Progress Monitoring and Reporting Network

(PMRN 5.1)

SCHOOL User Guide

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

2020-2021

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ORGANIZATION OF THE USER GUIDE

The **Progress Monitoring and Reporting Network (PMRN)** users at the district and school levels are provided a User Guide organized for both general information and quick reference.

Both the District and School User Guides contain two major parts:

PART I. The PMRN Application
Includes About PMRN, Technical Requirements, Access Levels, Login and Parts of the Screen

PART II. PMRN Daily Reference
Step by step for common operations, such as enrolling students, managing class periods and creating Student, Teacher, Class and School Reports[1]

WHERE – Navigation location of this PMRN option

WHO – PMRN access levels permitted to access a particular feature

HOW – Step-by-step instructions for PMRN processes

PART I. THE PMRN APPLICATION

About the System

Overview

The Florida Department of Education (FDOE) PMRN system is utilized by district- and school-level administrators and teachers to administer the Florida Assessments for Instruction in Reading – Aligned to the Florida Standards (FAIR-FS) on the 3-12 Web-Assessment Module (3-12 WAM). Additionally, the PMRN system provides:

1. access to various reports to monitor student progress in grades 3-12
2. historical data for the 2014-2015, 2015-2016 and 2016-2017 Florida Kindergarten Readiness Screener – Work Sampling System (FLKRS-WSS).

[1] Note that all student, teacher, class and school information (name, FLEID, ID, email, location, school name, etc.) found within this User Guide was created for educational and illustrative purposes only. Any similarity to actual persons or locations is purely coincidental.

PMRN Hardware & Connection Requirements

The table below contains the browser and client/software specifications recommended for optimal use of the PMRN system.

Recommended Bandwidth Specifications

Type	Speed
External Connection to Internet	100 kbps per student or faster
Internal School Network	1000 kbps per student or faster

Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure

Element	Version	Recommended Specifications
Operating System	Windows	Windows 7, Windows 8.1, Windows 10
	OS X / macOS	OS X 10.11.4 (El Capitan) or newer, tested through High Sierra
	Chrome OS	Chrome OS 53 or newer
Memory		1 GB RAM or greater
Connectivity	Wired or Wireless	Computers must be able to connect to the Internet
Screen Size		9.5 inch screen size or larger
Screen Resolution		1024 x 768 resolution or higher
Output	Sound	Sound must be enabled.
Input Device Requirements	Keyboard Mouse	The input device must allow students to: Select/deselect, drag and highlight text, objects and areas, enter letters, numbers and symbols and use Shift, Tab, Enter, Backspace and Delete.
	Bluetooth (Pairing)	To meet security guidelines, each Bluetooth/wireless keyboard and/or mouse must be configured to pair with only a single computer during assessment administration.
	Headphones/Earphones	Headphones are required for the FAIR-FS for all students.
	Microphone	Some student accommodations may require headphone/microphone equipment in order to enable speech to text input and/or text to speech output.

Supported Web Browsers by Operating System for the FAIR-FS

Operating System	Browser	Version (or newer)
Windows 7	Chrome	67.0.3396.87
	Firefox	60.0.2
	Internet Explorer (IE)	11.0.96.19
Windows 8	Chrome	67.0.3396.87
	Firefox	60.0.2
	Internet Explorer (IE)	11.0.96
Windows 10	Chrome	67.0.3396.99
	Firefox	61.0
	Internet Explorer (IE)	11.371.16299.0
	Edge	41.16299.371.0
OS X / macOS	Safari	11.1.2 (13605.3.8)
	Chrome	67.0.3396.99

Survey 8 Data

The Education Information and Accountability Services (EIAS) Office processes initial files daily at 8:00 a.m. and batch updates files at 4:00 p.m. on Thursday due dates. Import of state-wide data into the PMRN will take place on Friday evenings. The latest Survey 8 data is available in the PMRN system on Mondays during the submission period.

Survey 8 data submitted by the school district automatically populates class rosters and student data in the PMRN system.

- **Thursday DUE DATES (by 4:00 p.m. EST) starting July 23, 2020 ending September 24, 2020**
- **Friday DATA IMPORT TO THE PMRN SYSTEM** (PMRN offline Friday evenings for import)
- **Monday DATA AVAILABLE IN THE PMRN SYSTEM**

JULY 2020

M	T	W	TH	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	**23**	**24**	25	26
27	28	29	**30**	**31**		

AUGUST 2020

M	T	W	TH	F	S	S
					1	2
3	4	5	**6**	**7**	8	9
10	11	12	**13**	**14**	15	16
17	18	19	**20**	**21**	22	23
24	25	26	**27**	**28**	29	30
31						

SEPTEMBER 2020

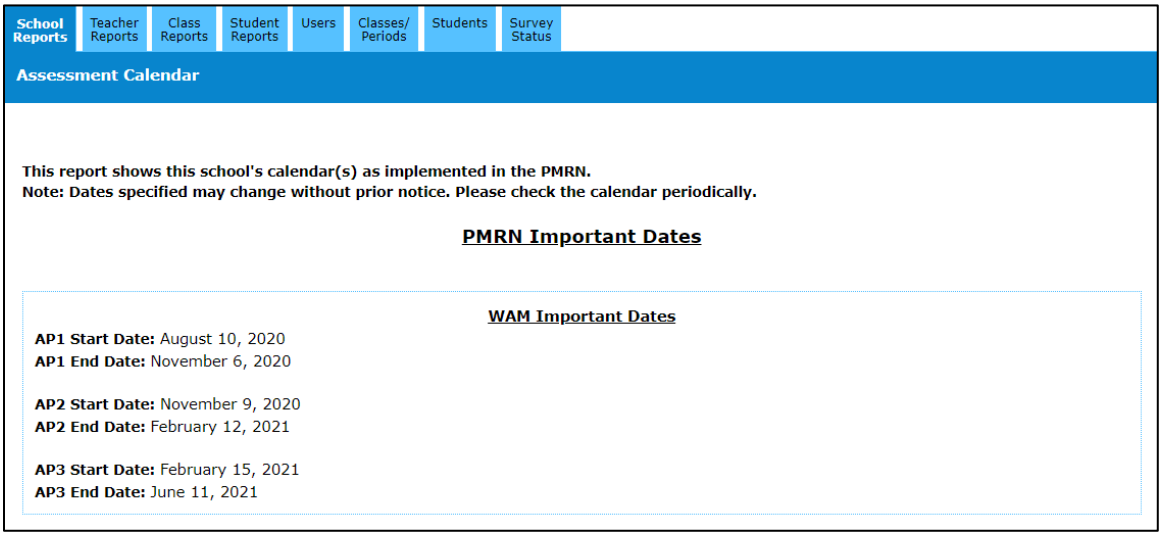
M	T	W	TH	F	S	S
	1	2	**3**	**4**	5	6
7	8	9	**10**	**11**	12	13
14	15	16	**17**	**18**	19	20
21	22	23	**24**	**25**	26	27
28	29	30				

Assessment Calendar

All School user access levels may view the important PMRN dates for the FAIR-FS 3-12 WAM.

Login ▷ **SCHOOL Functions** tile ▷ **School Reports** tab ▷ **Assessment Calendar**

The PMRN Assessment Calendar lists important dates for the WAM:



The FAIR-FS 3-12 WAM assesses students in grades 3-12 three times a year. The assessment periods (AP1, AP2 and AP3) for the FAIR-FS 3-12 WAM are fixed dates for all schools statewide.

The 2020-2021 assessment periods are:

	AP1	AP2	AP3
START DATE	First Day of School	11/9/2020	2/15/2021
END DATE	11/6/2020	2/12/2021	6/11/2021

PMRN System School Access Levels

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

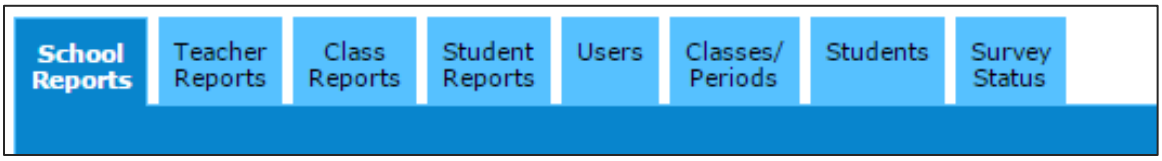
- Menu choice availability
- Home Screen tile display
- Tab availability within function tile selections
- Report availability
- User access level modification authority

School Access Levels

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

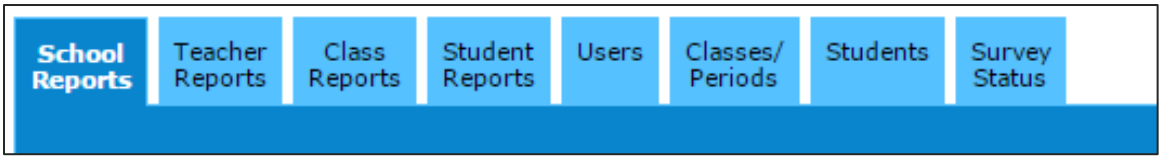
School Administrator

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, add or remove user access, manage class periods, manage students and create reports. The school principal is typically the School Administrator.



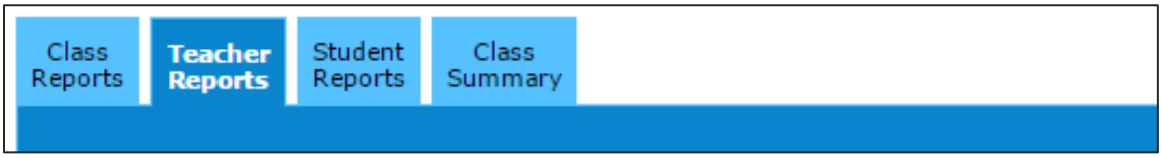
School Designee

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.



Reading Teacher

The Reading Teacher access level is designed for teachers with students and is specific to their own class/periods and 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.

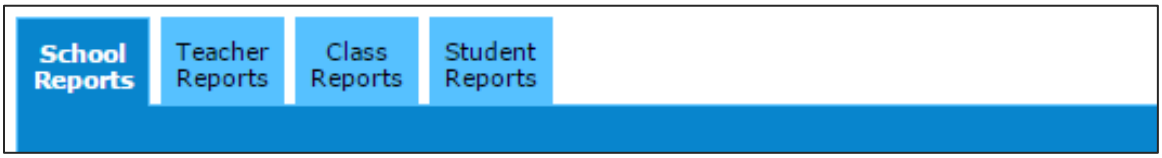


Resource Teacher

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 for their own class/periods and students.

School Reports User

The School Reports User access level is designed to enable school staff to create school, teacher, class and student reports for all class/periods and students.



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 all rosters, view FAIR-FS materials and download FAIR-FS alternative assessments but do not have report creation capability.

Menu & Tab Task Permission by Access Level

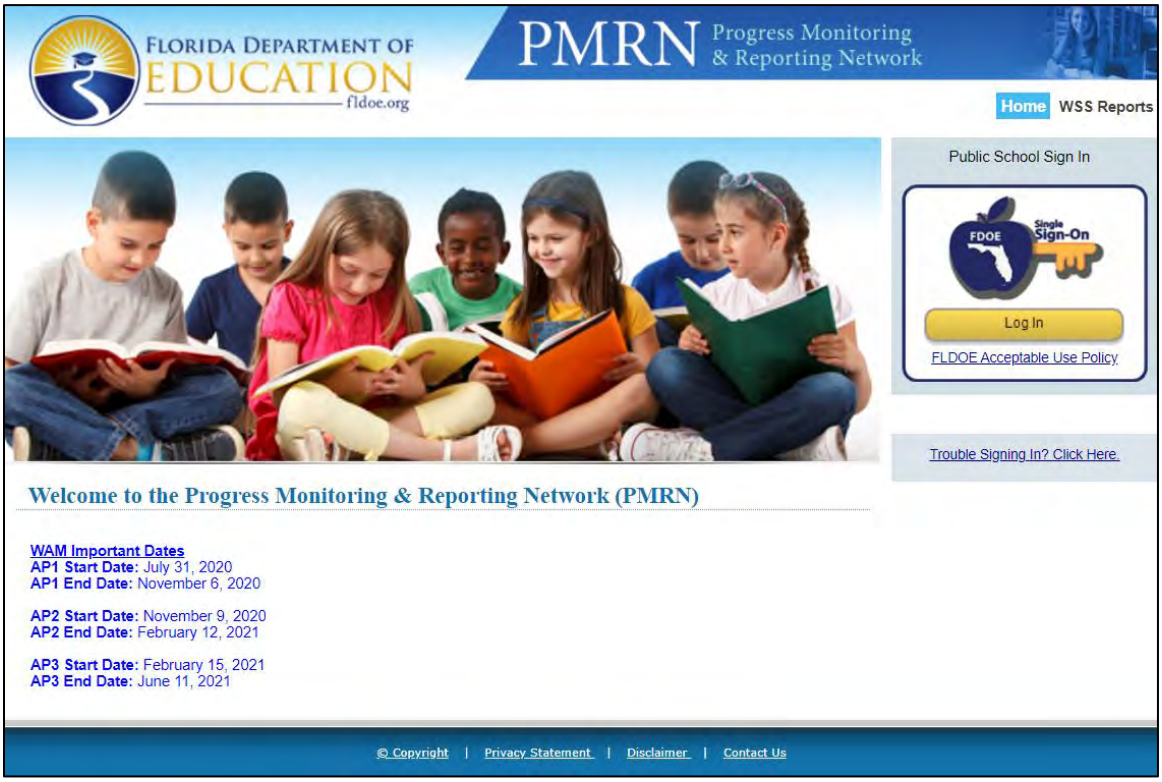
Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
PMRN Navigation							
Access Level Bar	▪ Change Current Access Level Logon	☑	☑	☑	☑	☑	☑
Profile	▪ Update Your Profile	☑	☑	☑	☑	☑	☑
News	▪ View FDOE News Updates	☑	☑	☑	☑	☑	☑
3-12 WAM	▪ 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	☑	☑			☑	

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	☑	☑				

PMRN Login

In your web browser, go to **https://pmrn.fldoe.org**:



While all Florida districts participate in the FDOE SSO Portal, not all districts have a direct connection. Consequently, within the PMRN system, public school user login is either **unhosted** or **hosted**:

- Unhosted – Public school districts with no direct connection to FDOE SSO Portal; user login is validated by a separate district login page; user login is the same as school district login
- Hosted – Public school districts with direct connections to FDOE SSO Portal; user login is validated via SSO; user login is in **##-user@emailexample.org** format

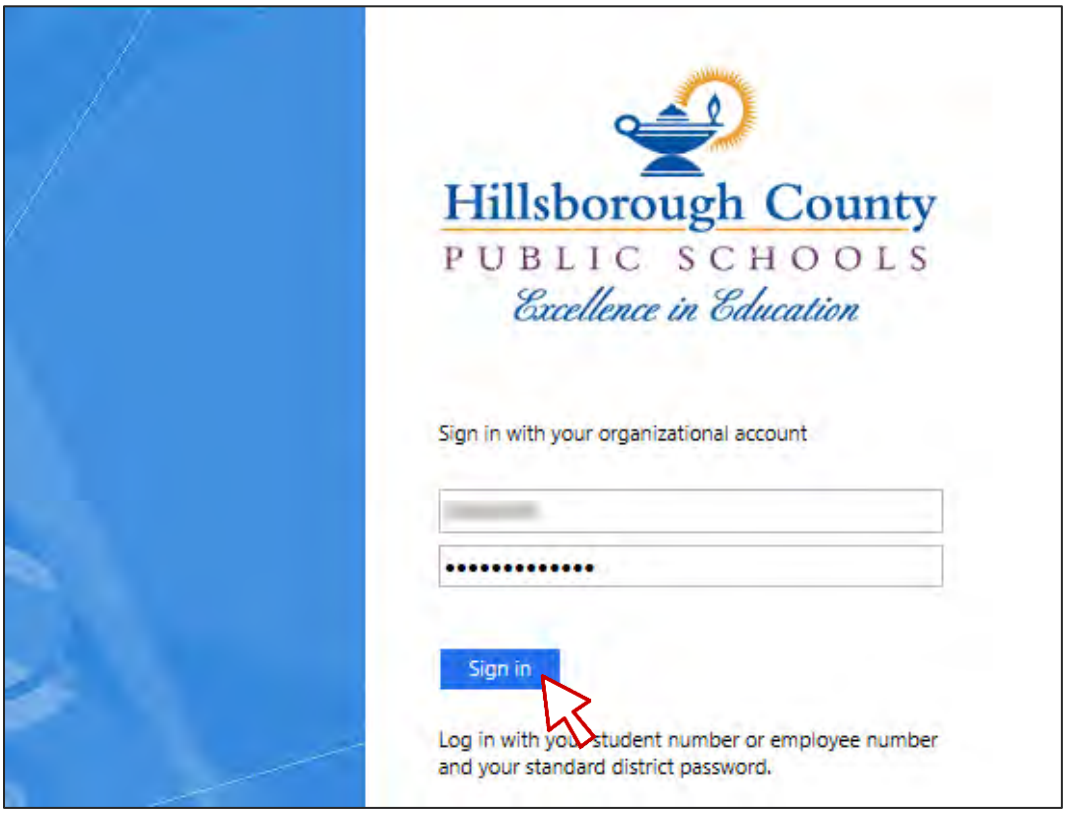
UNHOSTED Users

1. From **https://pmrn.fldoe.org** ▷ **FDOE Single Sign-On** section ▷ **Log In**:

2. Select your **School District.**

Note: If your district does **not** appear in the list, select **SSO Hosted Users** ▷ follow Hosted Users instructions.

3. On District login page, Enter **Username** and **Password** ▷ **Sign In**:



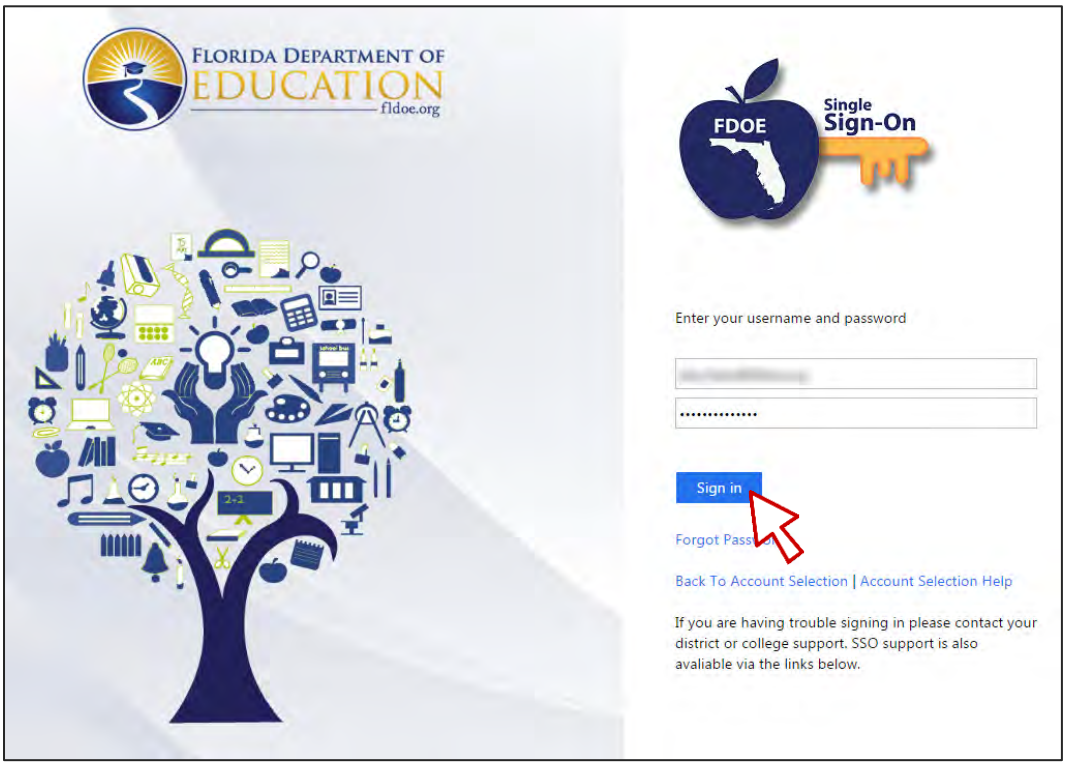
4. On validation, the PMRN system opens.

HOSTED Users

1. From **https://pmrn.fldoe.org** ▷ **FDOE Single Sign-On** section ▷ **Log In**:

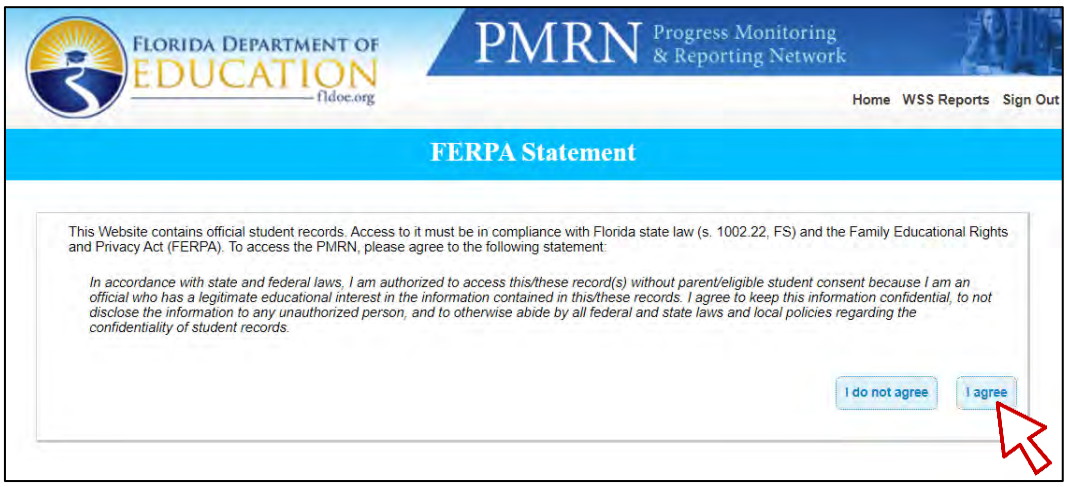
2. If your school district is not listed, select **SSO Hosted Users**:

3. Enter **Username** and **Password** ▷ **Sign In**:



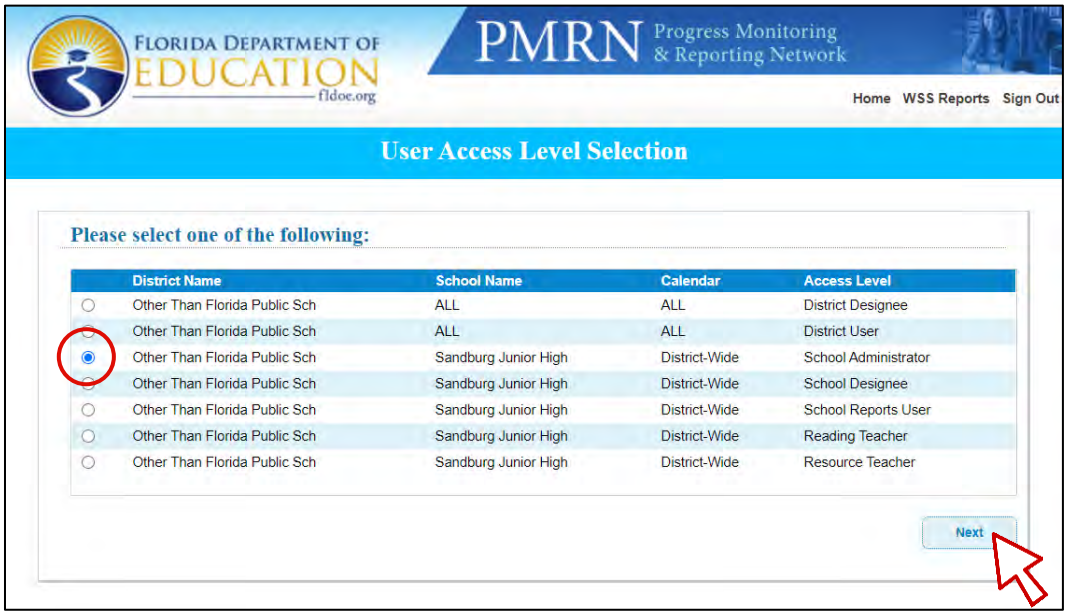
4. On validation, the PMRN system opens.

5. The PMRN system contains official student records. After signing in, users 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. Review ▷ **I agree**:



Note: Selection of **I do not agree** returns you to the PMRN main page (**https://pmrn.fldoe.org**) but without PMRN system access!

6. If your PMRN ID has multiple access levels and/or access to multiple locations per your Location setting in SSO, a listing of all unique location/access level PMRN combinations opens. Select radio button corresponding to current session access level ▷ **Next**:



7. Review the **News & Information** message(s), if any ▷ **Next**.
8. The PMRN **Home** page opens.

Home Page

The Home Page is the key school-level navigation page within the PMRN system. There are three main areas:

1	Menu Bar	The Menu Bar contains major navigational links to the PMRN system and associated resources, including: **Home** – Go to the Home page to display Function Tiles **Sign Out** – Maintain system security by closing your PMRN session
2	User Greeting	Displays **Welcome First Name** of logged-in user.
3	Function Tiles	PMRN function tiles relevant to the current user and access level, e.g., School Administrator access level displays: • **PMRN** • **PMRN Registration** • **WAM FAIR-FS**

Note: School-level users will see the Function Tiles screen only on session logon. When the PMRN tile is selected, a **Home** menu selection will display the PMRN tab interface.

Function Tiles Detail

Function Tiles populate the **Home** page according to access level:

Access Level	PMRN Registration	PMRN	WAM FAIR-FS
School Administrator	☑ Principal role defined in SSO	☑	☑
School Designee	☑ Only if Principal role assigned in SSO	☑	☑
Reading Teacher		☑	☑
Resource Teacher		☑	☑
School Reports User		☑	
Assessment Team Member		☑	☑

Note: The **PMRN Registration** function tile will appear at the beginning of the school year, but following completion of all user-enabled school registrations, School Administrators and School Designees (if enabled as above) will see only **PMRN** and **WAM FAIR-FS** function tiles.

