by pairing the students with the Responsible Instructor identified in the student demographic file. Therefore, *the district office must be notified of the teacher with whom the student will be rostered.*

**Students not being Progress Monitored should not be listed with Responsible Instructor information.**

#### *Additional Surveys*

Surveys 2, 3, and 5 are also used by PMRN to add students to rosters and update demographic data. Survey 5 updates student demographic data at the end of the school year and provides attendance information.

Survey 2, imported in late November, is based on students enrolled into the school during the first week of October. Exclusion Lists are updated based on this data.

Survey 3, imported in March, and is based on enrollment during the first week of February.

## Review Users and Assignments

Users are added to the Single Sign-On portal upon employment with the district. If they do not appear in the roster, they must be entered into PMRN by the SL1, SL2 or SL3 User.

Click the **Users** tab on your PMRN home Page and review your teacher roster.

If a teacher is not in your list and should be, see [the Add User instructions](#).

If a teacher is in your roster, but has incorrect or incomplete Access Levels, click on that user's name to edit the information.

### Linking PMRN with SSO

All public schools, including charter schools, will access the PMRN through their attested Single Sign-On accounts granted by their district. The PMRN application will match PMRN Users with SSO Users when an exact match is possible and then automatically link the PMRN account with the user's SSO account. In most cases, where the **SSOUser** column is yes, the **Linked** column will also be yes. If the teacher has an SSO Account, but could not be automatically linked, you must manually link the accounts. Click on the user's name.

User	Access Level	SSOUser	Linked
<a href="#">Anderson, Artesa</a>	Reading Level	YES	NO
<a href="#">Anderson, Artesa</a>	Coach's Log User	YES	NO

In the user information window, click **Link SSO User**:

The screenshot shows the 'Users' tab selected in the top navigation bar. Below the navigation bar, there are several tabs: School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, and Users. The main content area displays user information for 'Anderson, Artesa'. The information includes: PMRN Unique ID (IG0GA1AB8), Identifier (\*\*\*\*\*), First Name (Artesa), Last Name (Anderson), and E-mail (artesa.anderson@fldoe.org). A green box highlights the 'Link SSO User' button in the top right corner of the user information window.

Enter the required information and click search. When you have located the exact match, click **Link SSO User**.

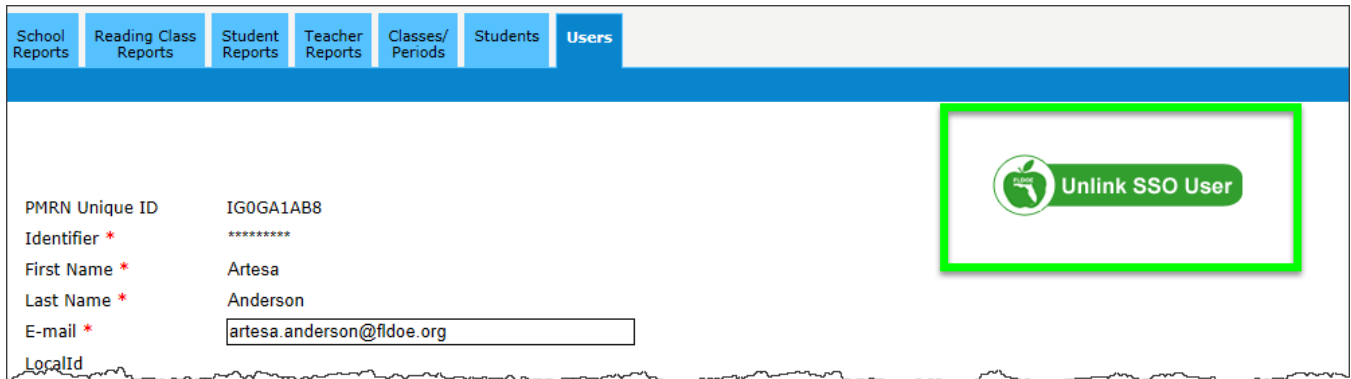
The screenshot shows the 'Search for Users in the PMRN' interface. It includes a search bar with the text 'artesa.anderson@fldoe.org' and a 'Search' button. Below the search bar, there are three input fields: 'Local ID', 'First Name' (containing 'Artesa'), and 'Last Name' (containing 'Anderson'). A green box highlights the 'Search' button with the number '1'. Below the search results area, there is a green box with the text 'Select the matching user from the list.' and the number '2'. In the bottom right corner, there is a green box with the text 'Link SSO User' and the number '3'.

### Requesting an SSO Account

All PMRN accounts should be linked to an SSO user account. If you do not see the user you wish to link, please contact the FLDOE Integrated Education Network Service Center at [LENHELP@fldoe.org](mailto:LENHELP@fldoe.org) or 855.814.2876

### PMRN Account Linked to Incorrect SSO Account

If the PMRN User is linked to an incorrect SSO account, click **Unlink SSO User**.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, and Users. The Users tab is selected. Below the navigation bar, there is a user profile section with the following information:

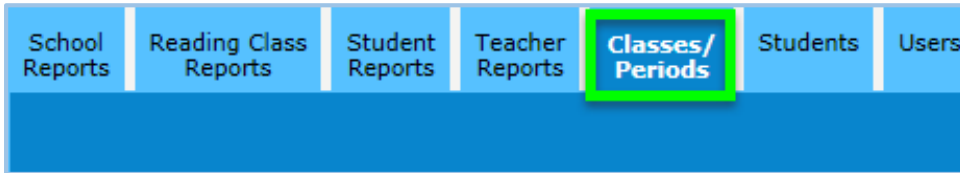
PMRN Unique ID	IG0GA1AB8
Identifier *	*****
First Name *	Artesa
Last Name *	Anderson
E-mail *	<input type="text" value="artesa.anderson@fldoe.org"/>
LocalId	

To the right of the profile information, there is a green button with a circular icon containing a globe and the text "Unlink SSO User". The button is highlighted with a green rectangular border.

Complete the steps outlined in the preceding section, [Linking PMRN with SSO](#).

## Review Classes or Period Assignments

When you have all of your users in the Users tab, Click that **Classes/Periods** tab on your PMRN Home page.



Review the type (of user) and their class or period assignments for reading instruction. PMRN identifies students by grade level. If a reading teacher has students in multiple grade levels, a separate class must be set up for each teacher/grade-level combination.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 11/29/2013

School Name

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Teacher](#) [Add Class Period](#)

Teacher	Type	Period	
Lname, Fname	Reading	<a href="#">07 - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading		<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">05 - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">KG - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading		<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">01 - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">03 - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">KG - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>
Lname, Fname	Reading	<a href="#">01 - Lname, Fname - U</a>	<a href="#">Add Class/Period</a>

To add a teacher, click [Add Teacher](#).

To edit the type of teacher, see the [Edit User](#) section of this guide.

To add a class for a user, click [Add Class/Period](#) next to that teacher's name.

To remove a teacher, see [Delete a User](#) section of this guide.

### Add New PMRN User

If the user has an SSO account, but does not have the PMRN link on their SSO Welcome page, [contact the District SSO helpdesk](#). If the user is not currently in your user list, create a PMRN account for them.

To create a PMRN account for a new user, click **Add User** on the **Users** tab.

Enter the requested information. In the *Allow?* column, select the Access Level for this user. If the user will have access to the PMRN Reports, select **Reading Level**, **Resource Level** or both in the Access to PMRN column. (A teacher can be both a **Resource Level User** and a **Reading Level User**, if they are assigned both types of classes.)

PMRN Unique ID Identifier \*

First Name \*

Last Name \*

E-mail \*

LocalId

Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach's Log User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input checked="" type="checkbox"/>

Submit Cancel

\* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required.

Click **Submit** if entries are correct, or **Cancel** to return to the previous screen.

### Confirm New User Information and Access

The new user's information and access level will be displayed. Review the information carefully.

#### Confirm Add User

**i** You are adding a User. Please verify that the information below is correct.

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

##### User Information

PMRN Unique ID: 867530901  
Identifier:  
First Name: Annie  
Last Name: Teacher  
E-mail: Annie.Teacher@FloridaSchool.k12.fl.us

---

##### New Access Level(s)

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

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

If there is an error, click **Cancel**, which returns you to the **Classes/Period** tab to re-enter the information.

