PMRN District- and School-Level Access Levels

The **PMRN** user's assigned access level and location determine the functionality available in the **PMRN** system. Important features dependent upon access level include:

- Menu choice availability
- Home Screen tile display
- Tab availability within function tile selections
- Report availability
- User creation and access level modification authority

District Access Levels

There are three district access levels: District Administrator, District Designee and District User.

District Administrator

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

District Designee

The School District Assessment Coordinator and/or reading contacts responsible for coordinating the **FAIR-FS** administration are typically provided with the District Designee access level. This access level provides the same features as the District Administrator; however, this access level can only assign the District User access level to other district-level users.

District User

District User access is typically provided by the District Administrator and/or District Designee to assessment office professionals with view-only needs. District Users may view district, school, teacher and class reports, daily WAM keys for all schools in the district and Survey 8 registration status.

Note: District-level users may only assign access levels <u>below</u> their own:

- District Administrator may assign District Designee or District User status
- District Designee may assign only District User status

Task Permission by Access Level

Tile	Tasks	District Administrator	District Designee	District User view access only
DISTRICT Functions	**Access District Reports**	☑	☑	☑
	▪ View District Registration Report	☑	☑	☑
	▪ Download WAM District Missing Score Report	☑	☑	☑
	▪ Create WAM District Report	☑	☑	☑
	▪ Download District Data File	☑	☑	☑
	▪ View WAM School Keys	☑	☑	☑
	Manage District Users	☑	☑	
	▪ View Current User List	☑	☑	
	▪ Modify User Access Level	☑	☑	
	▪ Add a New District Designee	☑		
	▪ Add a New District User	☑	☑	
PMRN Registration	**School Registrations**	☑	☑	
	▪ View Registered Schools	☑	☑	
	▪ Modify School Registrations	☑	☑	
	▪ Register a School	☑	☑	
	▪ Add a School Administrator	Added via SSO		
	▪ Add Schools	☑	☑	
SCHOOL Functions	**Access School Reports**	☑	☑	☑
	▪ View Assessment Calendar	☑	☑	☑
	▪ Edit School Registration	☑	☑	
	▪ Create WAM School Report	☑	☑	☑
	▪ Download WAM School Data File	☑	☑	☑
	▪ Create WAM Missing Score Report	☑	☑	☑
	Access Teacher Reports	☑	☑	☑
	▪ Create WAM Teacher Report	☑	☑	☑
	▪ Create WAM Missing Score Report	☑	☑	☑
	Access Class Reports	☑	☑	☑
	▪ Create WAM Class Report	☑	☑	☑
	▪ Create Task Ability Reports (WRT, VKT, RCT, SKT)	☑	☑	☑

Tile	Tasks	District Administrator	District Designee	District User view access only
	Access Student Reports	☑	☑	☑
	▪ Create WAM Parent Letter	☑	☑	☑
	▪ Create WAM Student Ability Score Reports (multi-year)	☑	☑	☑
	▪ Create WAM Student Report (current year)	☑	☑	☑
	Manage School Users	☑	☑	
	▪ View Current User List	☑	☑	
	▪ Modify School User Access Level	☑	☑	
	Manage Classes/Periods	☑	☑	
	▪ View Current Class Period List	☑	☑	
	▪ Add a New Class Period	☑	☑	
	▪ Add or Remove a Student from a Class Period	☑	☑	
	▪ Move Class Roster(s)	☑	☑	
	Manage Students	☑	☑	
	▪ View Current Students by Grade	☑	☑	
	▪ Search the Student Directory	☑	☑	
	▪ Enroll a Student	☑	☑	
	▪ Withdraw a Student	☑	☑	
	▪ Review Student Attributes	☑	☑	
	▪ Update Student Attributes	☑	☑	
	▪ Identify Students for Modified Task Flow	☑	☑	
	▪ Change Student Grade Level	☑	☑	
	View Survey 8 Status	☑	☑	
	▪ Review Current Import Information	☑	☑	
	▪ Search the Import for a Student	☑	☑	
	▪ Search the Import for a Teacher	☑	☑	
	Access WAM Key	☑	☑	

There are six school access levels: School Administrator, School Designee, Reading Teacher, Resource Teacher, School Reports User and Assessment Team Member.

School Administrator

The School Administrator access level provides access to all information within the **PMRN** system for a given school. Users with this access level may register the school, enter non-instructional days, assign or remove user access, manage class periods, manage students and create reports. The school principal is typically the School Administrator.

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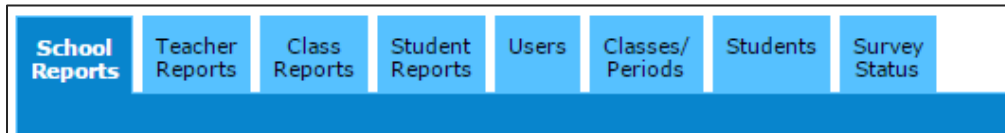
School Designee

The School Designee access level is similar to the School Administrator access level. However, school designees may not create or modify school registration information. The School Designee access level may be assigned by any School Administrator, District Administrator or District Designee.