PMRN Registration Tile

Schools must register each school year in order to participate in the PMRN system. The **PMRN Registration** tile enables School Administrators to access all registration-related tasks, such as:

- Reviewing a list of unregistered schools
- Completing registrations for unregistered schools, adding demographic information, School Start Date and Grades to be Assessed in the PMRN system
- Reviewing existing school registrations and modifying as needed
- Adding new public or Department of Juvenile Justice (DJJ) schools to the PMRN system

PMRN Tile

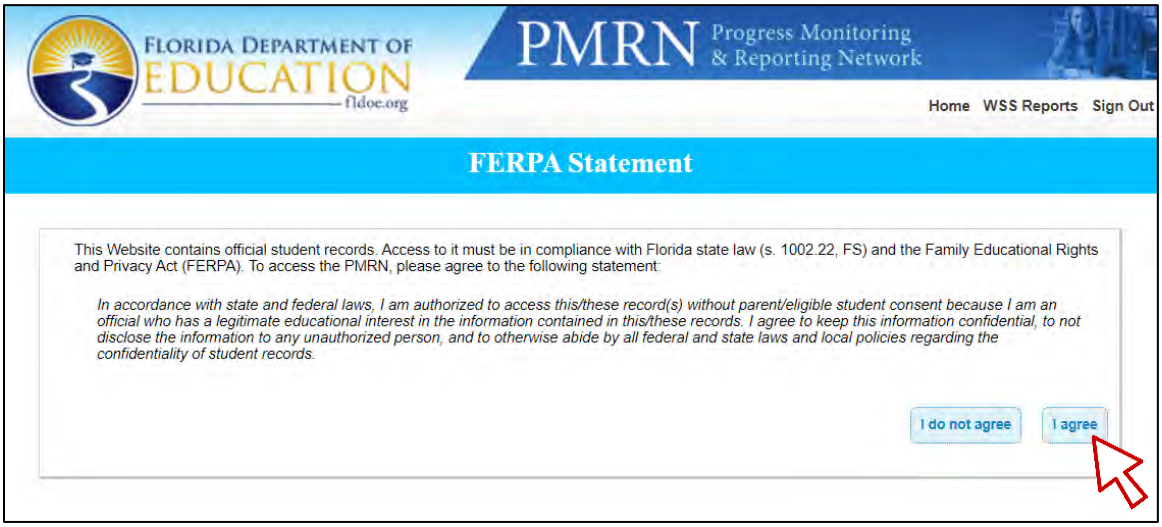
The **PMRN** tile provides access to user access level-specific tasks within the school such as:

- Viewing and downloading school registration, WAM, Teacher, Class and Student reports and data files:

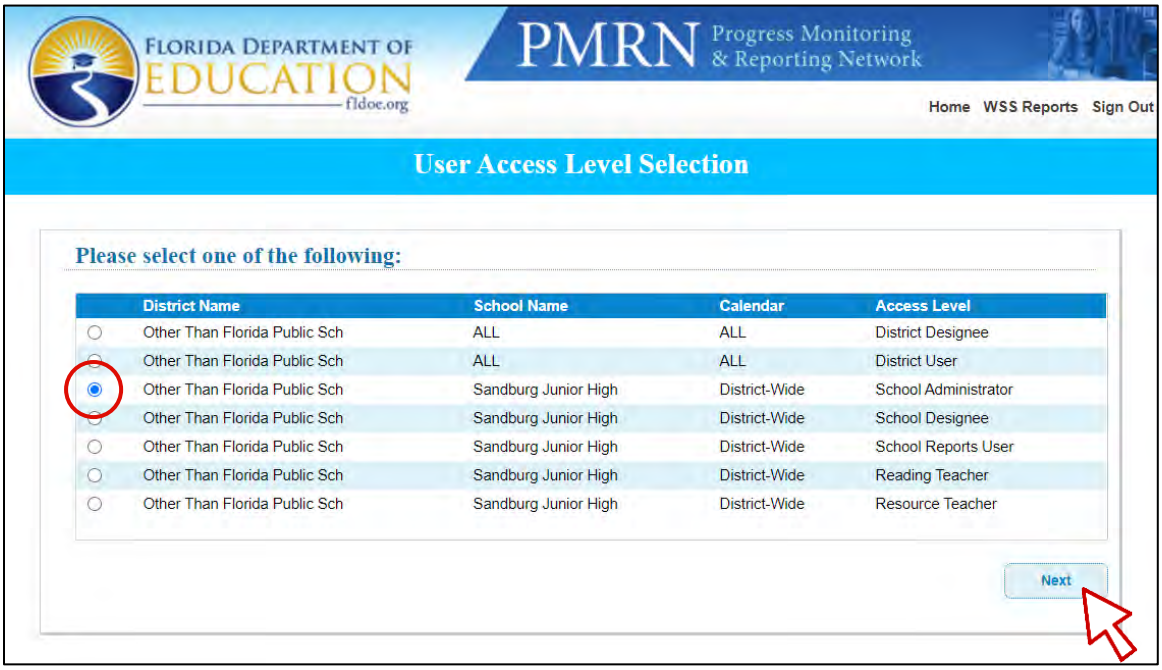
Report Title	Description	Update Schedule	New Reports Available
Edit School Registration	Access to the existing school registration for modification of School Start Date, Grades to be Assessed and Survey 2 & 3 update designation	Real Time Update	
WAM School Report	Aggregate report of FAIR-FS scores by Assessment Period	Overnight Update	7:00 a.m. EST
WAM School Text or CSV File	Student data file including demographics and FAIR-FS scores	Weekly Update	Each Monday
WAM Missing Score Report	Aggregate report of WAM assessment tasks not started (NS), started (S) and completed (C) by grade level, teacher and school	Overnight Update	7:00 a.m. EST
WAM Teacher Report	Aggregate report of FAIR-FS scores by Assessment Period, teacher and class/section	Overnight Update	7:00 a.m. EST
WAM Class Report	Aggregate report of FAIR-FS scores by Assessment Period, grade, teacher and class/section	Overnight Update	7:00 a.m. EST
WAM Task Ability Report	Aggregate report of FAIR-FS individual task (WRT, VKT, RCT, SKT) student scores in descending score order	Overnight Update	7:00 a.m. EST
WAM Parent Letter	Individualized current year parent letter by Assessment Period referencing student score performance and score-related guidance	Real Time Update	
WAM Student Ability Score Reports	Individualized 3-year FAIR-FS score report including Probability of Literacy Success	Real Time Update	
WAM Student Report	Individualized 1-year FAIR-FS score report including Probability of Literacy Success	Real Time Update	

- Reviewing and/or modifying user access level(s) for existing school users
- Managing class/periods
- Using student Search to view, enroll and/or withdraw students
- Reviewing students identified for Modified Task Flow
- Confirming Survey 8 status and searching for students and teacher import entries

On **PMRN** function tile selection, user will be prompted to agree with FERPA:



Additionally, if user has more than one access level and/or SSO Location within the PMRN, the user will be prompted to select the access level/location combination to use in the current session:



On selection, the tab interface specific to access level selected will launch:

1 **Menu Bar**

The Menu Bar contains major navigational links to the PMRN system and associated resources, including:

Home – Go to the Home page to display Function Tiles

Profile – Edit your contact information

News – Read relevant PMRN updates

3-12 WAM – Administer the FAIR-FS assessment

Downloads – Download grade-specific paper and pencil FAIR-FS assessments

Resources – Visit the *Just Read, Florida!* website

WSS Reports – Download District and State FLKRS-WSS reports by Year

Sign Out – Maintain system security by closing your PMRN session

2 **User Name & Access Level Bar**

Displays logged-in user and current access level.

3 **Tab Structure**

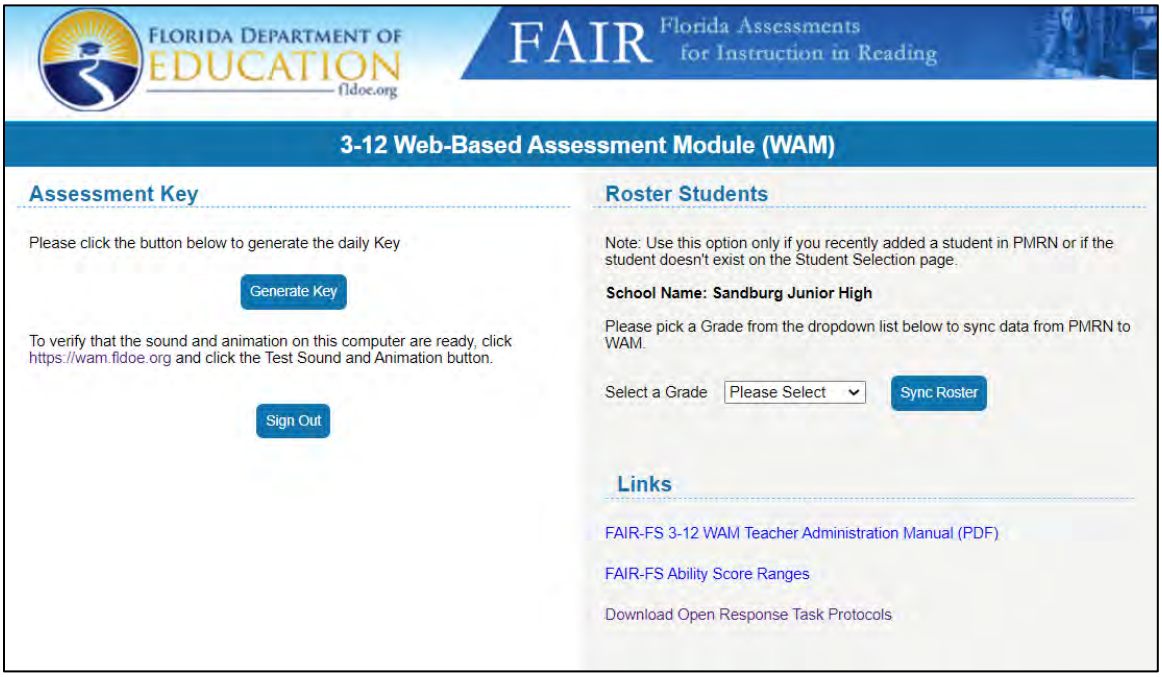
PMRN system tabs relevant to the current user and access level, e.g., School Administrator access level displays:

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

WAM FAIR-FS Tile

The **WAM FAIR-FS** tile enables all school-level users except School Reports Users to administer the FAIR-FS assessment. The **WAM FAIR-FS** tile provides instant access to the 3-12 WAM to:

- Generate the school's daily WAM Key
- Check a computer to be used in assessment for readiness
- Sync student rosters
- Review informational PDFs regarding the FAIR-FS 3-12 WAM



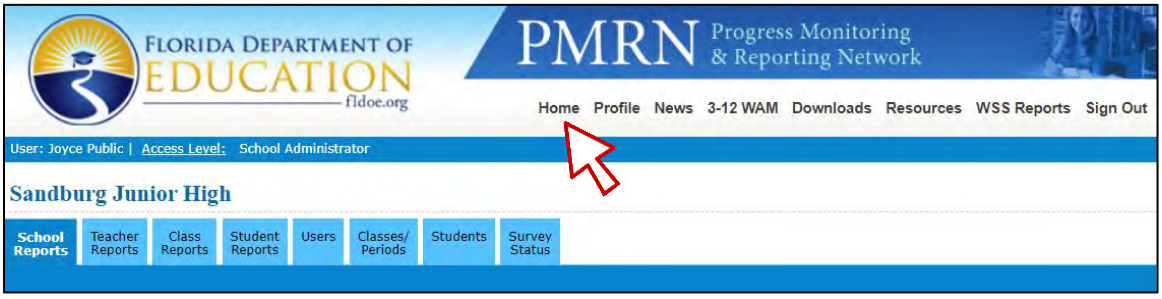
Note: The **WAM FAIR-FS** function tile appears immediately following logon alongside **PMRN Registration** and **PMRN** function tile(s), and provides single-click access as an alternative to logon ▷ **PMRN** function tile ▷ **3-12 WAM** in the menu.

Menu Bar Detail

The menu bar contains major navigational elements of the PMRN system and is located at the top of the page under the PMRN banner:

Home

Home directs users to the Home Page and selects the School Reports tab:



Profile

Profile fields include Title, First and Last Name, Email, Address, City, State, Zip, (Phone) Extension, Phone and Fax. All users may edit their personal PMRN contact information.

Select **Profile** ▷ Edit ▷ **Save** to update **Profile**:

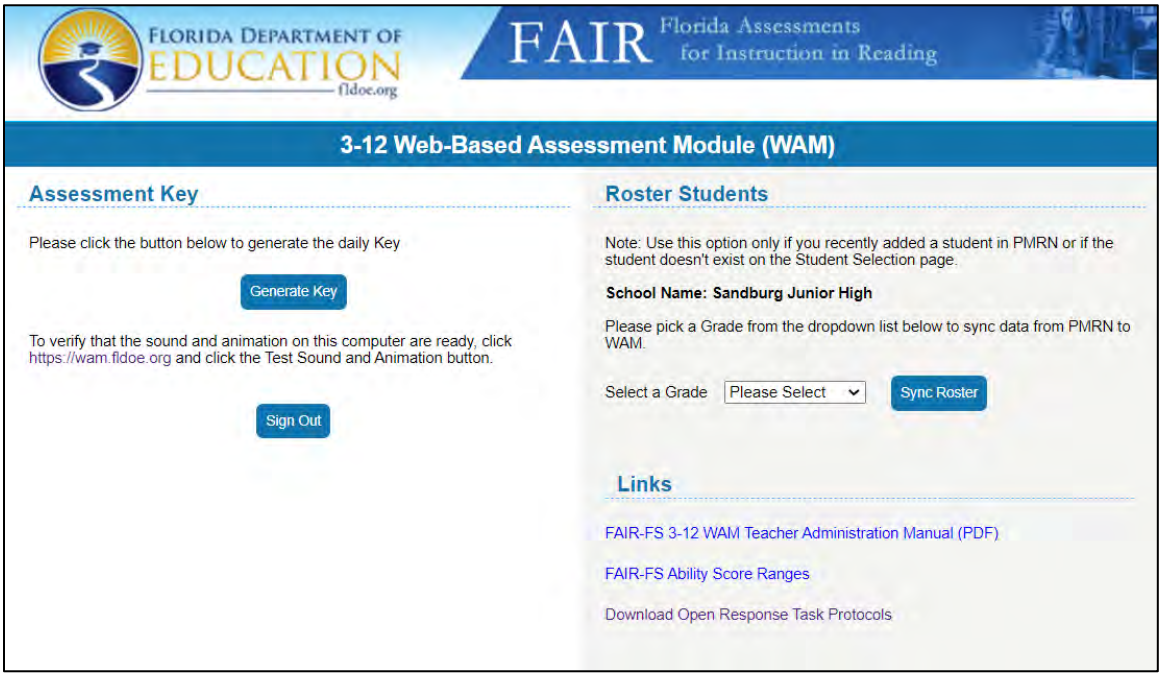
News

This page contains current PMRN system updates posted by the FDOE. Examples include imminent Assessment Period begin and end dates, new report releases or PMRN system feature updates.

Select **News** ▷ Review News updates if any ▷ **Next** to continue:

3-12 WAM

School Administrators, School Designees, Reading Teachers, Resource Teachers and Assessment Team Members may select **3-12 WAM** in the menu to obtain daily WAM Keys, test computers for sound and animation, access informational documents re: the FAIR-FS and/or sync Grade rosters from the PMRN to WAM:



Note: School Reports Users are not permitted to access the **3-12 WAM** menu option and will receive a "You do not have rights to access this page" popup message if the option is clicked.

Downloads

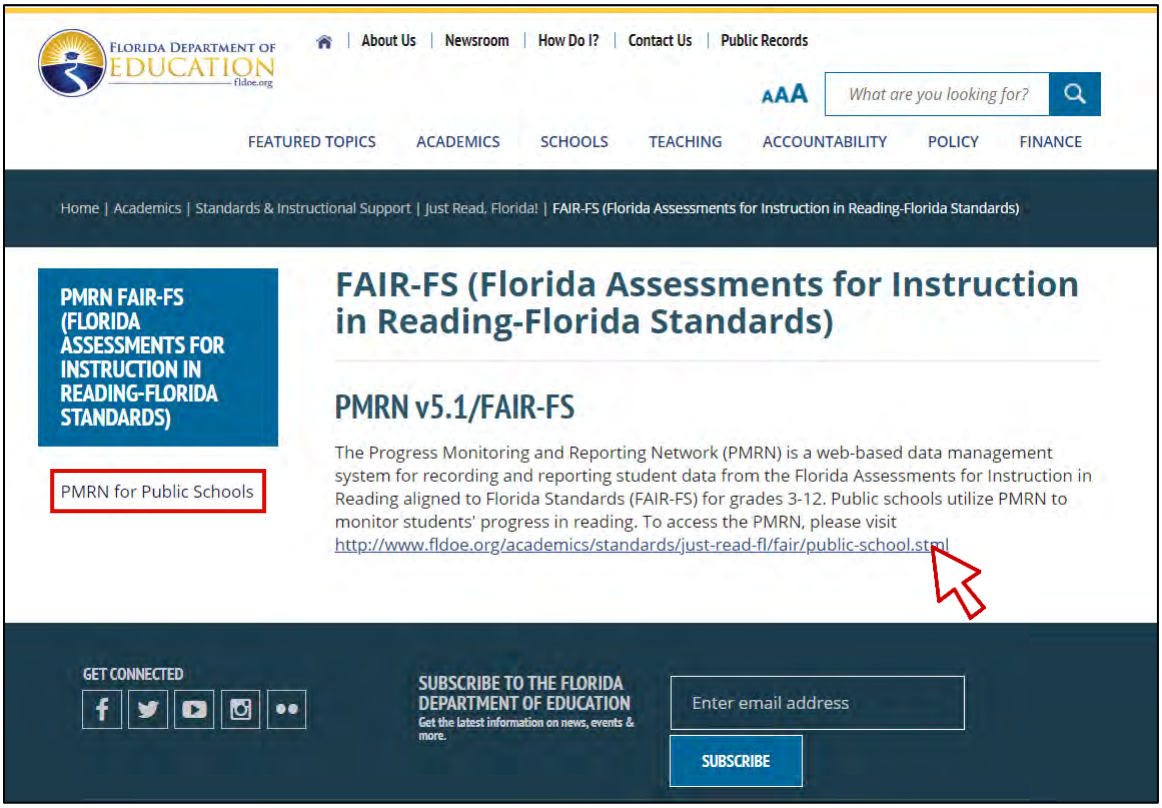
This page contains printable downloads of the paper and pencil FAIR-FS assessments.

Select **Downloads** ▷ Specify **Grade** ▷ Choose individual **Download** link for Teacher or Student test, or **Download All** for both:

Note: Paper and pencil versions of the FAIR-FS assessments result in scores with greatly reduced validity and reliability and should only be used if required by the student's IEP or Section 504 plan.

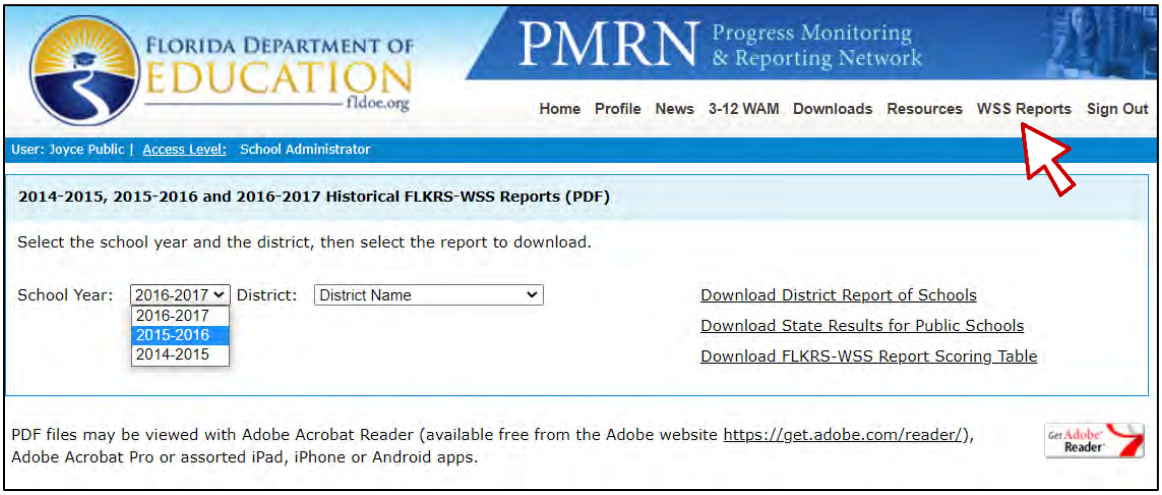
Resources

This page opens a new browser tab for the *Just Read, Florida!* website where various resources are available for public schools. Select **PMRN for Public Schools** or the full link (**http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stml**) to begin:



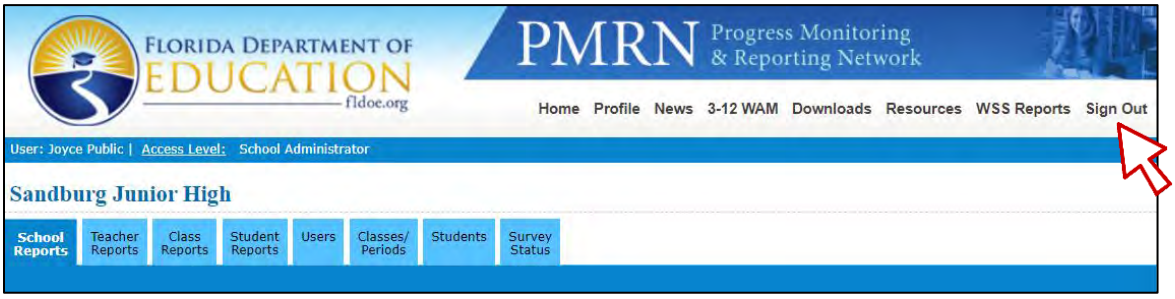
WSS Reports

This page offers a direct download of the District and State FLKRS-WSS reports for public schools. Historical reports are available for the 2014-2015, 2015-2016 and 2016-2017 school years:



Sign Out

This link ends a PMRN session securely, i.e., ensures that your specific login connection to the PMRN system is affirmatively closed. This is especially important on shared devices! Protect your login by signing out at the end of your PMRN session:

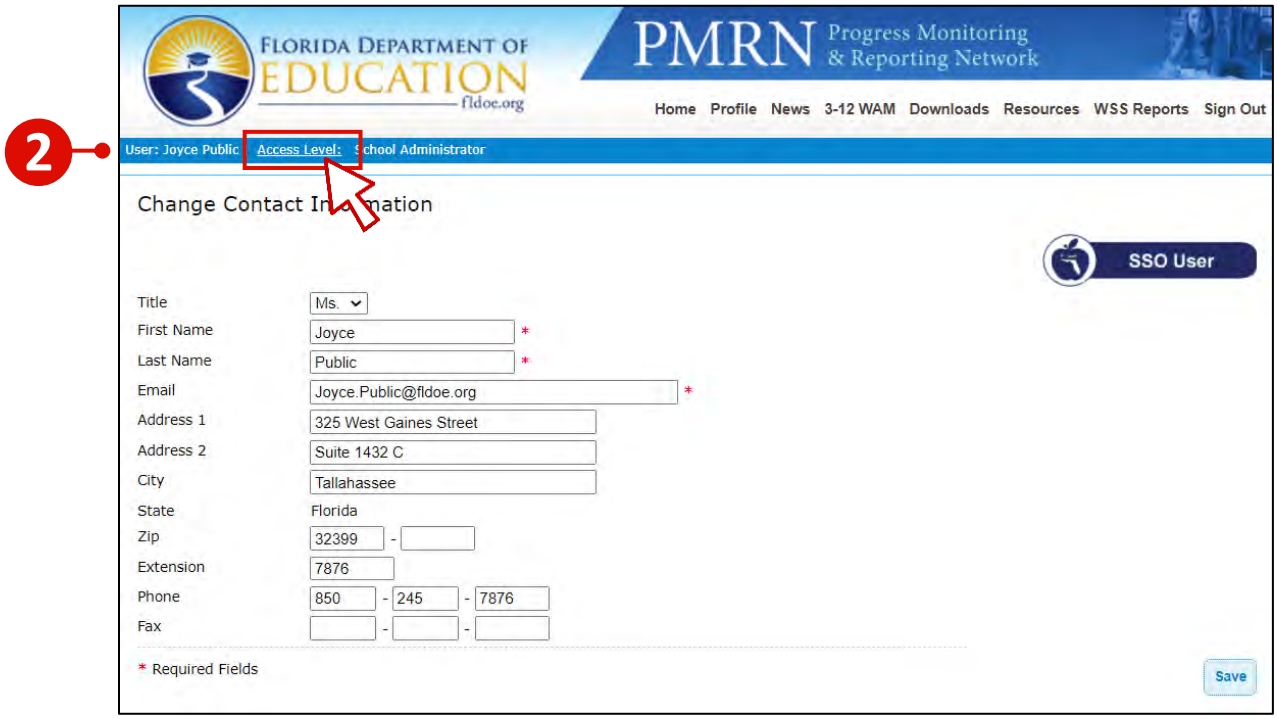


User Name & Access Level Bar Detail

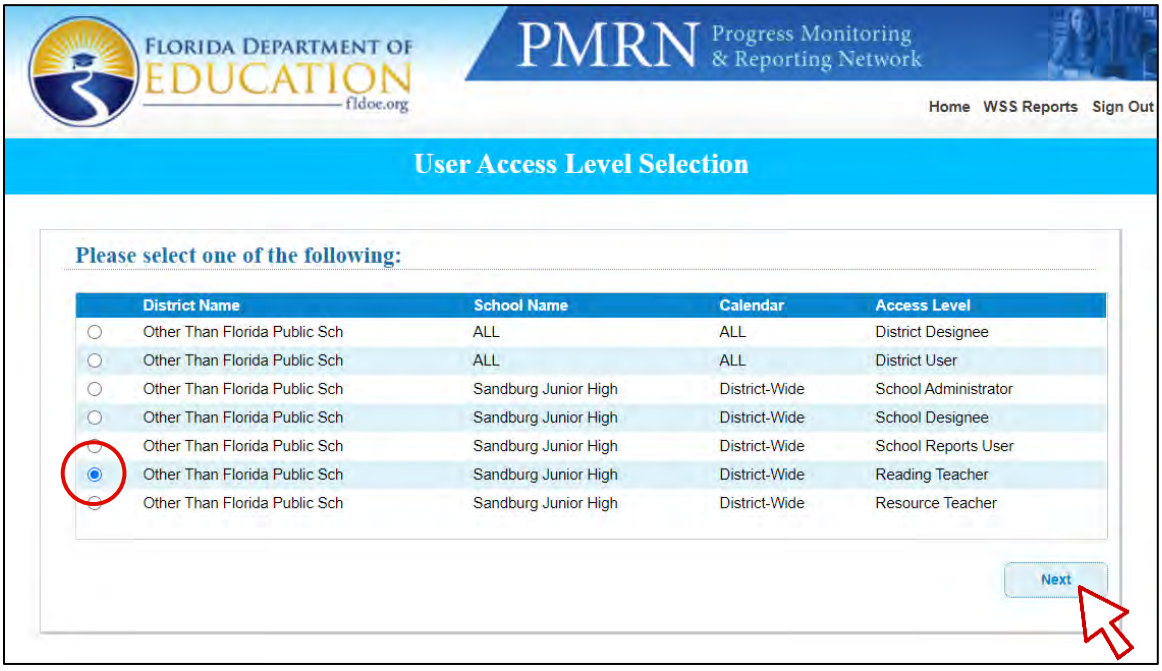
The logged-in user's name and current access level display in the blue bar below the main menu. The access level in use determines the functionality available within the PMRN system, e.g., tabs, options and hyperlinks.

If users have more than one access level and/or have access at more than one location, **Access Level** is a hyperlink allowing the user to switch levels and/or locations from the PMRN header at any time.

To change access level in the current session, select the **Access Level** hyperlink:



Select radio button corresponding to the alternate **Access Level** ▷ **Next**:



PART II. PMRN DAILY REFERENCE

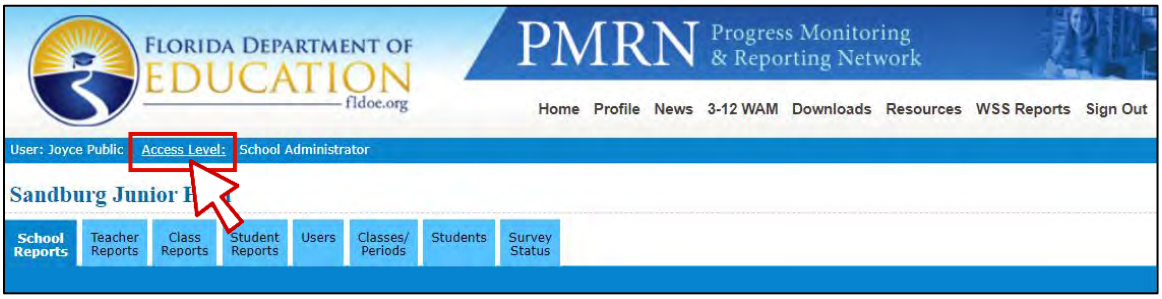
PMRN Navigation

Location:
PMRN Home ▷ Username & Access Level Access Bar

For School Access Levels:
ALL

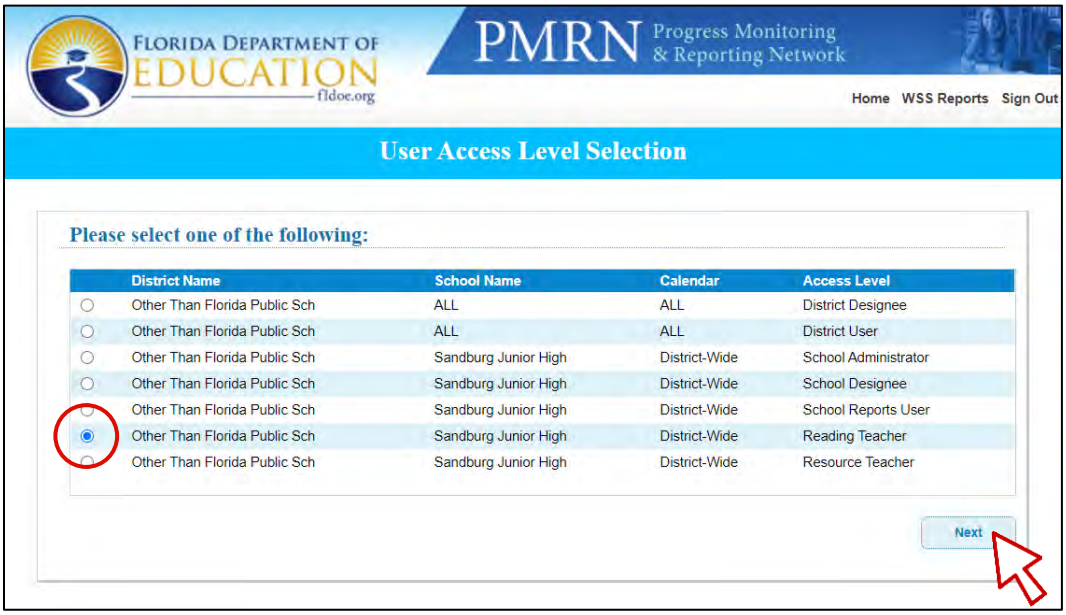
Change Current Access Level Logon

Logged-in User Name and Access Level show in the blue bar below the main menu. It is important to acknowledge the access level in use as this determines the functionality available to the user within the PMRN system:



If a single user has more than one access level and/or has access within several districts or schools, Access Level is a hyperlink. To change access level in the current session:

1. Select the **Access Level** hyperlink ▷ Select radio button corresponding to the alternate access level ▷ **Next**.



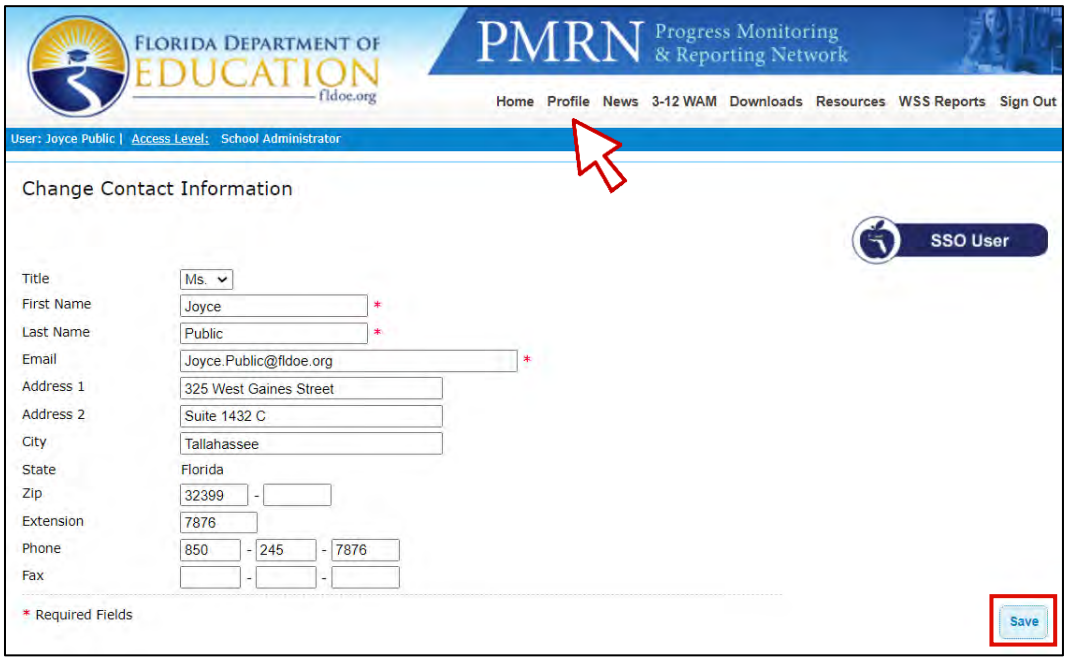
Location:
PMRN Home ▷ Menu Bar

For School Access Levels:
ALL

Update User Profile Information

Any PMRN user may edit his or her profile. Edits may include changes to Title, First and Last Name, Email address, (physical) Address, Phone or Fax numbers. This is the information used to populate Parent Letters and drive name display throughout the PMRN, so it is very important to keep it current!