If the information is correct, click **Continue** to generate an email to the user with their username and password. It is recommended that you also send the [Initial Sign-In Handout](#) (Appendix A) to the new user.

[Add another user](#) or continue to [Add a Class/Period](#) for the new user.

## Delete a User

*SSO Account access is removed by the district SSO support team. Once SSO account access is deactivated, the user will no longer have access to PMRN.*

Before removing a teacher, you must:

- [Reassign their classes](#) to another teacher or remove all students from their class.
- [Delete the classes](#) of the teacher.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

School Name

Reading Class Reports | Student Reports | Classes/Periods | Students | **Users**

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

User	Access Level	Send User Name and Password	SSOUser	Linked
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Assessment	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	School Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	
<a href="#">LastName, FirstName</a>	Reading Level	<a href="#">Send User Name and Password</a>	NO	

**Click the name of the teacher you want to remove.**

*Teachers **cannot** be removed if: (1) they have students assigned to them in Assessment Periods 2 or 3, or (2) they have submitted Progress Monitoring scores.*

In the user information popup window, uncheck the appropriate Access Level boxes, accordingly.



User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

Reading Class Reports | Student Reports | Classes/Periods | Students | **Users**

PMRN Unique ID Identifier \* 867530900

First Name \* Annie

Last Name \* Teacher

E-mail \* Annie.Teacher@FloridaSchool.k12.fl.us x

Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach's Log User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input checked="" type="checkbox"/>

You must un-check all boxes for the user and click **Submit**.


\* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required.

Click **Submit** and review the information in the **Confirm Delete User** window.

**Submit**

Click **Continue** to remove this teacher from your school's user list. The teacher will remain in the PMRN database, should s/he move to another school. You will return to the **Users** tab.

**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: IF6FG1GB0

Identifier: \*\*\*\*\*

First Name: Annie

Last Name: Teacher

E-mail: Annie.Teacher@FloridaSchool.k12.fl.us

You will see an update message when the removal of the user is successful:



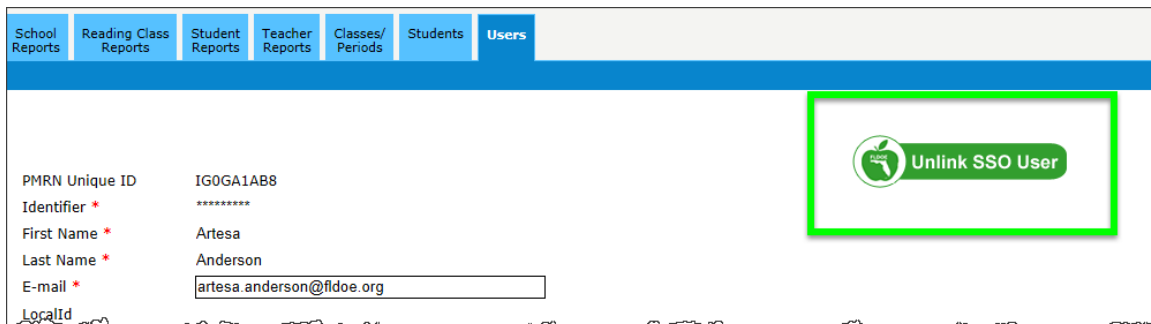
## Edit User

If the user's profile information was incorrect as imported, or the user has a name change, the user can edit the information in their [Profile link](#). Notify the appropriate staff so the correct information will be reported on future survey data.

As a PMRN Administrative Level User, you edit the email address, access level, or the Reading Coach information of a user. You can also link and unlink a PMRN account with an SSO account.

### *Unlink PMRN Account to and SSO Account*

The PMRN application will attempt to match accounts where key elements are the same. If a PMRN User is linked to the incorrect SSO Account, click on the User's name, and click Unlink SSO User:



Upon success, you can then link the account to the correct SSO account.

*Linking a PMRN Account to an SSO Account*

If the teacher has an SSO Account, but does not have it linked to their PMRN account, you must manually link the accounts. Click on the user’s name.

User	Access Level	SSOUser	Linked
Anderson, Artesa	Reading Level	YES	NO
Anderson, Artesa	Coach's Log User	YES	NO

In the user information window, click **Link SSO User**:

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

PMRN Unique ID IG0GA1AB8  
 Identifier \* \*\*\*\*\*  
 First Name \* Artesa  
 Last Name \* Anderson  
 E-mail \* artesa.anderson@fldoe.org  
 LocalId

Link SSO User

Enter the required information and click search. When you have located the exact match, click **Link SSO User**.

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

**Search for Users in the PMRN**

Locate a User in the PMRN by entering the Identifier, District ID, or PMRN Unique ID into the **ID** field, the last name in the **Last Name** field, or the E-mail address in the **E-mail** field.

Local ID First Name Last Name

E-mail

Search **1**

Select the matching user from the list. **2**

**3** Link SSO User

## Classes and Assignments

In PMRN, students are assigned to the teacher delivering their reading instruction. If students are grouped by homeroom within PMRN, Reading teachers must have a Resource Level class created in order to see reports for the students they teach. Similarly, homeroom teachers can have a Resource Level class created for them in order to see reports for their students who are taught reading by another teacher.

Before you add a new class to a teacher, you will need to know whether the students will be receiving primary or resource instruction from the teacher.

In PMRN, classes can be assigned periods. These class periods are listed A through H and U (unassigned). By default, are students are assigned to the U period.

Through the PMRN user interface, School Level 1, 2, and 3 Users are able to create and group students into periods A through H.

### Review Class Lists

Once your list of teachers is correct, select the **Classes/Periods** tab from your PMRN Home page. Scroll down to review your school's list of classes.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Teacher](#) [Add Class Period](#)

Teacher	Type	Period	
Mann, Horace	Reading	<a href="#">05R - Mann, Horace - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Dewey, John	Reading	<a href="#">03R - Dewey, John - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Richardson, Kay	Reading		<a href="#">Add Class/Period</a>
	Resource	<a href="#">03R - Richardson, Kay - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Richardson, Kay	Resource	<a href="#">04R - Richardson, Kay - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Richardson, Kay	Resource	<a href="#">05R - Richardson, Kay - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Teacher, Annie	Reading		<a href="#">Add Class/Period</a>
	Resource	<a href="#">KGR - Teacher, Annie - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Teacher, Annie	Resource	<a href="#">01R - Teacher, Annie - U</a>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Teacher, Annie	Resource	<a href="#">02R - Teacher, Annie - U</a>	<a href="#">Delete Class/Period</a>

## Add a Class/Period

Locate the User for whom you want to add a class, and click Add Class/Period to the right of the teacher's name. If the teacher has both Reading classes and Resource Reading classes, select accordingly.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Teacher](#) [Add Class Period](#)

Teacher	Type	Period	
Mann, Horace	Reading	05R - Mann, Horace - U	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Dewey, John	Reading	03R - Dewey, John - U	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>

**Click Add or Delete Class/Period, accordingly.**

Class Type (1) and Teacher (2) are pre-populated with the information of the teacher you selected. You will need to select the Grade (3) and the Periods (4), if applicable. **U** is the default selection, for unassigned.

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

**Add Class/Period**

Add a new class to your school by selecting the appropriate class type, teacher, and grade below. You may only add new classes that are associated with existing teachers. If you wish to create a class with a new teacher, you must create the new teacher first.

Class Type: **1** Reading

Teacher: **2** Teacher, Annie

Grade: **3** 2nd Grade

Periods: **4**  A  B  C  D  E  F  G  H  U

**5** [Submit](#) [Cancel](#)

Finally, click **Submit** (5).

Continue this procedure to add additional classes. When your list of classes is complete, check and correct your class rosters.

---

*Periods can be used to group students by the time they see a particular teacher, by students taught by a team of teachers or by ability levels.*

---

## Delete a Class

Delete a class by clicking the Delete Class/Period to the right of the class name. Only classes that have no students assigned to them can be deleted. See [Remove a Student](#) for detailed information.

## Add a New Class

Click the **Classes/Periods** tab.

Click **Add Class Period**.

For Class Type, select either Reading or Resource(1), then select the name of the teacher who will teach the class(2).

Indicate the periods (3) that will be associated with the class by clicking the box(es) that correspond to each period.

Select the appropriate **grade level** (4)

Click **Submit** (5).

