



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Webinar Training for PMRN v5 - Public Schools

2015-2016

## What is the PMRN application?

- The PMRN provides administrative support for school-level administrators and teachers that administer:
  - The Florida Kindergarten Readiness Screener - Work Sampling System (FLKRS-WSS)
  - The Florida Assessments for Instruction in Reading-Aligned to the Florida Standards (FAIR-FS) on the 3-12 Web-based Assessment Module (3-12 WAM).
- The PMRN system also provides access to various reports to monitor student progress.
- FAIR-FS for K-2 is not available.

## Topics

Signing in to PMRN v5

What's New in PMRN v5

Important Dates

Training Resources



# Signing in to PMRN v5

## Option 1 to Access PMRN

- Go to <https://pmrn.fldoe.org>



Bookmark  
this web  
page!



- Private schools must use this method.
- Public schools may use option 1 or option 2.



Public  
Schools

Public School Sign In



Log In

[FLDOE Acceptable Use Policy](#)

Welcome to the Progress Monitoring & Reporting Network (PMRN)

Private  
Schools

Private School Sign In

User Name

Password

Sign In

[Forgot Your Password?](#)

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

## Option 2 to Access PMRN

- Go to [www.fldoe.org](http://www.fldoe.org).

Bookmark  
this web  
page!



- This method is for public schools only.

## FLDOE's Home Page

- Scroll down; click on Single Sign-On.



The screenshot shows the FLDOE website home page. At the top left is the logo. To the right are navigation tabs: ACADEMICS, SCHOOLS, TEACHING, ACCOUNTABILITY, FINANCE, and POLICY. Below these are six main content areas, each with a header image, a title, and a list of links. An orange arrow points to the 'Single Sign-On' link in the 'ADDITIONAL RESOURCES' section.

Category	Links
<b>EARLY LEARNING</b>	<ul style="list-style-type: none"> <li>▶ Kindergarten Readiness</li> <li>▶ Voluntary Pre-Kindergarten</li> </ul>
<b>K-12 PUBLIC SCHOOLS</b>	<ul style="list-style-type: none"> <li>▶ Keep Florida Learning Committee</li> <li>▶ Florida Standards</li> <li>▶ Standards and Instructional Support</li> <li>▶ School Choice</li> </ul>
<b>HIGHER EDUCATION</b>	<ul style="list-style-type: none"> <li>▶ Florida College System</li> <li>▶ State University System</li> <li>▶ Commission for Independent Education</li> </ul>
<b>CAREER &amp; ADULT EDUCATION</b>	<ul style="list-style-type: none"> <li>▶ Apprenticeship Programs</li> <li>▶ GED Testing</li> <li>▶ Veterans Diploma</li> </ul>
<b>EDUCATOR RESOURCES</b>	<ul style="list-style-type: none"> <li>▶ Certification</li> <li>▶ FSA - Florida Standards Assessments</li> <li>▶ Performance Evaluation</li> </ul>
<b>ADDITIONAL RESOURCES</b>	<ul style="list-style-type: none"> <li>▶ Single Sign-On</li> <li>▶ Education Accountability Summit</li> <li>▶ Just Read, Florida!</li> </ul>

## FLDOE SSO's Home Page

- Click on Educators.

Bookmark  
this web  
page!



The screenshot shows the FLDOE Single Sign-On (SSO) Home Page. At the top left is the Florida Department of Education logo. To the right is a navigation menu with links for HOME, ABOUT, NEWS, SUPPORT, and TUTORIALS, along with a "Menu" dropdown. The main content area features a large blue banner with the text "FDOE Single Sign-On" and a graphic of an apple with the text "FDOE Single Sign-On" and a hand pointing to it. Below the banner, there is a section titled "SELECT AN OPTION BELOW TO GET STARTED" with three buttons: "EDUCATORS" (with an image of a teacher and students), "K-12 STUDENTS" (with an image of a group of students), and "GUEST ACCESS" (with an image of a group of professionals).

## Organization Drop Down

- If prompted to select an organization, use the drop down list to locate the public school district or organization to which you are a member.



Select your organization from the following list.

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

SSO Hosted Users

SSO Hosted Users  
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  
Hamilton County School District  
Hardee County School District  
Hillsborough County School District  
Indian River School District

ion again unless your cookies are deleted or a



## I see my school district.

- School districts specifically listed in the drop down indicates the organization is federated.
- Select **your school district**. Then click **Continue to Sign In**
- Your login credentials are the same as your local network logon.