1. PMRN **Home ▷ Profile**
2. Edit information as needed ▷ **Save**:



3. **"Your profile was successfully updated."** message confirms update.

View FDOE News Updates

FDOE adds News & Information messages to the PMRN system, such as Assessment Period start and end dates, PMRN system closure dates and report and download release dates. To view:

1. PMRN **Home** ▷ **News**
2. Current **updates display**:

3. **Next** to return to the **Home** page.

Location:
PMRN Home ▷ Menu Bar

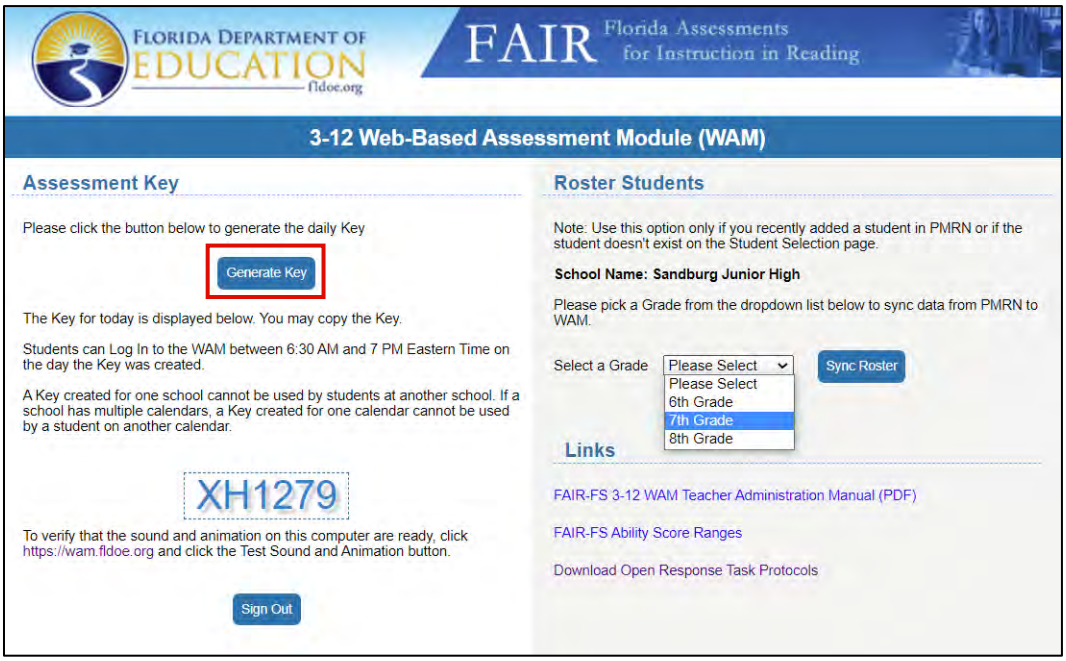
For School Access Levels:
School Administrator
School Designee
Reading Teacher
Resource Teacher
Assessment Team Member

Generate School WAM Keys

All school-level users except School Report Users have sufficient rights to access the **3-12 WAM** menu option.

1. PMRN **Home ▷ 3-12 WAM:**

2. **Generate Key** to display your **daily** WAM key:

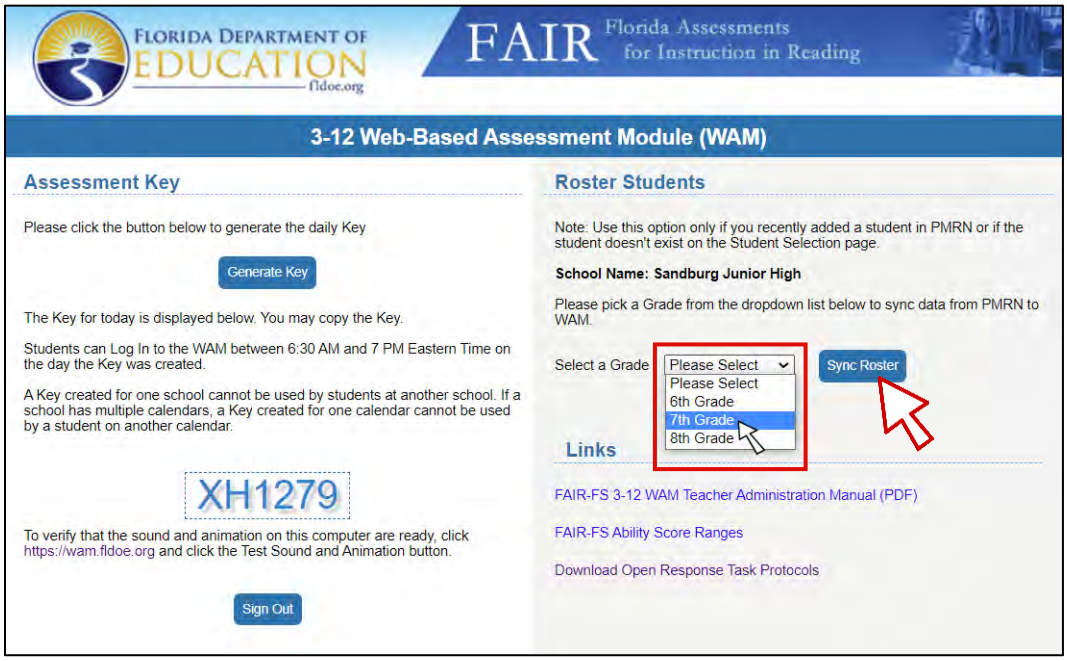


3. Students may go to **https://wam.fldoe.org** ▷ enter **Key** ▷ **Sign In** to begin the FAIR-FS assessment.

Sync WAM Rosters

If a student does not appear in the WAM student drop-down, it is likely that a recent student record update such as new enrollment or class/period registration has not yet updated to the WAM. To manually sync a Grade Roster so that the student immediately appears in the drop-down:

1. On the **3-12 Web-Based Assessment Module (WAM)** page, use **Select a Grade** drop-down to specify the grade you wish to sync ▷ **Sync Roster**:



2. Animated progress indicator appears.
3. On completion of the sync, "**Roster sync from PMRN to WAM completed successfully.**" message displays.

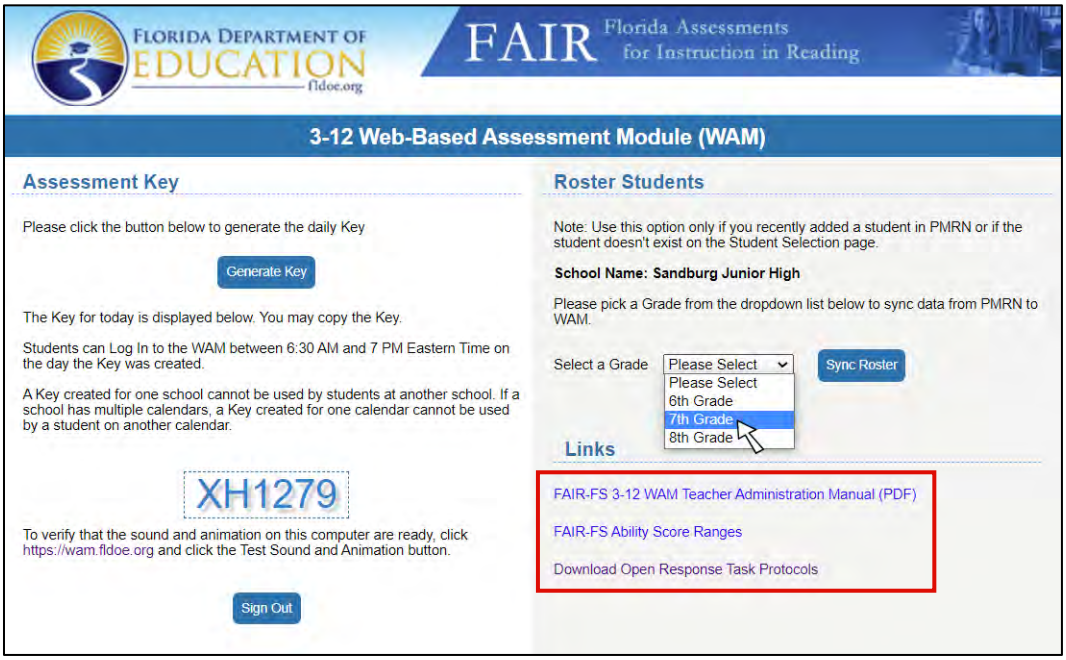
Note: Grade roster sync may be run once per grade every 15 minutes. If you attempt to repeat roster sync within that period, the following message will appear: "**Failed Roster sync: ERROR: Roster refresh was done in the last 15 minutes, please wait 15 minutes to refresh again.**"

For this reason, it is most efficient to complete several student changes/registrations to a class/period, grade changes, enrollments, etc. and run the Sync Roster operation at the end of that process.

View FAIR-FS Informational Materials

School users may review and/or print the **Teacher Administration Manual (PDF)**, **FAIR-FS Ability Score Ranges table** or **Download Open Response Task Protocols** from the **3-12 WAM** page:

1. Select document of interest from **Links** section:



   a. **FAIR-FS 3-12 WAM Teacher Administration Manual (PDF)** and **FAIR-FS Ability Score Ranges (PDF)** files are saved to Downloads folder ▷ follow browser-specific instructions to access/print

   b. **Open Response Task Protocols** must be grade-specific. Select **Download Open Response Task Protocols** ▷ Select **Grade** ▷ select **Download** to save to browser's Downloads folder or launch a Save/Open dialog box

2. Select **Go Back** to return to **3-12 Web-Based Assessment Module (WAM)** page.

Location:
PMRN Home ▷ Menu Bar

For School Access Levels:
ALL

Download Paper & Pencil FAIR-FS Alternative Assessments

Students requiring a paper and pencil accommodation may be given a printed copy of the FAIR-FS alternative assessment.

1. PMRN **Home ▷ Downloads**
2. Specify **Grade**
3. Choose individual **Download** link for teacher copy or student test, or **Download All** for both:

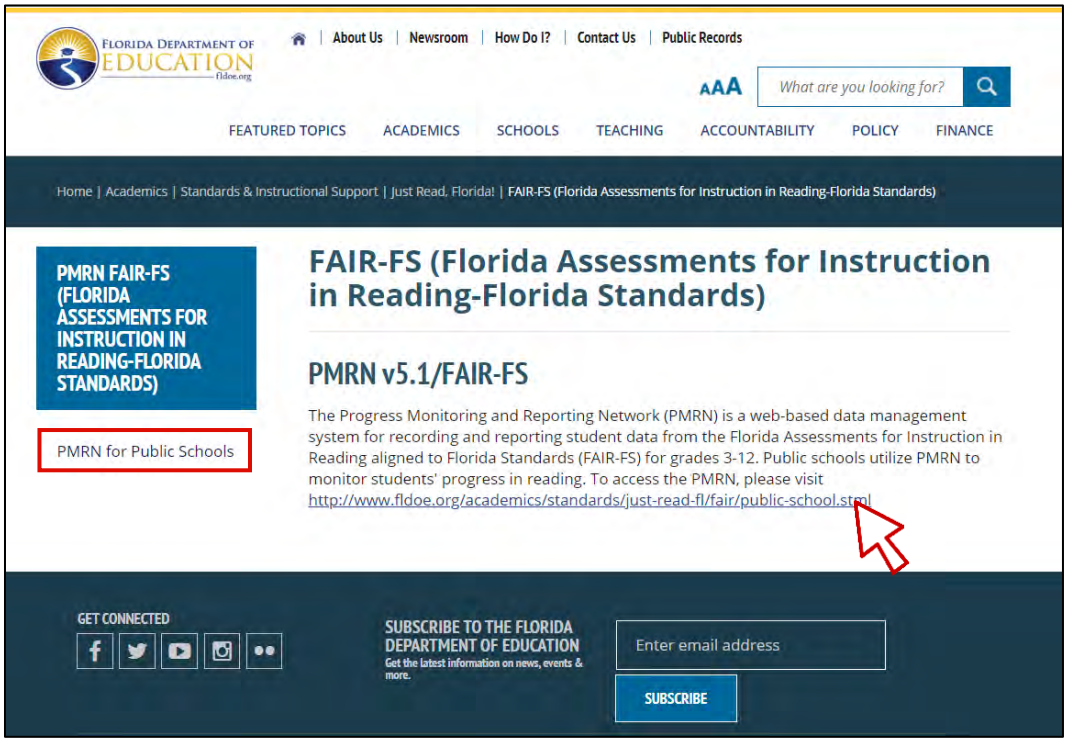
4. PDFs will download to your browser's **Download** folder location.

Note: Alternative assessment scores are not recorded in the PMRN system and are therefore not available to PMRN progress monitoring activities and reports.

Access FDOE Online FAIR-FS Resources

The FDOE provides a variety of assessment-related resources on its website for download.

1. PMRN **Home** ▷ **Resources**
2. The FDOE Just Read, Florida! PMRN webpage (**http://www.fldoe.org/academics/standards/just-read-fl/fair/**) launches:



3. Select **PMRN for Public Schools** on the left or **full link** (**http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stml**) on the right ▷ See information related to the administration of the FAIR-FS assessments and PDF links to PMRN User Guides and other Survey 8 and SSO support documents.

Download Historical FLKRS-WSS School Reports & Data

FLKRS-WSS historical reports for 2014-2015, 2015-2016 and 2016-2017 are available for download:

1. PMRN **Home** ▷ **WSS Reports**
2. Select **School Year** ▷ **District**
3. Choose individual **Download** link for District Report of Schools, State Results for Public Schools and/or FLKRS-WSS Report Scoring Table(s):

Note: Historical FLKRS-WSS reports and downloads were available to private schools until **June 16, 2017**. After that date, private schools may obtain historical FLKRS-WSS reports only through email request to **IENHelp@fldoe.org** or (toll free) telephone 855-814-2876.

Sign Out Securely

Once all PMRN system operations are complete, affirmatively sign out of the PMRN system for best security:

1. **Sign Out** in the top navigation bar to securely exit the PMRN system:

2. **"You have signed out. For improved security, we recommend that you close all browser windows at the end of your online session."** message confirms logout.

Timeout & Security: If you do not sign out, the PMRN system will automatically log you out for inactivity in 20 minutes.

If your PMRN session is complete but you simply close the browser window and walk away, the next user has 20 minutes to open the browser window, resume your session and keep it active indefinitely assuming no 20-minute periods of inactivity.

PMRN Registration Tile

Overview

District Administrators, District Designees and School Administrators have a **PMRN Registration** tile that provides access to lists of all registered and unregistered schools and features to manage school registration tasks such as modifying existing school registrations, completing registration of unregistered schools and adding schools to the PMRN system as needed. School registration allows District Administrators, District Designee and School Administrators to specify school start date and grades to include in FAIR-FS testing and Survey 8 updates.

Once all schools to which the user has School Administrator access are registered, the **PMRN Registration** tile disappears from the function tiles display. Adjustments may be made to existing school registrations via the **School Reports** tab.

Tasks by Access Level

Tile	Tasks	District Administrator	District Designee	School Administrator
PMRN Registration	Register Schools	☑	☑	☑
	Edit School Registrations	☑	☑	☑
	Add Schools	☑	☑	

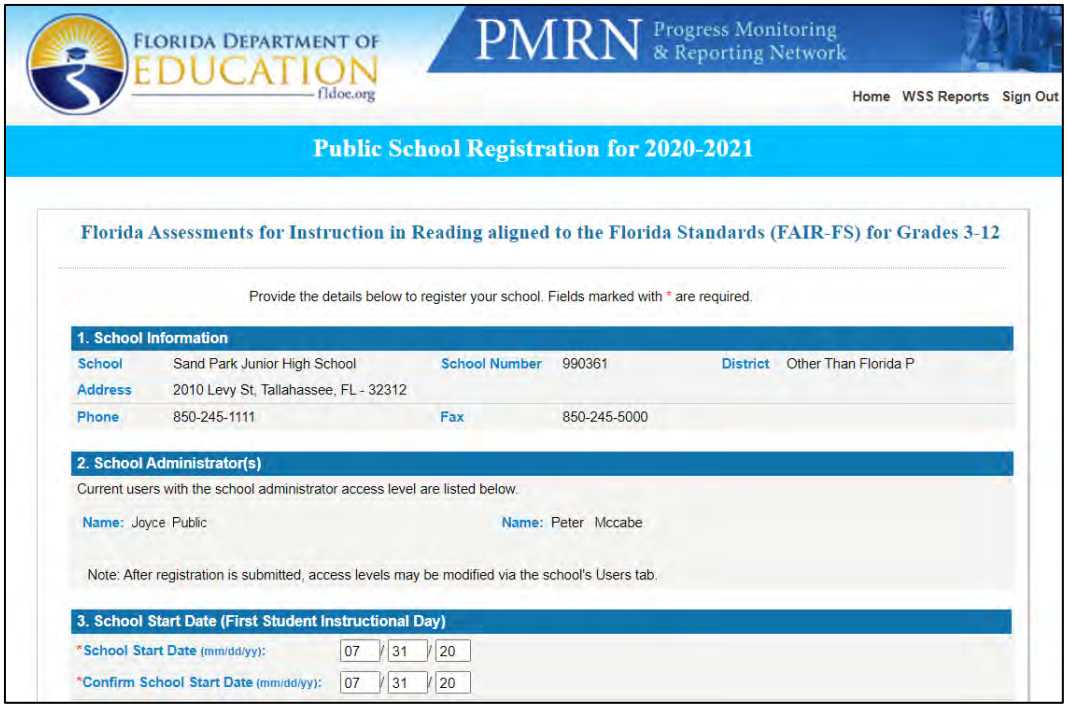
Location:
PMRN Registration tile

For School Access Levels:
School Administrator

Register a School

1. PMRN **Home** ▷ **PMRN Registration** tile:

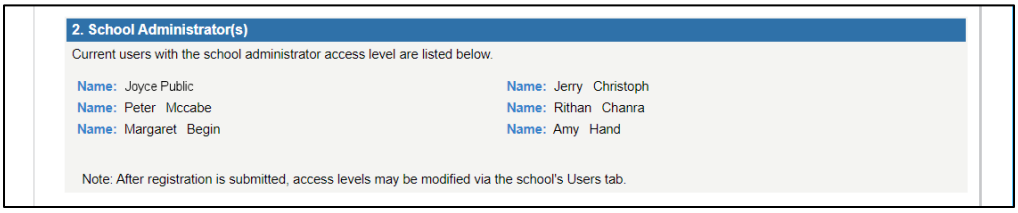
2. The **2020-2021 Public School Registration Form** will load:



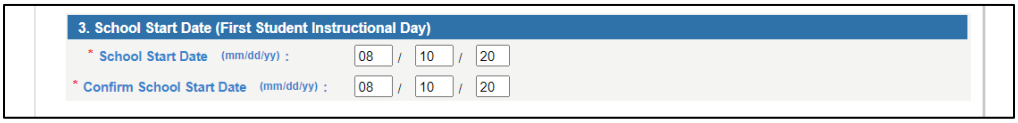
Note that the form is divided into five sections:

a. School Information – To modify this information, contact IENHelpDesk at 855-814-2876 or via email at **IENHelp@fldoe.org**.

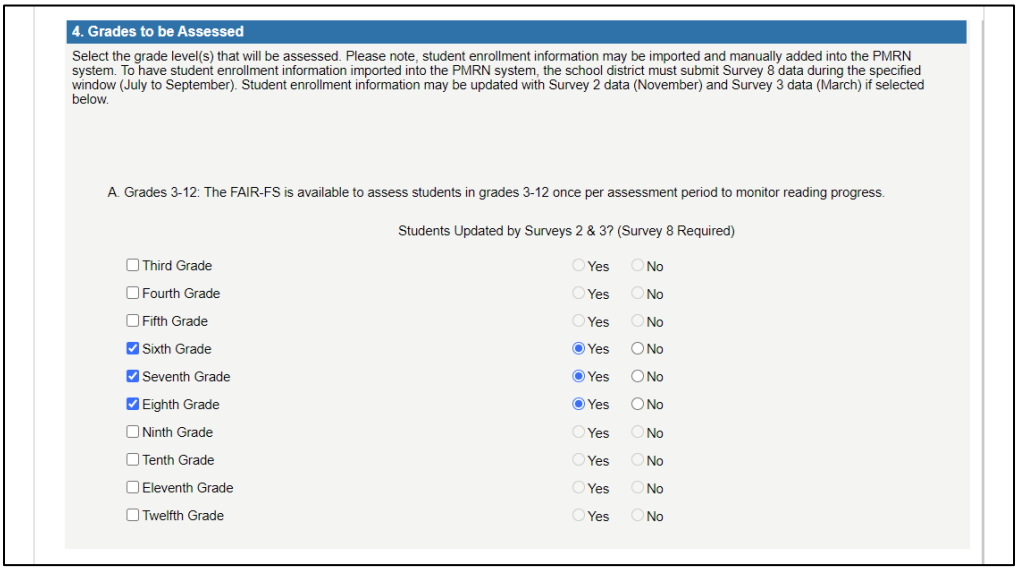
b. School Administrator(s) – This information cannot be modified within this form. Following completed school registration, complete the **Add a School Administrator** process to add or go to the **SCHOOL Functions** ▷ **Users** tab to modify the existing administrator(s):



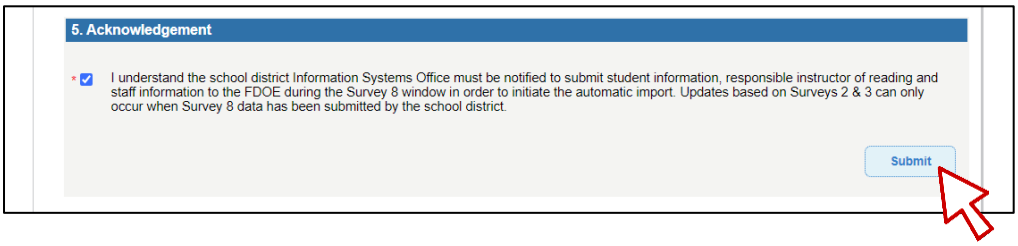
c. School Start Date (First Student Instructional Day) – Enter and confirm the first instructional date of the School Year:



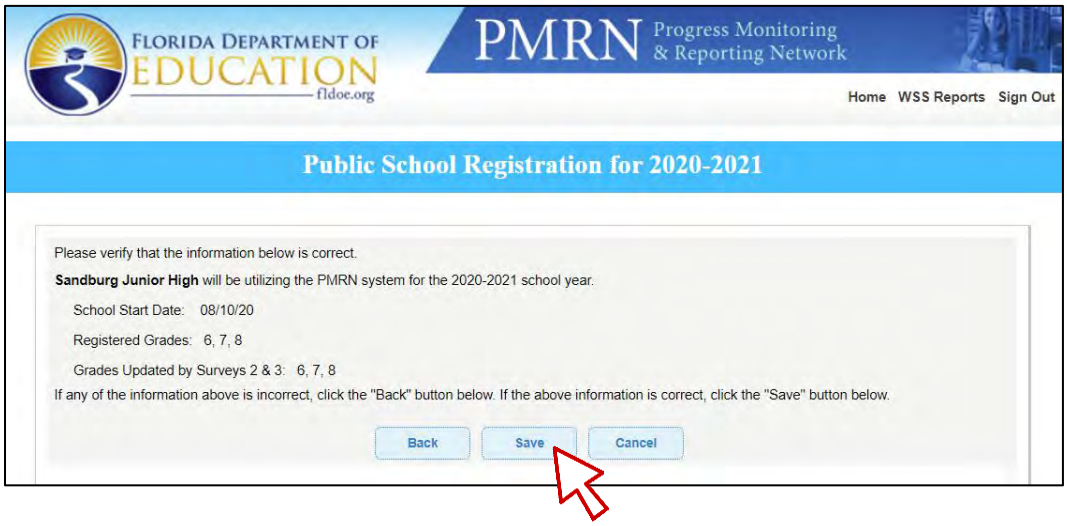
d. Grades to be Assessed – Check to add grades or uncheck to remove grades for the FAIR-FS testing ▷ **Yes** or **No** for students to be updated by Survey 2 & 3:



e. Acknowledgement – Check box to acknowledge:



2. **Submit**
3. A verification screen opens when submission is error-free ▷ Review:



a. To modify ▷ **Back**.

b. To finalize registration ▷ **Save**.

   i. **"Thank you for registering to use the PMRN system for the 2020-2021 school year. A confirmation will be sent to your email. Click Continue to return to the home page."** confirmation message displays ▷ **Continue**.

c. To exit without saving ▷ **Cancel**.

4. A confirmation screen loads. At this point, the public school registration is accepted and the individual who completed the registration will receive a confirmation email ▷ Click **Continue** to proceed. Review the **FERPA Statement** ▷ Select **I agree**.

5. Review the **News & Information** message(s) ▷ Select **Next**:

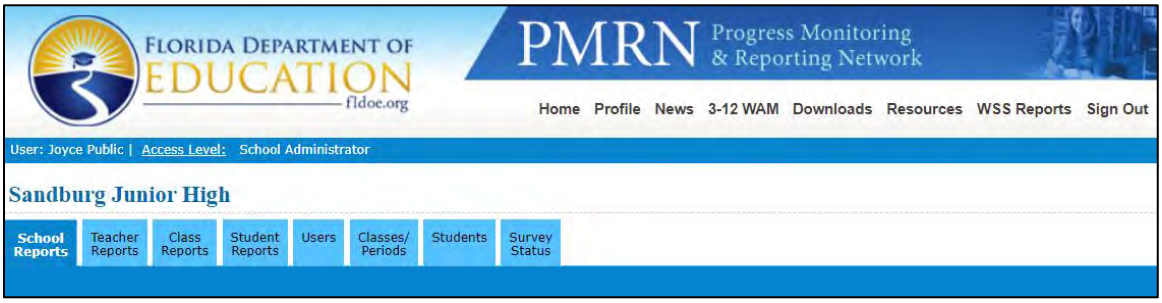
6. Review the **School Registration Information** ▷ Select **Finish**
7. The primary PMRN tabbed School Administrator page loads.

PMRN Tile

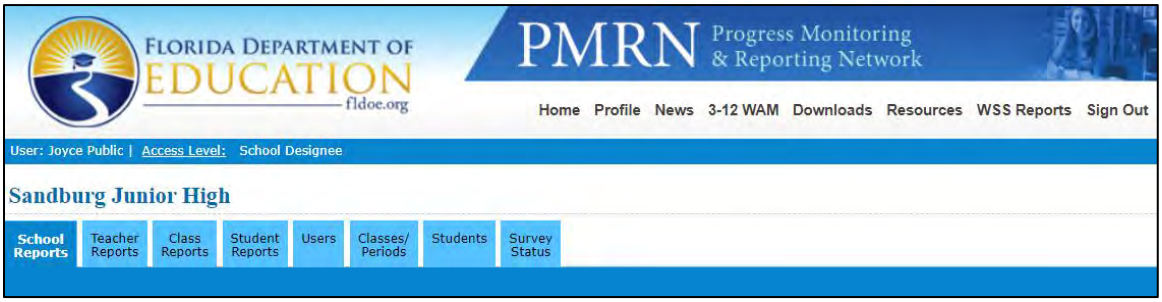
Overview

The **PMRN** tile provides access to the Progress Monitoring & Reporting Network for school-level users. Each user is associated with both school(s) and access level(s) during logon. Consequently, once the **PMRN** function tile is selected, the user interface will match features available to user permissions. While district-level users can perform school-level tasks, many of these tasks can also be performed by School Administrators and School Designees.