Reading Class Reports Student Reports **Classes/Periods** Students Users

**Add Class/Period**

Add a new class to your school by selecting the appropriate class type, teacher, and grade below. You may only add new classes that are associated with existing teachers. If you wish to create a class with a new teacher, you must create the new teacher first.

Class Type: 1 Reading

Teacher: 2 Teacher, Annie

Grade: 3 2nd Grade

Periods: 4  A  B  C  D  E  F  G  H  U

5 Submit Cancel

Continue this procedure to add additional classes. When your list of classes is complete, check and correct your class rosters.

---

*Periods can be used to group students by the time they see a particular teacher, by students taught by a team of teachers or by ability levels.*

---

## Students

### Add a Student

Click the **Classes/Periods** tab from your PMRN Home page. Click the name of the class and period in which you want to add a student. When the class list is displayed, ensure that the correct class and period are displayed at the top of the page. If it is not, select the correct teacher from the **Class** dropdown menu.

Then, click **Add Student**.

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

**Edit Class/Period**

Update class/period information for:

**CLASS:** KG - Richardson, Kay **GRADE:** KG **TEACHER:** Richardson, Kay 1

Class:  Period:

Change the teacher for this period:

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

Class Roll:  2

Identifier	Last Name	First Name	Gender	Birthdate	Period	
1	*****3333	Doler	Shivani	F	1/25/2009	<input type="text" value="U"/>
2	*****1111	Ipsum	Alyssa	F	2/6/2009	<input type="text" value="U"/>
3	*****2222	Lorem	Osmary	F	9/17/2009	<input type="text" value="U"/>

Verify that the correct teacher's class name is at the top of this screen. If the name is incorrect, click the **Classes/Periods** tab to select another class.

Search for the student you wish to add. The PMRN will display a list of students within your school matching your request. Scroll down to see the list.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 7/21/2014

**School Name**

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

**Add Student**

[Return To Class Roster](#)

**CLASS:** KG - Richardson, Kay **GRADE:** KG **TEACHER:** Richardson, Kay **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.

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](#)

Add students to this Class or remove students by checking or un-checking the boxes next to the Identifiers. Click **Submit** to update your roll before searching for another student.

**Note:** An ✖ indicates that the student is already assigned to another Class. To be assigned to this class, the student must first be removed from the other class.

[Enroll Student](#)

No students found for the specified criteria.

[Enroll Student](#)

If the student is not retrieved by the PMRN, it is because either the student is enrolled in a grade level other than the one you selected or s/he has yet to be [enrolled in your school](#).

Beside each student's name is an indicator of their current status.

- ✖ This student is assigned to another class.
- ☑ This student is already assigned to the selected class.
- ☐ This student can be added to this class. Select the student by selecting the checkbox Click **Submit**.

To add eligible students to this class, select the box(es) in front of their name(s).

Click **Submit**.

If you need to make more additions to this class, or you did not find your student, click **Enroll a Student**.

If this completes your additions, click **Return to Class Roster** to return to the **Edit Class** page.



## Enroll a Student

If a search within your school did not retrieve the student, s/he may be located within the statewide PMRN database. Click the **Students** tab, then **Enroll Student**.

Reading Class Reports Student Reports Classes/Periods **Students** Users

**Search for Students in the School**

1. Select the grade of the student you wish to find. Students Identified for Modified Task Flow

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

---

1

To search the statewide database, enter either:

- The student's First Name, Last Name **and** Birthdate  
**OR**
- The student's Identifier  
Click **Search**.

Students previously enrolled in a Florida school should appear in the PMRN database. If your search did not match any students, check the spelling of the name and/or try the alternative search criteria.

If you are sure the student is not in PMRN, click the radio button to the left of *I want to enroll a new student*. Click **Next**.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

### School Name

Reading Class Reports | Student Reports | Classes/Periods | **Students** | Users

#### PMRN Database Search

Search By:

<b>Identifier</b> (10 digits)	Or	<b>First Name</b>	<b>Last Name</b>	<b>Birthdate</b> (MM/DD/YYYY)
<input type="text"/>		<input type="text" value="Annie"/>	<input type="text" value="Student"/>	<input type="text" value="05/13/2005"/>

Your search did not match any students.

I want to enroll a new student.

1 2

Fill in the requested information. Once you ensure the information has been entered correctly, click **Add**.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 9/1/2014

### West Elementary District-Wide

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

#### Enroll and Add Student to Class

**CLASS:** 02 - Anderson, Artesa **GRADE:** 2nd **TEACHER:** Anderson, Artesa **STUDENT COUNT:** 1

Identifier*	<input type="text"/>	<p style="text-align: center; font-weight: bold; color: blue;">1</p> <p style="text-align: center; font-weight: bold; color: blue;">Complete ALL required fields and then click Add.</p>
Local ID #	<input type="text"/>	
First Name*	<input type="text"/>	
Middle Name	<input type="text"/>	
Last Name*	<input type="text"/>	
Birthdate*	<input type="text"/>	
Gender*	<input type="text" value="U"/>	
Period*	<input type="text" value="U"/>	
<b>* Value is required</b>		
<p># 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.</p>		

2

You will return to the **Student List** page. You can now [assign the student to a class](#).

## Change Student Grade Level SL1, SL2, SL3 & RL]

School Level 1, 2, 3 and Reading Level Users can change the grade level currently assigned to a student if it is incorrect.

Proceed as if you were enrolling a student into his or her class under the correct grade level. Performing this step will place the student into his or her correct grade level and class, as well removing him or her from the incorrect grade level and class.

## Remove a Student

Students removed from a class will have their information available within the school for transfer to another class.

Students withdrawn from the school will have their information available in the statewide PMRN database.

Click the **Classes/Periods** tab from your PMRN Home page. Click the name of the class in which the student is receiving reading instruction.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN\_TEST\_V3 Today's Date is 8/13/2014

Reading Class Reports | Student Reports | **Classes/Periods** | Students | Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Teacher](#) [Add Class Period](#)

Teacher	Type	Period	
Mann, Horace	Reading	<b>05R - Mann, Horace - U</b>	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>
Dewey, John	Reading	03R - Dewey, John - U	<a href="#">Delete Class/Period</a> <a href="#">Add Class/Period</a>

**Click on the class in which the student is receiving reading instruction.**

A Check mark in front of the students' names indicate that they are currently in this teacher's class, in this class period.

Add students to this Class or remove students by checking or un-checking the boxes next to the Identifiers. Click **Submit** to update your roll before searching for another student.

**Note:** An **\*** indicates that the student is already assigned to another Class. To be assigned to this class, the student must first be removed from the other class.

[Submit](#) [Enroll Student](#)

Identifier	Last Name	First Name	Birthdate	Grade	Period
<input checked="" type="checkbox"/> *****2222	Dolor	Shivani	1/25/2002	KG	U
<input checked="" type="checkbox"/> *****1	Ipsum	Alyssa	2/6/1993	KG	U
<input checked="" type="checkbox"/> *****2222	Lorem	Osmary	9/17/1997	KG	U

[Submit](#) [Enroll Student](#)

Select the student(s) you wish to remove from this class by unchecking the box(es) in front of their name(s). Click **Submit**.

If the student is not in the list, visit the **Students** tab to search for the student in any grade level by last name.

## Transfer Student to Another Class

To transfer a student to another class period for the same teacher or to another teacher in the same school, you must first [remove the student from the current class](#). Once the student is removed from the current class period, they may be [added in the correct class period](#).

## Withdraw a Student

Click the **Students** tab from your PMRN Home page.

