

Progress Monitoring and Reporting Network (PMRN 5.1)

SCHOOL User Guide



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

2020-2021

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Table of Contents

- ORGANIZATION OF THE USER GUIDE 1**

- PART I. THE PMRN APPLICATION 1**
 - About the System 1**
 - Overview 1
 - PMRN Hardware & Connection Requirements 2**
 - Recommended Bandwidth Specifications 2
 - Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure 2
 - Supported Web Browsers by Operating System for the FAIR-FS 3
 - Survey 8 Data..... 4**
 - Assessment Calendar 5**
 - PMRN System School Access Levels 6**
 - School Access Levels 6
 - Menu & Tab Task Permission by Access Level 8
 - PMRN Login 11**
 - UNHOSTED Users 12
 - HOSTED Users 14
 - Home Page..... 17**
 - Function Tiles Detail 18
 - Menu Bar Detail 24
 - User Name & Access Level Bar Detail 29

- PART II. PMRN DAILY REFERENCE 31**
 - PMRN Navigation..... 31**
 - Change Current Access Level Logon..... 31
 - Update User Profile Information..... 32
 - View FDOE News Updates..... 33
 - Generate School WAM Keys 34
 - Sync WAM Rosters 35
 - View FAIR-FS Informational Materials 36
 - Download Paper & Pencil FAIR-FS Alternative Assessments..... 37

Access FDOE Online FAIR-FS Resources	38
Download Historical FLKRS-WSS School Reports & Data	39
Sign Out Securely	40
PMRN Registration Tile	41
Overview	41
Tasks by Access Level	41
Register a School	42
PMRN Tile	46
Overview	46
Tab Display Differences	47
View Assessment Calendar	49
Edit School Registration	50
Create WAM School Report	51
Download WAM School Data File	52
Create WAM Missing Score Report.....	54
Create WAM Teacher Report.....	55
Create WAM Missing Score Report.....	56
Create WAM Class Report.....	58
Create Task Ability Reports (WRT, VKT, RCT, SKT)	60
Create WAM Parent Letter	62
Create WAM Student Ability Score Reports	64
Create WAM Student Report	66
View Current User List.....	69
Modify School User Access Level	70
View Current Class Period List	71
Add a New Class Period.....	71
Add a Student to a Class Period	73
Remove a Student from a Class Period	76
Move Class Roster(s)	78
Delete a Class Period	79
View Current Students by Grade	80
Search the Student Directory.....	81
Enroll a Student.....	82
Withdraw a Student	84

Review Student Attributes	85
Update Student Attributes	86
Change Student Grade Level	86
Identify Student for Modified Task Flow	87
Select Student for Modified Task Flow	88
Review Current Survey & Import Information	89
Search the Survey & Import for a Student	90
Search the Import for a Teacher	90
WAM FAIR-FS Tile	91
Overview	91
CONCLUSION	92
CONTACT INFORMATION	93
<i>Just Read, Florida!</i>	93
FDOE Help Desk (District and School Users)	93

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 Reports¹



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							AUGUST 2020							SEPTEMBER 2020						
M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

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:

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

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 periodically.

PMRN Important Dates

WAM Important Dates

AP1 Start Date: August 10, 2020
AP1 End Date: November 6, 2020

AP2 Start Date: November 9, 2020
AP2 End Date: February 12, 2021

AP3 Start Date: February 15, 2021
AP3 End Date: June 11, 2021

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:

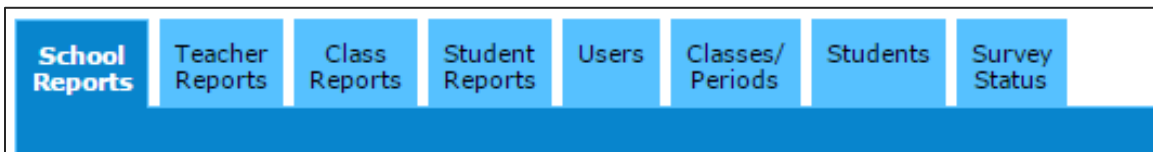
- Menu choice availability
- Home Screen tile display
- Tab availability within function tile selections
- Report availability
- User access level modification authority

School Access Levels

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

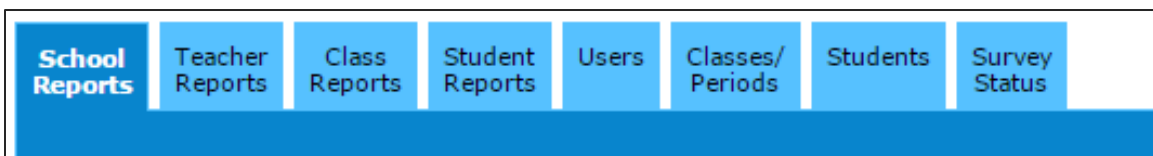
School Administrator

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.



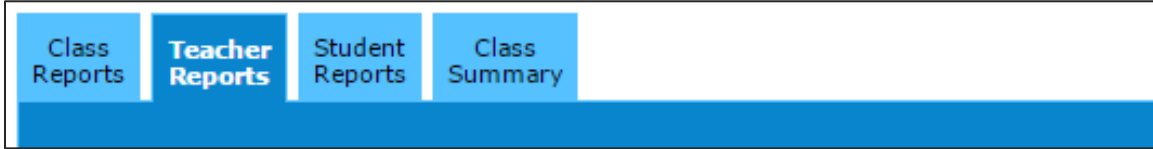
School Designee

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	<ul style="list-style-type: none"> Change Current Access Level Logon 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Profile	<ul style="list-style-type: none"> Update Your Profile 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News	<ul style="list-style-type: none"> View FDOE News Updates 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3-12 WAM	<ul style="list-style-type: none"> Generate WAM Key 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> Sync WAM Rosters 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> View FAIR-FS Informational Materials 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Downloads	<ul style="list-style-type: none"> Download Alternative Assessment 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Resources	<ul style="list-style-type: none"> Access FDOE Online FAIR-FS Resources 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FLKRS Reports	<ul style="list-style-type: none"> Download Historical FLKRS-WSS School Reports & Data 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sign Out	<ul style="list-style-type: none"> Sign Out Securely 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tab							
School Reports	<ul style="list-style-type: none"> View Assessment Calendar 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Edit School Registration 	<input checked="" type="checkbox"/>					
	<ul style="list-style-type: none"> Create WAM School Report 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Download School Data File 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Create WAM School Missing Score Report 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
Teacher Reports	<ul style="list-style-type: none"> Create WAM Teacher Report 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Create WAM Missing Score Report 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Class Reports	<ul style="list-style-type: none"> Create WAM Class Report 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Create Task Ability Reports (WRT, VKT, RCT, SKT) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Reports	<ul style="list-style-type: none"> Create WAM Parent Letter 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Create WAM Student Ability Score Reports (multi-year) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> Create WAM Student Report (current year) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Users	<ul style="list-style-type: none"> View Current User List 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Modify User Access Level 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Classes/ Periods	<ul style="list-style-type: none"> View Current Class Period List 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Add a New Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Add a Student to a Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Remove a Student from a Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Move Class Roster(s) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Delete a Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Students	<ul style="list-style-type: none"> View Current Students by Grade 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	<ul style="list-style-type: none"> Search the Student Directory 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

Location	Task	School Admin	School Designee	Reading Teacher	Resource Teacher	School Reports User	Assessment Team Member
	▪ Enroll a Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Withdraw a Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Review Student Attributes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Update Student Attributes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Change Student Grade Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Select Student for Modified Task Flow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Survey Status	▪ Review Current Import Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Search the Import for a Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
	▪ Search the Import for a Teacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

PMRN Login

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

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home WSS Reports

Public School Sign In

FDOE Single Sign-On

Log In

FLDOE Acceptable Use Policy

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

Welcome to the Progress Monitoring & Reporting Network (PMRN)

WAM Important Dates
AP1 Start Date: July 31, 2020
AP1 End Date: November 6, 2020
AP2 Start Date: November 9, 2020
AP2 End Date: February 12, 2021
AP3 Start Date: February 15, 2021
AP3 End Date: June 11, 2021

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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

1. From <https://pmrn.fdoe.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**:


Hillsborough County
PUBLIC SCHOOLS
Excellence in Education

Sign in with your organizational account

[Sign in](#)

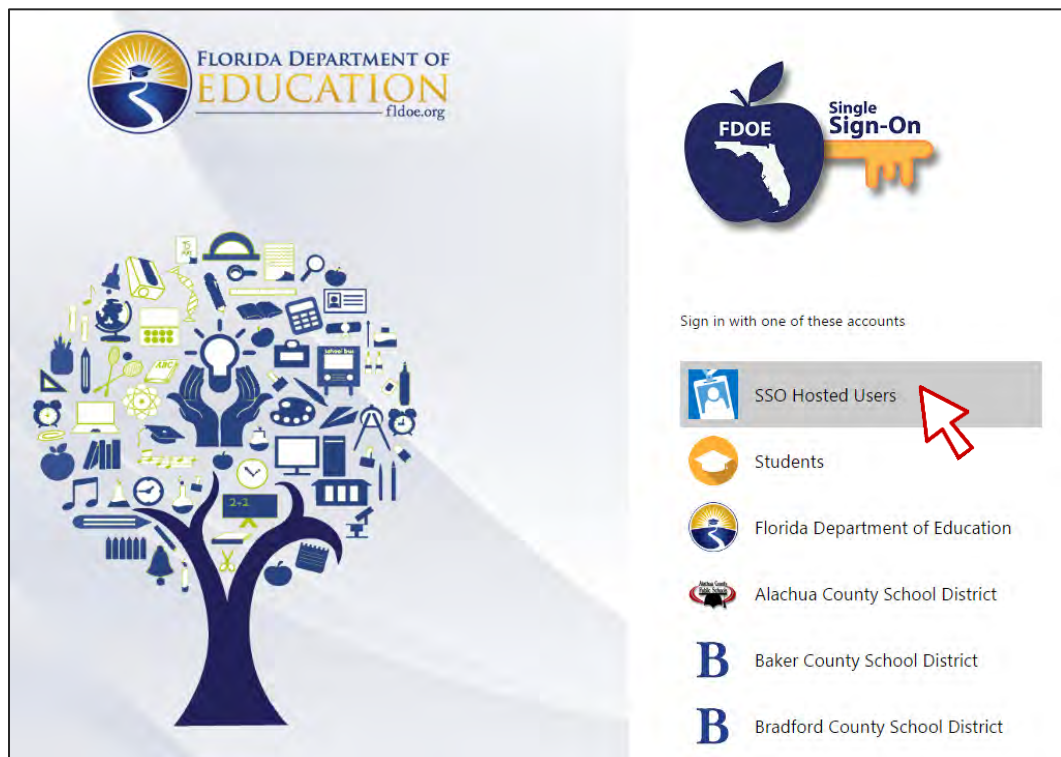
Log in with your student number or employee number and your standard district password.