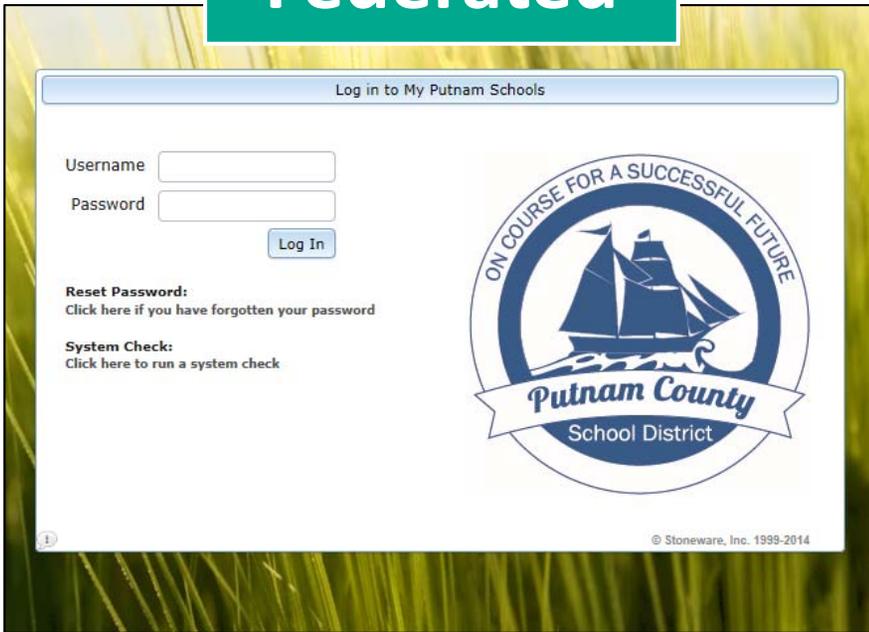
## I don't see my school district.

- School districts NOT listed in the drop down indicates the organization is hosted.
- Select **SSO Hosted Users**. Then click **Continue to Sign In**.
- Your login credentials are provided by FDOE via email.

## Sign In

- Enter the username and password and proceed to log in.

### Federated



Log in to My Putnam Schools

Username

Password

**Reset Password:**  
Click here if you have forgotten your password

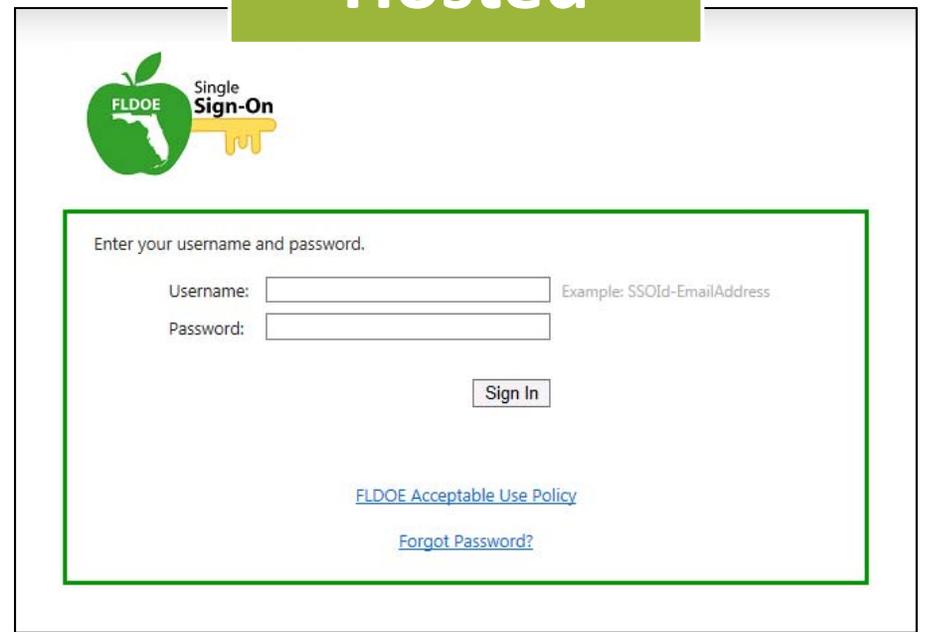
**System Check:**  
Click here to run a system check

ON COURSE FOR A SUCCESSFUL FUTURE

Putnam County  
School District

© Stoneware, Inc. 1999-2014

### Hosted



FLDOE Single Sign-On

Enter your username and password.