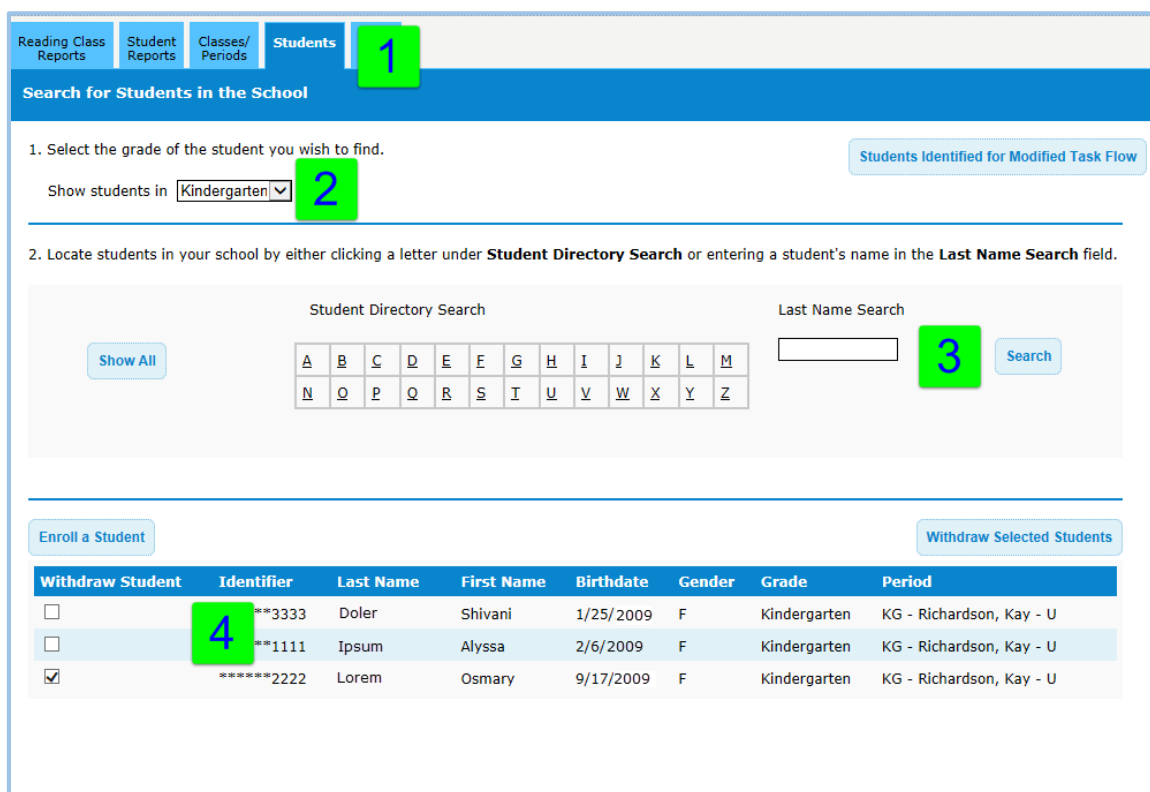
Select the student's grade level from the drop-down menu. Search to locate the student to withdraw.

---

*If a student is In Progress with an assessment they are not eligible to be withdrawn. Please contact the support desk for assistance.*

---

In the list of students displayed, check the boxes next to the students you wish to withdraw and then click the **Withdraw Selected Students** button.



Reading Class Reports | Student Reports | Classes/Periods | **Students** 1

Search for Students in the School

1. Select the grade of the student you wish to find. Students Identified for Modified Task Flow

Show students in Kindergarten 2

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

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:  3 Search


Enroll a Student Withdraw Selected Students

Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	***3333	Doler	Shivani	1/25/2009	F	Kindergarten	KG - Richardson, Kay - U
<input type="checkbox"/>	***1111	Ipsum	Alyssa	2/6/2009	F	Kindergarten	KG - Richardson, Kay - U
<input checked="" type="checkbox"/>	*****2222	Lorem	Osmary	9/17/2009	F	Kindergarten	KG - Richardson, Kay - U

4

Review the information displayed.

### Withdraw Students


 You have asked to withdraw students.

---

Selected students for withdrawal:

Identifier	Last Name	First Name	Birthdate	Gender	Grade
*****2222	Lorem	Osmary	09/17/2009	F	KG

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

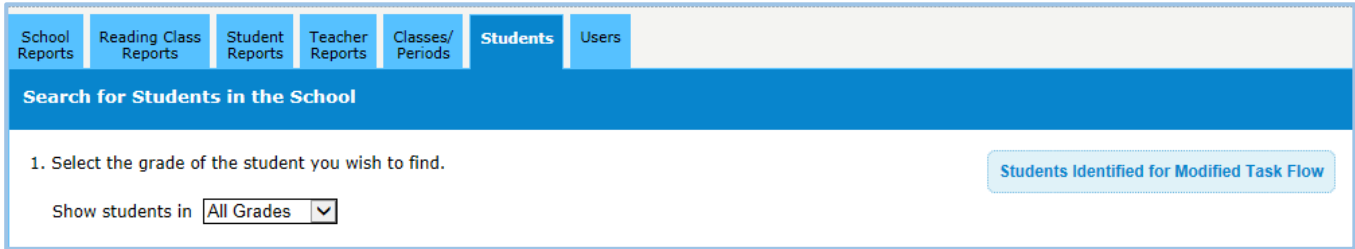


Click **Cancel** to return to the Students **Home** screen to correct your selection.

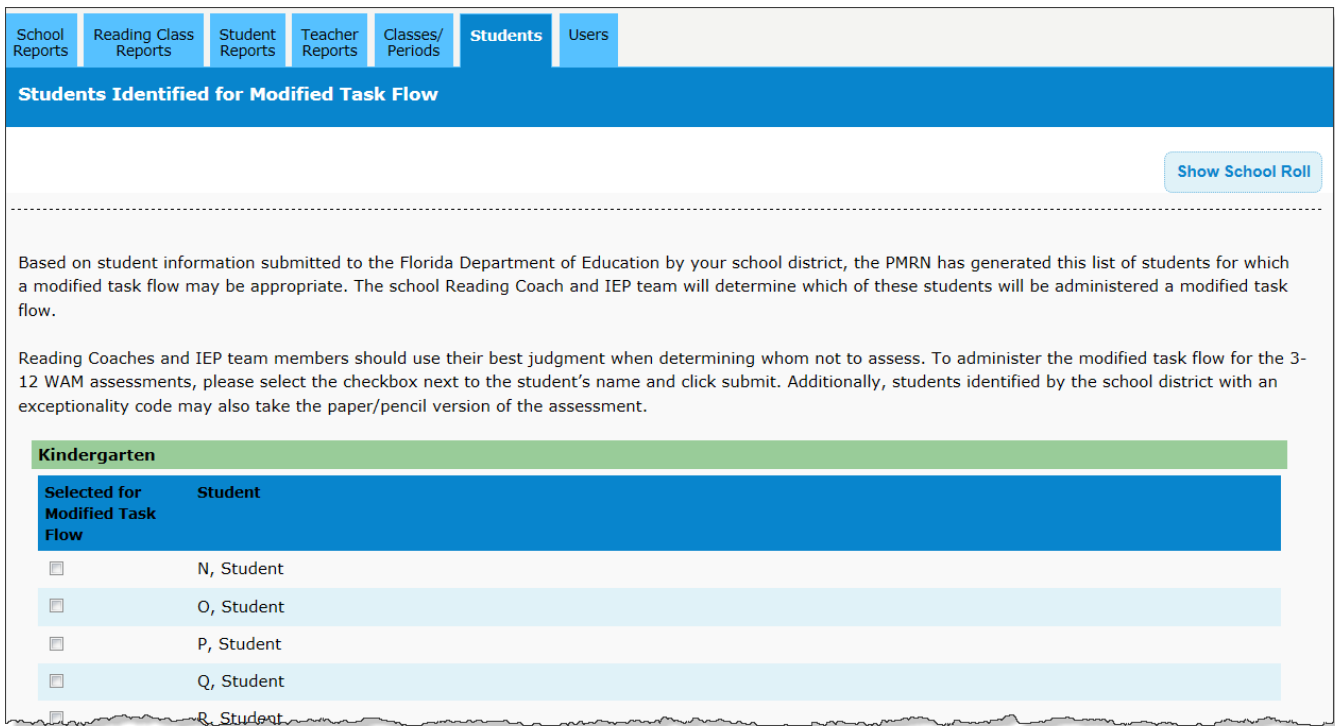
Click **Continue** to complete the withdrawal of the selected student(s). **This data will not be retrievable.**

### Students Identified for Modified Task Flow

On the **Students** tab, click **Students Identified for Modified Task Flow** to view students who have been identified as potentially eligible for a modified task flow in PMRN.



The final recommendation is made by the Individual Education Plan committee, after considering all pertinent information regarding the student. Select the checkbox next to the name of any student determined in need of a modified task flow and click **Submit**.



## Resource Classes

### Creating Resource Teachers

Click the **Classes/Periods** tab from the PMRN Home page.

Click the **Add Teacher** button.