4. On validation, the PMRN system opens.

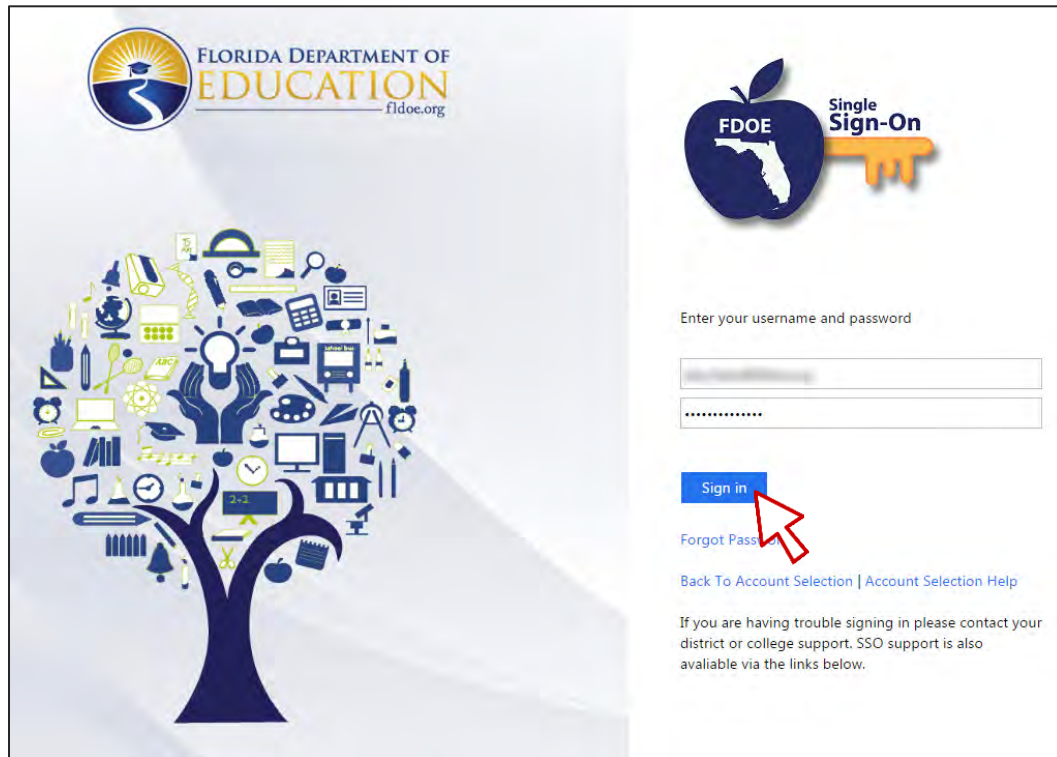
1. From <https://pmrn.fdoe.org> ▷ FDOE Single Sign-On section ▷ Log In:



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

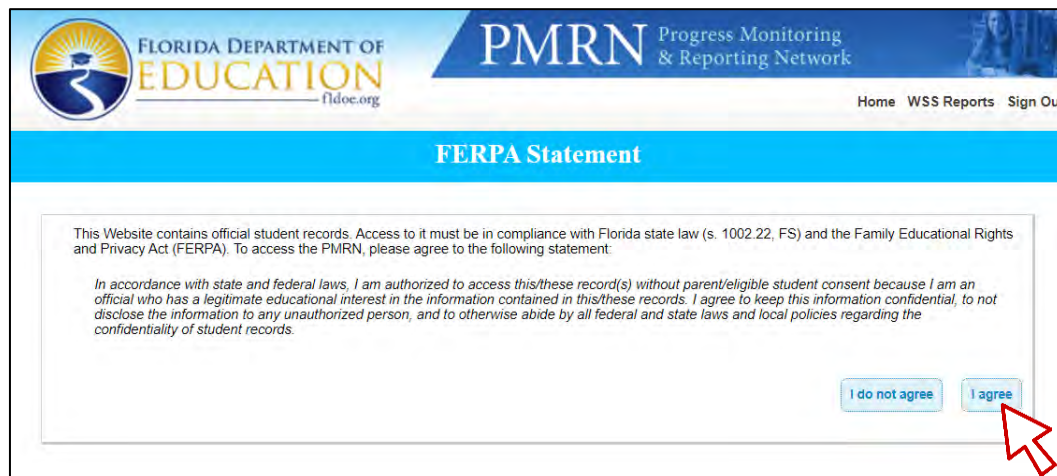


3. Enter **Username** and **Password** ▷ **Sign In**:



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:**

	District Name	School Name	Calendar	Access Level
<input type="radio"/>	Other Than Florida Public Sch	ALL	ALL	District Designee
<input type="radio"/>	Other Than Florida Public Sch	ALL	ALL	District User
<input checked="" type="radio"/>	Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Administrator
<input type="radio"/>	Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Designee
<input type="radio"/>	Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Reports User
<input type="radio"/>	Other Than Florida Public Sch	Sandburg Junior High	District-Wide	Reading Teacher
<input type="radio"/>	Other Than Florida Public Sch	Sandburg Junior High	District-Wide	Resource Teacher

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:

The screenshot shows the PMRN Home Page. At the top left is the Florida Department of Education logo. To its right is the PMRN logo and the text 'Progress Monitoring & Reporting Network'. In the top right corner, there are links for 'Home' and 'Sign Out', with a red circle and the number '1' pointing to them. Below the header is a blue banner that says 'PMRN - SSO User Sign In'. Underneath the banner, it says 'Welcome JOYCE' with a red circle and the number '2' pointing to it. Below the greeting is a prompt: 'Please select the application you want to access.' There are three function tiles: 'PMRN' (Add Teachers, Users, Add Students, Access Reports), 'WAM FAIR-FS' (Administer 3-12 Assessments), and 'PMRN Registration' (School registration is now open for the 2020-2021 assessment year). A red circle and the number '3' points to the function tiles area.

- 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 populate the **Home** page according to access level:

Access Level	PMRN Registration	PMRN	WAM FAIR-FS
School Administrator	<input checked="" type="checkbox"/> Principal role defined in SSO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Designee	<input checked="" type="checkbox"/> Only <u>if</u> Principal role assigned in SSO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reading Teacher		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Teacher		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Reports User		<input checked="" type="checkbox"/>	
Assessment Team Member		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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

The screenshot shows the PMRN registration interface. At the top, there is a header with the Florida Department of Education logo and the PMRN logo. Below the header is a blue banner with the text "Public School Registration for 2020-2021". The main content area is titled "Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS) for Grades 3-12". Below this title, there is a instruction: "Provide the details below to register your school. Fields marked with * are required." The form is divided into three sections: 1. School Information, 2. School Administrator(s), and 3. School Start Date (First Student Instructional Day). Section 1 includes fields for School, School Number, District, Address, Phone, and Fax. Section 2 includes fields for School Administrator(s) and a note. Section 3 includes fields for School Start Date and Confirm School Start Date.

FLORIDA DEPARTMENT OF EDUCATION **PMRN** Progress Monitoring & Reporting Network

Home WSS Reports Sign Out

Public School Registration for 2020-2021

Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS) for Grades 3-12

Provide the details below to register your school. Fields marked with * are required.

1. School Information

School	Sand Park Junior High School	School Number	990361	District	Other Than Florida P
Address	2010 Levy St, Tallahassee, FL - 32312				
Phone	850-245-1111	Fax	850-245-5000		

2. School Administrator(s)

Current users with the school administrator access level are listed below.

Name: Joyce Public **Name:** Peter Mccabe

Note: After registration is submitted, access levels may be modified via the school's Users tab.

3. School Start Date (First Student Instructional Day)

* **School Start Date** (mm/dd/yy): 07 / 31 / 20

* **Confirm School Start Date** (mm/dd/yy): 07 / 31 / 20

PMRN Tile

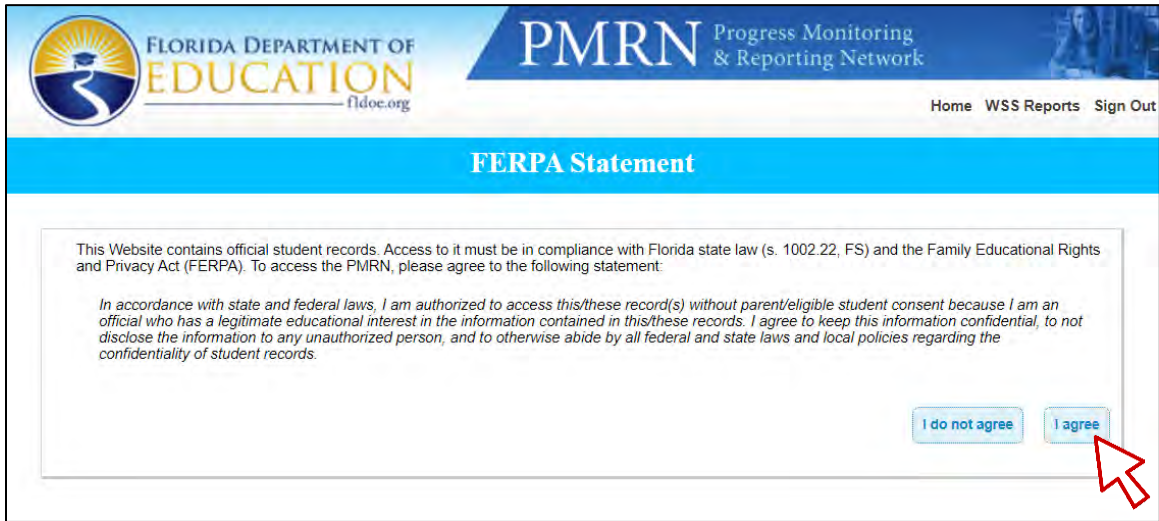
The **PMRN** tile provides access to user access level-specific tasks within the school such as:

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

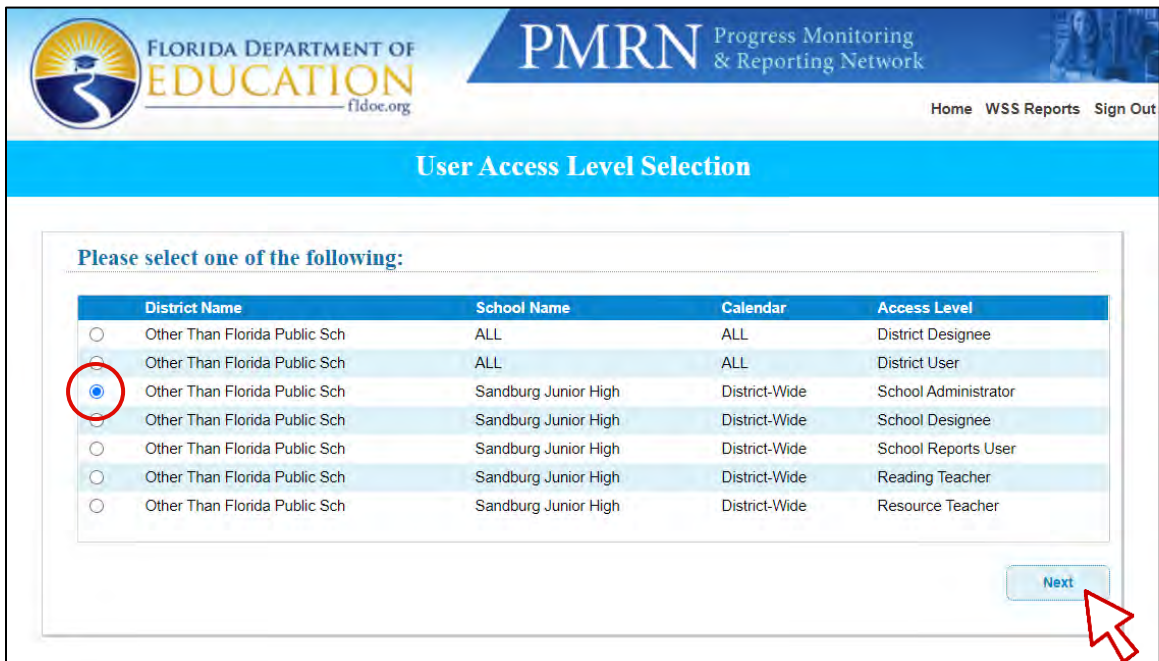
Report Title	Description	Update Schedule	New Reports Available
Edit School Registration	Access to the existing school registration for modification of School Start Date, Grades to be Assessed and Survey 2 & 3 update designation	Real Time Update	
WAM School Report	Aggregate report of FAIR-FS scores by 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

FLORIDA DEPARTMENT OF EDUCATION **FAIR** Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the button below to generate the daily Key

[Generate Key](#)

To verify that the sound and animation on this computer are ready, click <https://wam.fldoe.org> and click the Test Sound and Animation button.

[Sign Out](#)

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: Sandburg Junior High

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade [Sync Roster](#)

Links

- [FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)
- [FAIR-FS Ability Score Ranges](#)
- [Download Open Response Task Protocols](#)



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.

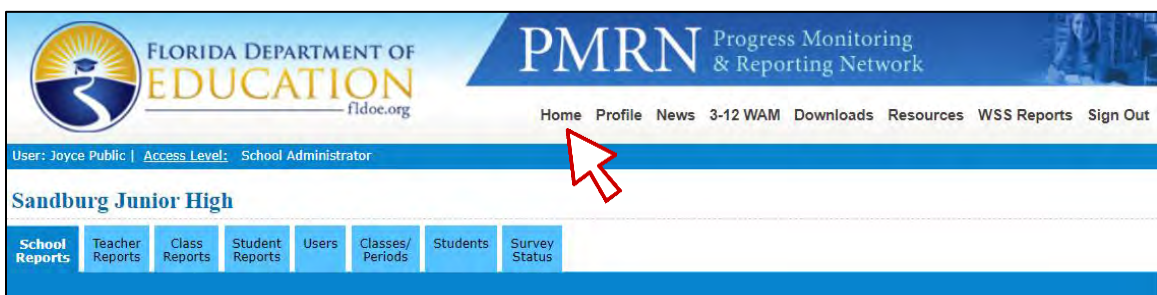
Menu Bar Detail

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**:

A screenshot of the PMRN Profile page. The banner and menu bar are identical to the previous images. Below the banner, the user's name 'Joyce Public' and access level 'School Administrator' are shown. The page title is 'Change Contact Information'. A red mouse cursor is pointing at the 'Profile' link in the menu bar. The form contains the following fields:

Title	Ms. ▾
First Name	Joyce *
Last Name	Public *
Email	Joyce.Public@fdoe.org *
Address 1	325 West Gaines Street
Address 2	Suite 1432 C
City	Tallahassee
State	Florida
Zip	32399 - []
Extension	7876
Phone	850 - 245 - 7876
Fax	[] - [] - []

* Required Fields

SSO User

Save

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.

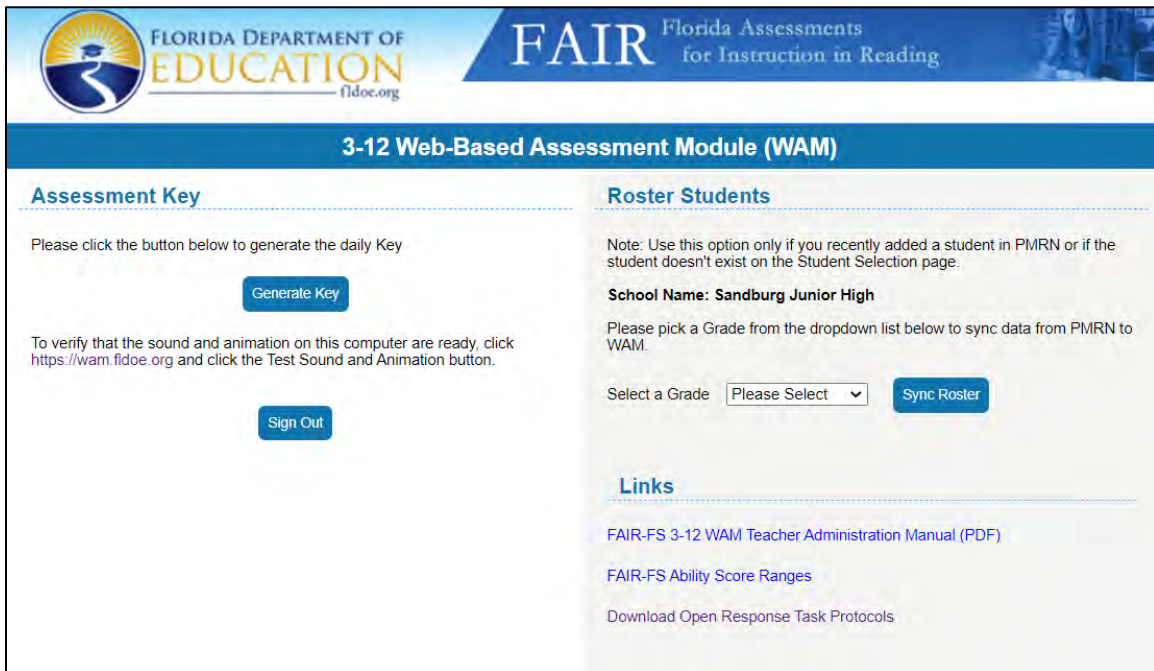
Select **News** ▷ Review News updates if any ▷ **Next** to continue:



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top left is the Florida Department of Education logo with the text "FLORIDA DEPARTMENT OF EDUCATION fdoe.org". To the right is the "PMRN Progress Monitoring & Reporting Network" header. A navigation menu includes "Home", "Profile", "News", "3-12 WAM", "Downloads", "Resources", "WSS Reports", and "Sign Out". Below the menu, the user is identified as "User: Joyce Public | Access Level: School Administrator". A prominent blue banner reads "News & Information". A red mouse cursor points to the "News" link in the navigation menu. The main content area, titled "News & Information", lists "WAM Important Dates":
AP1 Start Date: July 31, 2020
AP1 End Date: November 6, 2020
AP2 Start Date: November 9, 2020
AP2 End Date: February 12, 2021
AP3 Start Date: February 15, 2021
AP3 End Date: June 11, 2021
A "Next" button is located in the bottom right corner of the content area.

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:



FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

FAIR Florida Assessments
for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Assessment Key

Please click the button below to generate the daily Key

[Generate Key](#)

To verify that the sound and animation on this computer are ready, click <https://wam.fldoe.org> and click the Test Sound and Animation button.

[Sign Out](#)

Roster Students

Note: Use this option only if you recently added a student in PMRN or if the student doesn't exist on the Student Selection page.

School Name: Sandburg Junior High

Please pick a Grade from the dropdown list below to sync data from PMRN to WAM.

Select a Grade [Sync Roster](#)

Links

- [FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)
- [FAIR-FS Ability Score Ranges](#)
- [Download Open Response Task Protocols](#)



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:

FLORIDA DEPARTMENT OF EDUCATION fdoe.org

PMRN Progress Monitoring & Reporting Network

Home Profile News 3-12 WAM Downloads Resources WSS Reports Sign Out

User: Joyce Public | Access Level: School Administrator

FAIR-FS Alternative Assessment Downloads

Students requiring a paper/pencil accommodation of the FAIR-FS can be given a printed copy of the test. Please select the grade for which you want to download the assessment:

Grade 08

File Name	
Grade_8_FAIRFS_student_pencil_paper.pdf	Download
Grade_8_FAIRFS_teacher_pencil_paper.pdf	Download