Username:  Example: SSOId-EmailAddress

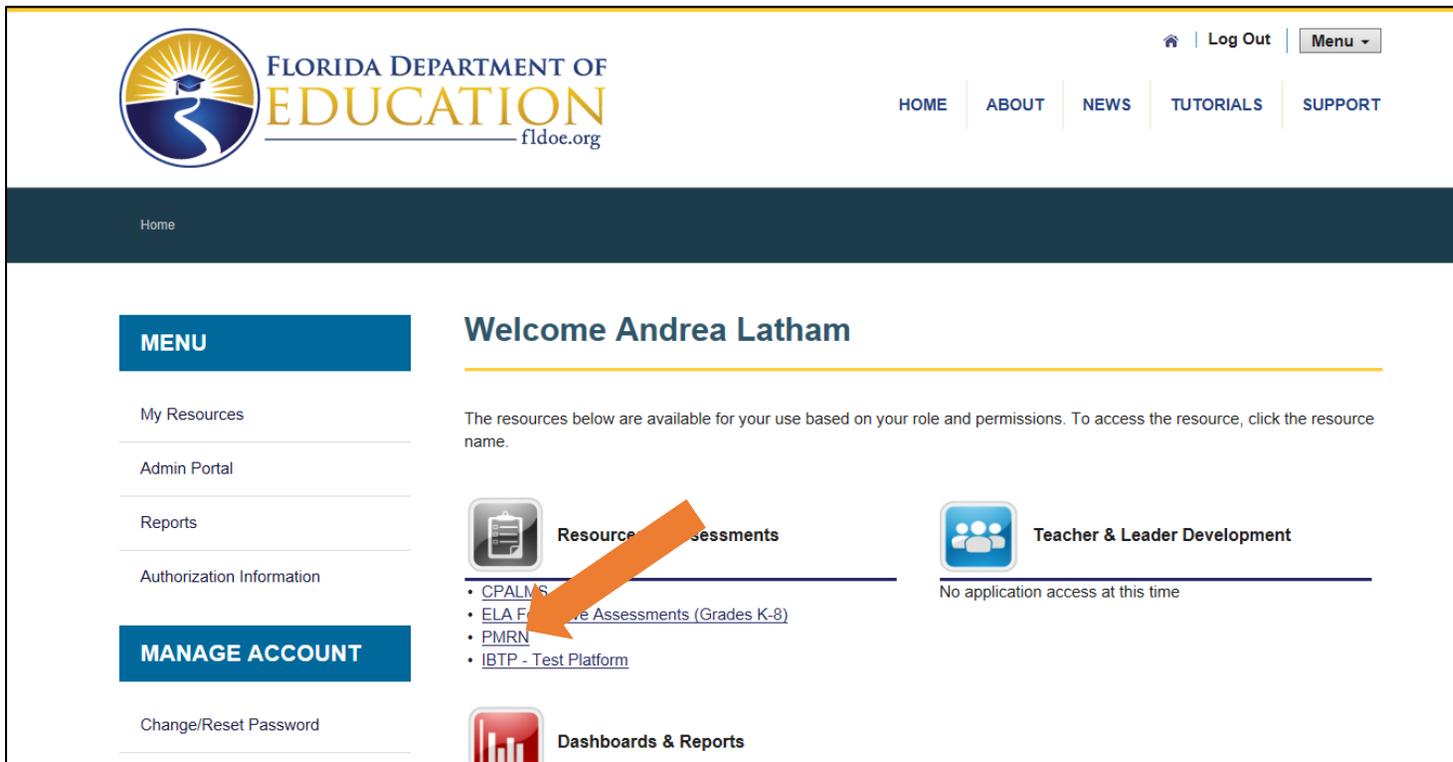
Password:

[FLDOE Acceptable Use Policy](#)

[Forgot Password?](#)

## Click on PMRN

- The secure SSO page is displayed with your name and authorized resources.



The screenshot shows the user dashboard for Andrea Latham. The top navigation bar includes the Florida Department of Education logo, a home icon, a 'Log Out' button, and a 'Menu' dropdown. Below the navigation bar, there are links for HOME, ABOUT, NEWS, TUTORIALS, and SUPPORT. The main content area is divided into several sections:

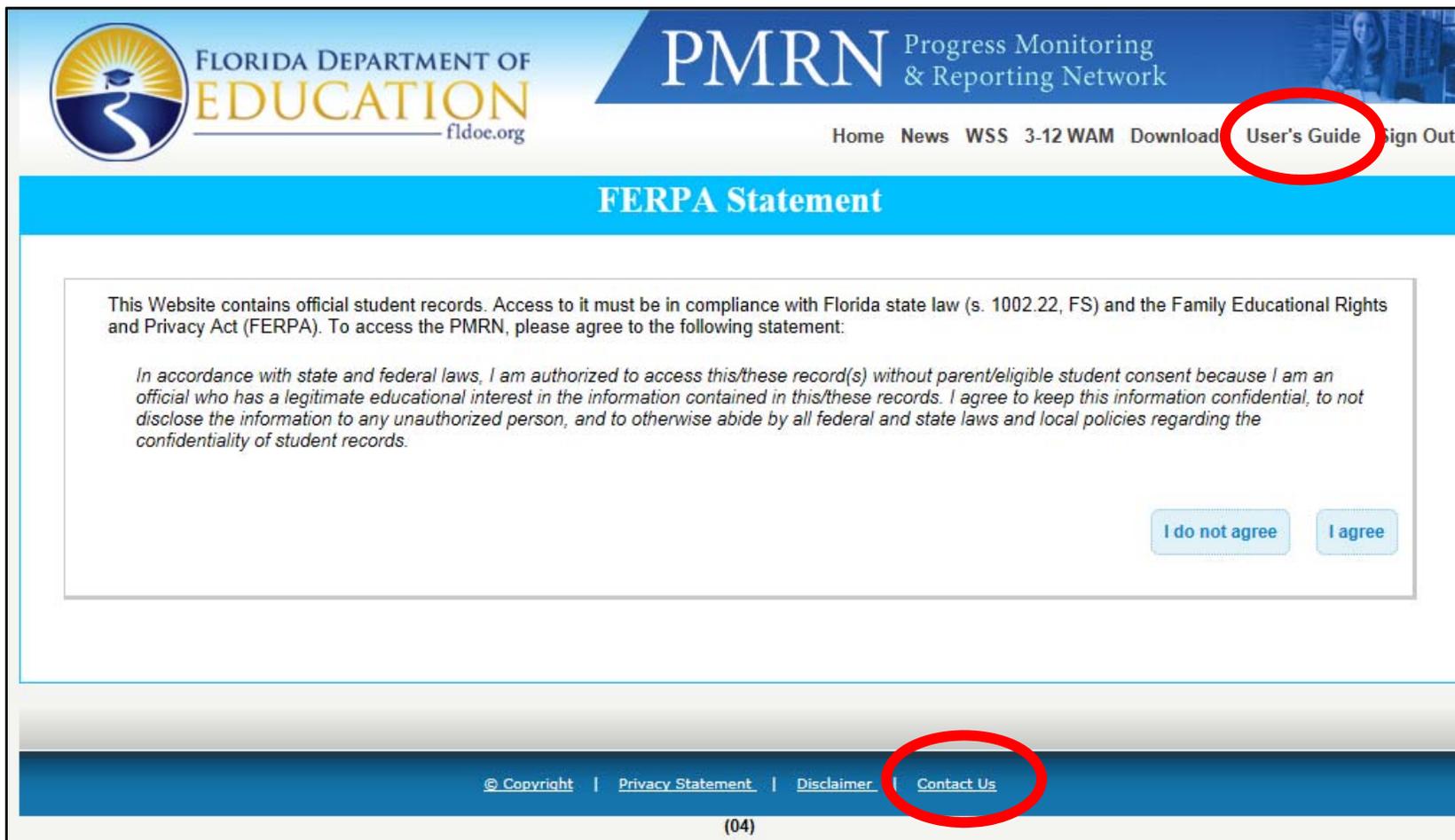
- MENU**: A list of links including My Resources, Admin Portal, Reports, and Authorization Information.
- MANAGE ACCOUNT**: A link to Change/Reset Password.
- Welcome Andrea Latham**: A personalized greeting and a message stating that resources are available based on role and permissions.
- Resource Assessments**: A section with a clipboard icon and a list of resources: CPALMS, ELA Formative Assessments (Grades K-8), **PMRN** (highlighted with an orange arrow), and IBTP - Test Platform.
- Teacher & Leader Development**: A section with a group of people icon and a message: 'No application access at this time'.
- Dashboards & Reports**: A section with a bar chart icon.

# Success!



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) SSO User Sign In page. The page header includes the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org" on the left, and "PMRN Progress Monitoring & Reporting Network" on the right. There are "Home" and "Sign Out" links in the top right corner. The main heading is "PMRN - SSO User Sign In". Below this, a welcome message reads "Welcome Andrea" followed by a horizontal line and the instruction "Please select the application you want to access." There are three application tiles: 1. "PMRN" with a person icon, listing "WSS Data Entry", "Add Teachers, Users", "Add Students", and "Access Reports". 2. "WSS Documents" with a teddy bear icon, listing "WSS Data Entry Guide", "Class Record Form", and "Developmental Guidelines". 3. "WAM FAIR-FS" with a person icon, listing "Administer 3-12" and "Assessments". At the bottom of the page, there is a footer with "(03)" and a copyright notice: "© Copyright | Privacy Statement | Disclaimer".

## Need Help?



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) website. At the top left is the Florida Department of Education logo. To the right, the text "PMRN Progress Monitoring & Reporting Network" is displayed. Below this, a navigation menu includes "Home", "News", "WSS", "3-12 WAM", "Download", "User's Guide", and "Sign Out". The "User's Guide" link is circled in red. Below the navigation is a blue banner with the text "FERPA Statement". The main content area contains a statement about FERPA compliance and a consent form. At the bottom of the page, a footer contains links for "© Copyright", "Privacy Statement", "Disclaimer", and "Contact Us". The "Contact Us" link is circled in red. The page number "(04)" is centered at the bottom.

FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**PMRN** Progress Monitoring  
& Reporting Network

Home News WSS 3-12 WAM Download **User's Guide** Sign Out

### FERPA Statement

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

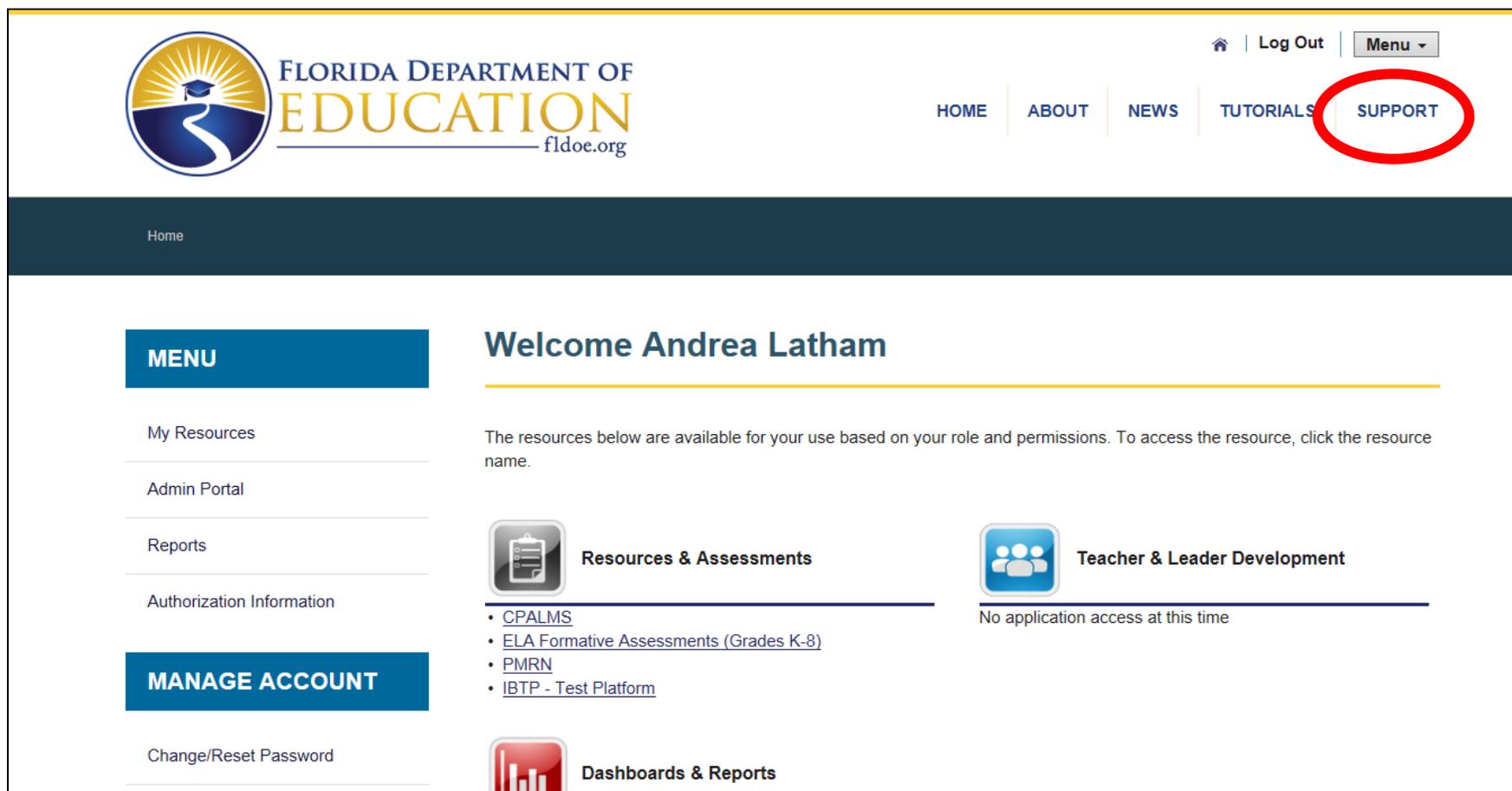
*In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not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

I do not agree I agree

© Copyright | Privacy Statement | Disclaimer | **Contact Us**

(04)

# Need Help?



The screenshot shows the Florida Department of Education website interface. At the top left is the logo and name 'FLORIDA DEPARTMENT OF EDUCATION fldoe.org'. On the right, there are links for 'Log Out' and a 'Menu' dropdown. Below the menu, a navigation bar contains 'HOME', 'ABOUT', 'NEWS', 'TUTORIALS', and 'SUPPORT', with 'SUPPORT' circled in red. The main content area is titled 'Welcome Andrea Latham' and includes a 'MENU' section with links for 'My Resources', 'Admin Portal', 'Reports', and 'Authorization Information'. Below the menu is a 'MANAGE ACCOUNT' section with a link for 'Change/Reset Password'. The main content area also features three resource cards: 'Resources & Assessments' with a list of links (CPALMS, ELA Formative Assessments, PMRN, IBTP), 'Teacher & Leader Development' with a message 'No application access at this time', and 'Dashboards & Reports'.

## FAQs

- How do I get SSO username and password help?
  - Contact the IEN Service Center at [ienhelp@fldoe.org](mailto:ienhelp@fldoe.org) or 1-855-814-2876.
- What if I don't have a link for PMRN on my SSO page?
  - Contact the school district IT office (see the SSO Support page) and request authorizations for PMRN.
- What if I get an error message that says roles are missing?
  - Contact the school administrator (principal or designee) to provide PMRN access levels.