The screenshot shows the PMRN interface with the 'Classes/Periods' tab selected. Below the navigation tabs, there is a message: "Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit." Below this message, there are two buttons: "Add Teacher" (highlighted with a green box) and "Add Class Period". At the bottom, there is a table header with columns for "Teacher", "Type", and "Period".

Enter the required information (1).

Check the box to the left that corresponds to Resource Level (2).

Check the box to the right that corresponds to Resource Level (3), which will allow this user to view PMRN Reports.

The screenshot shows the PMRN Users page with the 'Users' tab selected. The form includes the following fields and options:

- PMRN Unique ID Identifier \***: Text input field.
- First Name \***: Text input field.
- Last Name \***: Text input field.
- E-mail \***: Text input field.
- LocalId**: Text input field.
- Access**: A table with columns "Allow?", "Access Level", and "Access to PMRN".
 

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach's Log User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input checked="" type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input checked="" type="checkbox"/>

Numbered callouts in the image:

- 1**: A green box pointing to the form fields with the text "Complete ALL Fields."
- 2**: A green box pointing to the "Allow?" column of the Access table with the text "Select Resource Level".
- 3**: A green box pointing to the "Access to PMRN" column of the Access table with the text "Select Resource Level Report Access".
- 4**: A green box pointing to the "Submit" button.

Additional information:

- A red star icon and a red-bordered box containing the text: "Users can be both a Reading Teacher and a Resource Teacher."
- Footnote: "\* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required."

Ensure you provided the correct Identifier information for your new user, then click **Submit** (4).

### Verify User

Review the displayed user information.

#### Confirm Add User

**i** You are adding a User. Please verify that the information below is correct.

Click 'CONTINUE' to add this User. Click 'CANCEL' to discontinue this action. 1

#### User Information

PMRN Unique ID: \*\*\*\*\*

Identifier: \*\*\*\*\*

First Name: Ed U

Last Name: Kator

E-mail: EduKator@FloridaSchool.k12.fl.us

#### New Access Level(s)

Access Level	Access to PMRN
Resource Level	<input checked="" type="checkbox"/> <span style="background-color: #00ff00; color: white; padding: 2px 5px; font-weight: bold;">2</span>

Verify the displayed information is correct and then click **Continue**

3

If there is an error, click **Cancel** to return to the Classes/Periods tab to re-enter the information.

Otherwise, click **Continue**. PMRN will generate an email to a new user with their username and password.

---

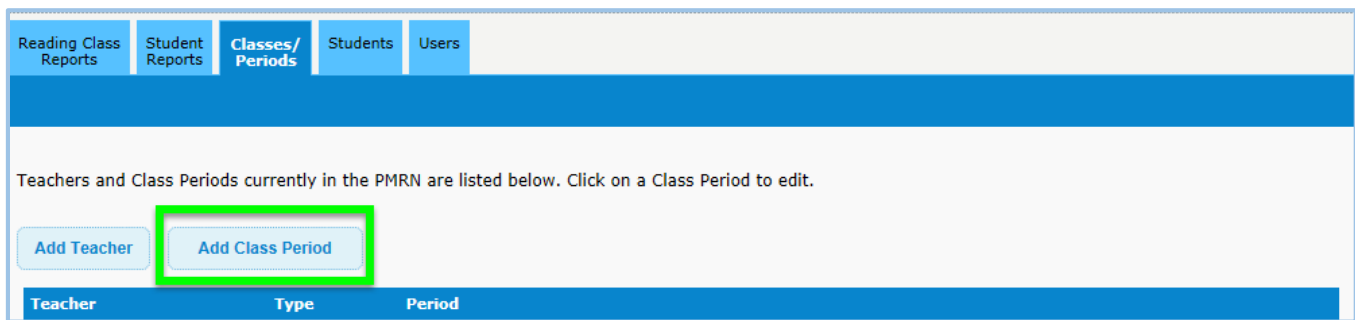
*It is recommended that you provide the new user with the Initial Sign In User Handout located in Appendix A. Users who are adding resource level access will continue to use their current username and password.*

---



## Creating a New Resource Class

Once the Resource teacher has been created, click the Classes/Periods tab. Click the **Add Class Period** button.



For Class Type, select Resource from the drop-down menu (1).

Select the resource teacher's name from the Teacher drop-down menu (2).

Select the grade level for this resource class from the Grade dropdown menu (3).

Click **Submit** to complete the process.

## Section 5: Coach's Log [SL1, SL2 & SL3 Users]

### Overview

Because the *Just Read, Florida!* Initiative is an extensive project implemented in every region of Florida, there needs to be a mechanism to keep up with school-level activities where the greatest impact on student learning occurs. The Coach's Log within the PMRN is a tool that can be used effectively to improve the reading program at a school and to guide the performance of the Literacy Coach.

The Coach's Log enables formative feedback, which is vital for success in implementing programs to improve student performance in reading. It allows information to be gathered on school-level professional development as well as successes and concerns with program implementation.

Data collected in the Coach's Log can be used to identify school needs. In addition, the information allows districts to identify successful efforts that might be replicated and to communicate common concerns that warrant attention. For instance, if several schools in a district consistently report that Literacy Coaches spend a lot of time at meetings, the District Reading Contact can work to eliminate unnecessary meetings so that coaches will have more time for tasks directly related to coaching.

The Professional Development (PD) Log for Literacy Coaches:

- Serves as a vehicle for information exchange
- Enables formative feedback important for students' success in reading
- Enables appropriate follow-up support for schools and Literacy Coaches
- Enables a support system for Literacy Coaches
- Strengthens program implementation
- Helps focus the Literacy Coach's work on improving teaching and learning
- Helps track the most vital resource – *time*

Coaches Log Users submit a log of their activities to the PMRN every two weeks. The Coach's Log Reports and coaches' comments can be viewed throughout the year by the Coach's Log User, the principal, District, Regional and State Level users of the PMRN.

---

*The ability to check **Coach's Log User** in a user's profile is active only for schools that were indicated as Coach's Log schools during the registration process.*

---

## Tasks in Log

The Coach's Log Form is divided into 16 task areas in an effort to assist Coaches in categorizing time and in making decisions on how to best use time to improve student performance in reading. For each task, there is a brief explanation of the types of activities that make up this task.

### 1. Whole Faculty Professional Development

Providing or facilitating whole faculty professional development sessions such as faculty seminars, action research, and/or study groups designated to increase the knowledge of Scientifically Based Reading Research (SBRR) for administrator, teachers and paraprofessionals.

### 2. Small Group Professional Development

Providing or facilitating small group professional development sessions such as faculty seminars, action research, and/or study groups designated to increase the knowledge of Scientifically Based Reading Research (SBRR) for administrator, teachers and paraprofessionals.

### 3. Planning

Planning, developing, and/or preparing professional development, including: surveying teachers for PD needs; preparing content for PD for teachers, parents, and others; planning a schedule for PD delivery, gathering PD materials; preparing a lesson for modeling and planning a coaching session with a teacher.

### 4. Modeling Lessons

Demonstrating lessons while teachers observe or co-teaching lessons in classrooms.

### 5. Coaching

Coaching (initial conversations, observation and reflecting conversation) teachers in classrooms which includes observing teachers, formulating feedback regarding lessons, discussing feedback with teachers and reflecting with teachers relating to reading or content area lessons.

### 6. Coach-Teacher Conferences

Conferencing with teachers regarding lesson planning, grouping for instruction, intervention strategies, and other topics related to reading. Informally conversing with teachers in a variety of ways (phone, email or face to face) on topics concerning reading such as fluency building, organizing literacy centers, students in need of interventions, etc.

### 7. Student Assessment

Facilitating and coordinating student assessments, including scheduling the time and place for assessments and notifying teachers of the assessment schedule. Coaches should spend limited time administering assessments.

### 8. Data Reporting

Entering assessment data into any data management system. Coaches should spend limited time, if any, on this task.

### 9. Data Analysis

Analyzing student data to assist teachers with informing instruction based on student needs. This includes personal study of data reports, principal/coach data sessions and teacher/coach data sessions.

## 10. Meetings

Attending meetings in the school, district or region regarding reading issues. Examples include meeting with school district administrators or coaches, school/community groups, curriculum teams, Reading Leadership Teams, School Improvement Plan Teams, etc.

## 11. Knowledge Building

Building knowledge of SBRR and/or assessment through personal study or professional development. This includes activities such as attending workshops and completing follow-up, attending reading conferences/training or participating in a study group.