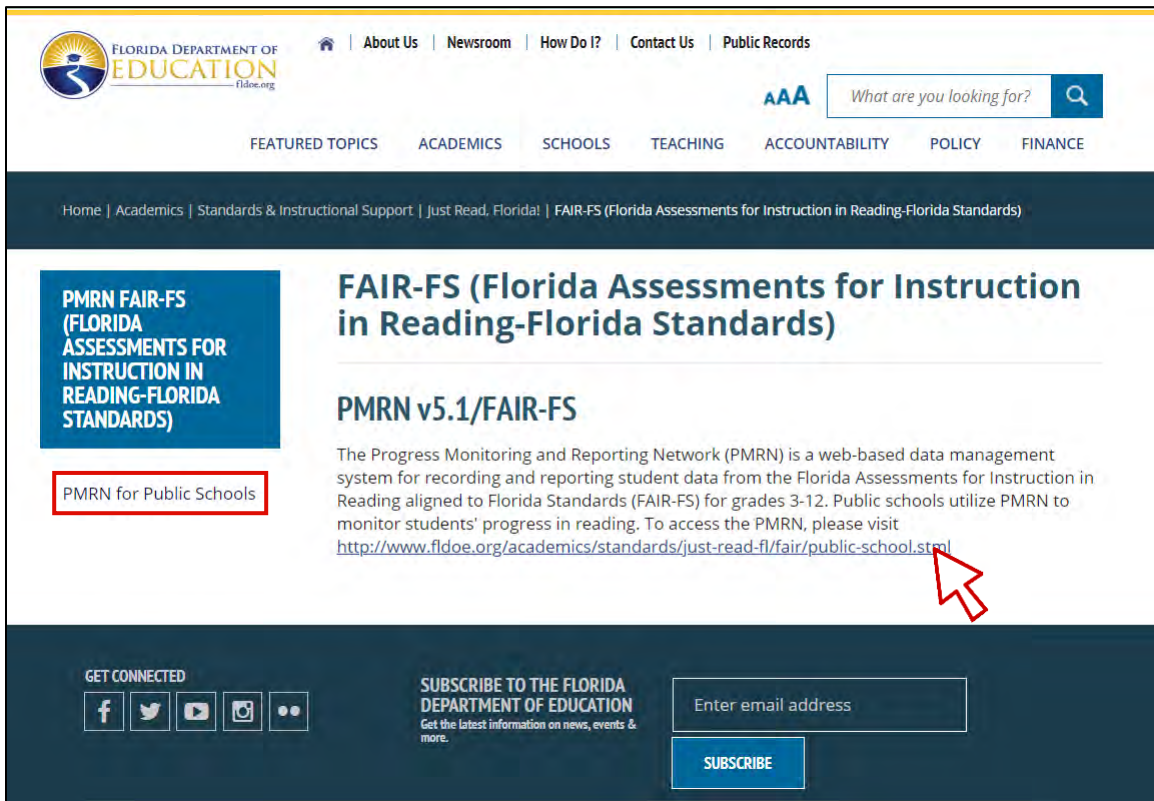
[Download All](#)



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

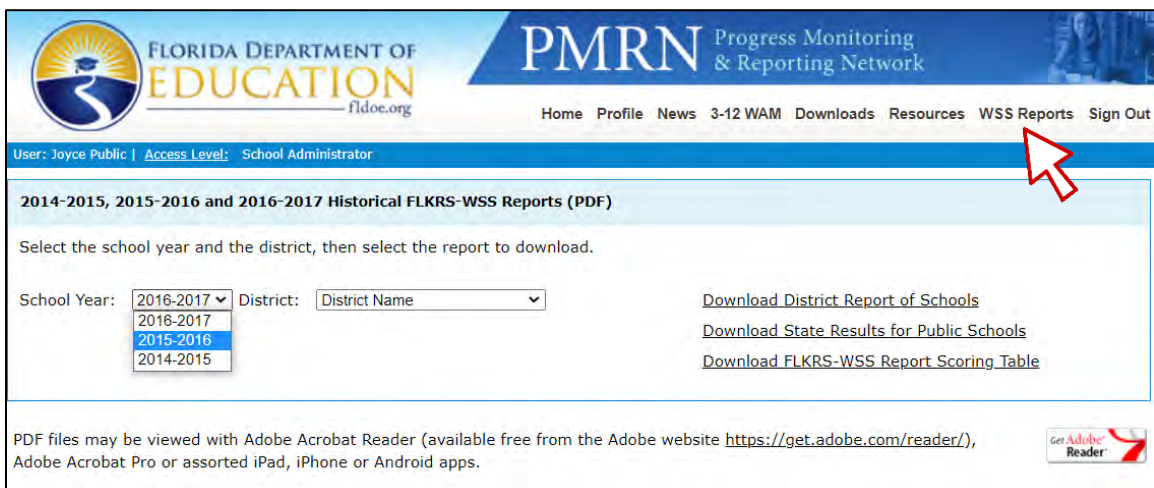
This page opens a new browser tab for the *Just Read, Florida!* website where various resources are available for public schools. Select **PMRN for Public Schools** or the full link (<http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stm>) to begin:



The screenshot shows the Florida Department of Education website. The header includes the logo, navigation links (About Us, Newsroom, How Do I?, Contact Us, Public Records), a search bar, and a menu (FEATURED TOPICS, ACADEMICS, SCHOOLS, TEACHING, ACCOUNTABILITY, POLICY, FINANCE). The main content area is titled "FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)" and "PMRN v5.1/FAIR-FS". A blue box on the left contains the text "PMRN FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)". Below it, a red box highlights the link "PMRN for Public Schools". A red mouse cursor points to the URL <http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stm> in the text below. The footer includes social media icons, a subscription form, and the text "SUBSCRIBE TO THE FLORIDA DEPARTMENT OF EDUCATION".

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:



The screenshot shows the PMRN website interface. The header includes the Florida Department of Education logo, the PMRN logo, and navigation links (Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, Sign Out). The user is logged in as "Joyce Public" with the access level "School Administrator". The main content area is titled "2014-2015, 2015-2016 and 2016-2017 Historical FLKRS-WSS Reports (PDF)". Below the title, there is a prompt: "Select the school year and the district, then select the report to download." There are two dropdown menus: "School Year:" with options 2016-2017, 2015-2016, and 2014-2015; and "District:" with a placeholder "District Name". To the right, there are three links: "Download District Report of Schools", "Download State Results for Public Schools", and "Download FLKRS-WSS Report Scoring Table". A red mouse cursor points to the "WSS Reports" link in the navigation bar. At the bottom, there is a note: "PDF files may be viewed with Adobe Acrobat Reader (available free from the Adobe website <https://get.adobe.com/reader/>), Adobe Acrobat Pro or assorted iPad, iPhone or Android apps." and the Adobe Reader logo.

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:

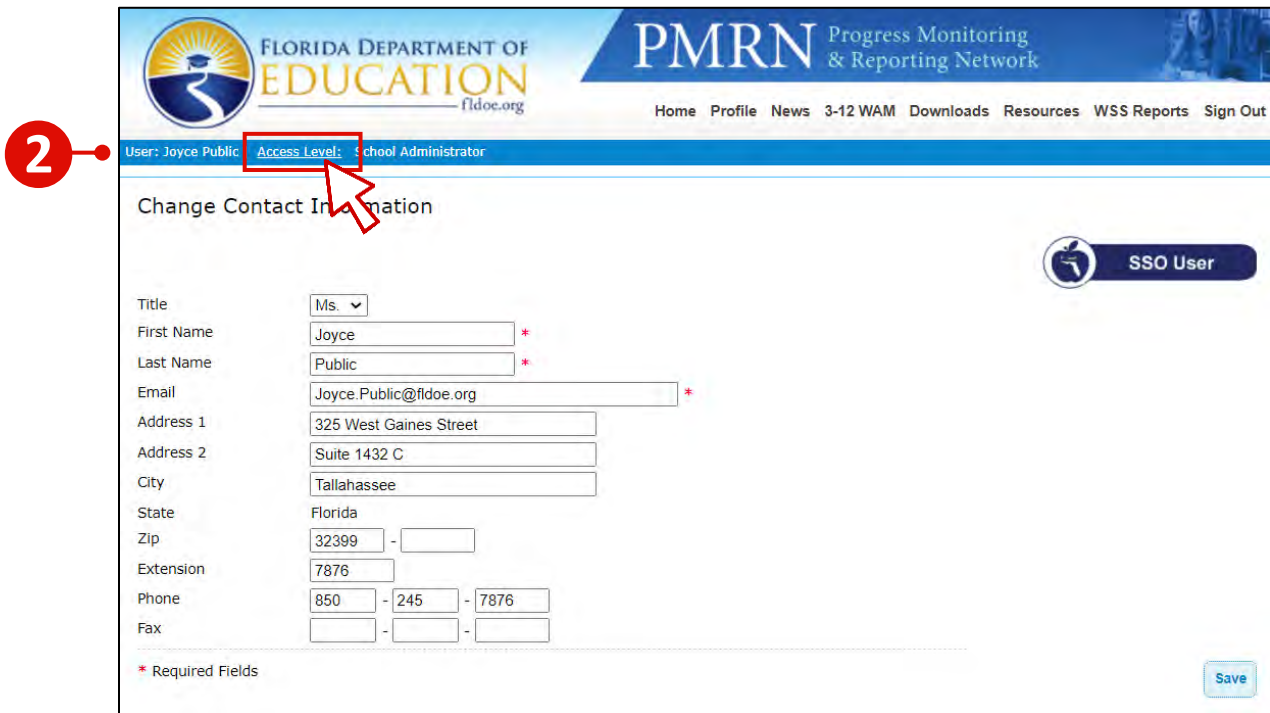


User Name & Access Level Bar Detail

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**:

Please select one of the following:

District Name	School Name	Calendar	Access Level
<input type="radio"/> Other Than Florida Public Sch	ALL	ALL	District Designee
<input type="radio"/> Other Than Florida Public Sch	ALL	ALL	District User
<input type="radio"/> Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Administrator
<input type="radio"/> Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Designee
<input type="radio"/> Other Than Florida Public Sch	Sandburg Junior High	District-Wide	School Reports User
<input checked="" type="radio"/> Other Than Florida Public Sch	Sandburg Junior High	District-Wide	Reading Teacher
<input type="radio"/> Other Than Florida Public Sch	Sandburg Junior High	District-Wide	Resource Teacher

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

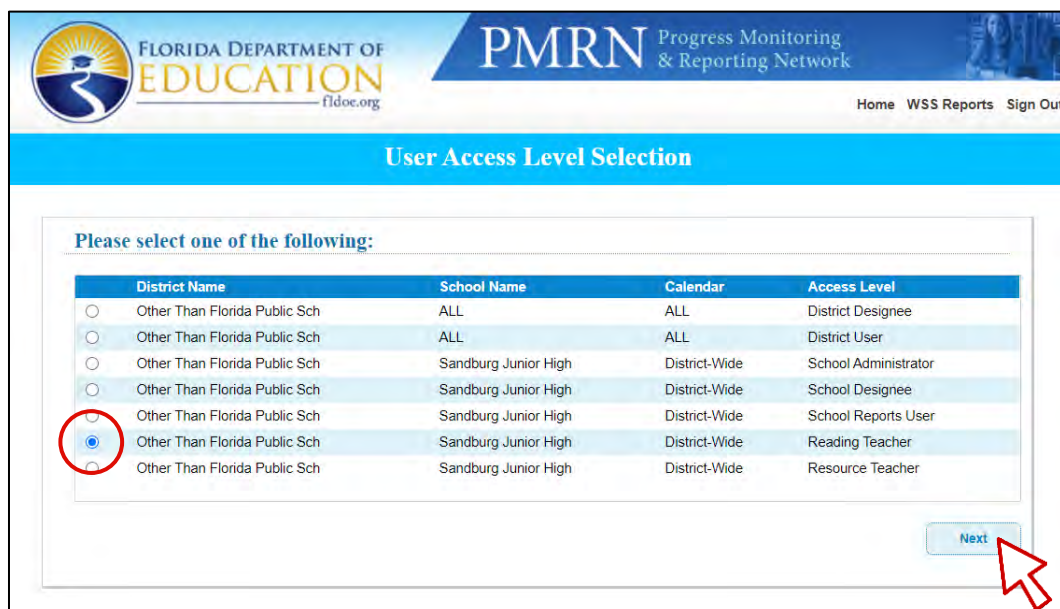
Logged-in User Name and Access Level show in the blue bar below the main menu. It is important to acknowledge the access level in use as this determines the functionality available to the user within the PMRN system:



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**.