# What's New in PMRN v5

## What's New in PMRN v5 for Public Schools?

- School Registration Process
- Assessment Calendar
- Access Levels
- Managing SSO Users
- **\*NEW\*** Survey Status Tab
- Coach's Log User Screens



**PMRN Registration**  
The school registration is  
now open for the next  
assessment year **2015 - 2016**



**PMRN**  
WSS Data Entry  
Add Teachers, Users  
Add Students  
Access Reports

## Public School Registration

- School registration is automatically accepted!
- Principals (School Administrators) will complete school registration tasks:
  - Log into PMRN v5
  - Confirm school information, principal information and first student instructional day
  - Select grades to be progress monitored
  - Select whether the Coach's Log will be utilized
  - Save
- Next, principals can immediately continue setting up 2015-2016 school information (manage users, classes/periods, etc.).

# Assessment Calendar

**OLD (v4)**

School Reports	Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users
<p><a href="#">School Report</a>  <a href="#">Missing Score Report</a>  <a href="#">Edit School Registration</a>  <a href="#">WSS Missing Score Report</a></p> <p>Select a Year: <input type="text" value="2014-2015"/></p> <p><a href="#">School Text File ( Show Text File Format ) School CSV File</a>  <a href="#">Assessment Calendar</a>  <a href="#">FLKRS School Report (PDF)</a></p>						

**NEW (v5)**

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	U
<p>Select a Year: <input type="text" value="2015-2016"/></p> <p><a href="#">Assessment Calendar</a>  <a href="#">Edit School Registration</a>  <a href="#">WAM School Aggregate Report</a>  <a href="#">WAM School Text File ( Show Text File Format ) CSV File</a>  <a href="#">WAM Missing Score Report</a>  <a href="#">School Coaches Log Report</a>  <a href="#">FLKRS School Report (PDF)</a>  <a href="#">WSS Missing Score Report</a></p>						



# NEW (v5)

Public Schools

- School Reports
- Reading Class Reports
- Student Reports
- Teacher Reports
- Classes/Periods
- Students
- Users
- Surv Stat

## Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.

Note: Dates specified may change without prior notice. Please check the calendar period

### PMRN Important Dates

#### WSS Important Dates

**AP1 Start Date:** August 17, 2015

**WSS Data Entry Close Date:** September 29, 2015

#### WSS Non-instructional days:

09/23/2015

#### WAM Important Dates

**AP1 Start Date:** August 17, 2015

**AP1 End Date:** October 30, 2015

**AP2 Start Date:** November 2, 2015

**AP2 End Date:** February 5, 2016

**AP3 Start Date:** February 8, 2016

**AP3 End Date:** June 3, 2016

# OLD (v4)

- School Reports
- Class Reports
- Student Reports
- Teacher Reports
- Classes/Periods
- Students
- U

## Assessment Calendar

This report shows this school's calendar(s) as implement

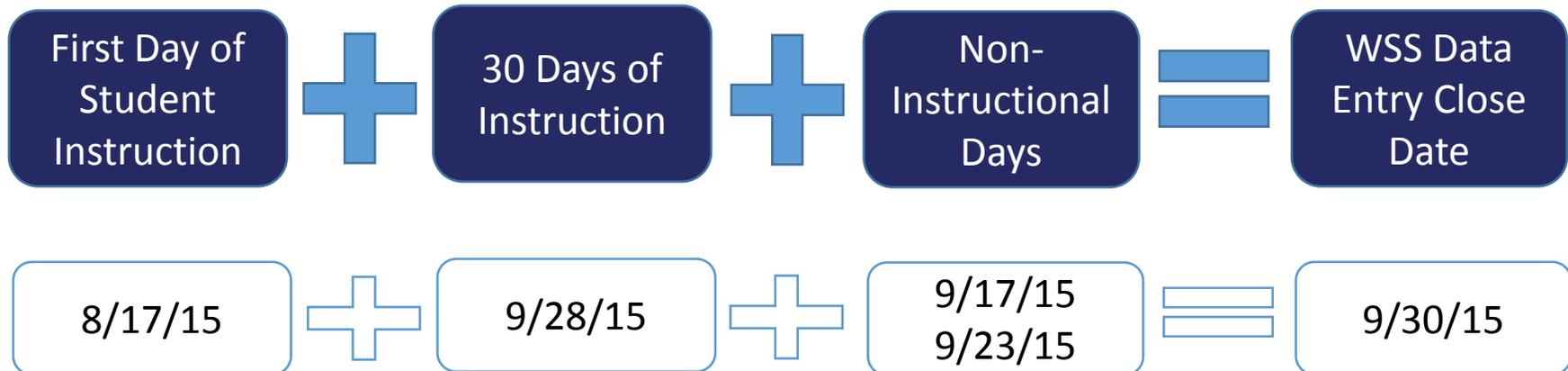
Note: Dates specified may change without prior notice. P

### Fleming Island Elementary 2014-2015

Date	Day	Calendar:	Type:	Status:	Current Period:	Current Day :
		District-Wide	Traditional	Active	Third	161
12 Tue	1	First PMRN Period Begins				
		FLKRS Administration Begins				
13 Wed	2					
14 Thu	3					
15 Fri	4					
16 Sat						
17 Sun						
18 Mon	5					
19 Tue	6					
20 Wed	7					
21 Thu	8					

## Assessment Calendar

- For WSS grade K ONLY, School Administrators can enter up to 5 non-instructional days for AP1.
  - Important for calculating the first 30 days of instruction.
  - Additional days may be requested if needed.