School Administrator



School Designee



Reading Teacher

Resource Teacher

School Reports User

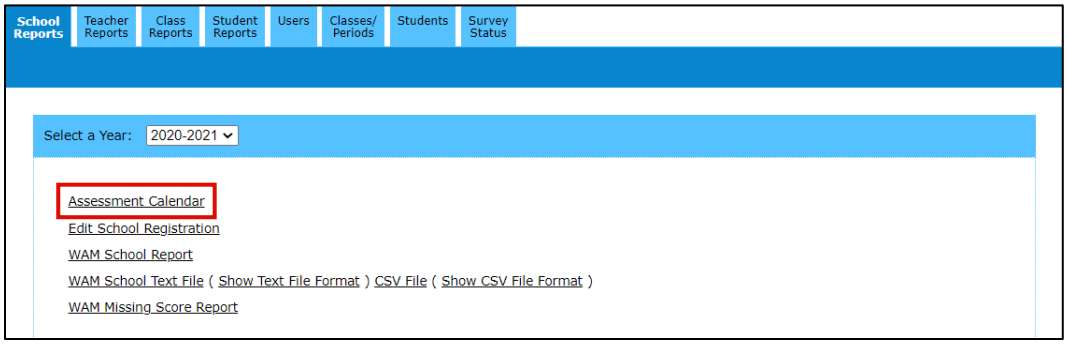
Assessment Team Member

Location:
PMRN ▷ School Reports

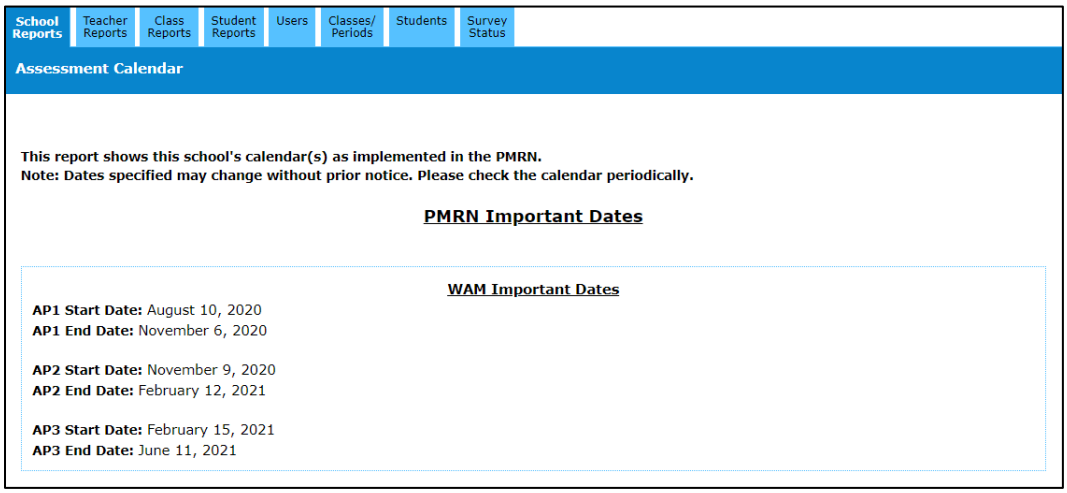
For School Access Levels:
School Administrator
School Designee
School Reports User

View Assessment Calendar

1. PMRN **Home** ▷ **PMRN** tile ▷ **School Reports** tab
2. Select a **Year** ▷ **Assessment Calendar**:



3. **PMRN Important Dates** for WAM are displayed*:



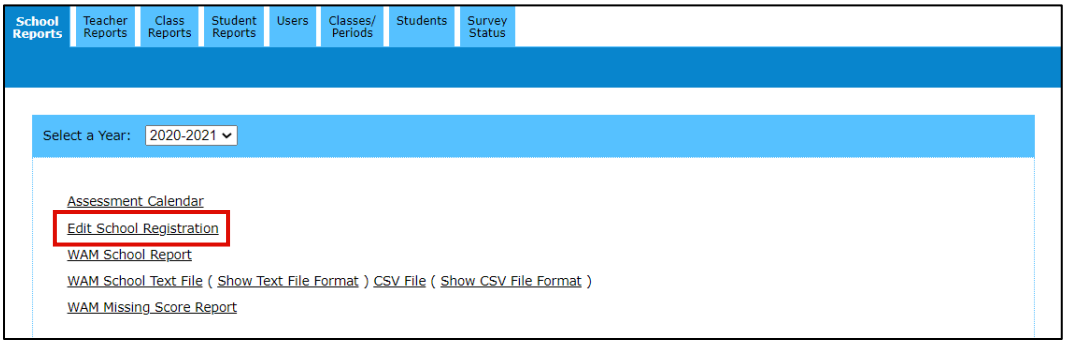
*Note that AP1 Start Date is always the School Start Date specified in the Registration form.

Location:
PMRN ▷ **School Reports**

For School Access Levels:
School Administrator

Edit School Registration

1. PMRN **Home** ▷ **PMRN** tile ▷ **School Reports** tab
2. Select a **Year** ▷ **Edit School Registration**:



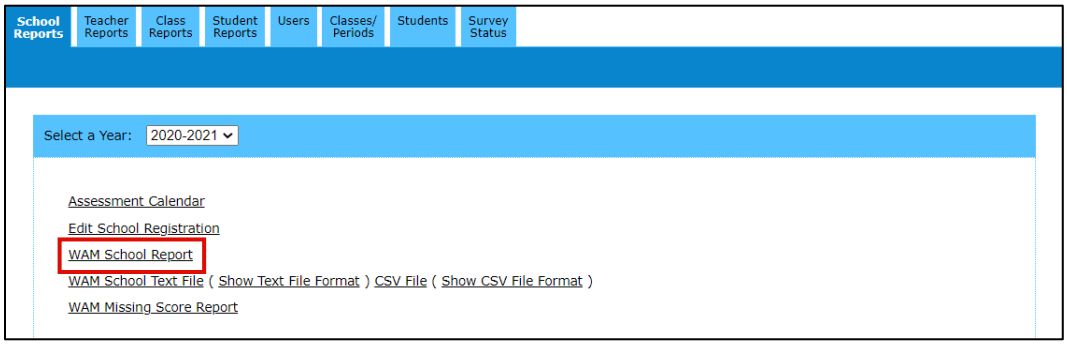
3. The FAIR-FS School Registration form opens. Note that the form is divided into five sections:
   a. School Information – To modify this information, contact **IENHelpDesk**.
   b. School Administrator(s) – To modify this information, complete the form and notify District Administrator or District Designee to go to **SCHOOL Functions** tile ▷ **Users** tab to grant School Administrator access.
   c. School Start Date (First Student Instructional Day) – Modify and confirm the first instructional date of the School Year.
   d. Grades to be Assessed – Check box(es) to enable the FAIR-FS assessment for selected grades or uncheck to disable ▷ **Yes** or **No** for students to be updated by Survey 2 & 3.
   e. Acknowledgement **–** Check box to acknowledge.
4. **Submit**
5. A verification screen opens when submission is error-free ▷ Review
   a. To modify ▷ **Back**.
   b. To finalize registration ▷ **Save**.
      i. **"Thank you for registering to use the PMRN system for the 2020-2021 school year. A confirmation will be sent to your email. Click Continue to return to the home page."** confirmation message displays ▷ **Continue**.
   c. To exit without saving ▷ **Cancel**.

Location:
PMRN ▷ School Reports

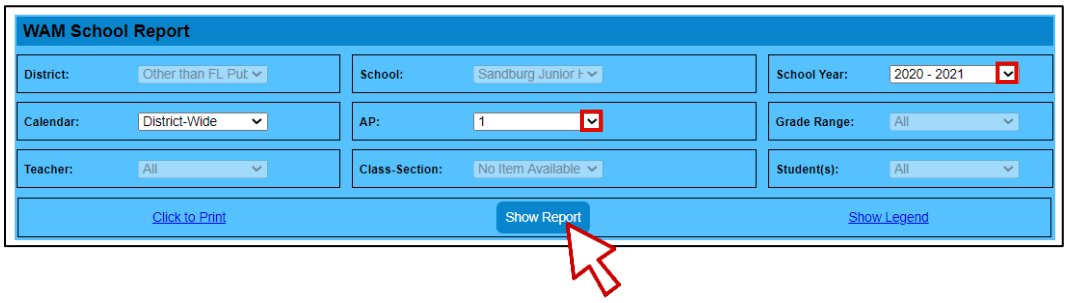
For School Access Levels:
School Administrator
School Designee
School Reports User

Create WAM School Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **School Reports** tab
2. Select a **Year** ▷ **WAM School Report**:

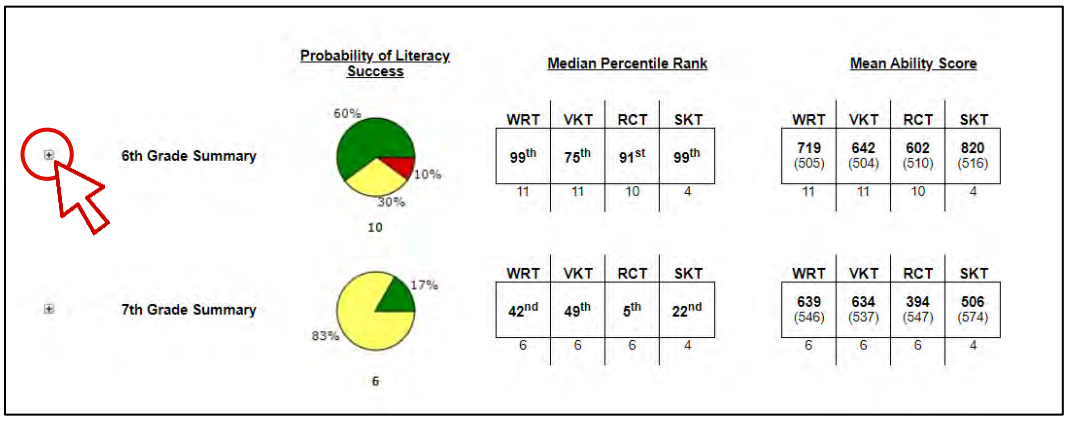


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **School Year** and **AP** ▷ **Show Report**:



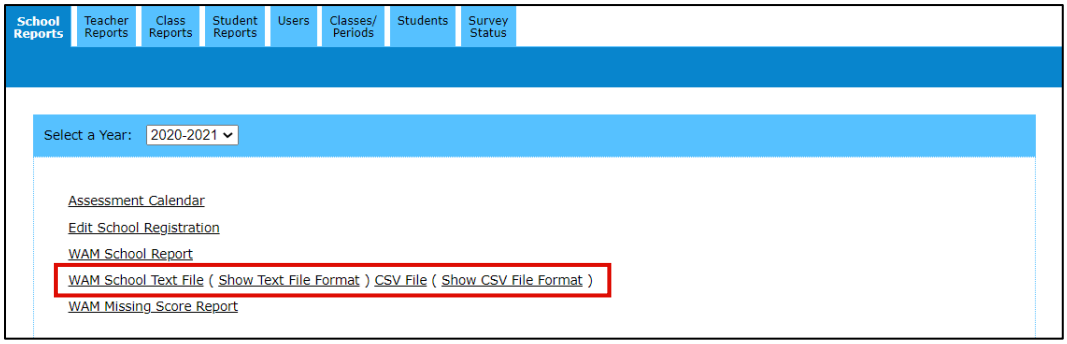
Note **Click to Print** and **Show Legend** hyperlinks.

4. Report is organized by **Grade Summary**. Expand/collapse grades to show class period detail (individual class period sections within each grade) using **+/-** button to the left of each **Grade Summary**:



Download WAM School Data File

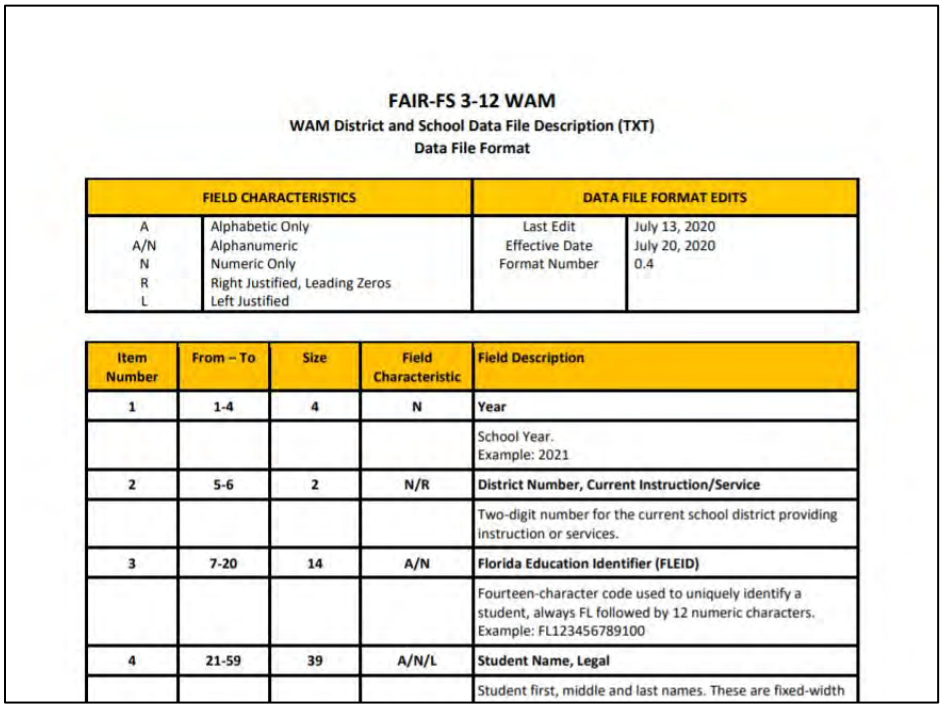
1. PMRN **Home** ▷ **PMRN** tile ▷ **School Reports** tab
2. Select a **Year** ▷ **WAM School Text File & (Show Text File Format)** or **CSV File & (Show CSV File Format)**:



a. Data File - **WAM School Text File** or **CSV File** ▷ new window launches ▷ Follow browser-specific instructions to open the file

b. Data File Description – **(Show Text File Format)** or **(Show CSV File Format)**; these files describe each field, file position, field type and field acceptable values

i. **(Show Text File Format)** ▷ PDF launches in a new window:

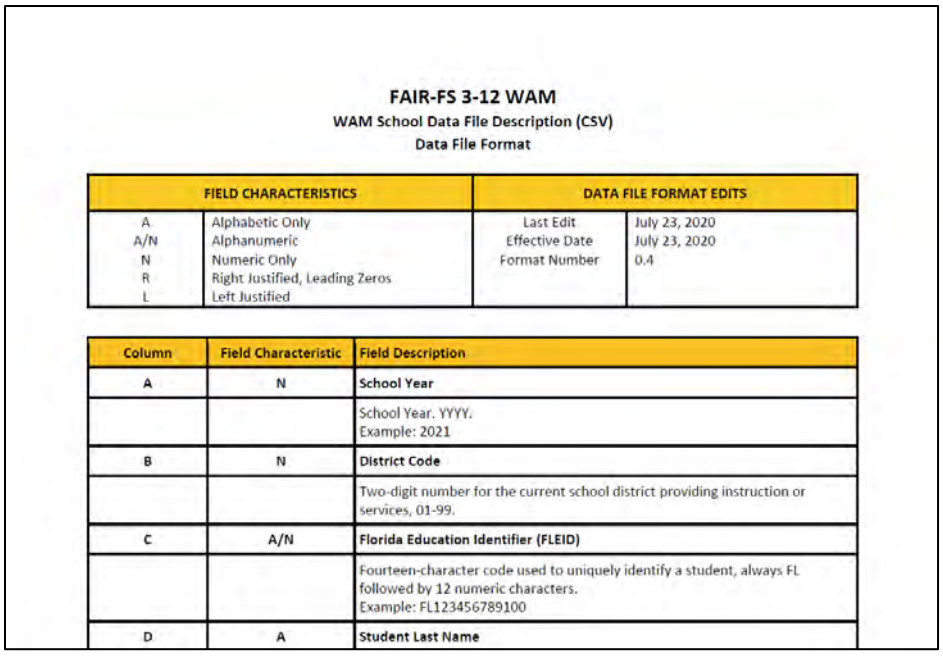


FAIR-FS 3-12 WAM
WAM District and School Data File Description (TXT)
Data File Format

FIELD CHARACTERISTICS		DATA FILE FORMAT EDITS	
A A/N N R L	Alphabetic Only Alphanumeric Numeric Only Right Justified, Leading Zeros Left Justified	Last Edit Effective Date Format Number	July 13, 2020 July 20, 2020 0.4

Item Number	From – To	Size	Field Characteristic	Field Description
1	1-4	4	N	**Year**
				School Year. Example: 2021
2	5-6	2	N/R	**District Number, Current Instruction/Service**
				Two-digit number for the current school district providing instruction or services.
3	7-20	14	A/N	**Florida Education Identifier (FLEID)**
				Fourteen-character code used to uniquely identify a student, always FL followed by 12 numeric characters. Example: FL123456789100
4	21-59	39	A/N/L	**Student Name, Legal**
				Student first, middle and last names. These are fixed-width

ii. **(Show CSV File Format)** ▷ PDF launches in a new window:



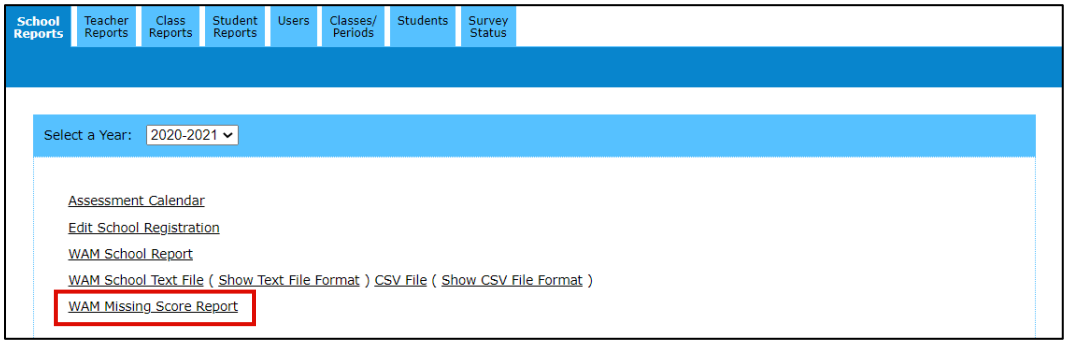
FAIR-FS 3-12 WAM
WAM School Data File Description (CSV)
Data File Format

FIELD CHARACTERISTICS		DATA FILE FORMAT EDITS	
A A/N N R L	Alphabetic Only Alphanumeric Numeric Only Right Justified, Leading Zeros Left Justified	Last Edit Effective Date Format Number	July 23, 2020 July 23, 2020 0.4

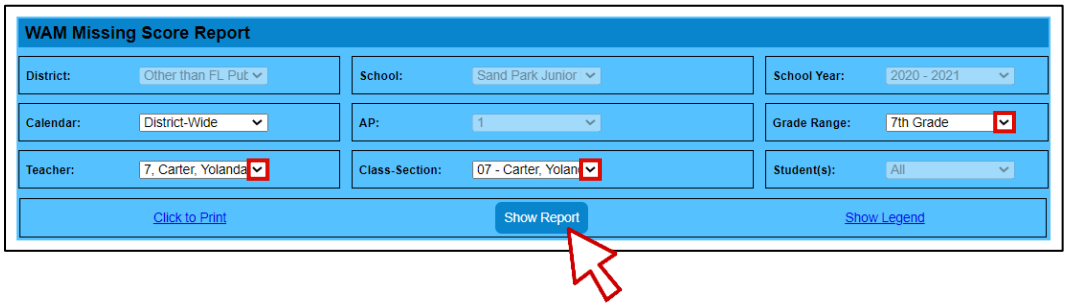
Column	Field Characteristic	Field Description
A	N	**School Year**
		School Year. YYYY. Example: 2021
B	N	**District Code**
		Two-digit number for the current school district providing instruction or services, 01-99.
C	A/N	**Florida Education Identifier (FLEID)**
		Fourteen-character code used to uniquely identify a student, always FL followed by 12 numeric characters. Example: FL123456789100
D	A	**Student Last Name**

Create WAM Missing Score Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **School Reports** tab
2. Select a **Year** ▷ **WAM Missing Score Report**:

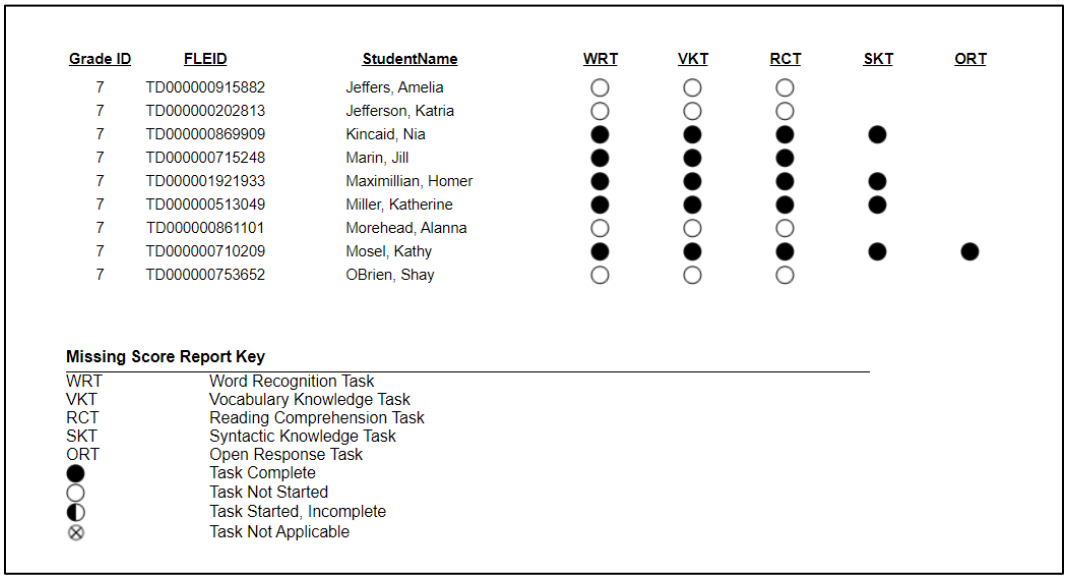


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **Grade Range**, **Teacher** and **Class-Section** ▷ **Show Report**:



Note **Click to Print** and **Show Legend** hyperlinks.

4. Report displays task completion for the current year and AP:



Grade ID	FLEID	StudentName	WRT	VKT	RCT	SKT	ORT
7	TD000000915882	Jeffers, Amelia	○	○	○		
7	TD000000202813	Jefferson, Katria	○	○	○		
7	TD000000869909	Kincaid, Nia	●	●	●	●	
7	TD000000715248	Marin, Jill	●	●	●		
7	TD000001921933	Maximillian, Homer	●	●	●	●	
7	TD000000513049	Miller, Katherine	●	●	●	●	
7	TD000000861101	Morehead, Alanna	○	○	○		
7	TD000000710209	Mosel, Kathy	●	●	●	●	●
7	TD000000753652	OBrien, Shay	○	○	○		

Missing Score Report Key

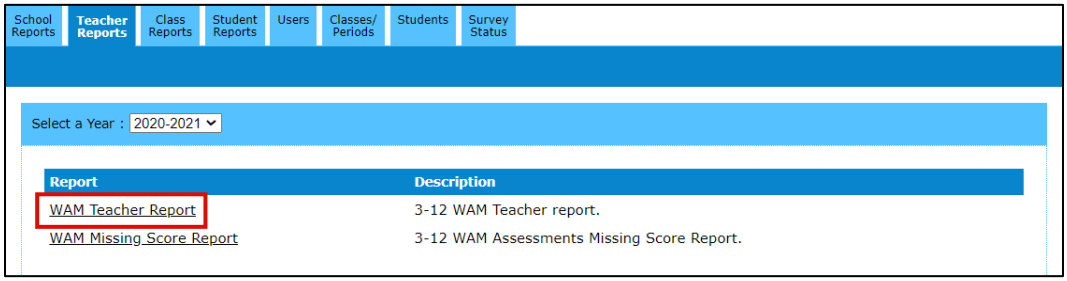
WRT	Word Recognition Task
VKT	Vocabulary Knowledge Task
RCT	Reading Comprehension Task
SKT	Syntactic Knowledge Task
ORT	Open Response Task
●	Task Complete
○	Task Not Started
◐	Task Started, Incomplete
⊗	Task Not Applicable

Location:
PMRN ▷ **Teacher Reports**

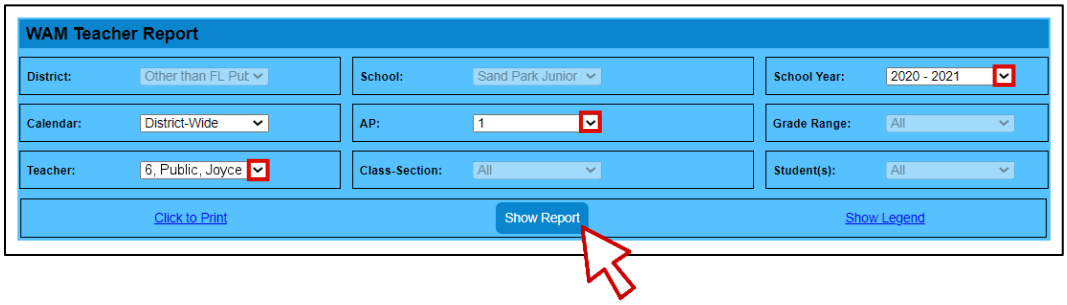
For School Access Levels:
School Administrator
School Designee
Reading Teacher
School Reports User

Create WAM Teacher Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **Teacher Reports** tab
2. Select a **Year** ▷ **WAM Teacher Report**:

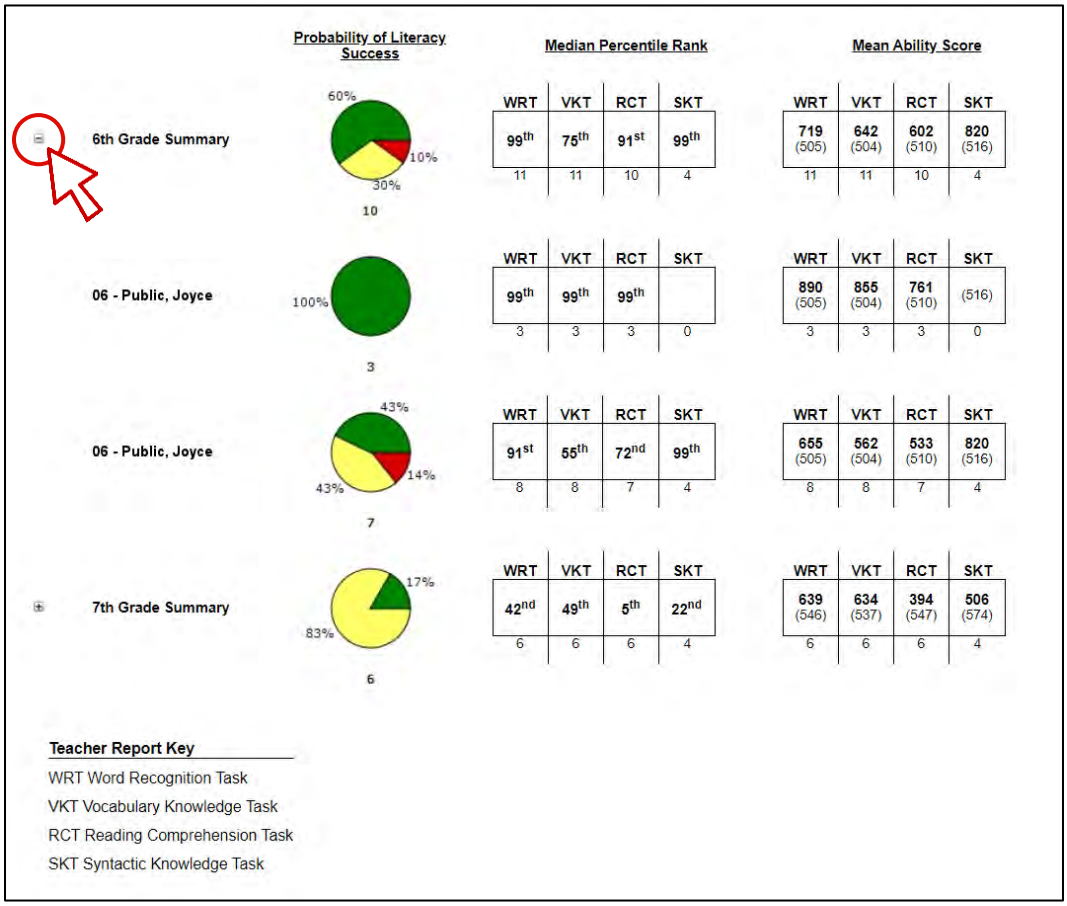


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **School Year**, **AP**, **Teacher** ▷ **Show Report**:



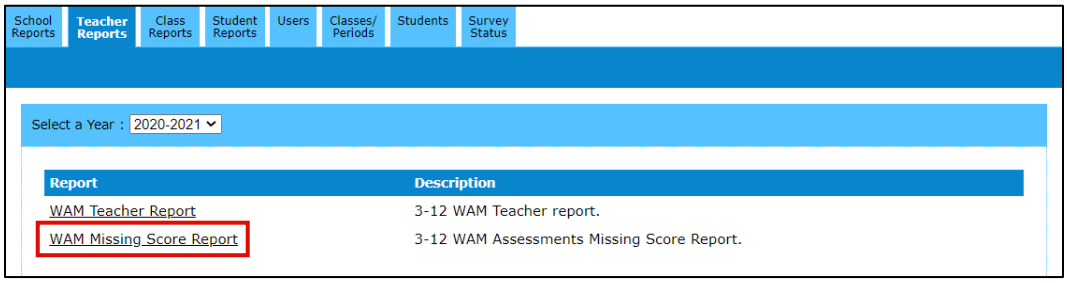
Note **Click to Print** and **Show Legend** hyperlinks.