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:**

The screenshot shows the PMRN user profile update interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN logo. Below the navigation bar, the user's name and access level are displayed. The main content area is titled 'Change Contact Information' and contains a form with the following fields:

- Title: Ms. (dropdown menu)
- First Name: Joyce *
- Last Name: Public *
- Email: Joyce.Public@fldoe.org *
- Address 1: 325 West Gaines Street
- Address 2: Suite 1432 C
- City: Tallahassee
- State: Florida
- Zip: 32399 - []
- Extension: 7876
- Phone: 850 - 245 - 7876
- Fax: [] - [] - []

A red mouse cursor points to the 'Profile' link in the navigation bar. A red box highlights the 'Save' button at the bottom right of the form.

3. **“Your profile was successfully updated.”** message confirms update.

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.



Generate School WAM Keys

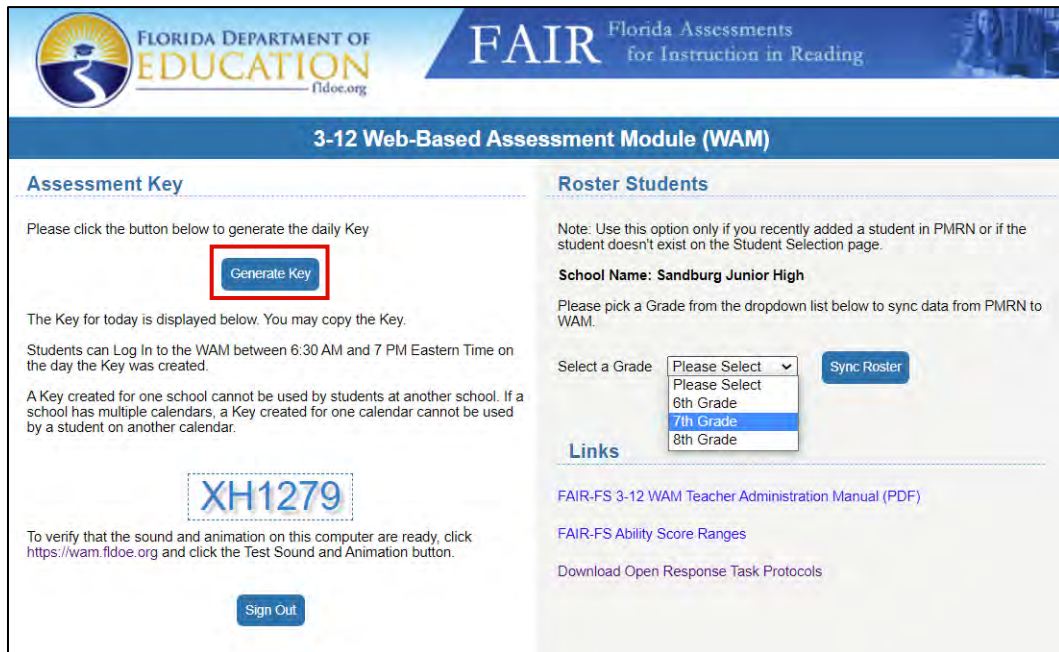
All school-level users except School Report Users have sufficient rights to access the **3-12 WAM** menu option.



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.

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.

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:

The screenshot shows the FAIR 3-12 Web-Based Assessment Module (WAM) interface. At the top, there are logos for the Florida Department of Education and FAIR (Florida Assessments for Instruction in Reading). The main heading is "3-12 Web-Based Assessment Module (WAM)".

The interface is divided into two main columns:

- Assessment Key:** Contains a "Generate Key" button, instructions on how to use the key, and a key ID "XH1279".
- Roster Students:** Contains a "Sync Roster" button, a dropdown menu for selecting a grade (6th, 7th, 8th), and a "Links" section.

The "Links" section is highlighted with a red box and contains the following items:

- [FAIR-FS 3-12 WAM Teacher Administration Manual \(PDF\)](#)
- [FAIR-FS Ability Score Ranges](#)
- [Download Open Response Task Protocols](#)

- 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.



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:

The screenshot shows the PMRN website interface. At the top, there is a navigation bar with links for Home, Profile, News, 3-12 WAM, Downloads (highlighted with a red arrow), Resources, WSS Reports, and Sign Out. Below the navigation bar, the user is identified as 'Joyce Public' with an 'Access Level' of 'School Administrator'. The main heading is 'FAIR-FS Alternative Assessment Downloads'. A message states: 'Students requiring a paper/pencil accommodation of the FAIR-FS can be given a printed copy of the test. Please select the grade for which you want to download the assessment:'. A dropdown menu for 'Grade' is set to '08' and is circled in red. Below this is a table with two rows of download links, each with a 'Download' button. A red bracket highlights the 'Download' buttons for both rows. At the bottom right of the table area is a 'Download All' button.

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.

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:

The screenshot shows the Florida Department of Education website. The header includes the FDOE logo, navigation links (About Us, Newsroom, How Do I?, Contact Us, Public Records), a search bar, and a menu with categories like FEATURED TOPICS, ACADEMICS, SCHOOLS, TEACHING, ACCOUNTABILITY, POLICY, and FINANCE. The breadcrumb trail reads: Home | Academics | Standards & Instructional Support | Just Read, Florida! | FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards). The main content area is titled 'FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)' and 'PMRN v5.1/FAIR-FS'. A blue sidebar on the left contains the text 'PMRN FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)' and a link 'PMRN for Public Schools' which is highlighted with a red box. The main text describes the PMRN system and includes a link 'http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stml' which is pointed to by a red mouse cursor. The footer contains social media icons, a subscription form with the text 'SUBSCRIBE TO THE FLORIDA DEPARTMENT OF EDUCATION' and 'Enter email address', and a 'SUBSCRIBE' button.

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):

The screenshot shows the PMRN website interface. At the top, there is a navigation menu with links for Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation menu, the user is logged in as 'Joyce Public' with an 'Access Level' of 'School Administrator'. The main content area is titled '2014-2015, 2015-2016 and 2016-2017 Historical FLKRS-WSS Reports (PDF)'. It instructs users to 'Select the school year and the district, then select the report to download.' There are two dropdown menus: 'School Year' (set to '2016-2017') and 'District' (set to 'District Name'). The 'District' dropdown is open, showing a list of Florida districts including Monroe, Nassau, Okaloosa, Okeechobee, Orange, Osceola, Other Than Florida Public Schools (highlighted by a mouse cursor), Palm Beach, Pasco, Pinellas, Polk, Putnam, Santa Rosa, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Suwannee, Taylor, and UF Lab School. To the right of the dropdown menus are three download links: 'Download District Report of Schools', 'Download State Results for Public Schools', and 'Download FLKRS-WSS Report Scoring Table'. A red arrow points to the 'WSS Reports' link in the navigation menu, and a red bracket highlights the download links. A mouse cursor is pointing at the 'Other Than Florida Public Schools' option in the dropdown menu.



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.

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.

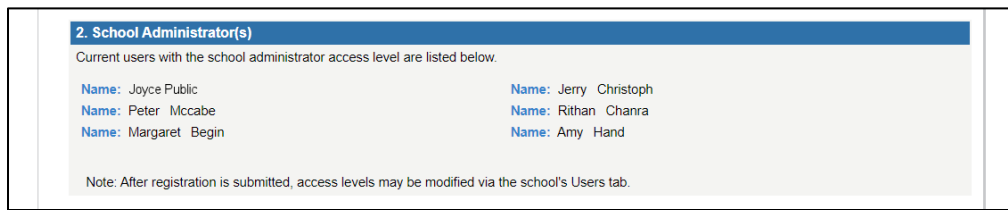
Once all schools to which the user has School Administrator access are registered, the **PMRN Registration** tile disappears from the function tiles display. Adjustments may be made to existing school registrations via the **School Reports** tab.

Tasks by Access Level

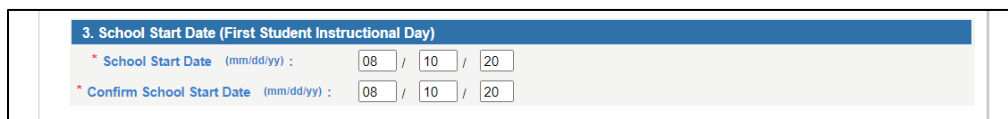
Tile	Tasks	District Administrator	District Designee	School Administrator
PMRN Registration	Register Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit School Registrations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Add Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Note that the form is divided into five sections:

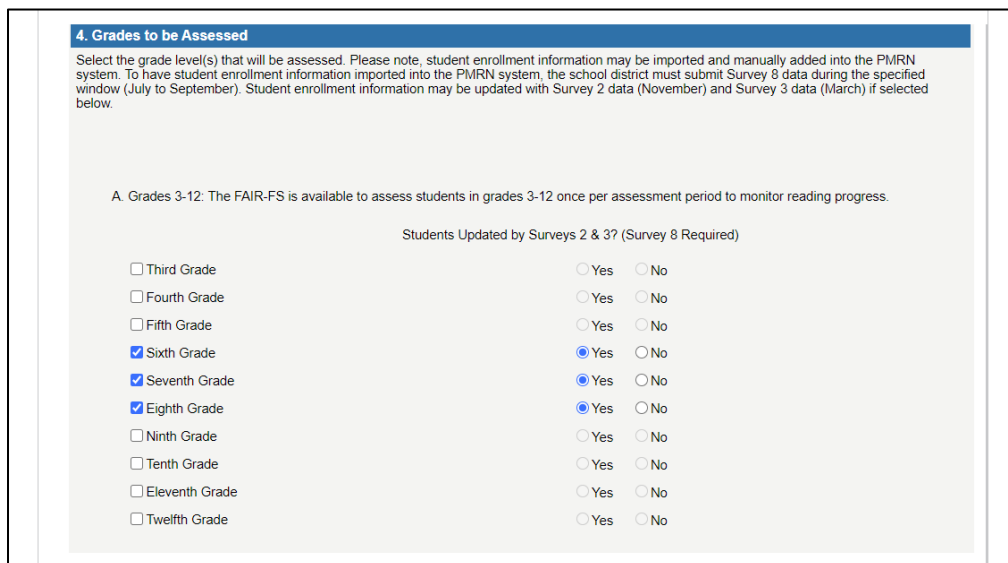
- a. School Information – To modify this information, contact IENHelpDesk at 855-814-2876 or via email at IENHelp@fldoe.org.
- b. School Administrator(s) – This information cannot be modified within this form. Following completed school registration, complete the **Add a School Administrator** process 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:

6. Acknowledgement

I understand the school district Information Systems Office must be notified to submit student information, responsible instructor of reading and staff information to the FDOE during the Survey 8 window in order to initiate the automatic import. Updates based on Surveys 2 & 3 can only occur when Survey 8 data has been submitted by the school district.