## Access Levels – School

- Simplified access levels and more flexible limits!

Access Level	Limit	Who	Actions
<b>School Administrator</b> <i>(old SL1)</i>	Unlimited	Principal and Designee(s)	Registers School, Assigns Access Levels, Creates Coach Users, Manages Students/Classes/Periods, Views School Reports
<b>School Designee</b> <i>(old SL2)</i>	1	Reading Coach or Other Assigned Designee	Assigns Access Levels, Manages Students/Classes/Periods, Views School Reports
<b>Reading Teacher</b> <i>(old Reading Level)</i>	Unlimited	Primary Reading Teacher/Instructor	Views Class/Student Reports, Assesses Students, Inputs WSS Data
<b>Resource Teacher</b> <i>(old Resource Level)</i>	Unlimited	Support Teacher/Instructor	Views Class/Student Reports, Assesses Students
<b>School Reports User</b> <i>(old SL4)</i>	8	Individual Needing School Reports	Views School Reports
<b>Coach User</b>	8	Reading Coach	Enters Coach's Log Hours and Narratives
<b>Assessment Team Member (ATM)</b>	Unlimited	Individual(s) Testing Students on 3-12 WAM	Accesses the Key to Assess Students

## Access Levels - District

- Simplified access levels and more flexible limits!

Access Level	Limit	Who	Actions
<b>District Administrator</b> <i>(old DL1)</i>	1	Superintendent	Assigns Access Levels, Views District Reports
<b>District Designee</b> <i>(old DL2)</i>	Unlimited	Assessment Coordinator, District Reading Contacts	Assigns District User Access Levels, Views District Reports
<b>District User</b> <i>(old DL3)</i>	Unlimited	Other Individual(s)	Views District Reports

## Managing Single Sign-On (SSO) Users

- Users are automatically linked to their SSO accounts!
- See Action Required messages about issues!

Colbert Elementary

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

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

User	PMRN Unique ID	Access Level	Action Required
<a href="#">Apgar, Virginia</a>	AA2JR06P2	Reading Teacher	
<a href="#">Apgar, Virginia</a>	AA2JR06P2	Coach User	
<a href="#">Bell, Alexander</a>	JM87N7E6K	School Administrator	
<a href="#">Franklin, Benjamin</a>	C124PS3Y1	School Administrator	
<a href="#">Lamarr, Hedy</a>	U056H15J1		Access Level(s) are missing for this user
<a href="#">Pasteur, Louis</a>	AR4JP7T94	Reading Teacher	SSO credentials are missing for this user