5. Report is organized by **Grade Summary**. Expand/collapse grade(s) to show class section detail using **+/-** button to the left of each **Grade Summary**:

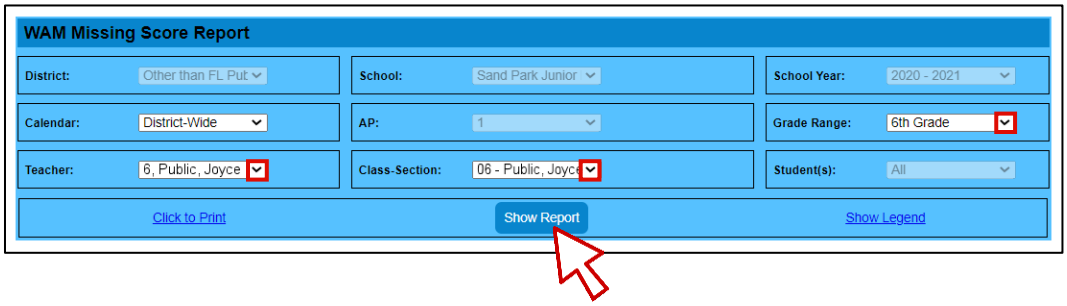


Create WAM Missing Score Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **Teacher Reports** tab
2. Select a **Year** ▷ **WAM Missing Score Report**:

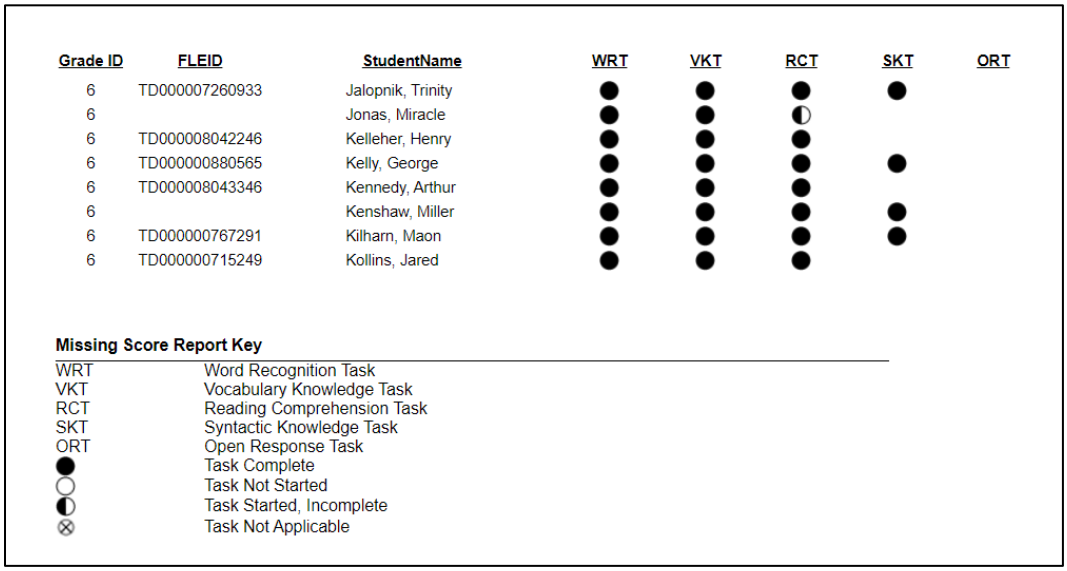


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **Grade Range**, **Teacher** and **Class-Section** ▷ **Show Report**:



Note **Click to Print** and **Show Legend** hyperlinks.

4. Report displays task completion for the current year and AP:



Grade ID	FLEID	StudentName	WRT	VKT	RCT	SKT	ORT
6	TD000007260933	Jalopnik, Trinity	●	●	●	●	
6		Jonas, Miracle	●	●	◐		
6	TD000008042246	Kelleher, Henry	●	●	●		
6	TD000000880565	Kelly, George	●	●	●	●	
6	TD000008043346	Kennedy, Arthur	●	●	●		
6		Kenshaw, Miller	●	●	●	●	
6	TD000000767291	Kilharn, Maon	●	●	●	●	
6	TD000000715249	Kollins, Jared	●	●	●		

Missing Score Report Key

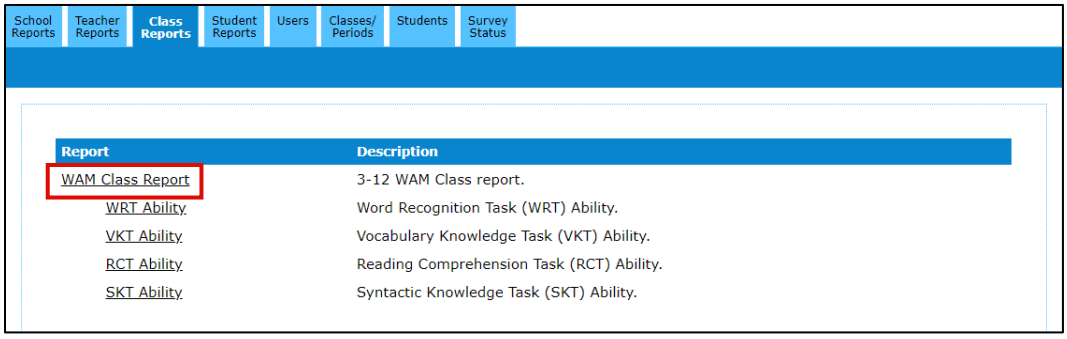
WRT	Word Recognition Task
VKT	Vocabulary Knowledge Task
RCT	Reading Comprehension Task
SKT	Syntactic Knowledge Task
ORT	Open Response Task
●	Task Complete
○	Task Not Started
◐	Task Started, Incomplete
⊗	Task Not Applicable

Location:
PMRN ▷ **Class Reports**

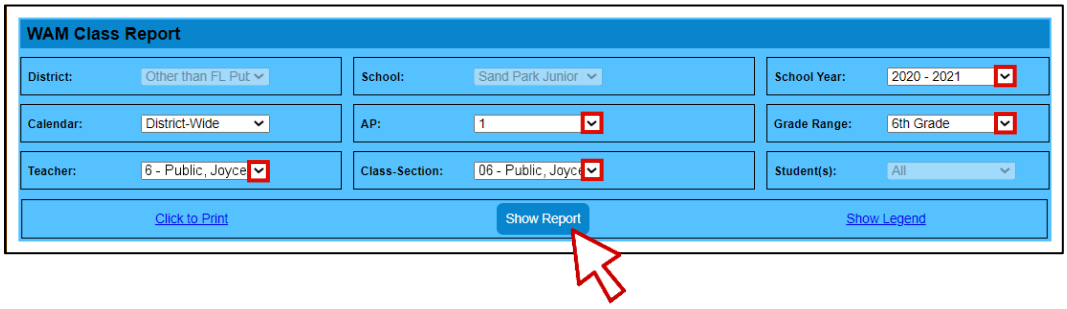
For School Access Levels:
School Administrator
School Designee
Reading Teacher
Resource Teacher
School Reports User

Create WAM Class Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **Class Reports** tab
2. **WAM Class Report**:

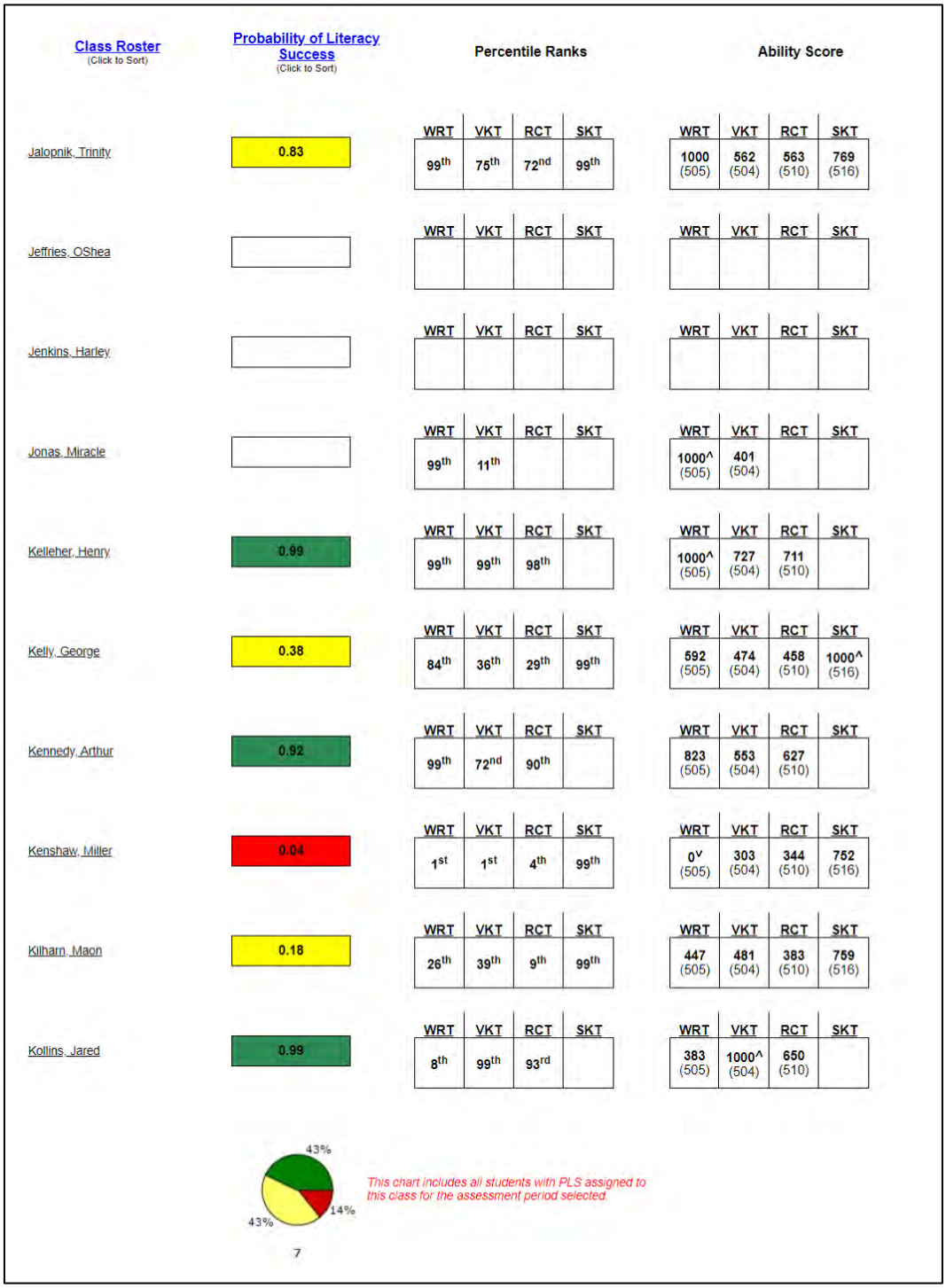


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **School Year**, **AP**, **Grade Range**, **Teacher** and **Class-Section** ▷ **Show Report**:



Note **Click to Print** and **Show Legend** hyperlinks

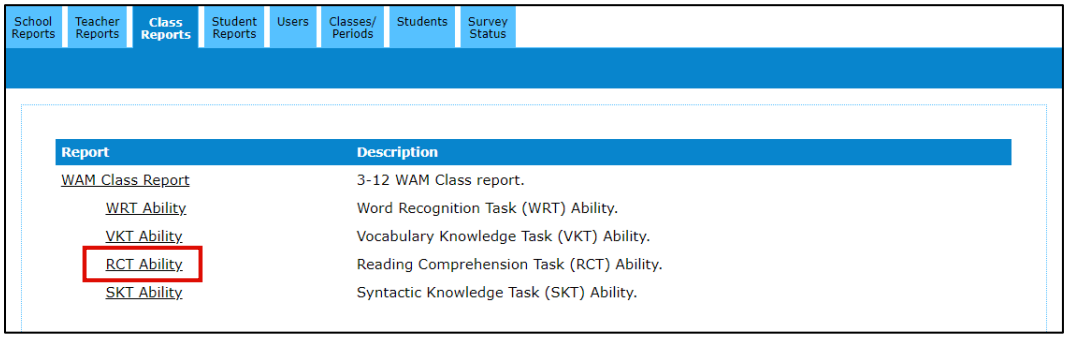
4. Report displays student **Probability of Literacy Success (PLS)**, **Percentile Ranks** and **Ability Score** data for the selected class section(s), with summary chart and legend:



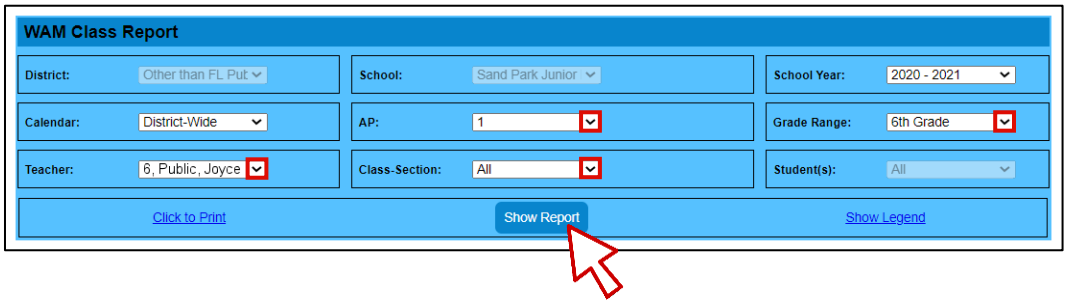
Class Roster (Click to Sort)	Probability of Literacy Success (Click to Sort)	Percentile Ranks				Ability Score			
		WRT	VKT	RCT	SKT	WRT	VKT	RCT	SKT
Jalopnik, Trinity	0.83	99th	75th	72nd	99th	1000 (505)	562 (504)	563 (510)	769 (516)
Jeffries, OShea									
Jenkins, Harley									
Jonas, Miracle		99th	11th			1000^ (505)	401 (504)		
Kelleher, Henry	0.99	99th	99th	98th		1000^ (505)	727 (504)	711 (510)	
Kelly, George	0.38	84th	36th	29th	99th	592 (505)	474 (504)	458 (510)	1000^ (516)
Kennedy, Arthur	0.92	99th	72nd	90th		823 (505)	553 (504)	627 (510)	
Kenshaw, Miller	0.04	1st	1st	4th	99th	0v (505)	303 (504)	344 (510)	752 (516)
Kilharn, Maon	0.18	26th	39th	9th	99th	447 (505)	481 (504)	383 (510)	759 (516)
Kollins, Jared	0.99	8th	99th	93rd		383 (505)	1000^ (504)	650 (510)	

Create Task Ability Reports (WRT, VKT, RCT, SKT)

1. PMRN **Home** ▷ **PMRN** tile ▷ **Class Reports** tab
2. Select a **Task Ability** Report:

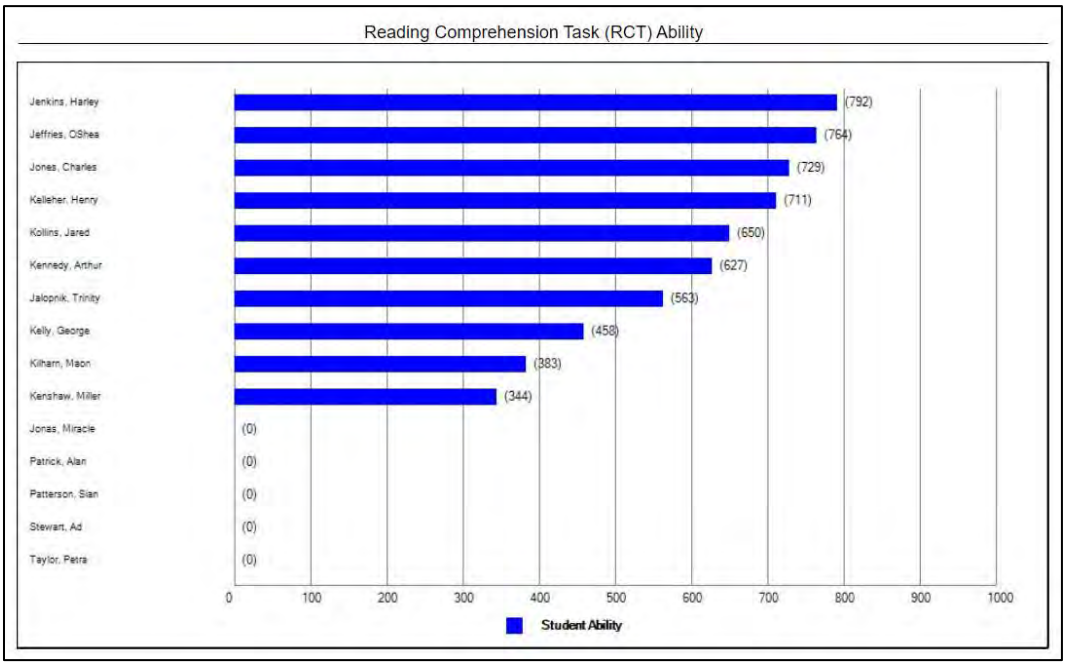


3. Report window launches ▷ Use the Active Header Menu drop-downs to select **School Year**, **AP**, **Grade Range**, **Teacher** and **Class-Section** ▷ **Show Report**:



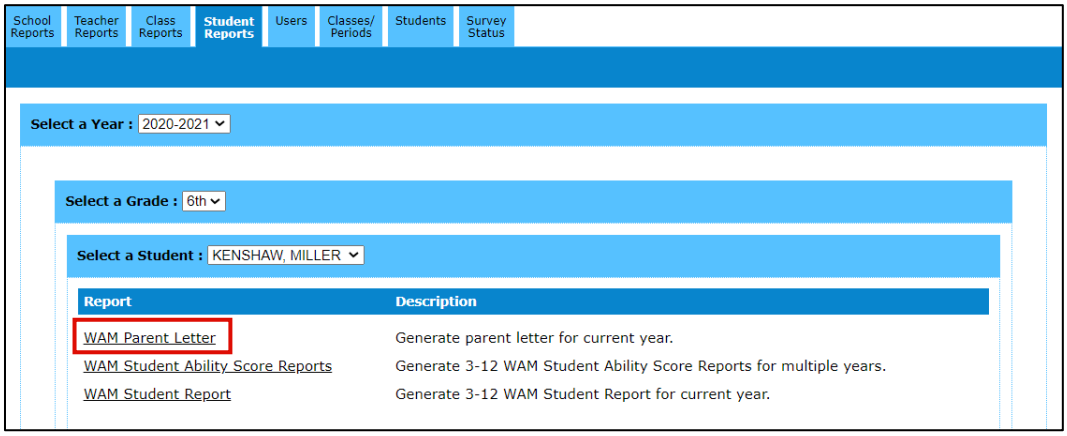
Note **Click to Print** and **Show Legend** hyperlinks.

4. Report displays student (selected) Task Ability Scores in descending score order:



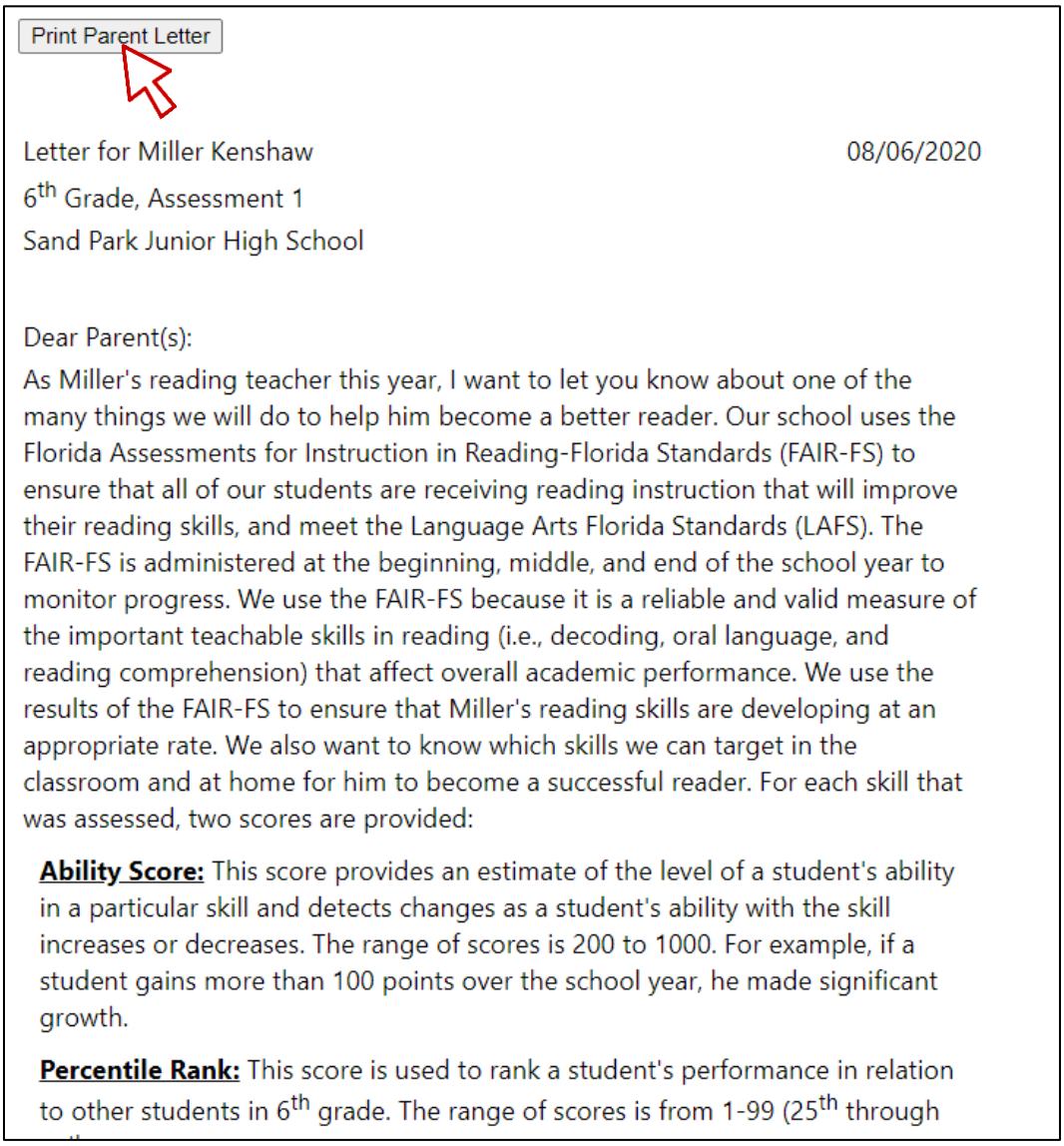
Create WAM Parent Letter

1. PMRN **Home** ▷ **PMRN** tile ▷ **Student Reports** tab
2. Select a **Year** ▷ **Grade** ▷ **Student** ▷ **WAM Parent Letter**:



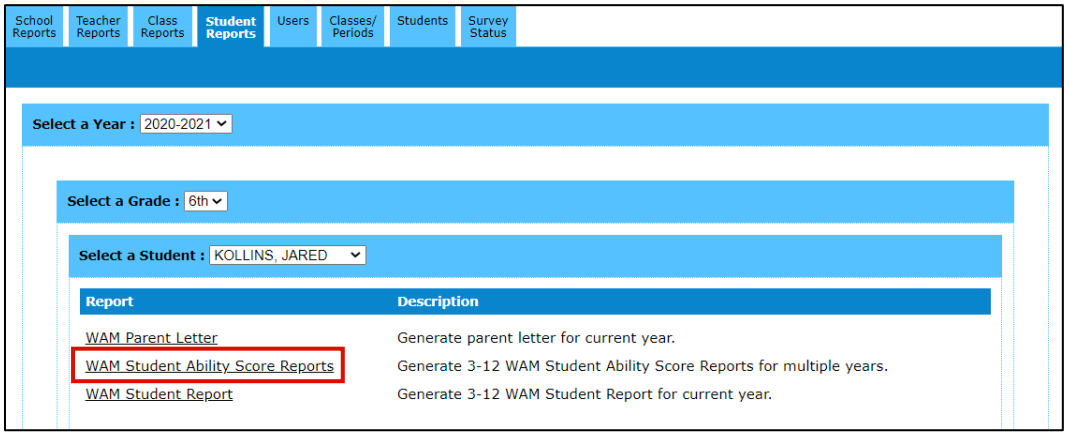
3. Report window launches ▷ Use drop-downs and checkboxes to customize the WAM letter ▷ Enter additional comments in the box provided ▷ **Preview Report**

4. Customized letter opens in a new browser tab ▷ **Print Parent Letter**:

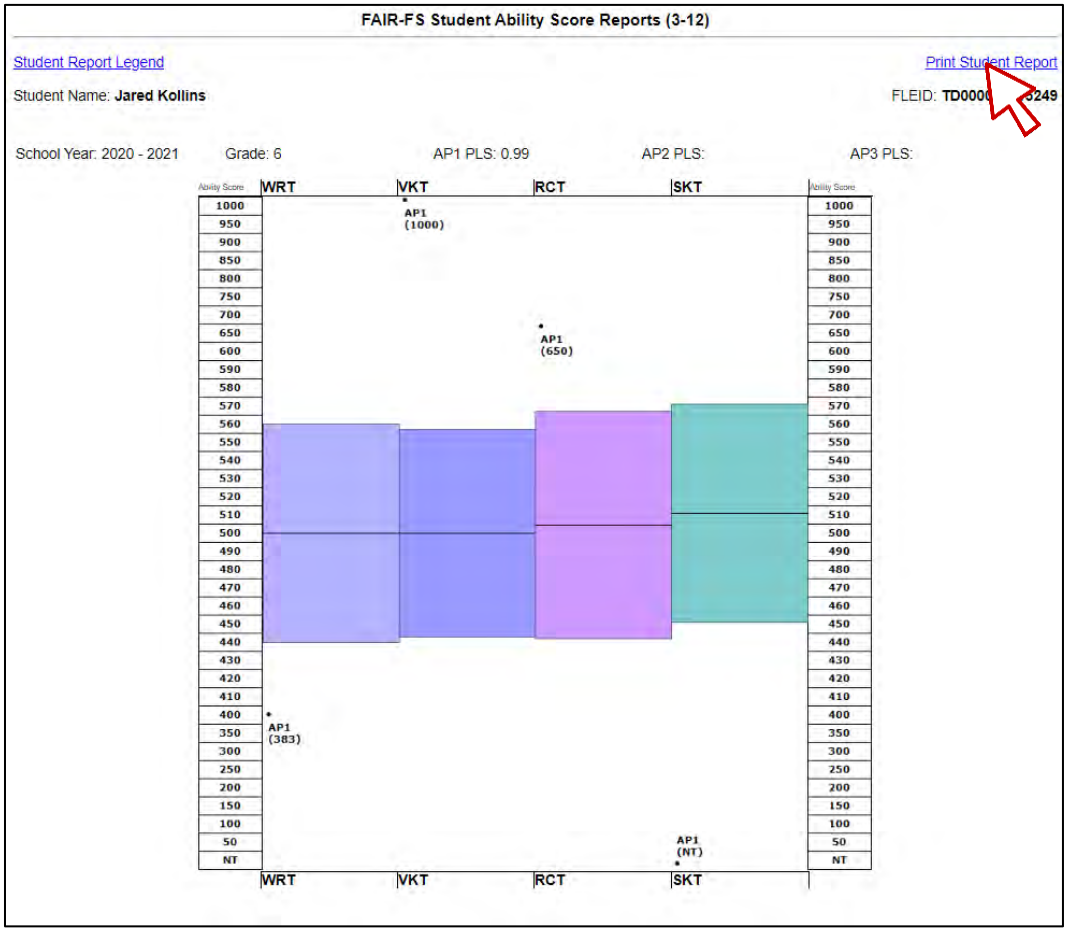


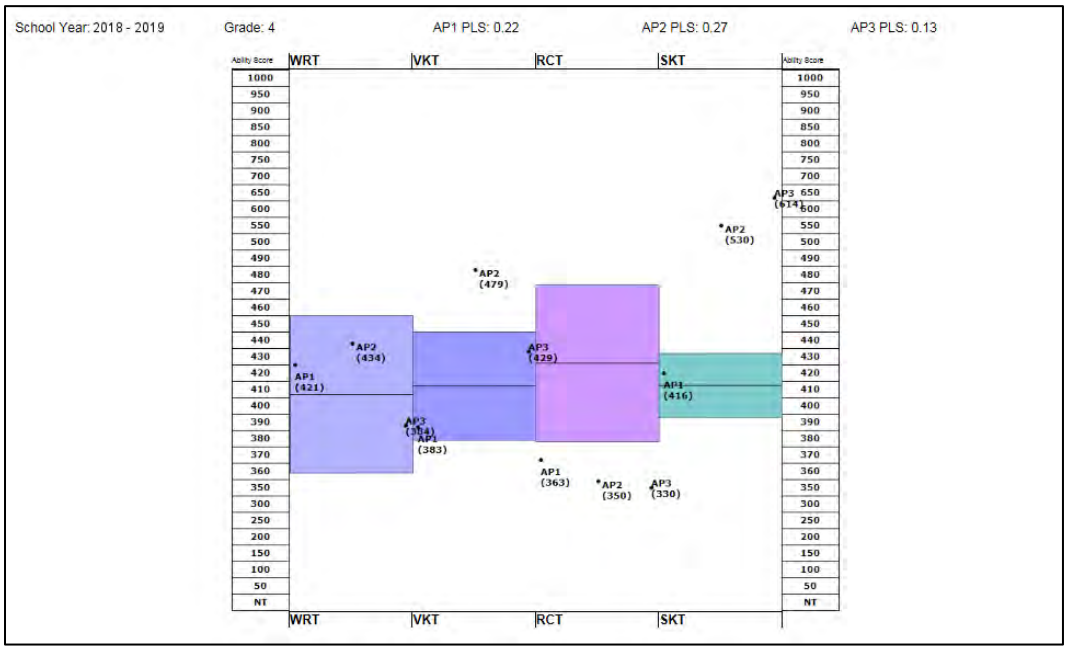
Create WAM Student Ability Score Reports