Submit

2. **Submit**

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

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home WSS Reports Sign Out

Public School Registration for 2020-2021

Please verify that the information below is correct.

Sandburg Junior High will be utilizing the PMRN system for the 2020-2021 school year.

School Start Date: 08/10/20

Registered Grades: 6, 7, 8

Grades Updated by Surveys 2 & 3: 6, 7, 8

If any of the information above is incorrect, click the "Back" button below. If the above information is correct, click the "Save" button below.

Back Save Cancel

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

The screenshot shows the PMRN interface for a School Administrator. At the top left is the Florida Department of Education logo. To its right is the PMRN logo and the text "Progress Monitoring & Reporting Network". Below the logos is a navigation menu with links: Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. A user information bar shows "User: Joyce Public | Access Level: School Administrator". Below this is the school name "Sandburg Junior High". At the bottom is a horizontal menu with tabs: School Reports (highlighted), Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status.

School Designee

The screenshot shows the PMRN interface for a School Designee. The layout is identical to the School Administrator view, including the Florida Department of Education logo, PMRN logo, navigation menu, user information bar ("User: Joyce Public | Access Level: School Designee"), school name "Sandburg Junior High", and the horizontal menu with tabs: School Reports (highlighted), Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status.

Reading Teacher

The screenshot shows the PMRN interface for a Reading Teacher. The layout is identical to the School Administrator view, including the Florida Department of Education logo, PMRN logo, navigation menu, user information bar ("User: Joyce Public | Access Level: Reading Teacher"), school name "Sandburg Junior High", and the horizontal menu with tabs: Class Reports (highlighted), Teacher Reports, Student Reports, and Class Summary.

Resource Teacher

The screenshot shows the PMRN interface for a Resource Teacher. The layout is identical to the School Administrator view, including the Florida Department of Education logo, PMRN logo, navigation menu, user information bar ("User: Joyce Public | Access Level: Resource Teacher"), school name "Sandburg Junior High", and the horizontal menu with tabs: Class Reports (highlighted) and Student Reports.

School Reports User

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface for a School Reports User. At the top left is the Florida Department of Education logo (fldoe.org). To the right is the PMRN logo and the text "Progress Monitoring & Reporting Network". A navigation menu includes links for Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation, the user information is displayed: "User: Joyce Public | Access Level: School Reports User". The school name "Sandburg Junior High" is shown. At the bottom, there are four tabs: "School Reports" (which is selected), "Teacher Reports", "Class Reports", and "Student Reports".

Assessment Team Member

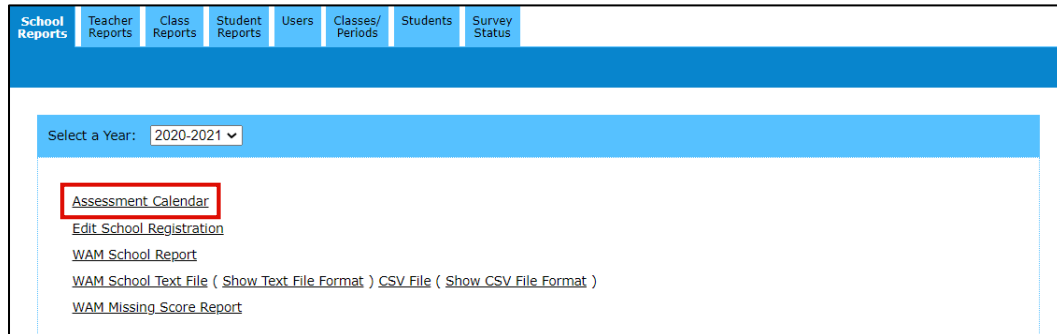
The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface for an Assessment Team Member. At the top left is the Florida Department of Education logo (fldoe.org). To the right is the PMRN logo and the text "Progress Monitoring & Reporting Network". A navigation menu includes links for Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation, the user information is displayed: "User: Joyce Public | Access Level: Assessment Team Member". The main content area contains the instruction: "Click on the 3-12 WAM link to access the school's WAM Key, sync rosters and view FAIR-FS materials."



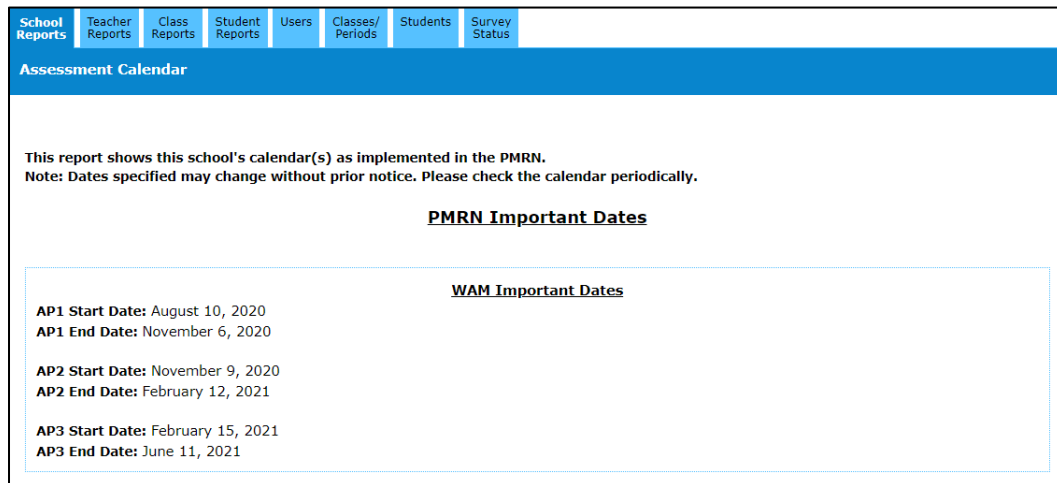
View Assessment Calendar



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.



Edit School Registration



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

The screenshot shows the PMRN School Reports navigation menu with tabs for School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status. Below the menu, a 'Select a Year' dropdown is set to '2020-2021'. A list of links is displayed, with 'Edit School Registration' highlighted by a red rectangular box. Other links include Assessment Calendar, WAM School Report, WAM School Text File (with Show Text File Format and CSV File (Show CSV File Format) options), and WAM Missing Score Report.

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**.



Create WAM School Report



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

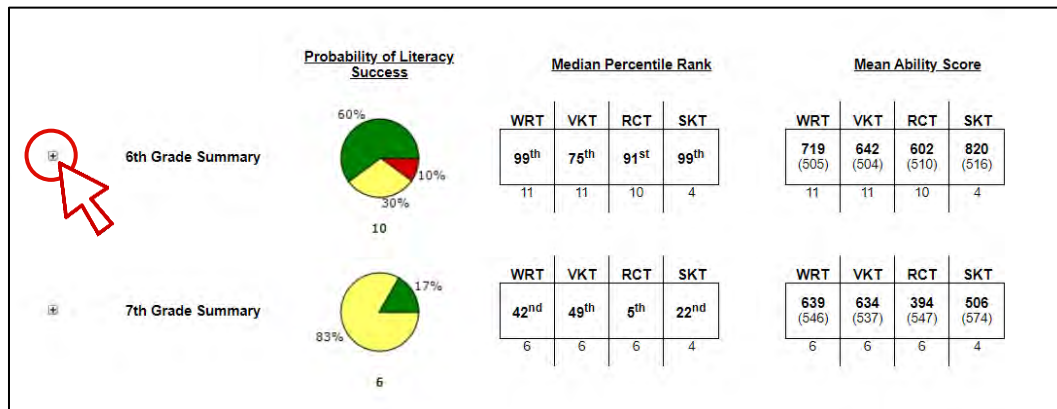
The screenshot shows a navigation menu with the following items: School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status. Below the menu is a 'Select a Year' dropdown set to '2020-2021'. A list of links is displayed below, with 'WAM School Report' highlighted by a red box. Other links include 'Assessment Calendar', 'Edit School Registration', 'WAM School Text File (Show Text File Format) CSV File (Show CSV File Format)', and 'WAM Missing Score Report'.

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

The screenshot shows the 'WAM School Report' form with the following fields and values: District: Other than FL Put; School: Sandburg Junior H; School Year: 2020 - 2021; Calendar: District-Wide; AP: 1; Grade Range: All; Teacher: All; Class-Section: No Item Available; Student(s): All. At the bottom, there are three buttons: 'Click to Print', 'Show Report' (with a red arrow pointing to it), and 'Show Legend'.