## 12. Managing Reading Materials

Preparing the budget for reading materials, reviewing and/or purchasing the materials, maintaining inventory and delivering reading materials. Also included in duties such as gathering teacher resources and organizing leveled books for classroom libraries in collaboration with school staff.

## 13. Other

Other tasks as assigned that are performed during regular contract hours. Many of these tasks are appropriate and necessary for the coach to perform; however, some may inhibit the effectiveness of the role of the coach. Examples of appropriate tasks may include:

- Travel between schools or meetings
- Attending meetings not related to reading
- Taking charge of another teacher's classroom while the teacher observes a model lesson in a classroom
- Presenting reading-related information

Tasks that inhibit the effectiveness of the role of the coach include:

- Substitute teaching
- Administrative tasks
- Excess bus/lunch/hall duty (duty time in excess of what is required of other teachers)

## 14. Success

Please indicate successes that have occurred in the last reporting period

## 15. Concerns

Please indicate any concerns that you have.

## 16. Hours Outside the Contracted Day

Record hours worked in addition to your regular contracted hours and describe the activities performed during that time. Common examples include planning and delivering PD beyond the regular work day, providing parent trainings, taking online reading courses and pursuing reading certification/endorsement.

## 17. Success and Concerns Narratives

In addition to the 12 categories, the Coach's Log User can enter narratives including:

- Other
- Successes

- Concerns
- Hours outside the contracted day

The Other, Successes, Concerns and Hours Outside the Contracted Day narratives are at the bottom of the Coach's Log Form. The "Other" narrative is attached to the "Other" category on the Coach's Log Form.

## Shared Coaches' Duties

### *2 or more Schools/1 Coach:*

A Coach who serves two or more schools will keep a Log for each school. Time spent at a single task that benefits both schools, such as meetings or a workshop, can be split between the schools.

### *1 School/Multiple Coaches:*

These coaches will keep a single Log. Each coach will enter time into their own Coach's Log Form.

## Coach's Log Reports

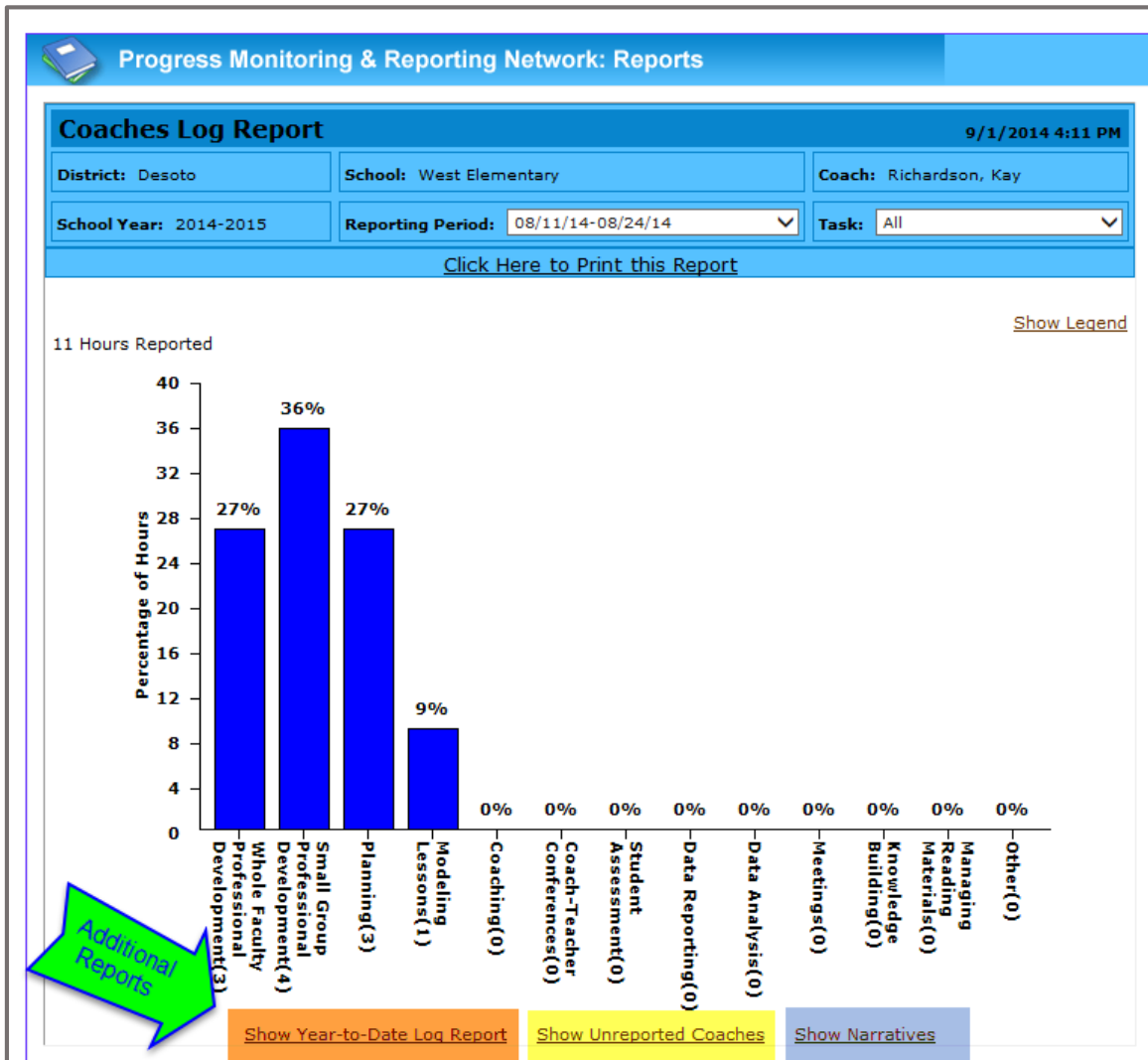
Principals may also view the reports by clicking Coach's Log Report under the School Reports tab.

### Coach's Log Report

The first report displayed is the School Coach's Log Report for the latest reporting period in which hours were submitted.

You can view totals hours reported, as well as a bar chart of the time spent on each of the thirteen tasks for the reporting period.

Additional reports are available in links at the bottom of the report screen.



## Year to Date Log Report

A summary of the Literacy Coach's activities from the beginning of the year to the selected reporting period can be accessed from the Show Year to Date Log Report link on the School Coach's Log Report.

You can view totals hours reported, as well as a bar chart of the time spent on each of the thirteen tasks for the selected period.

## View Narratives

Click **Show Narratives** at the bottom of the School Coach's Log Report to see any narrative entered on the Coach's Log Form during the school year.

## Show Unreported Coaches

Click Show **Unreported Coaches** link to see any coaches that have not submitted Coach's Logs. *SL1 Users and District Level Users are the only users that can access this.*

Use the drop down menu at the bottom of the report to select other sets of narratives.

## Task Report

Reports for individual tasks can be accessed by selecting the desired task from the drop-down box of the Coach's Log Report. Use the drop-down menu to select the task and reporting period upon which to report.

The screenshot displays the 'Coaches Log Report' interface within the 'Progress Monitoring & Reporting Network: Reports' system. The report title is 'Coaches Log Report' and the timestamp is '9/1/2014 4:11 PM'. The interface includes several filter fields: 'District: Desoto', 'School: West Elementary', 'Coach: Richardson, Kay', 'School Year: 2014-2015', and 'Reporting Period: 08/11/14-08/24/14'. A 'Task' dropdown menu is open, showing a list of tasks including 'All', 'Whole Faculty Professional Development', 'Small Group Professional Development', 'Planning', 'Modeling Lessons', 'Coaching', 'Coach-Teacher Conferences', 'Student Assessment', 'Data Reporting', 'Data Analysis', 'Meetings', 'Knowledge Building', 'Managing Reading Materials', and 'Other'. A link 'Click Here to Print this Report' is visible below the filters.

## Interpreting Coach's Log Reports [SL1, SL2 & SL3]

Coach's Log Reports are rich sources of information that are useful at the local level to support implementation of effective coaching. The reports should be used along with other information such as observations, anecdotal data, surveys, interviews, focus groups, etc. Taken as a whole, such data can inform Coaches, principals, and contacts to promote effective practices and decision making.