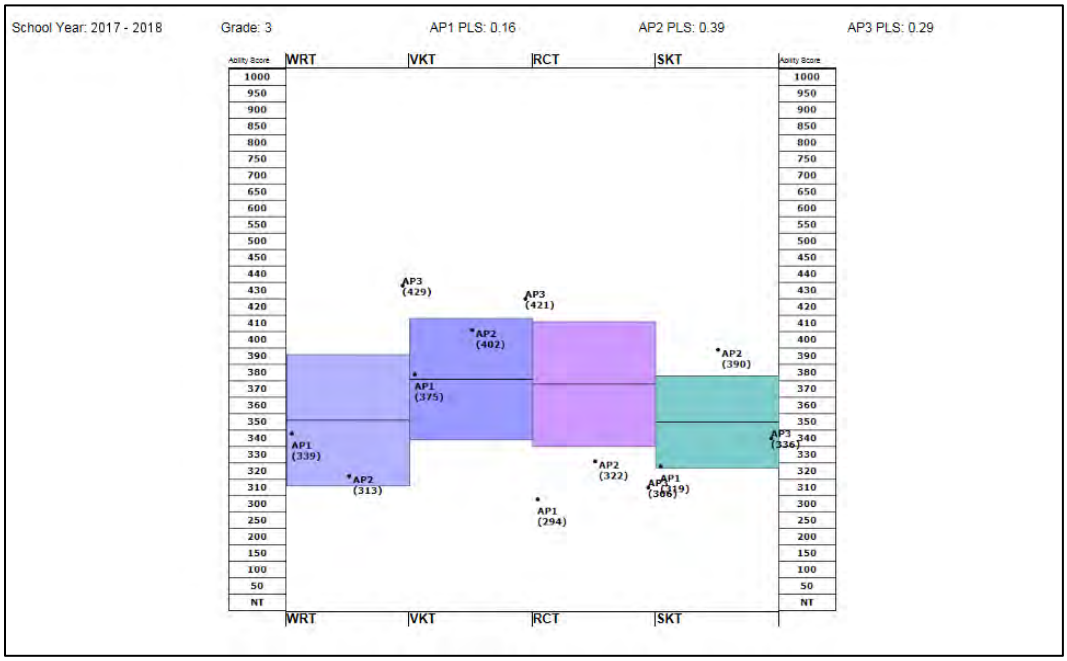
1. PMRN **Home** ▷ **PMRN** tile ▷ **Student Reports** tab
2. Select **Year** ▷ **Grade** ▷ **Student** ▷ **WAM Student Ability Score Reports**:



3. Report window launches to show up to three years of the FAIR-FS assessment results including PLS and individual task scores for each AP within each year. Median task scores for the year and AP are noted by a horizontal line within each shaded bar:



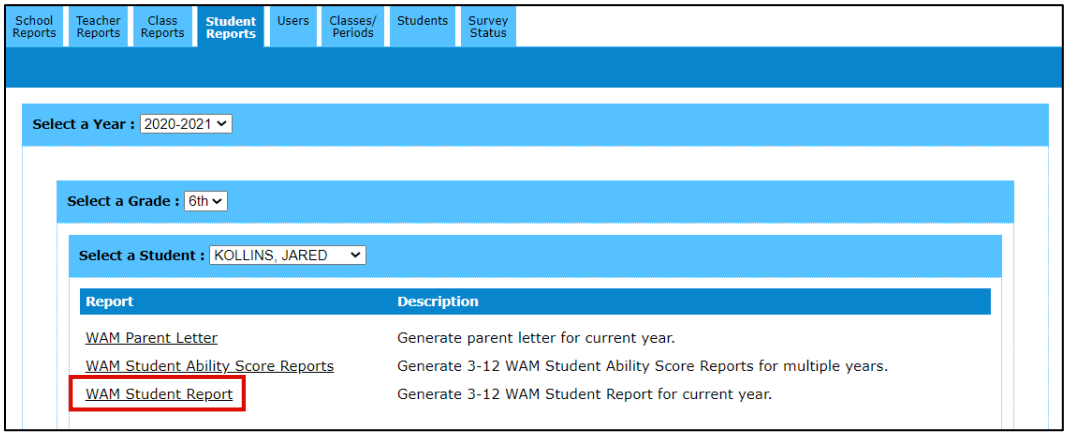




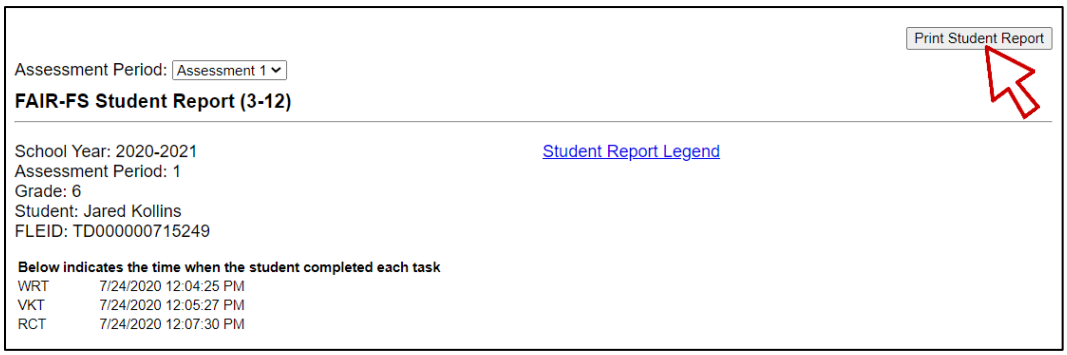
4. **Print Student Report**.

Create WAM Student Report

1. PMRN **Home** ▷ **PMRN** tile ▷ **Student Reports** tab
2. Select **Year** ▷ **Grade** ▷ **Student** ▷ **WAM Student Report**:

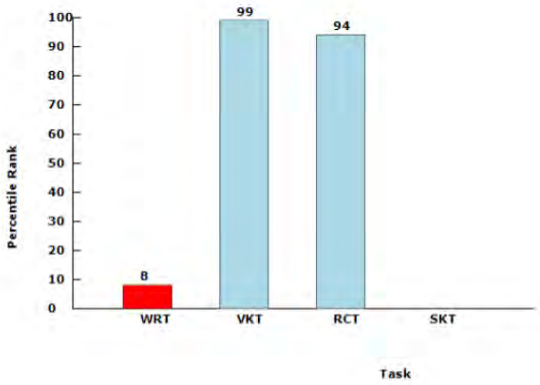


3. Report window launches. The **WAM Student Report** displays the FAIR-FS assessment results for the selected AP. This report displays student name, Grade and FLEID, date and time of assessment, Percentile Ranks, Task Ability Scores, PLS and Open Response Task information if administered:

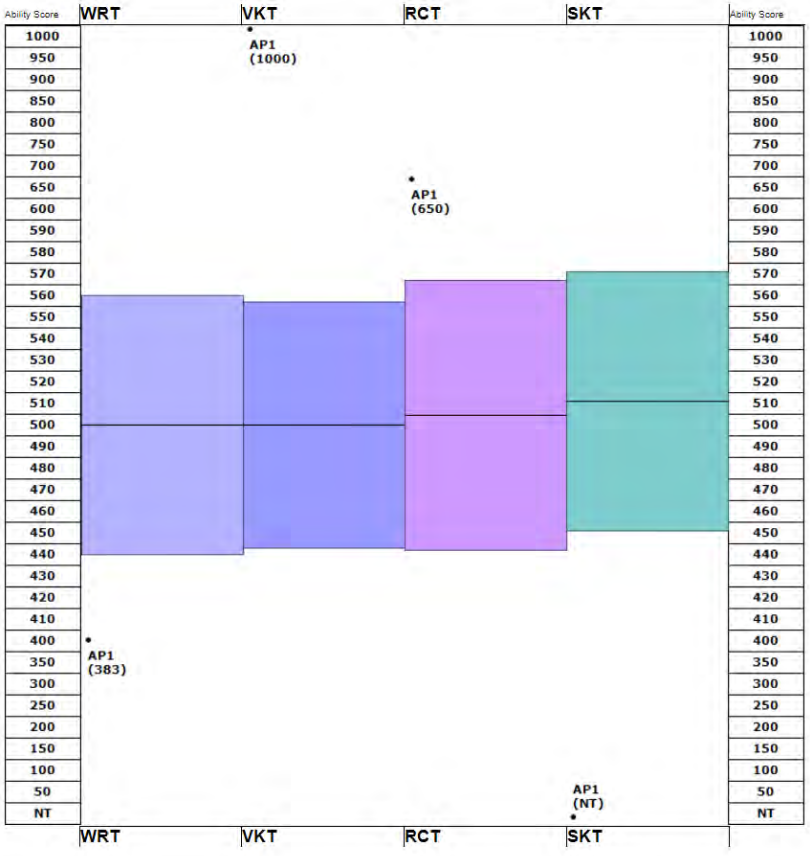


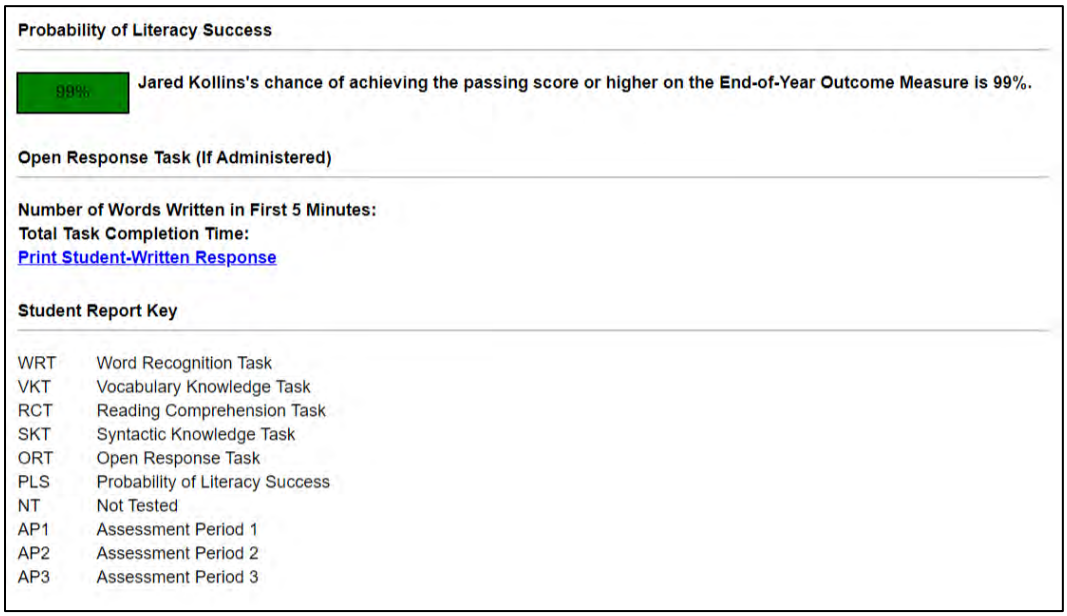
Percentile Ranks

What skills are strengths and weaknesses for Jared Kollins



Ability Scores





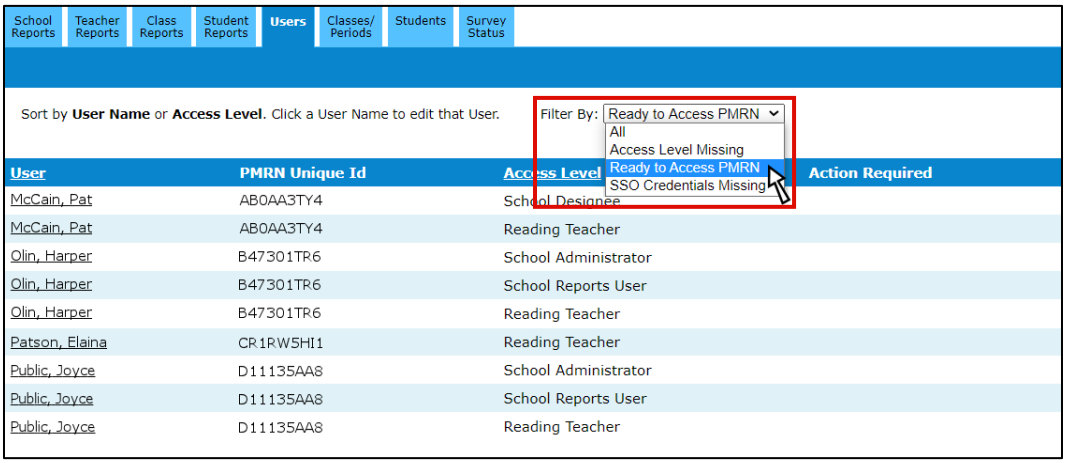
4. **Print Student Report**.

Location:
PMRN ▷ Users

For School Access Levels:
School Administrator
School Designee

View Current User List

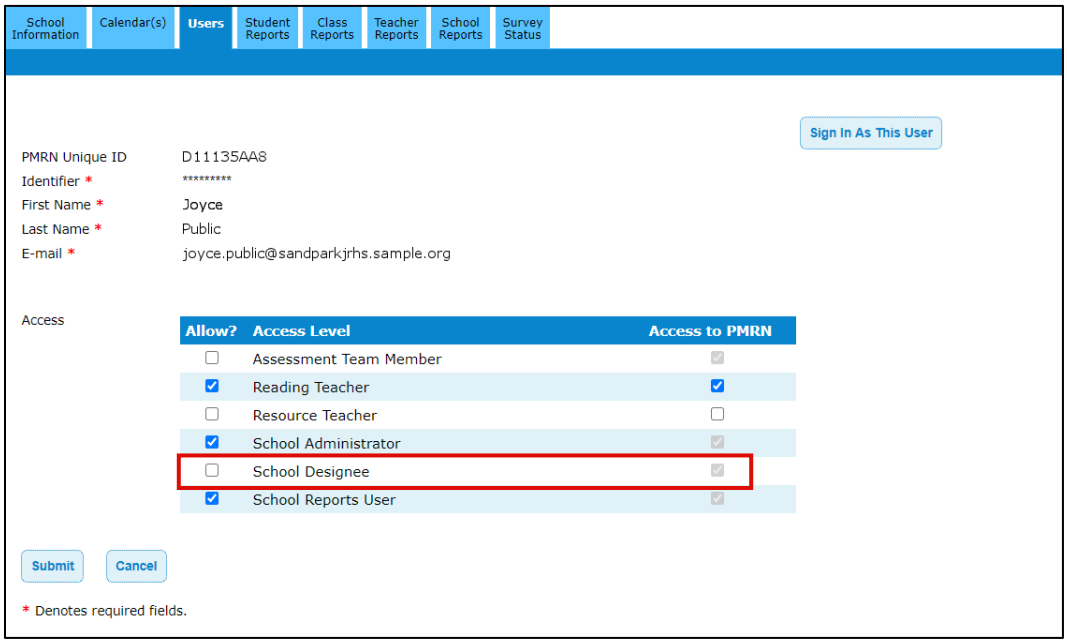
1. PMRN **Home ▷ PMRN** tile **▷ Users** tab:



- **Sort** by clicking on column header:
  - User name
  - Access Level
- **Filter** by drop-down list selection:
  - Access Level Missing – user is in your list, which means Location is correct in SSO, but the user has no current access levels
  - Ready to Access PMRN – user Location and access levels specified, ready to go!
  - SSO Credentials Missing – user SSO setup is in some way incomplete – contact your District SSO Portal Admin and/or **IEN Help Desk** (or via phone at 855-814-2876); possibilities:
    - User has a duplicate ID
    - User has only one ID, but SSO Location setting is incorrect (user most likely maintains the correct level of access at old location)
    - User SSO Location setting has failed to update to central SSO

Modify School User Access Level

2. **Users** tab ▷ Choose **User** ▷ Review **ID**, **Identifier**, **First Name**, **Last Name**, **Email** and **Access Level**:



3. To modify:
   a. Check box(es) to add access or Uncheck box(es) to remove access under **Allow?**
   b. **Submit** ▷ **"You have changed this User's information. Please verify that the information below is correct."** ▷ Review and **Continue**
   c. **"User information was updated successfully."** confirmation displays
   d. Verify in the **Users** tab listing.

Note: A single access level must have both **Allow?** and **Access to PMRN** checked in order to enable the PMRN system user. Think of the **Access to PMRN** setting as an SSO setting, i.e., "Is this user enabled at SSO to be a Resource Teacher in the PMRN?" and **Allow?** as a "This PMRN user will be allowed to use this access level" setting.

If one is checked and one isn't as in the case of School Designee above, we often liken it to a person with a car and a driver's license (**Access**) who may (usually temporarily) not be allowed to drive (**Allow?**). Checking both boxes empowers the user at that access level.

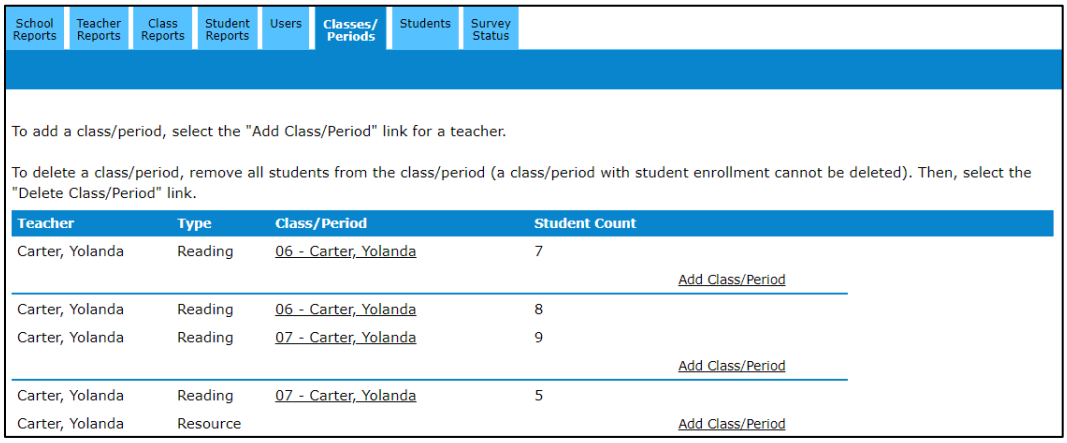
Location:
PMRN ▷ **Classes/Periods**

For School Access Levels:
School Administrator
School Designee

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

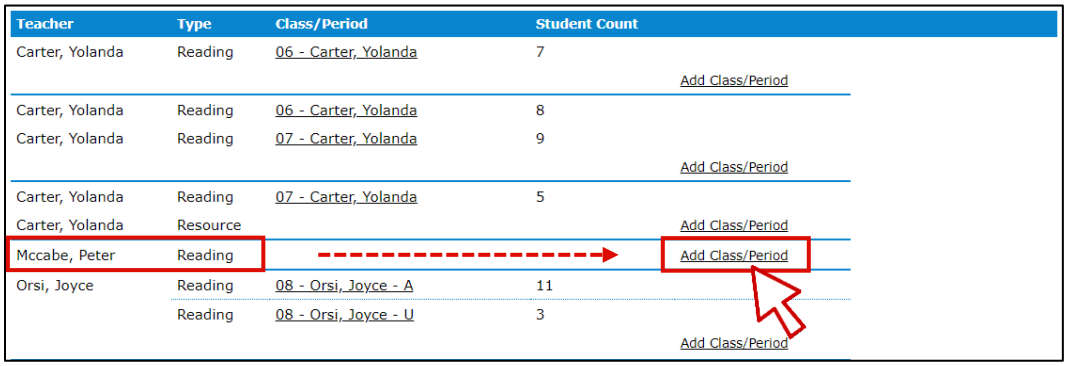
View Current Class Period List

1. PMRN **Home** ▷ **PMRN** tile ▷ Select **School** ▷ **Classes/Periods** tab:

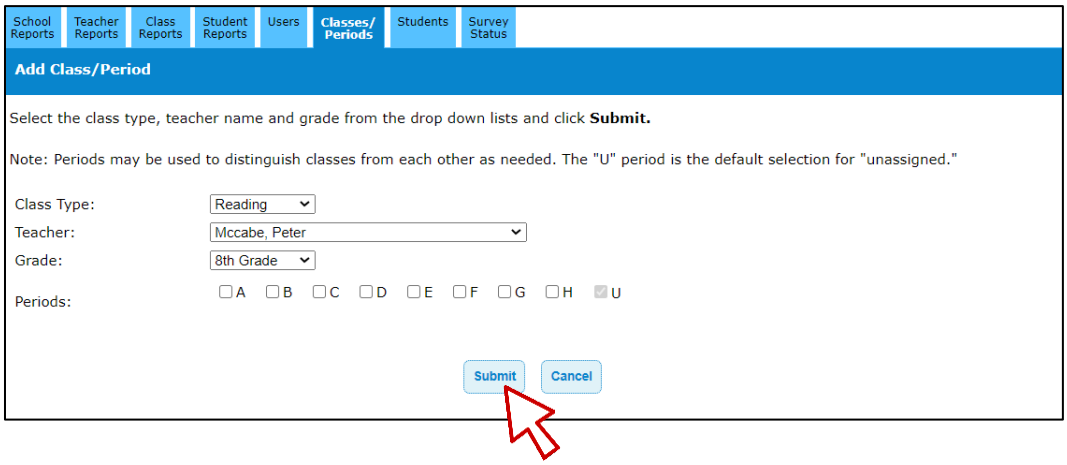


Add a New Class Period

2. From the **Classes/Periods** tab ▷ Locate **Teacher** ▷ Choose **Add Class/Period**:



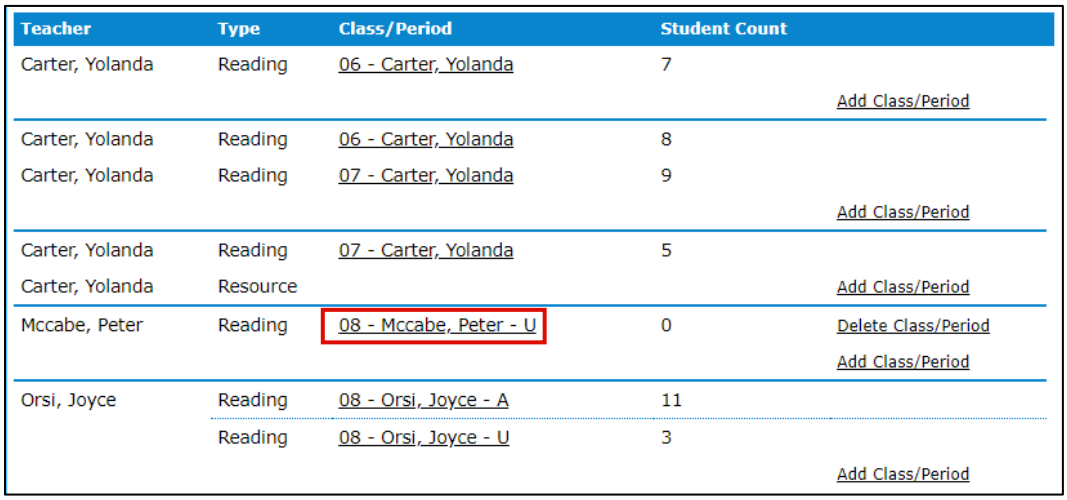
3. Choose **Class Type** ▷ **Teacher** ▷ **Grade** ▷ **Periods** designation(s) ▷ **Submit**:



4. **Edit Class/Period** page opens.
   a. Continue to Add a Student to a Class Period instructions to populate a class, or
   b. Select **Classes/Periods** tab to review or repeat steps 2-3 to add more class periods

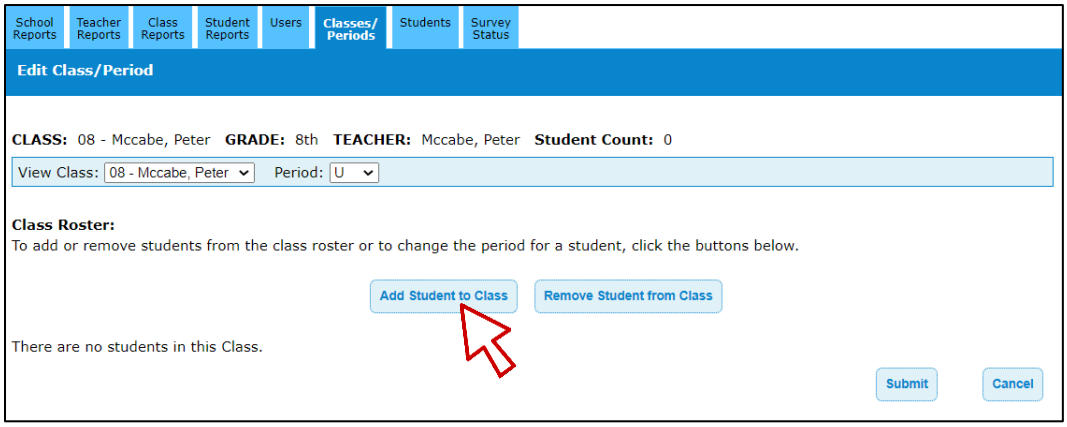
Add a Student to a Class Period

1. From the **Classes/Periods** tab ▷ Select the **Class/Period** to which you would like to add students:

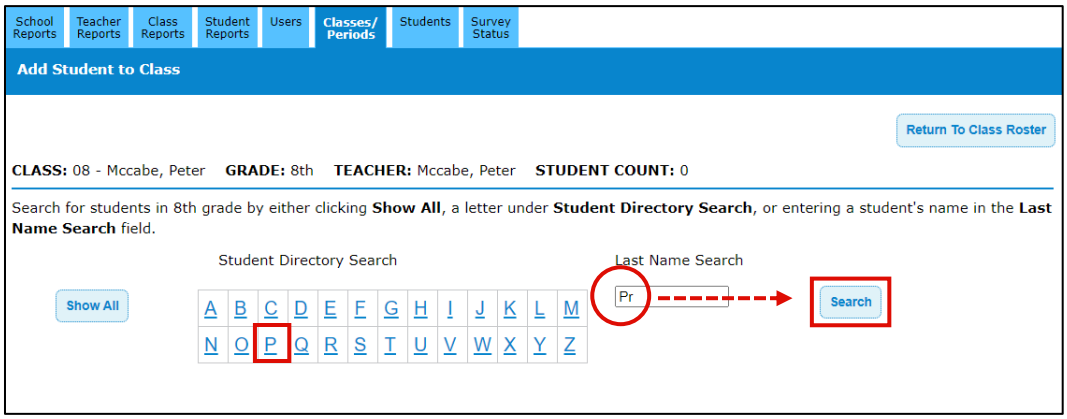


Teacher	Type	Class/Period	Student Count	
Carter, Yolanda	Reading	06 - Carter, Yolanda	7	
				Add Class/Period
Carter, Yolanda	Reading	06 - Carter, Yolanda	8	
Carter, Yolanda	Reading	07 - Carter, Yolanda	9	
				Add Class/Period
Carter, Yolanda	Reading	07 - Carter, Yolanda	5	
Carter, Yolanda	Resource			Add Class/Period
Mccabe, Peter	Reading	08 - Mccabe, Peter - U	0	Delete Class/Period
				Add Class/Period
Orsi, Joyce	Reading	08 - Orsi, Joyce - A	11	
	Reading	08 - Orsi, Joyce - U	3	
				Add Class/Period