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

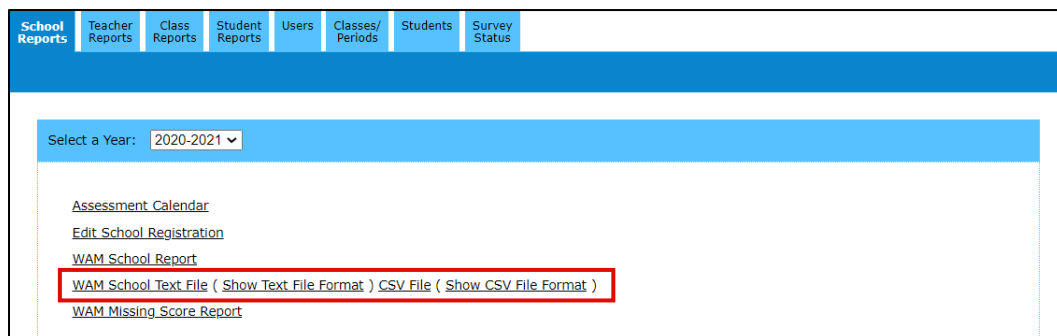
4. Report is organized by **Grade Summary**. Expand/collapse grades to show class period detail (individual class period sections within each grade) using **+/-** button to the left of each **Grade Summary**:



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	Alphabetic Only	Last Edit	July 13, 2020
A/N	Alphanumeric	Effective Date	July 20, 2020
N	Numeric Only	Format Number	0,4
R	Right Justified, Leading Zeros		
L	Left Justified		

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	Alphabetic Only	Last Edit	July 23, 2020
A/N	Alphanumeric	Effective Date	July 23, 2020
N	Numeric Only	Format Number	0,4
R	Right Justified, Leading Zeros		
L	Left Justified		

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**:

The screenshot shows the 'Teacher Reports' tab selected in the top navigation bar. Below the navigation bar, there is a 'Select a Year' dropdown menu set to '2020-2021'. A table lists available reports:

Report	Description
WAM Teacher Report	3-12 WAM Teacher report.
WAM Missing Score Report	3-12 WAM Assessments Missing Score Report.

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

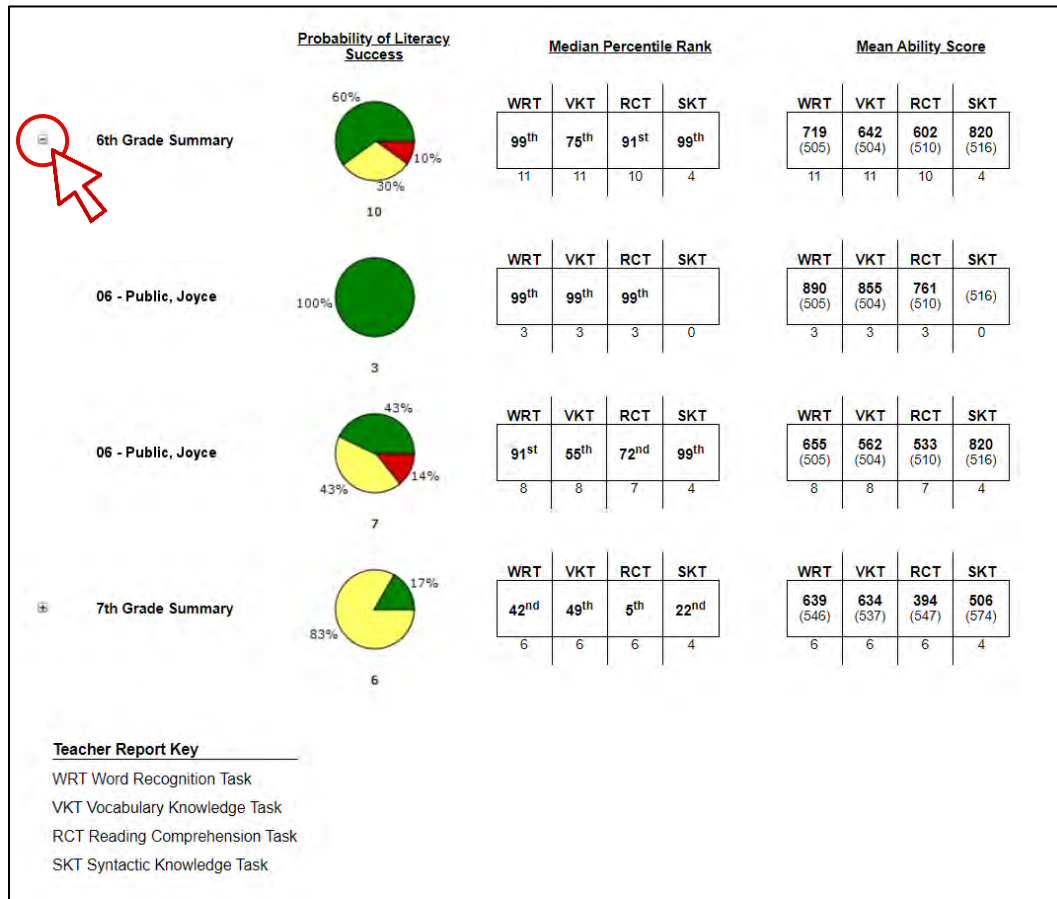
The screenshot shows the 'WAM Teacher Report' configuration form. It includes several dropdown menus for selection:

- District: Other than FL Put
- School: Sand Park Junior
- School Year: 2020 - 2021
- Calendar: District-Wide
- AP: 1
- Grade Range: All
- Teacher: 6, Public, Joyce
- Class-Section: All
- Student(s): All

At the bottom of the form, there are three buttons: 'Click to Print', 'Show Report' (highlighted with a red arrow), and 'Show Legend'.

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

- 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



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

Report	Description
WAM Teacher Report	3-12 WAM Teacher report.
WAM Missing Score Report	3-12 WAM Assessments Missing Score Report.

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

WAM Missing Score Report

District: Other than FL Put School: Sand Park Junior School Year: 2020 - 2021

Calendar: District-Wide AP: 1 Grade Range: 6th Grade

Teacher: 6, Public, Joyce Class-Section: 06 - Public, Joyce Student(s): All

[Click to Print](#) [Show Report](#) [Show Legend](#)

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	TD00000880565	Kelly, George	●	●	●	●	
6	TD000008043346	Kennedy, Arthur	●	●	●		
6		Kenshaw, Miller	●	●	●	●	
6	TD00000767291	Kilham, Maon	●	●	●	●	
6	TD00000715249	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



Create WAM Class Report



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

Report	Description
WAM Class Report	3-12 WAM Class report.
WRT Ability	Word Recognition Task (WRT) Ability.
VKT Ability	Vocabulary Knowledge Task (VKT) Ability.
RCT Ability	Reading Comprehension Task (RCT) Ability.
SKT Ability	Syntactic Knowledge Task (SKT) Ability.

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

WAM Class Report

District: <input type="text" value="Other than FL Put"/>	School: <input type="text" value="Sand Park Junior"/>	School Year: <input type="text" value="2020 - 2021"/>
Calendar: <input type="text" value="District-Wide"/>	AP: <input type="text" value="1"/>	Grade Range: <input type="text" value="6th Grade"/>
Teacher: <input type="text" value="6 - Public, Joyce"/>	Class-Section: <input type="text" value="06 - Public, Joyce"/>	Student(s): <input type="text" value="All"/>

[Click to Print](#) [Show Legend](#)



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 <small>(Click to Sort)</small>	Probability of Literacy Success <small>(Click to Sort)</small>	Percentile Ranks				Ability Score			
		WRT	VKT	RCT	SKT	WRT	VKT	RCT	SKT
Jalopnik, Trinity	0.83	99 th	76 th	72 nd	99 th	1000 (505)	562 (504)	563 (510)	769 (516)
Jeffries, OShea									
Jenkins, Hatley									
Jonas, Miracle		99 th	11 th			1000 [^] (505)	401 (504)		
Kelleher, Henry	0.99	99 th	99 th	98 th		1000 [^] (505)	727 (504)	711 (510)	
Kelly, George	0.38	84 th	36 th	29 th	99 th	592 (505)	474 (504)	458 (510)	1000 [^] (516)
Kennedy, Arthur	0.92	99 th	72 nd	90 th		823 (505)	553 (504)	627 (510)	
Kenshaw, Miller	0.04	1 st	1 st	4 th	99 th	0 ^v (505)	303 (504)	344 (510)	752 (516)
Kilharn, Maon	0.18	26 th	39 th	9 th	99 th	447 (505)	481 (504)	383 (510)	769 (516)
Kollins, Jared	0.99	8 th	99 th	93 rd		383 (505)	1000 [^] (504)	650 (510)	

This chart includes all students with PLS assigned to this class for the assessment period selected.

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



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

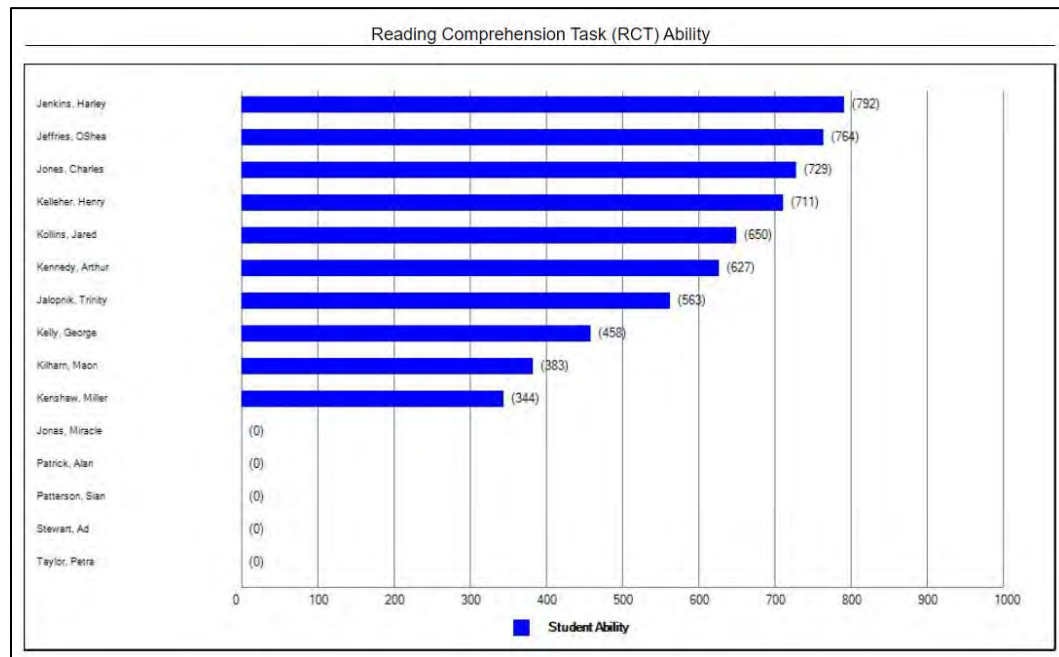
Report	Description
WAM Class Report	3-12 WAM Class report.
WRT Ability	Word Recognition Task (WRT) Ability.
VKT Ability	Vocabulary Knowledge Task (VKT) Ability.
RCT Ability	Reading Comprehension Task (RCT) Ability.
SKT Ability	Syntactic Knowledge Task (SKT) Ability.