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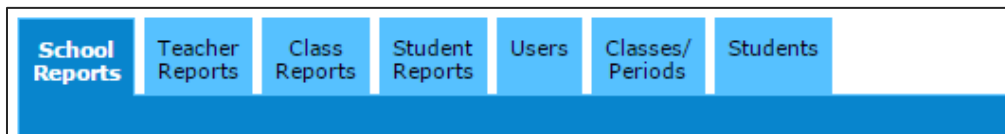
Reading Teacher

The Reading Teacher access level is designed for teachers with students. Users with Reading Teacher access level may access WAM Keys, sync rosters, view **FAIR-FS** materials, download **FAIR-FS** alternative assessments and create teacher, class and student reports.

Class Reports	Teacher Reports	Student Reports	Class Summary
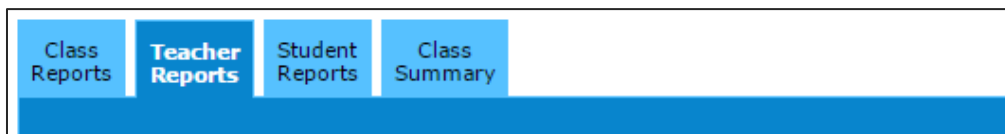
Resource Teacher

The Resource Teacher access level is designed to enable resource teachers to assist with **FAIR-FS** administration using the 3-12 WAM. Users with this access level may access WAM Keys, sync rosters, view **FAIR-FS** materials, download **FAIR-FS** alternative assessments and create class and student reports.

Class Reports	Student Reports

School Reports User

The School Reports User access level is designed to enable school staff to create school, teacher, class and student reports.
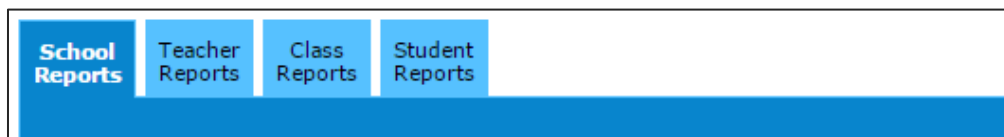
Assessment Team Member

The Assessment Team Member access level is designed to assist with **FAIR-FS** administration using the 3-12 WAM. Users with assessment team member access level may access WAM Keys, sync rosters, view **FAIR-FS** materials and download **FAIR-FS** alternative assessments but do not have report creation capability.

Note: School-level users may only modify access levels <u>below</u> their own:

- School Administrator may modify School Designee, Reading and Resource Teacher, School Reports User or Assessment Team Member access

- School Designee may modify only Reading and Resource Teacher, School Reports User or Assessment Team Member access

Menu & Tab Task Permission by Access Level

Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
PMRN Navigation							
Access Level Bar	▪ Change Current Access Level Logon	☑	☑	☑	☑	☑	☑
Profile	▪ Update Your Profile	☑	☑	☑	☑	☑	☑
News	▪ View FDOE News Updates	☑	☑	☑	☑	☑	☑
3-12 WAM	▪ Generate WAM Key	☑	☑	☑	☑		☑
	▪ Sync WAM Rosters	☑	☑	☑	☑		☑
	▪ View FAIR-FS Informational Materials	☑	☑	☑	☑		☑
Downloads	▪ Download Alternative Assessment	☑	☑	☑	☑	☑	☑
Resources	▪ Access FDOE Online FAIR-FS Resources	☑	☑	☑	☑	☑	☑
FLKRS Reports	▪ Download Historical FLKRS-WSS School Reports & Data	☑	☑			☑	
Sign Out	▪ Sign Out Securely	☑	☑	☑	☑	☑	☑
Tab							
School Reports	▪ View Assessment Calendar	☑	☑			☑	
	▪ Edit School Registration	☑					
	▪ Create WAM School Report	☑	☑			☑	
	▪ Download School Data File	☑	☑			☑	
	▪ Create WAM School Missing Score Report	☑	☑			☑	

Source: PMRN District and School User Guides

Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
Teacher Reports	▪ Create WAM Teacher Report	☑	☑	☑		☑	
	▪ Create WAM Missing Score Report	☑	☑	☑		☑	
Class Reports	▪ Create WAM Class Report	☑	☑	☑	☑	☑	
	▪ Create Task Ability Reports (WRT, VKT, RCT, SKT)	☑	☑	☑	☑	☑	
Student Reports	▪ Create WAM Parent Letter	☑	☑	☑	☑	☑	
	▪ Create WAM Student Ability Score Reports (multi-year)	☑	☑	☑	☑	☑	
	▪ Create WAM Student Report (current year)	☑	☑	☑	☑	☑	
Users	▪ View Current User List	☑	☑				
	▪ Modify User Access Level	☑	☑				
Classes/ Periods	▪ View Current Class Period List	☑	☑				
	▪ Add a New Class Period	☑	☑				
	▪ Add a Student to a Class Period	☑	☑				
	▪ Remove a Student from a Class Period	☑	☑				
	▪ Move Class Roster(s)	☑	☑				
	▪ Delete a Class Period	☑	☑				
Students	▪ View Current Students by Grade	☑	☑				
	▪ Search the Student Directory	☑	☑				

Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
	▪ Enroll a Student	☑	☑				
	▪ Withdraw a Student	☑	☑				
	▪ Review Student Attributes	☑	☑				
	▪ Update Student Attributes	☑	☑				
	▪ Change Student Grade Level	☑	☑				
	▪ Select Student for Modified Task Flow	☑	☑				
Survey Status	▪ Review Current Import Information	☑					
	▪ Search the Import for a Student	☑					
	▪ Search the Import for a Teacher	☑					