2. From **Edit Class/Period** page ▷ **Add Student to Class**:



3. Search for Students:

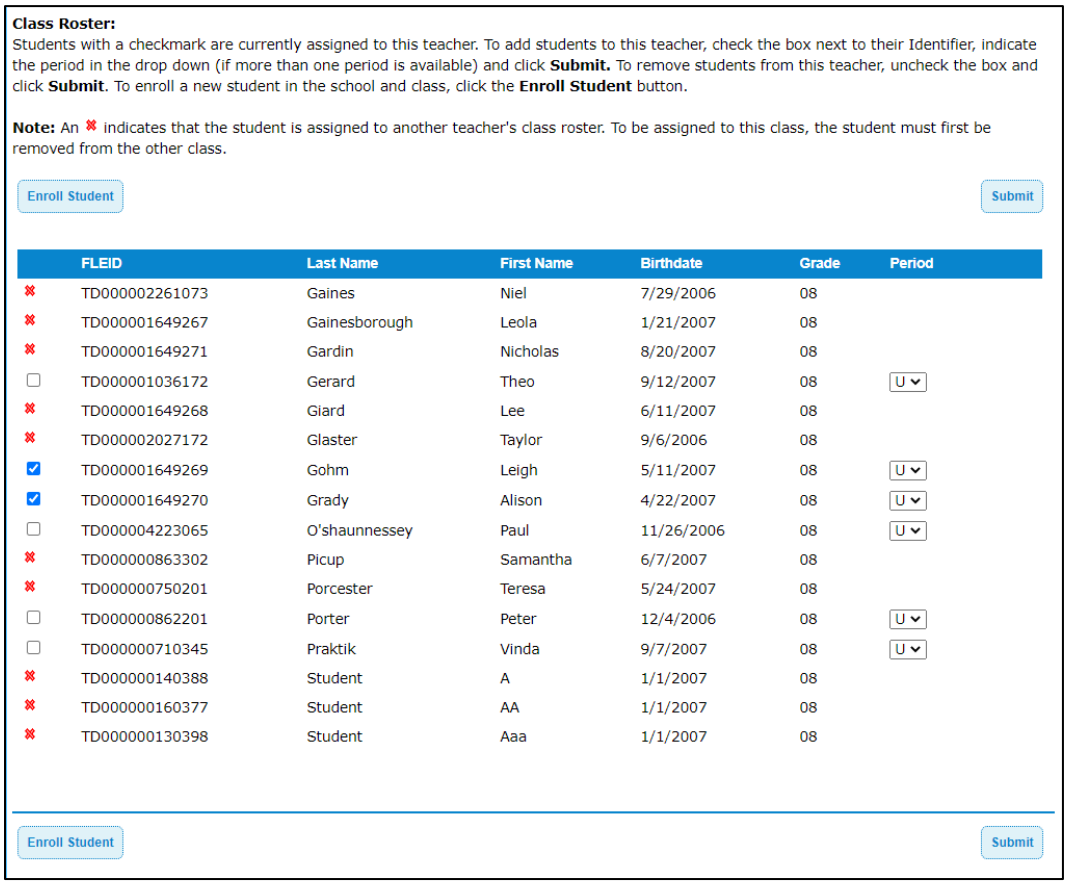


a. **Show All** – View a list of all currently enrolled students in this Grade

b. **Student Directory Search** – Select first letter of Last Name

c. **Last Name Search** – Enter (at least 2 letters of) Last Name ▷ **Search**

4. Results load below search (Show All results below):



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

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

Enroll Student | Submit

	FLEID	Last Name	First Name	Birthdate	Grade	Period
⛔	TD000002261073	Gaines	Niel	7/29/2006	08	
⛔	TD000001649267	Gainesborough	Leola	1/21/2007	08	
⛔	TD000001649271	Gardin	Nicholas	8/20/2007	08	
☐	TD000001036172	Gerard	Theo	9/12/2007	08	U
⛔	TD000001649268	Giard	Lee	6/11/2007	08	
⛔	TD000002027172	Glaster	Taylor	9/6/2006	08	
☑	TD000001649269	Gohm	Leigh	5/11/2007	08	U
☑	TD000001649270	Grady	Alison	4/22/2007	08	U
☐	TD000004223065	O'shaunnessey	Paul	11/26/2006	08	U
⛔	TD000000863302	Picup	Samantha	6/7/2007	08	
⛔	TD000000750201	Porcester	Teresa	5/24/2007	08	
☐	TD000000862201	Porter	Peter	12/4/2006	08	U
☐	TD000000710345	Praktik	Vinda	9/7/2007	08	U
⛔	TD000000140388	Student	A	1/1/2007	08	
⛔	TD000000160377	Student	AA	1/1/2007	08	
⛔	TD000000130398	Student	Aaa	1/1/2007	08	

Enroll Student | Submit

a. ☑ Currently assigned to this teacher

   i. Use Period drop-down to assign to a different class period

b. ⛔ Currently assigned to another teacher

   i. Remove from current teacher's class period prior to add, see <u>Remove a Student from a Class Period</u> instructions below

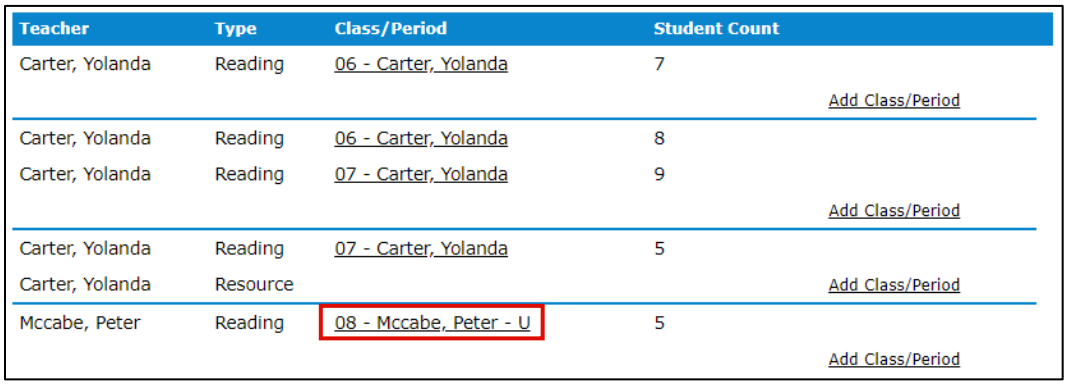
c. ☐ Not currently assigned

   i. Select ☐ box(es) to the left of student FLEID(s) you wish to add ▷ Select **Period** ▷ **Submit**

   ii. **"Student(s) added to class successfully."** message confirms ▷ Student count updates ▷ **Return to Class Roster**.

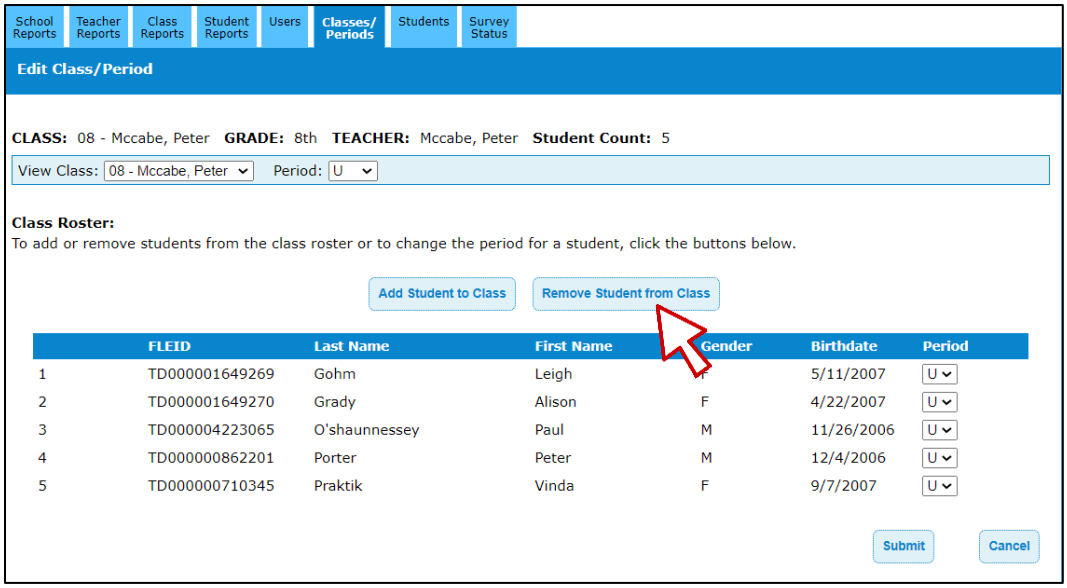
Remove a Student from a Class Period

1. On the **Classes/Periods** tab ▷ Select the **Class/Period** from which you would like to remove students:

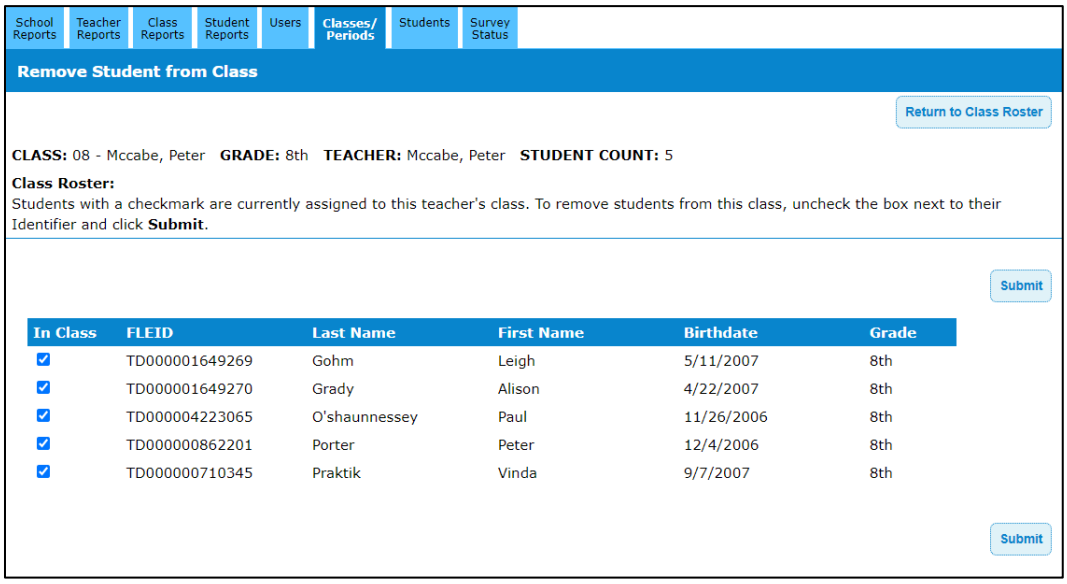


Teacher	Type	Class/Period	Student Count	
Carter, Yolanda	Reading	06 - Carter, Yolanda	7	
				Add Class/Period
Carter, Yolanda	Reading	06 - Carter, Yolanda	8	
Carter, Yolanda	Reading	07 - Carter, Yolanda	9	
				Add Class/Period
Carter, Yolanda	Reading	07 - Carter, Yolanda	5	
Carter, Yolanda	Resource			Add Class/Period
Mccabe, Peter	Reading	08 - Mccabe, Peter - U	5	
				Add Class/Period

2. From **Edit Class/Period** page ▷ **Remove Student from Class**:

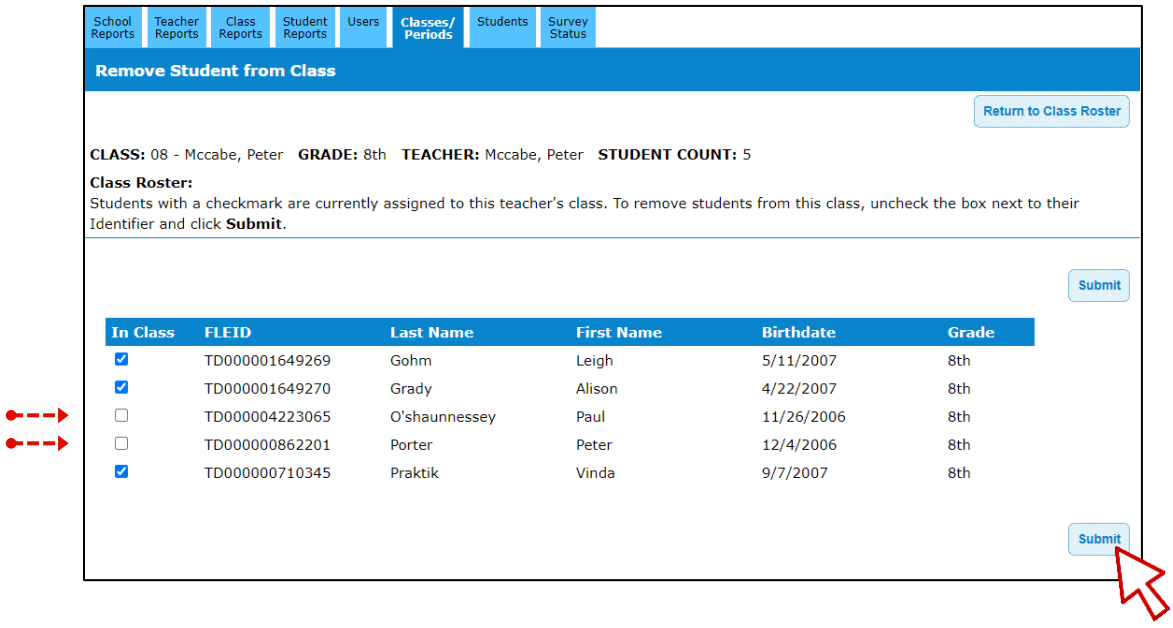


3. Current roster loads:



All show as ☑ Currently assigned to this teacher

4. Uncheck **In Class** box(es) of students you wish to remove ▷ **Submit**:



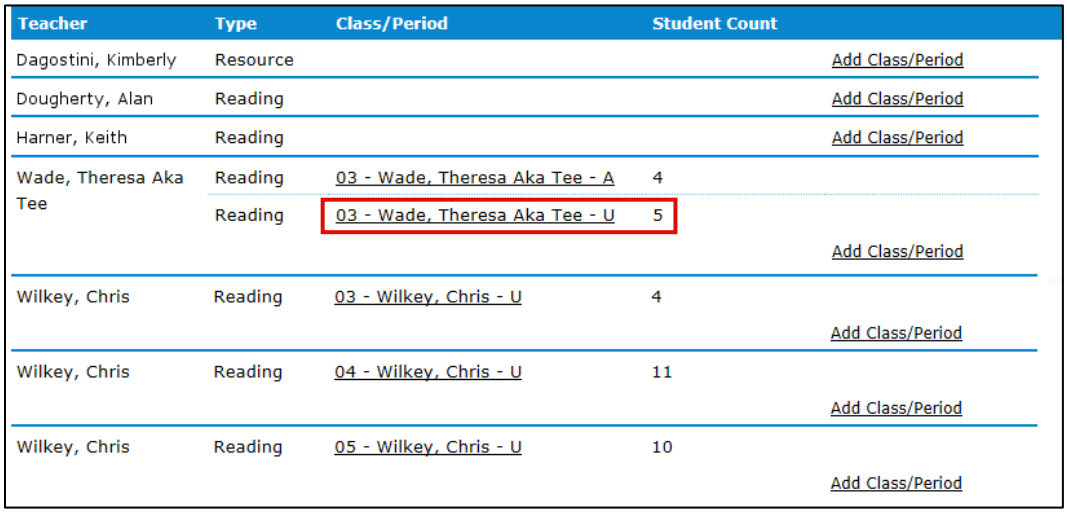
5. **"Student(s) removed successfully."** message confirms ▷ Student count updates
6. **Return to Class Roster**.

Move Class Roster(s)

If a teacher has multiple class periods, moving a class roster from that teacher moves all class periods from that teacher. To move only one class period from one teacher to another, use Remove Student from Class instructions, immediately followed by Add Student to Class instructions.

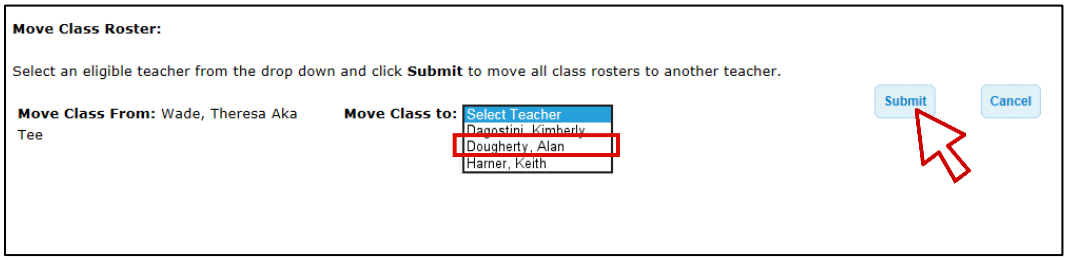
To move all class periods from one teacher to another:

1. On the **Classes/Periods** tab ▷ Select the **Class/Period** to be moved to another teacher:



Teacher	Type	Class/Period	Student Count	
Dagostini, Kimberly	Resource			Add Class/Period
Dougherty, Alan	Reading			Add Class/Period
Harner, Keith	Reading			Add Class/Period
Wade, Theresa Aka Tee	Reading	03 - Wade, Theresa Aka Tee - A	4	
	Reading	03 - Wade, Theresa Aka Tee - U	5	
				Add Class/Period
Wilkey, Chris	Reading	03 - Wilkey, Chris - U	4	
				Add Class/Period
Wilkey, Chris	Reading	04 - Wilkey, Chris - U	11	
				Add Class/Period
Wilkey, Chris	Reading	05 - Wilkey, Chris - U	10	
				Add Class/Period

2. In the **Move Class Roster** section, select **Move Class To** teacher ▷ **Submit**



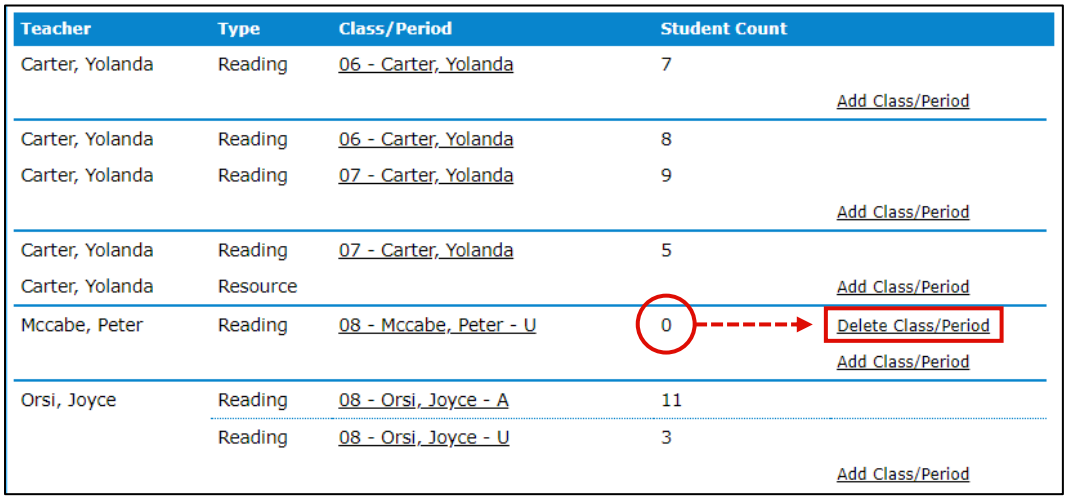
   a. Only teachers without existing class/periods appear in the Move Class To drop-down. To move students to a teacher with existing classes, remove them from the current class period, then add.

3. **"The class has been successfully updated."** message confirms move
4. Updated class roster for new class period displays ▷ Review **Classes/Periods** tab to confirm.

Delete a Class Period

Only class periods with no students may be deleted. Once all students are removed from a class period, the **Delete Class/Period** link appears.

1. PMRN **Home** ▷ **PMRN** tile ▷ **Classes/Periods** tab
2. Locate **Teacher** ▷ Find class/period ▷ **Delete Class/Period**:



Teacher	Type	Class/Period	Student Count	
Carter, Yolanda	Reading	06 - Carter, Yolanda	7	
				Add Class/Period
Carter, Yolanda	Reading	06 - Carter, Yolanda	8	
Carter, Yolanda	Reading	07 - Carter, Yolanda	9	
				Add Class/Period
Carter, Yolanda	Reading	07 - Carter, Yolanda	5	
Carter, Yolanda	Resource			Add Class/Period
Mccabe, Peter	Reading	08 - Mccabe, Peter - U	0	Delete Class/Period
				Add Class/Period
Orsi, Joyce	Reading	08 - Orsi, Joyce - A	11	
	Reading	08 - Orsi, Joyce - U	3	
				Add Class/Period

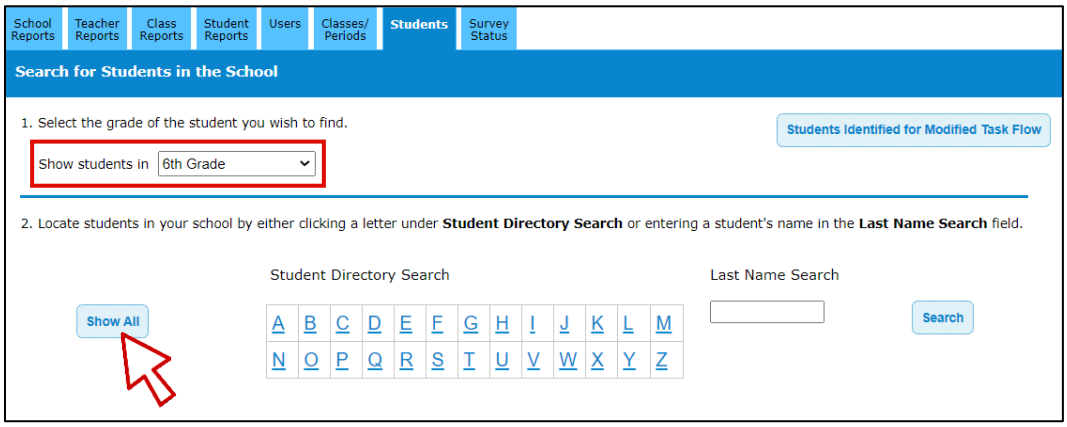
3. **"Period was successfully deleted."** message confirms.

Location:
PMRN ▷ **Students**

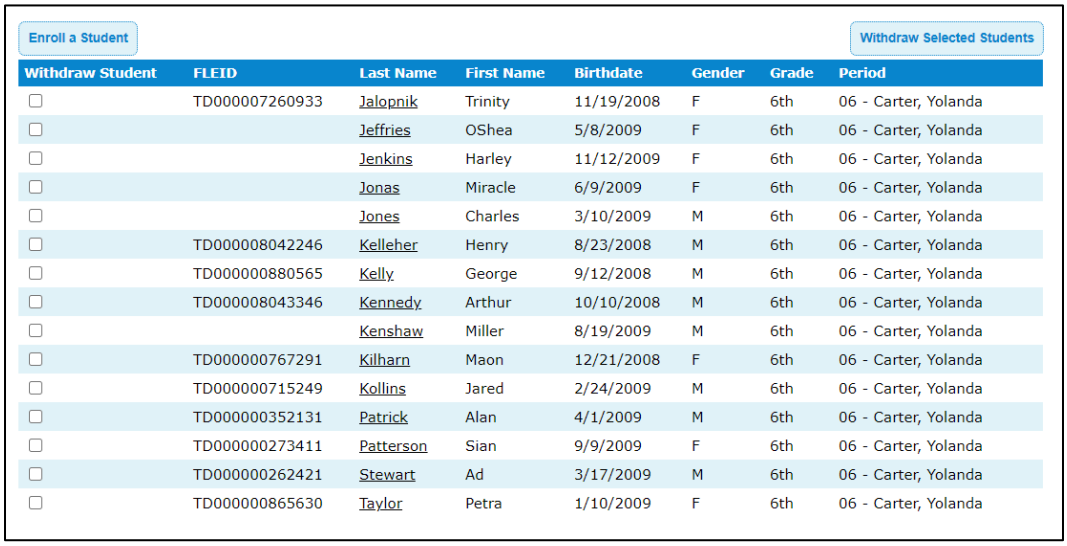
For School Access Levels:
School Administrator
School Designee

View Current Students by Grade

1. PMRN **Home** ▷ **PMRN** tile ▷ **Students** tab
2. Choose a grade level ▷ **Show All**:



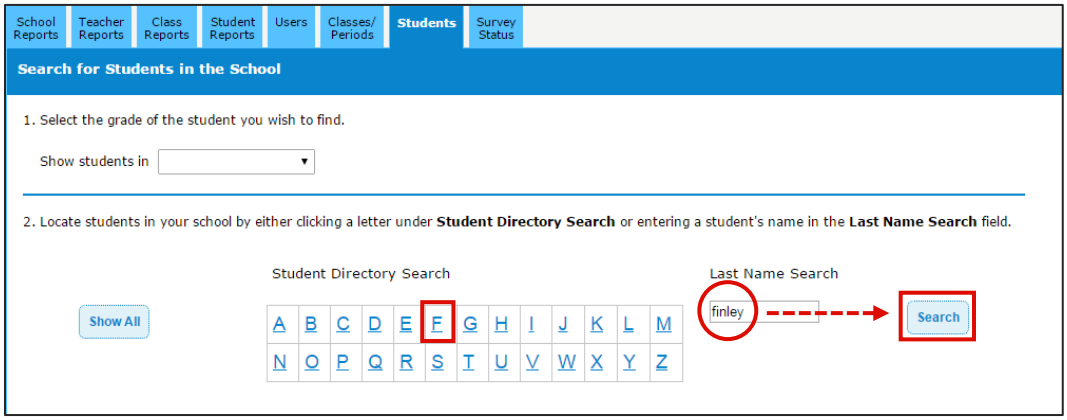
3. Results display at bottom:



Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
☐	TD000007260933	Jalopnik	Trinity	11/19/2008	F	6th	06 - Carter, Yolanda
☐		Jeffries	OShea	5/8/2009	F	6th	06 - Carter, Yolanda
☐		Jenkins	Harley	11/12/2009	F	6th	06 - Carter, Yolanda
☐		Jonas	Miracle	6/9/2009	F	6th	06 - Carter, Yolanda
☐		Jones	Charles	3/10/2009	M	6th	06 - Carter, Yolanda
☐	TD000008042246	Kelleher	Henry	8/23/2008	M	6th	06 - Carter, Yolanda
☐	TD000000880565	Kelly	George	9/12/2008	M	6th	06 - Carter, Yolanda
☐	TD000008043346	Kennedy	Arthur	10/10/2008	M	6th	06 - Carter, Yolanda
☐		Kenshaw	Miller	8/19/2009	M	6th	06 - Carter, Yolanda
☐	TD000000767291	Kilharn	Maon	12/21/2008	F	6th	06 - Carter, Yolanda
☐	TD000000715249	Kollins	Jared	2/24/2009	M	6th	06 - Carter, Yolanda
☐	TD000000352131	Patrick	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
☐	TD000000273411	Patterson	Sian	9/9/2009	F	6th	06 - Carter, Yolanda
☐	TD000000262421	Stewart	Ad	3/17/2009	M	6th	06 - Carter, Yolanda
☐	TD000000865630	Taylor	Petra	1/10/2009	F	6th	06 - Carter, Yolanda

Search the Student Directory

1. PMRN **Home** ▷ **PMRN** tile ▷ **Students** tab
2. Choose **Student Directory Search** or **Last Name Search**



   a. Student Directory Search – Select first letter of Last Name

   b. Last Name Search – Enter Last Name ▷ **Search**

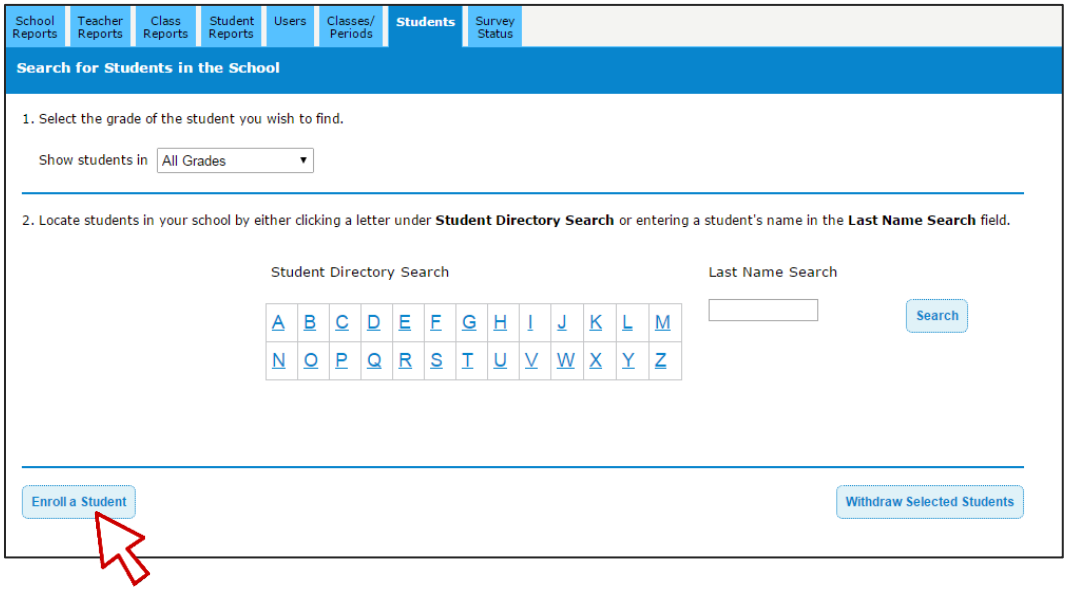
3. Results load below search.

Note: Using **Student Directory Search** options in combination is an easy way to quickly narrow your search results in large datasets!