### Formative Feedback

The Coach's Log Reports present information "along the way," thus enabling correction and improvement as Successes, Concerns, and Comments are identified. This informative feedback is critical for successful implementation of school reform and can provide effective tools for examining ongoing practices. For example, if the Activity Reports show very little time has been reported in the categories for modeling lessons or coaching, this would be a "red flag" requiring more investigation by the principal or District Reading Contact. Since the main area of responsibility for Coaches is to guide teachers in the use of research-based instructional practices, the principal or District Reading Contact may need to touch base with the Coach to ensure he or she understands the role of the Coach. The Coach may need assistance in planning how to assist teachers, or the principal may need to make teachers more aware of the value of coaching and modeling to improve teaching practices. This kind of feedback is very valuable early in program implementation as it allows changes that improve teaching strategies and learning gains.

### Appropriate Follow-up Support

Literacy Coaches' Activity Reports provide the District Reading Contact a high level view of coaching activities. Year-To-Date Activity Reports allow for quick review of coaching activities at every school and a compare individual school reports with the district-wide year-to-date reports. If a school report varies considerably from the district-wide report, this can inform the District Reading Contact so s/he asks more appropriate questions and provide meaningful mentoring resulting in improved follow-up support for schools.

### Focus on Improving Teaching and Learning

An important principle of learning is that often the most effective feedback is self-observation. The Coach will find that the Coach's Log Reports provide this type of feedback and can increase the Coach's capacity to self-reflect and self-assess.

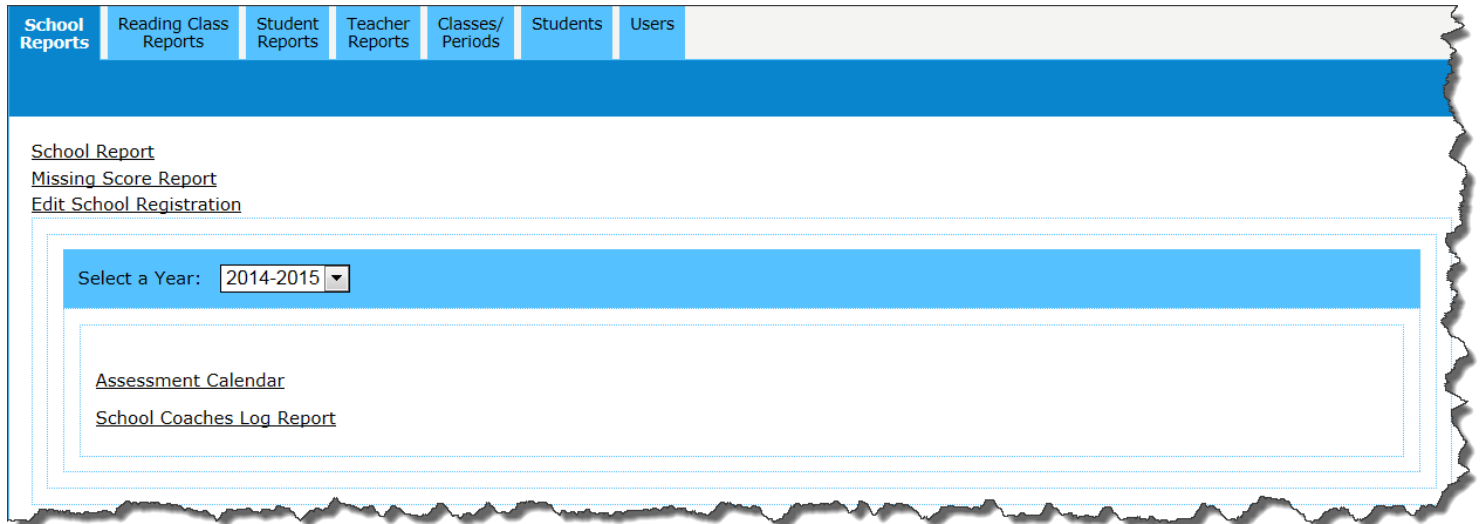
A principal can utilize the Coach's Log Reports to understand the Coach's role and can provide documentation of how the Coach's time is spent. The principal and the Coach can review the reports together to evaluate the distribution and effectiveness of tasks and their impact on teachers and students.



## Section 6: Navigation Tabs Overview

Click the tab at any time to return to the home screen for that tab.

### School Reports Tab



As an SL1 user you will see following Reports on the School Reports Tab:

*School Report*

*Missing Score Report*

*Edit School Registration*

*Assessment Calendar*

If your school participates in the Coach's Log for the current school year then you will also see the following report on the School Reports Tab:

*School Coaches Log Report*

To edit the School Information, Principal Information or add Coach's Log functionality for your school, click **Edit School Registration** from the School Reports tab.

### School Registration for the Year 2014-2015

Provide the details below to register your school.

School Information		
School	School Number	District
Address		
Phone	Fax	

Principal		
First Name	Last Name	
Email	Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/> 3155

Instructional Days		
First Student Instructional Day *(mm/dd/yy):	<input type="text"/> 08	<input type="text"/> / <input type="text"/> 11
Confirm First Student Instructional Day *(mm/dd/yy):	<input type="text"/>	<input type="text"/> / <input type="text"/>

Grades to be Progress Monitored	
Section A - The PMRN requires the use of the K-2 Adobe Integrated Runtime (K-2 AIR) application for the administration of the FAIR-FS to students in grades K-2.	
Grade(s) to be Reported	Students Added by Surveys 2 & 3?
<input checked="" type="checkbox"/> Kindergarten	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input checked="" type="checkbox"/> First Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="checkbox"/> Second Grade	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Assessment Calendar

To view your school's calendar as implemented by PMRN, select the school year from the dropdown menu, then click **Assessment Calendar**.

The screenshot shows a web application interface with a navigation menu at the top containing: School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, and Users. Below the menu is a blue header for "Assessment Calendar".

Below the header, a message states: "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."

The main content area displays a calendar for "West Elementary 2014-2015". A summary box on the left provides details:
 

- Calendar: District-Wide
- Type: Traditional
- Status: Active
- Current Period: First
- Current Day : 3

The calendar grid shows dates from August 11 to August 25. Key events are highlighted:
 

- 11 Mon: First PMRN Period Begins
- 12 Tue: FLKRS Administration Begins
- 13 Wed: Current Day

 Saturdays (16, 17, 23, 24) and Sundays (17, 24) are highlighted in orange, indicating non-instructional days.

Access to PMRN begins on the first day of instruction and is suspended on all non-instructional days.

## Reading Class Reports Tab

Report	Description
<a href="#">Class Status Report</a>	Class status report.
<a href="#">WRT Ability</a>	Word Recognition Task (WRT) Ability.
<a href="#">VKT Ability</a>	Vocabulary Knowledge Task (VKT) Ability.
<a href="#">RCT Ability</a>	Reading Comprehension Task (RCT) Ability.
<a href="#">SKT Ability</a>	Syntactic Knowledge Task (SKT) Ability.

As an SL1 and Reading Level user you will see following Reports on the Reading Class Reports Tab:

### *Class Status Report*

#### *Sub Reports:*

- *WRT Ability Report*
- *VKT Ability Report*
- *RCT Ability Report*
- *SKT Ability Report*

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users						
<p>Select a Year : <input type="text" value="2014-2015"/></p> <p>Select a Grade : <input type="text" value="1st"/></p> <p>Select a Student : <input type="text" value="A, Student"/></p> <table border="1"> <thead> <tr> <th>Report</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">Student Report</a></td> <td>Student report.</td> </tr> <tr> <td><a href="#">Parent Letter</a></td> <td>Generate parent letter.</td> </tr> </tbody> </table>							Report	Description	<a href="#">Student Report</a>	Student report.	<a href="#">Parent Letter</a>	Generate parent letter.
Report	Description											
<a href="#">Student Report</a>	Student report.											
<a href="#">Parent Letter</a>	Generate parent letter.											