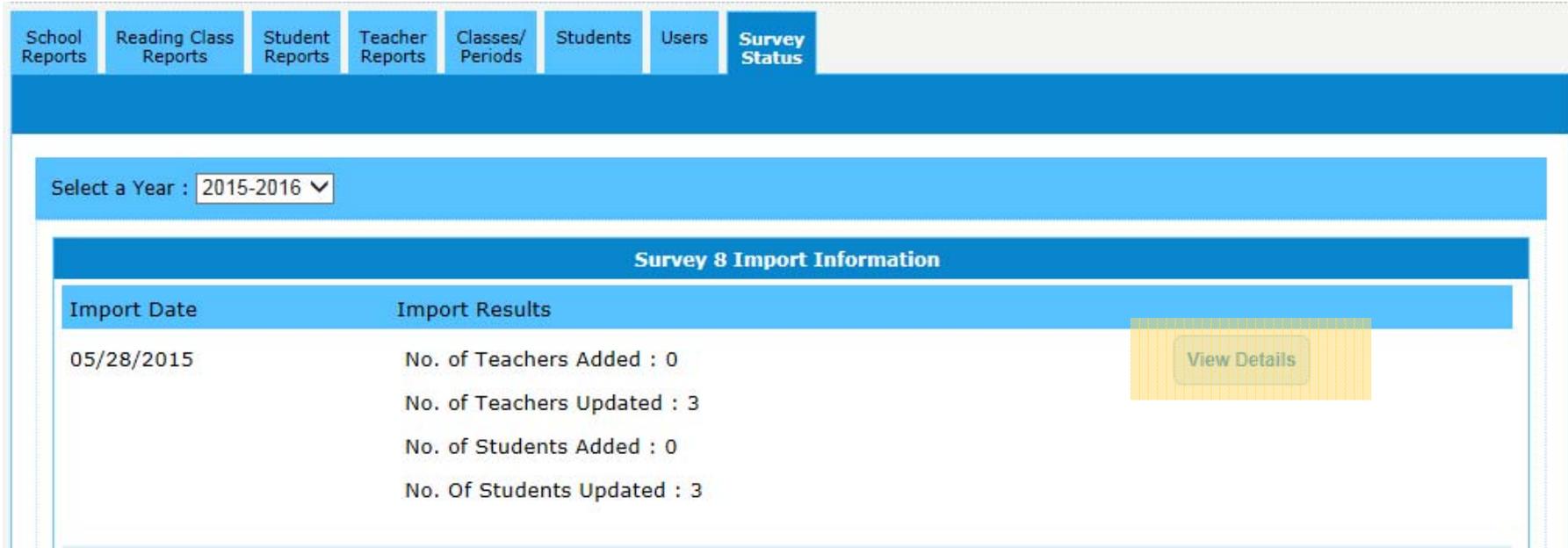
## Survey Status Tab

- New tab! See dates of Survey 8 imports and results!
  - How many staff added?
  - How many students added?
  - How many staff updated?
  - How many students updated?
- Search staff and student information.
- See records with errors (i.e. the staff and student records not processed) to facilitate communication with district IT staff.

NOTE: Survey 8 data is due by Thursday at 4:00 p.m. to be processed on Friday (once a week).

## Survey Status Tab

- Survey Log > Click View Details



Select a Year : 2015-2016 ▼

Survey 8 Import Information	
Import Date	Import Results
05/28/2015	No. of Teachers Added : 0 No. of Teachers Updated : 3 No. of Students Added : 0 No. Of Students Updated : 3

View Details

# Survey Status Tab

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

---

**Survey 8: Import Date : 5/28/2015**

[Back to Survey Log](#)

No. of Students Added : 0                      No. of Students Updated : 3

No. of Teachers Added : 0                      No. of Teachers Updated : 3

**Teacher Details in this Survey**

Teacher Last Name  [Search](#)

**Student Details in this Survey**

Please select a grade and click search, optionally you can search using the Student LastName.

Select a Grade  Student Last Name  [Search](#)

**Error Information in this Survey**

First Name	Last Name	Identifier	Error Description

**TIP! To see all records, leave field blank and select Search!**

## Coach's Log

- Simplified access to Coach's Log!
- The entry of professional information is no longer required on first log in; it continues to be available.
  - A user may choose to add or update their information at any time by clicking on "View and Edit Professional Information."
- 9 hour restriction removed.



## Professional Development Log for Reading Coaches

[View Report](#)

### Profile Information

**Name:** Kay Ti  
**District Name:** Clay  
**School Served:** Lakeside Elementary School

[View and Edit Professional Information](#)

### Instructions

The information collected in your Coach's Log will assist in program implementation. Indicate how you spent your time during the reporting period.

The form requires you to enter the number of days you spent on planning. The form automatically calculates the total number of days. If you have spent more than one day, please list the days of the log. Because it is important that the activities occur within the reporting period reported in this worksheet, please list the days teachers on the reporting period coaches.

## Professional Development Log for Reading/Literacy Coaches

**Name:** Kay Ti  
**District Name:** Clay  
**School Served:** Lakeside Elementary School

---

**Grade Level(s) Served:\***     KG     01     02     03     04     05     06  
                                                   07     08     09     10     11     12

**Years of Experience as a Teacher:\***   

**Years of Experience**

## FAQs

- Can the Assessment Periods be changed?
  - No, they are fixed to simplify the calendar process.
- Can non-instructional days be entered for 3-12 WAM?
  - No, the Assessment Periods were selected to provide ample time for students to be assessed in each window. (Up to five non-instructional days may be entered for FLKRS-WSS only.)
- Has the Survey process changed?
  - No, Survey 8 data is due by Thursday at 4:00 p.m. to be processed on Friday (once a week).

## FAQs

- What if teachers are missing from the Users tab?
  - Contact the school district IT office (see SSO Support page).
- Can there be more than one school administrator?
  - Yes, there may be an unlimited number of school administrators per location (and up to 20 locations per person).
- What if there are Survey errors or Survey files are missing?
  - Contact the school district IT office (see the SSO Support page).



# Important Dates

## Important Dates

- PMRN v5 available August 3, 2015.
  - Training resources
  - School registration window begins
  - 2014-2015 reports available
- Districts can begin to submit Survey 8 data starting July 20, 2015.



# Training Resources

## Training Resources

- Training Resources are available on the Just Read, Florida! website at [www.justreadflorida.org](http://www.justreadflorida.org).
- Current resources include:
  - What's New for 2015-2016
  - FLKRS-WSS Parent Letters
  - FLKRS-WSS Data Entry Guides
  - Directions for accessing FLKRS-WSS and FAIR-FS professional development modules
  - SSO Administrator Instructions
- More resources continue to be added.

## Contact Us

# Integrated Education Network (IEN)

## Service Center

[ienhelp@fldoe.org](mailto:ienhelp@fldoe.org)

855-814-2876



[www.FLDOE.org](http://www.FLDOE.org)