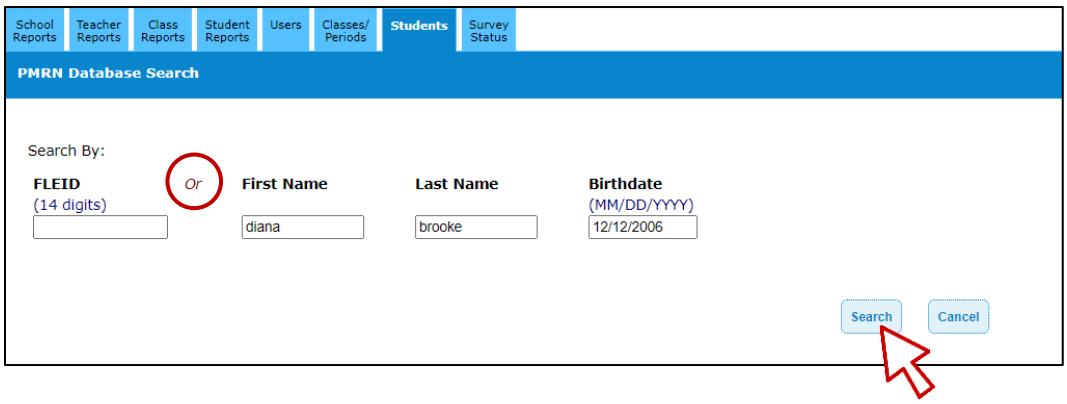
For large schools especially, remember that when we search for anything these days, we are specific by default. If you're looking to make lunch plans, your search is never just *restaurant*. It's *seafood lunch restaurant near me* or *vegan takeout near 2nd Avenue*.

Enroll a Student

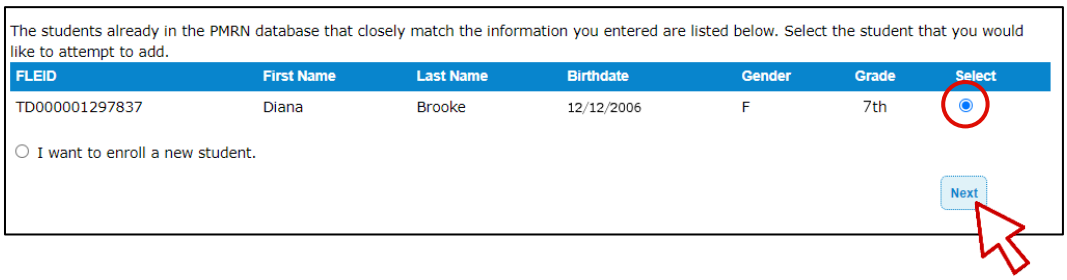
1. PMRN **Home** ▷ **PMRN** tile ▷ **Students** tab
2. **Enroll a Student**:



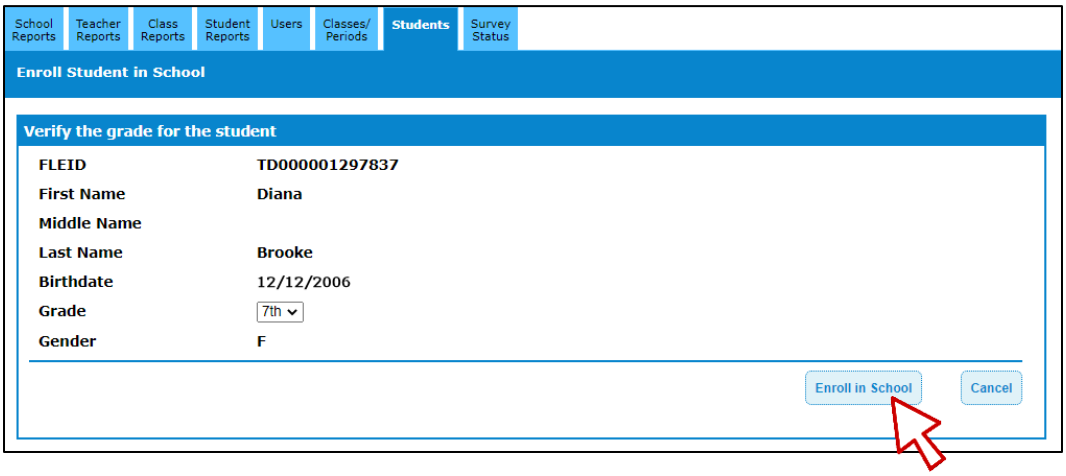
3. Enter **FLEID** or **First Name**, **Last Name** and **Birthdate** ▷ **Search**:



4. Review results ▷ Select radio button under **Select** column ▷ **Next:**



5. Complete **Local ID #** (optional) and **Grade** information ▷ **Enroll in School**:



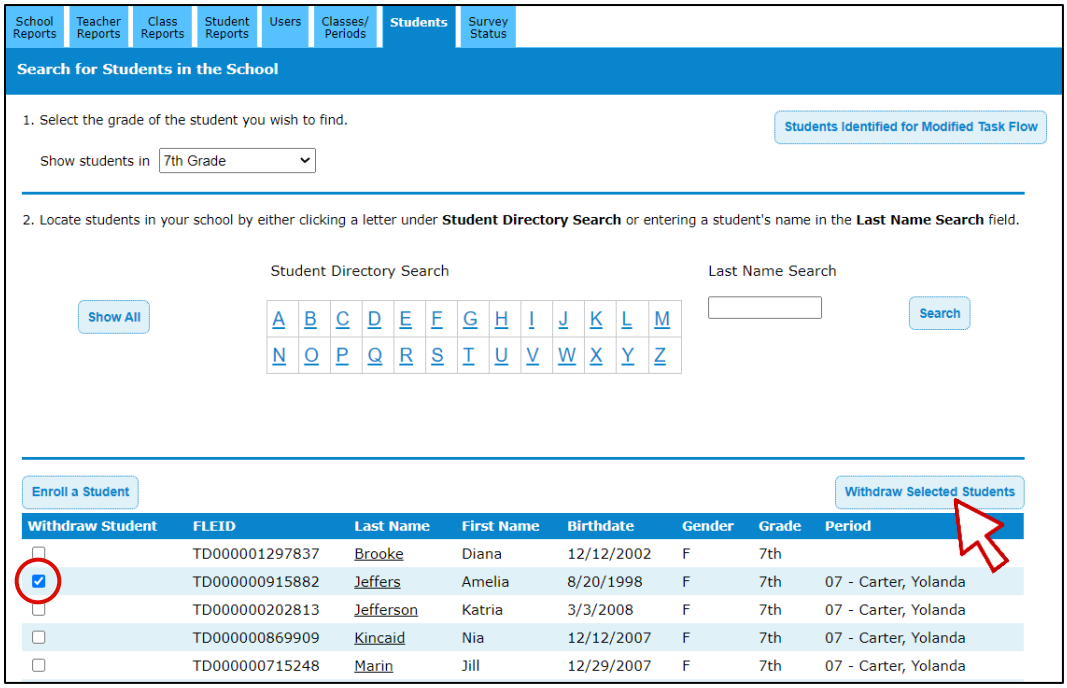
6. **"Student enrolled successfully."** message confirms.

Note: Only use the **I want to enroll a new student** radio button if your search yields no matching results.

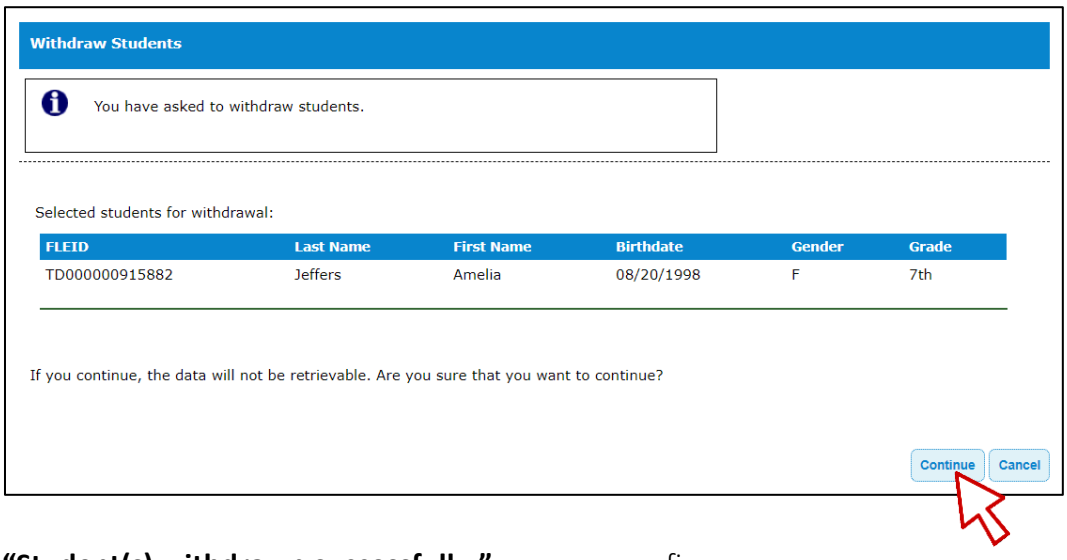
If a student has an ID, but is enrolled again, duplicates are created and (most importantly) assessment history is split.

Withdraw a Student

1. PMRN **Home** ▷ **PMRN** tile ▷ **Students** tab
2. Using Grade search, Directory and/or Last Name search, locate student(s) you wish to withdraw ▷ Select corresponding **Withdraw Student** checkbox(es) ▷ **Withdraw Selected Students**:



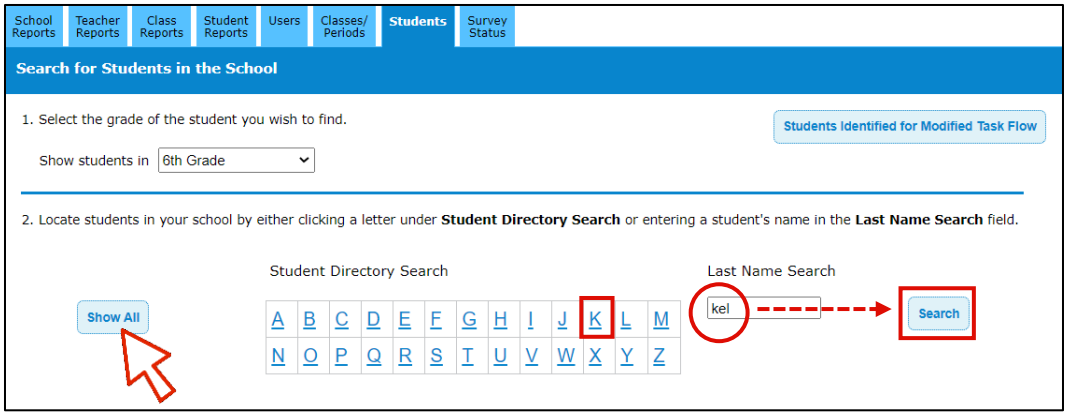
3. **"You have asked to withdraw students."** message confirms request ▷ Verify and **Continue**



4. **"Student(s) withdrawn successfully."** message confirms.

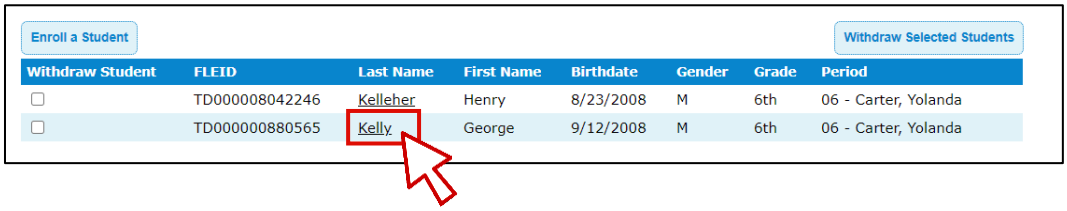
Review Student Attributes

1. PMRN **Home** ▷ **PMRN** tile ▷ **Students** tab
2. (Optional) Select a **Grade**
3. Search for enrolled students:



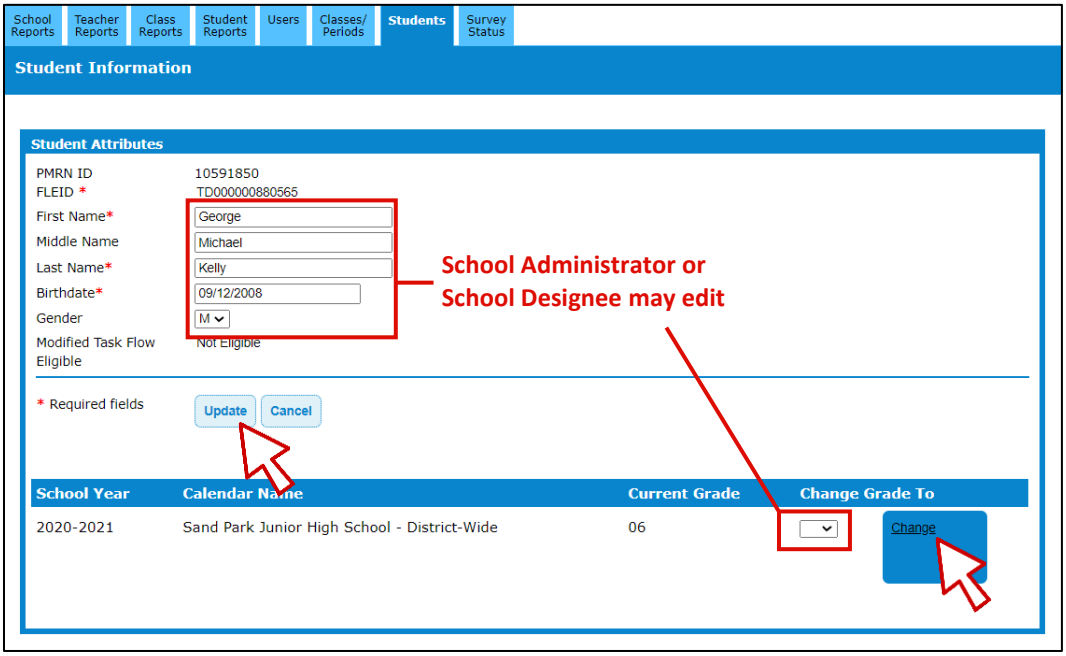
   a. **Show All** – View a list of all currently enrolled students
   b. **Student Directory Search** – Select first letter of Last Name
   c. **Last Name Search** – Enter Last Name ▷ **Search**

4. Results load below search ▷ Select Last Name to view student information:



Update Student Attributes

5. Within the student record:



   a. Student Attributes – Review information ▷ Edit as needed ▷ **Update**

Change Student Grade Level

   b. Grade Level – Select **Grade** level ▷ **Change** ▷ **"You have selected to change this Student's grade to grade <#>. Click Continue to confirm."** message confirms selection ▷ **Continue**

6. Student Information page appears with updated information.

Modified Task Flow

Students identified in Survey data as **Deaf or Hard of Hearing** or **Dual-Sensory Impaired** are eligible for modified task flow in the PMRN system. However, there may be a delay between when the Survey data is provided and when the student takes the FAIR-FS assessment. Therefore, there is a manual two-step process for identifying and selecting students for modified task flow within the PMRN:

STEP 1 – District Administrator or District Designee identifies the student for modified task flow

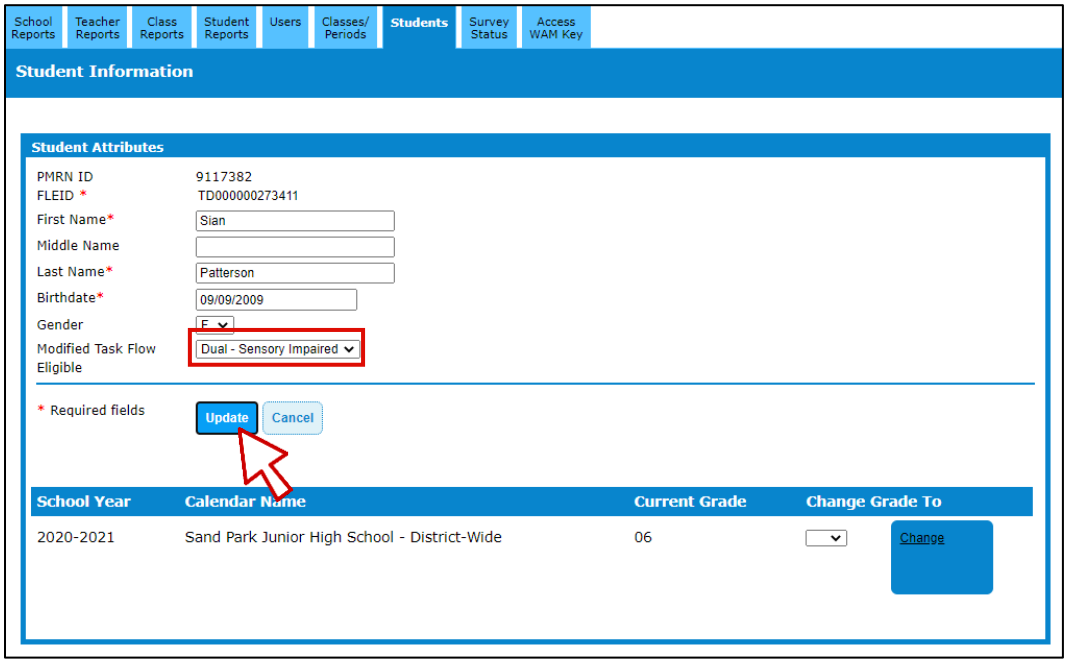
STEP 2 – School Administrator or School Designee selects the student for modified task flow

Location:
SCHOOL Functions ▷ Students

For District Access Levels:
District Administrator or District Designee

Identify Student for Modified Task Flow

1. PMRN **Home ▷ SCHOOL Functions** tile **▷ Students** tab
2. Select **School**
3. Select the grade of the student you wish to find ▷ Select first letter of **Last Name** or enter student **Last Name ▷ Search**
4. Select **Last Name** to open student record ▷ Select the appropriate ESE indicator from the **Modified Task Flow Eligible** drop-down ▷ **Update**:



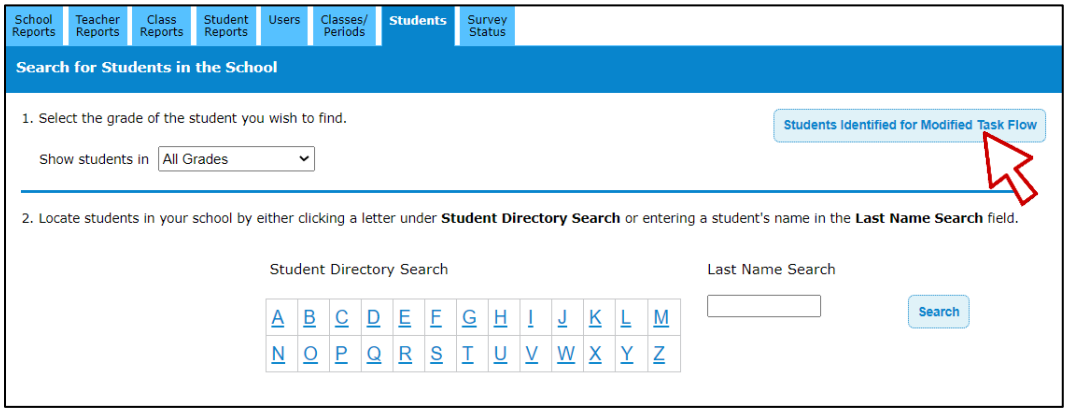
5. **"Student updated successfully."** message confirms.

Location:
SCHOOL Functions ▷ **Students**

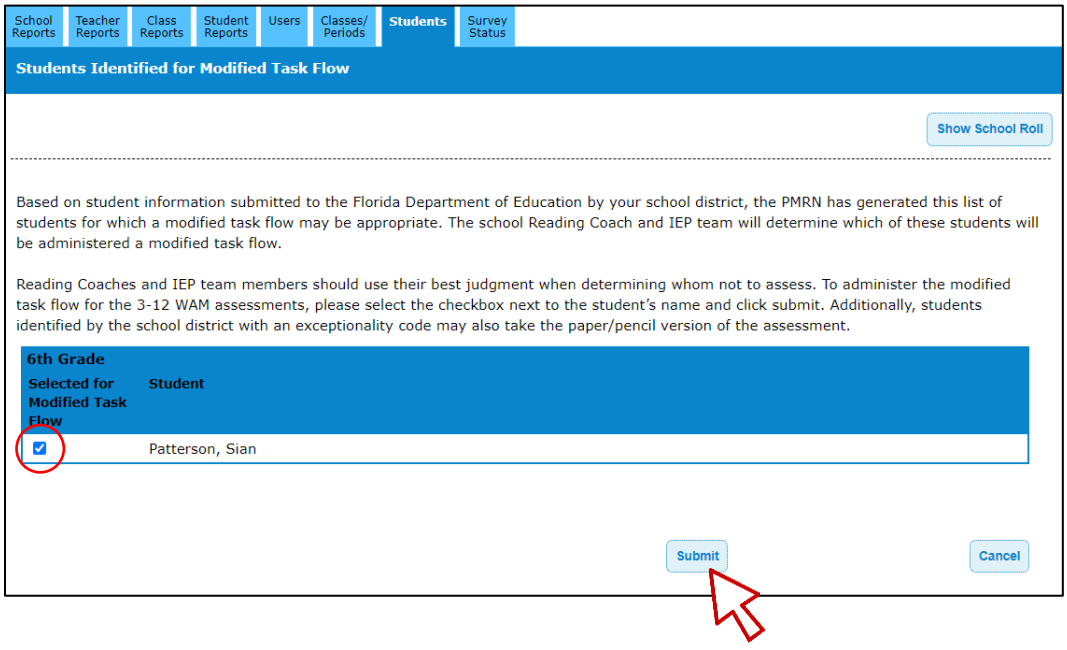
For School Access Levels:
School Administrator or School Designee

Select Student for Modified Task Flow

1. PMRN **Home** ▷ **SCHOOL Functions** tile ▷ **Students** tab
2. Select **Students Identified for Modified Task Flow**:



3. All students identified for modified task flow are listed. Select **Selected for Modified Task Flow** checkbox(es) ▷ **Submit**:



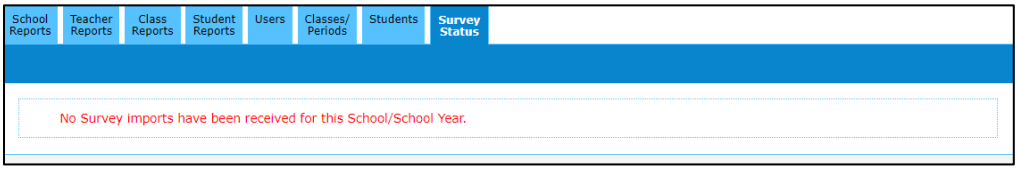
4. **"Selected student(s) are now available to take the Modified Task Flow."** message confirms.

Location:
PMRN ▷ Survey Status

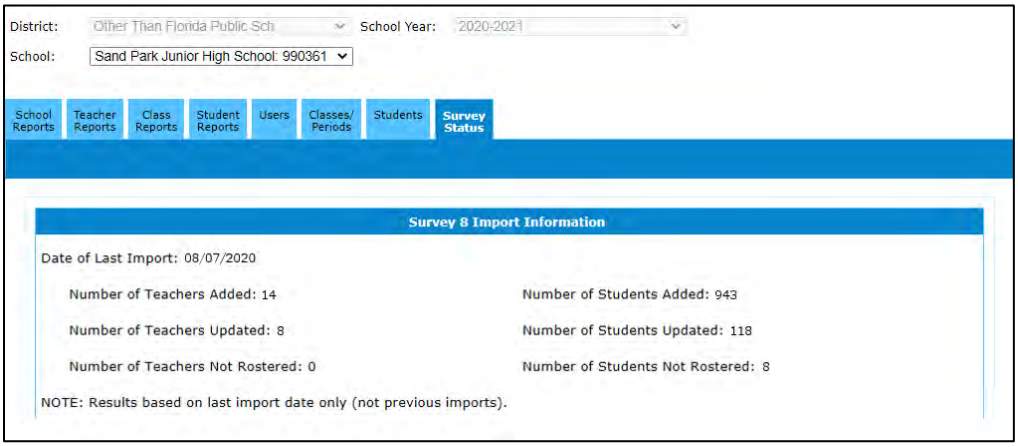
For School Access Levels:
School Administrator
School Designee

Review Current Survey 8 Import Information

1. PMRN **Home** ▷ **PMRN** tile ▷ **Survey Status** tab
2. **Survey 8 Import Information** detail displays:
   a. If Survey 8 data has not been received and imported:



   b. If Survey 8 data has been received and imported:



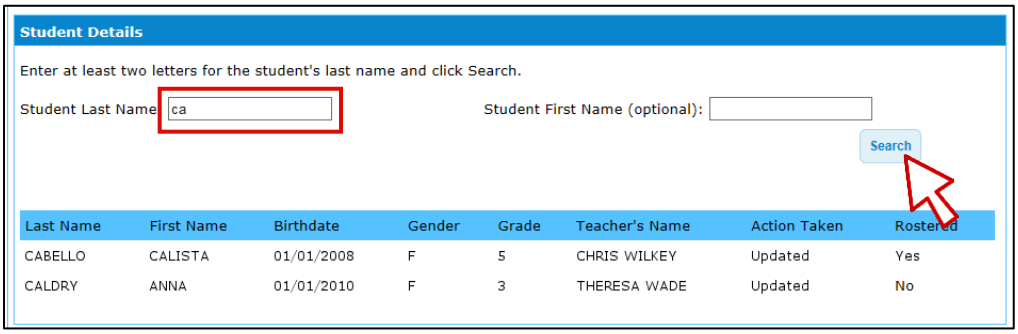
Note: Survey 8 data submitted by the school district automatically populates class rosters and student data in the PMRN system. 2020-2021 Survey dates are:

- **Thursday DUE DATES (by 4:00 p.m. EST) starting July 23, 2020 ending September 24, 2020**
- **Friday DATA IMPORT TO THE PMRN SYSTEM** (PMRN offline Friday evenings for import)
- **Monday DATA AVAILABLE IN THE PMRN SYSTEM**

For additional detail re: the Survey 8 process, see **Resources** in the top PMRN menu.

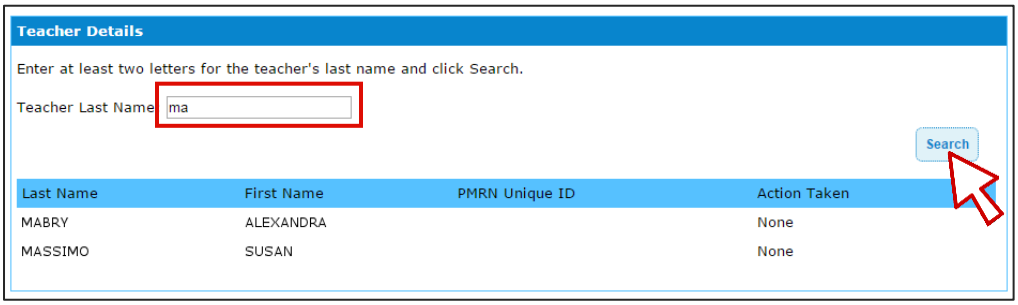
Search the Survey 8 Import for a Student

3. In the Student Details section of the **Survey Status** tab:
   a. Enter at least two letters of the student's **Last Name**
   b. (Optional) Enter at least two letters of student's **First Name**
   c. **Search**:



Search the Import for a Teacher

4. In the Teacher Details section of the **Survey Status** tab:
   a. Enter at least two letters of the teacher's **Last Name**
   b. **Search**:



WAM FAIR-FS Tile

Overview

The **WAM FAIR-FS** function tile provides access to the 3-12 Web-Based Assessment Module (WAM) within the Progress Monitoring & Reporting Network (PMRN). All school-level users except for School Reports Users will see the **WAM FAIR-FS** function tile:

On the 3-12 Web-Based Assessment Module (WAM), users will be able to:

- Generate the daily WAM Key
- Navigate directly to the WAM (**https://wam.fldoe.org**) to enter WAM Key and begin assessment
- Verify that Sound and Animation are properly configured for the FAIR-FS assessment
- Manually sync a Student Roster by Grade
- Access the FAIR-FS Teacher Administration Manual (PDF) and FAIR-FS Ability Score Ranges (PDF)
- Download Open Response Task Protocols by Grade (PDFs)

CONCLUSION

The Progress Monitoring & Reporting Network (PMRN) provides an opportunity for administrators, teachers, students and others to monitor students' progress in reading within the current school year and across multiple school years. The FAIR-FS data provides individual student reports, parent letters and summary class, teacher, grade-level and school reports. The data generated may be utilized to monitor and tailor instruction to meet students' specific reading needs.

The PMRN District and School User Guides provide an overview and daily reference for FAIR-FS assessment-related activities. All online PMRN resources are available from the **Resources** link within the PMRN navigation banner:

Access via direct link on the Just Read, Florida! page at **http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stml**.

As always, contact the Help Desk at **IENHelp@fldoe.org** or (Toll Free) 855-814-2876 for your PMRN support needs.

CONTACT INFORMATION

Just Read, Florida!

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Email: **JustRead@fldoe.org**
Telephone: 850-245-0503
Fax: 850-245-5105

Contact: Amy Hand
Just Read, Florida!
FAIR-FS Tier 2 Support
Telephone: 850-245-7876
Email: **amy.hand@fldoe.org**

FDOE Help Desk (District and School Users)

Email: **IENHelp@fldoe.org**
Telephone (Toll Free): 855-814-2876

Note: Help for **District- and School-Level Users** vs. **Parents and Students @Home**

Please note that there is no direct support path for parents and students to **IENHelp**.

If a student is completing the FAIR-FS at home and encounters difficulties, he or she should contact the school first. If the school contact cannot solve the issue and then needs to email or call **IENHelp**, then the school contact may do so as normal.

PMRN 5.1

School User Guide

FLORIDA DEPARTMENT OF EDUCATION
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2020-2021