## Student Reports Tab

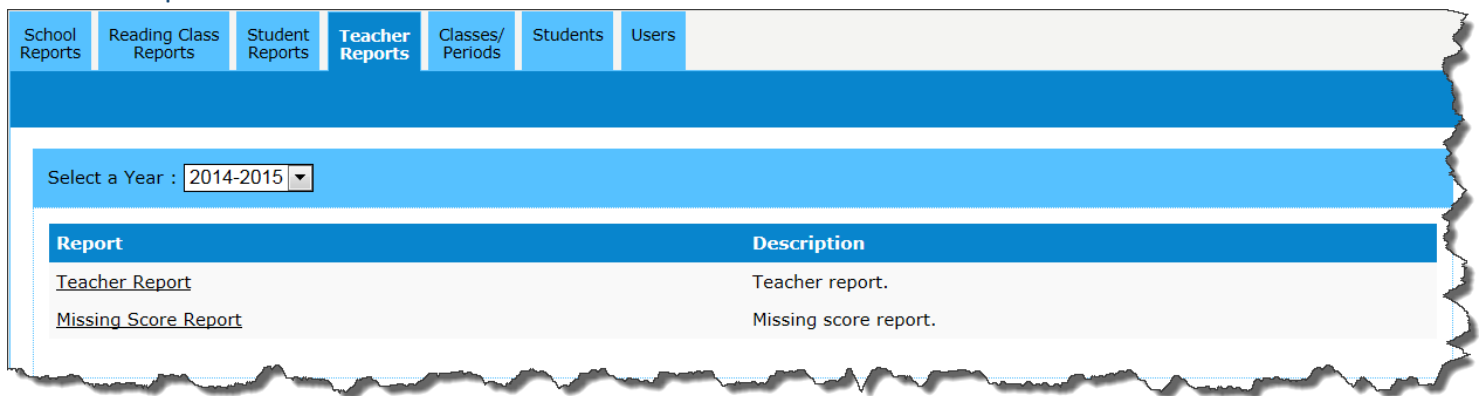
As an SL1 and Reading Level user you will see following Reports on the Student Reports Tab:

*Student Report*

*Parent Letter*

Use the dropdown menus to select the **School Year**, **Grade Level** and **Student** to view a Student Report or generate a Parent Letter for the selected student.

### Teacher Reports Tab



Report	Description
<a href="#">Teacher Report</a>	Teacher report.
<a href="#">Missing Score Report</a>	Missing score report.

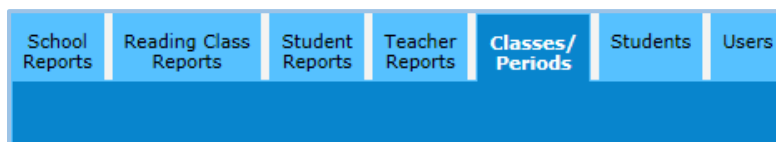
As an SL1 and Reading Level user you will see following Reports on the Teacher's Reports Tab:

*Teacher Report*

*Missing Score Report*

Select the school year from the dropdown menu, then select the report type you want to view.

### Classes/Periods Tab



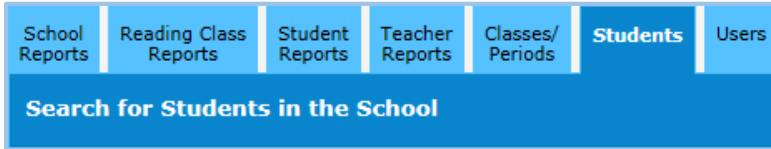
### [Add A Teacher](#)

The Add A Teacher button will take you to the Add Teacher page under the Users tab to add either a [Reading Teacher](#) or [Resource Teacher](#) that is not already in your roster.

### [Add A Class Period](#)

Use this button, or click the Add Class/Period link beside the teachers name on this page to add a new reading class for a teacher already in the roster.

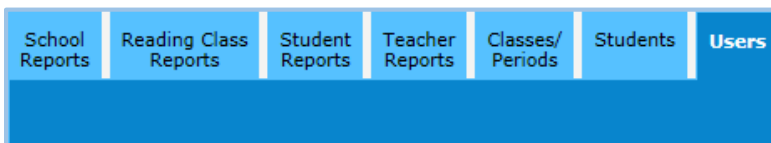
## Students Tab



This tab allows you to:

- Search for students by grade level.
- Show all student in a selected grade level.
- Select students by first letter of last name.
- Select student by entering a last name.
- View students selected for a [Modified Task Flow](#).
- [Enroll a Student](#) by Identifier or name and birthdate.
- [Withdraw](#) a student(s).

## Users Tab



- Search for current users assigned to your school
- Add new users to your school
- Modify the role of an existing user assigned to your school
- Remove access for a user assigned to your school

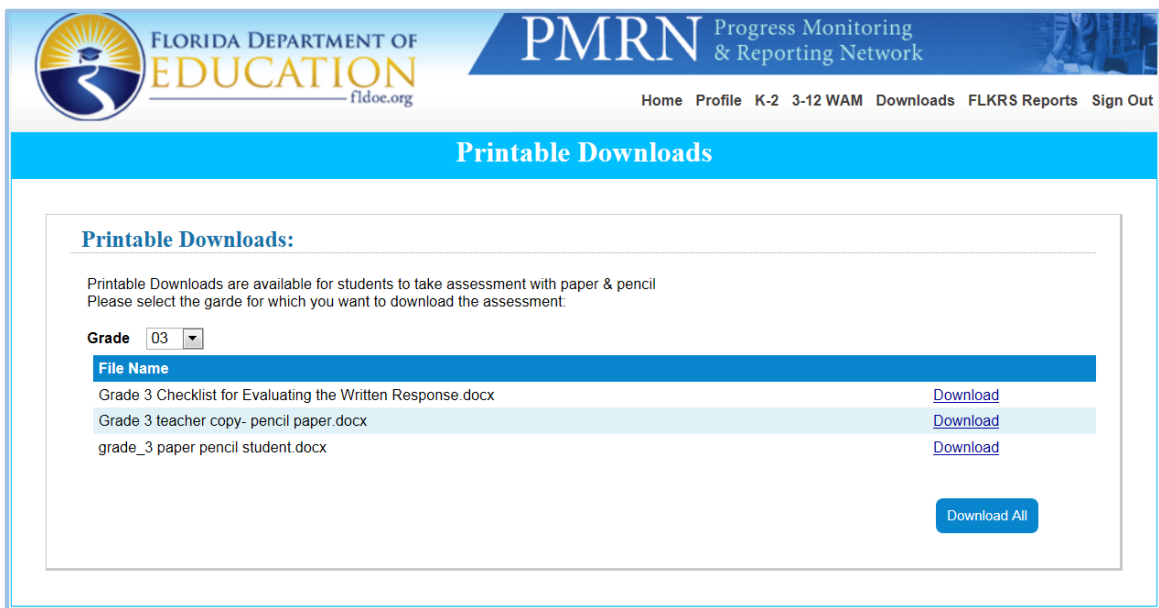
## Section 7: Additional Resources

The PMRN system provides users with the ability to download additional resources to support the education of their students. Paper and Pencil versions of the 3-12 WAM and K-2 tasks have been provided within the PMRN for a user to download as needed.

To access the paper and pencil version of the tasks, select the “Downloads” link located in the PMRN header.



When the “Downloads” link is selected, you will see the following options:



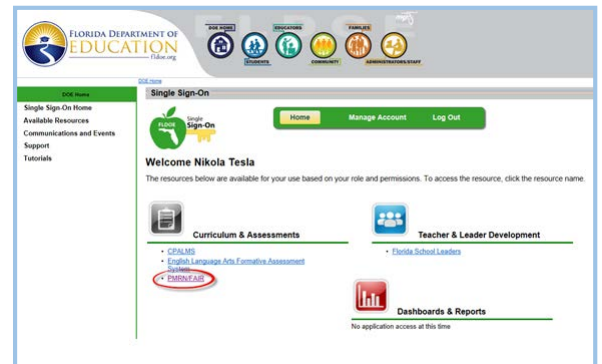
Please select the grade for the paper and pencil versions of the tasks that you would like to download. You have the option of downloading one item in the list or all items in the list. Select the appropriate download option to download your selection.



# User Handout –SSO User Quick Reference Guide

## Sign In

Click the PMRN link from your SSO Welcome Screen



OR

Enter the web address <https://pmrn.fldoe.org>

Enter your username and password, if prompted.

Click **Log In**.



## FERPA Statement

You will be asked to agree to the provisions of the Family Educational Rights and Privacy Act (FERPA) regarding access and disclosure of records within the PMRN.

It is recommended that you *do not enable storing* of your password for this site.

Click **I Agree** to continue.