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

WAM Class Report					
District:	<input type="text" value="Other than FL Put"/>	School:	<input type="text" value="Sand Park Junior"/>	School Year:	<input type="text" value="2020 - 2021"/>
Calendar:	<input type="text" value="District-Wide"/>	AP:	<input type="text" value="1"/>	Grade Range:	<input type="text" value="6th Grade"/>
Teacher:	<input type="text" value="6, Public, Joyce"/>	Class-Section:	<input type="text" value="All"/>	Student(s):	<input type="text" value="All"/>
Click to Print		Show Report		Show Legend	

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

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





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

The screenshot shows the PMRN Student Reports interface. At the top, there is a navigation bar with tabs for School Reports, Teacher Reports, Class Reports, Student Reports (selected), Users, Classes/Periods, Students, and Survey Status. Below the navigation bar, there are three dropdown menus: 'Select a Year : 2020-2021', 'Select a Grade : 6th', and 'Select a Student : KENSHAW, MILLER'. Below these filters is a table with two columns: 'Report' and 'Description'. The table contains three rows: 'WAM Parent Letter' (highlighted with a red box), 'WAM Student Ability Score Reports', and 'WAM Student Report'.

Report	Description
WAM Parent Letter	Generate parent letter for current year.
WAM Student Ability Score Reports	Generate 3-12 WAM Student Ability Score Reports for multiple years.
WAM Student Report	Generate 3-12 WAM Student Report for current year.

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:**

[Print Parent Letter](#)

Letter for Miller Kenshaw 08/06/2020
6th Grade, Assessment 1
Sand Park Junior High School

Dear Parent(s):

As Miller's reading teacher this year, I want to let you know about one of the many things we will do to help him become a better reader. Our school uses the Florida Assessments for Instruction in Reading-Florida Standards (FAIR-FS) to ensure that all of our students are receiving reading instruction that will improve their reading skills, and meet the Language Arts Florida Standards (LAFS). The FAIR-FS is administered at the beginning, middle, and end of the school year to monitor progress. We use the FAIR-FS because it is a reliable and valid measure of the important teachable skills in reading (i.e., decoding, oral language, and reading comprehension) that affect overall academic performance. We use the results of the FAIR-FS to ensure that Miller's reading skills are developing at an appropriate rate. We also want to know which skills we can target in the classroom and at home for him to become a successful reader. For each skill that was assessed, two scores are provided:

Ability Score: This score provides an estimate of the level of a student's ability in a particular skill and detects changes as a student's ability with the skill increases or decreases. The range of scores is 200 to 1000. For example, if a student gains more than 100 points over the school year, he made significant growth.

Percentile Rank: This score is used to rank a student's performance in relation to other students in 6th grade. The range of scores is from 1-99 (25th through

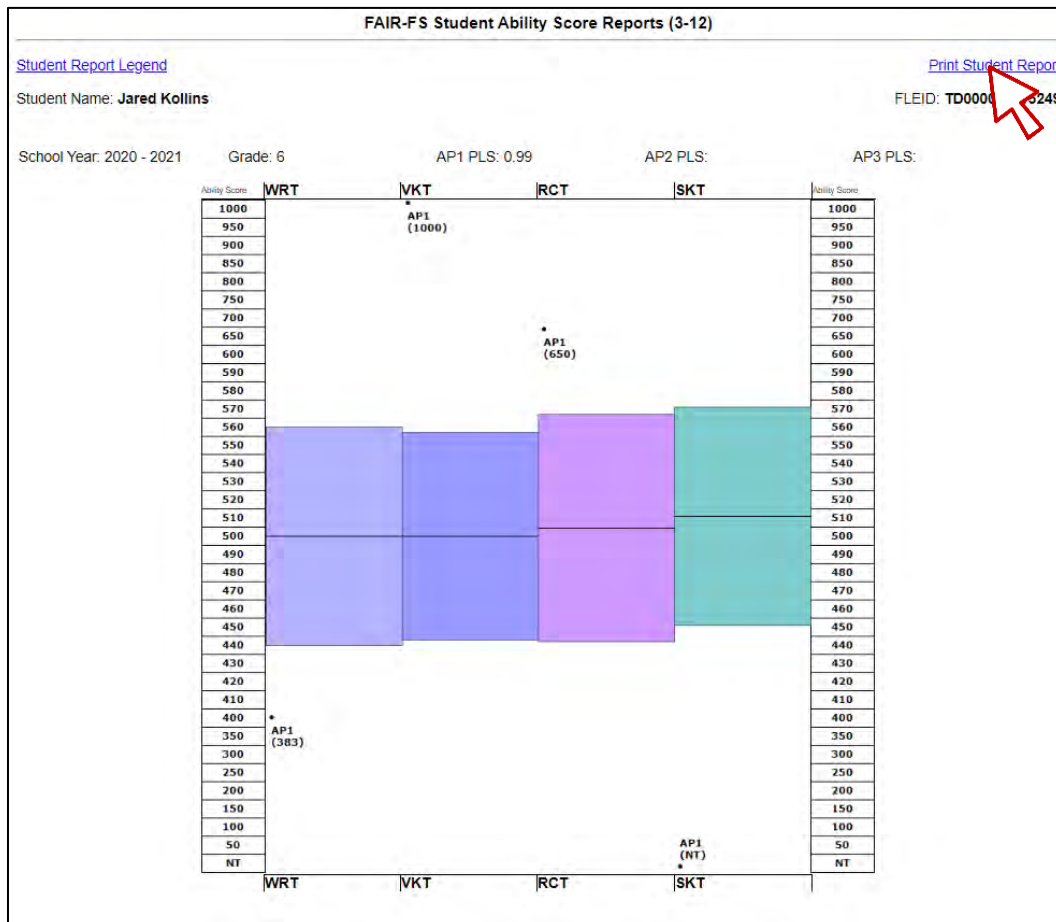
Create WAM Student Ability Score Reports

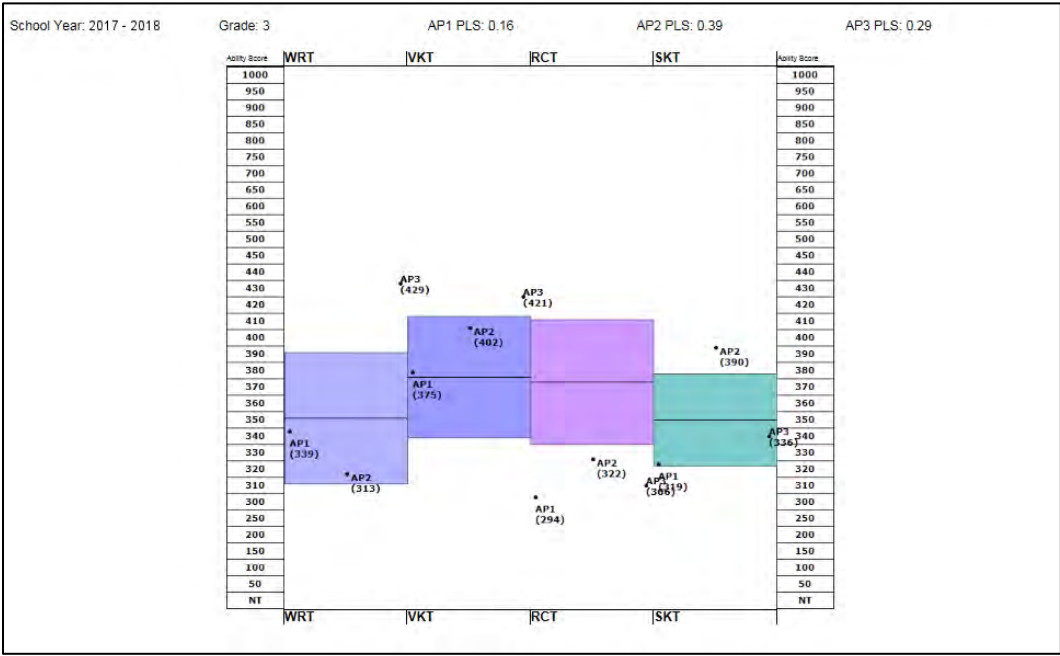
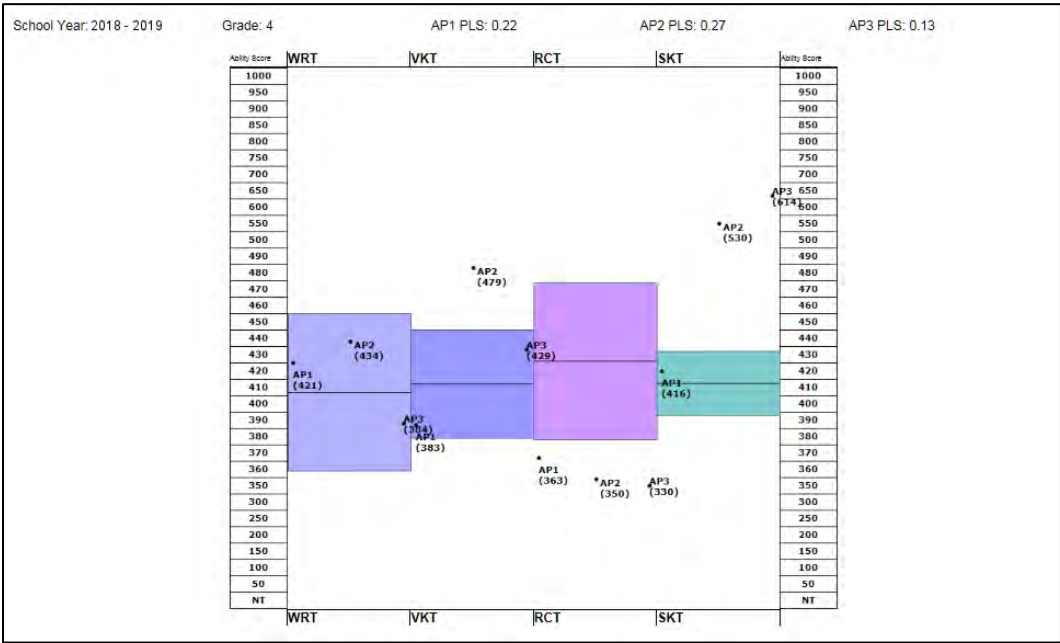


1. PMRN Home ▷ PMRN tile ▷ Student Reports tab
2. Select Year ▷ Grade ▷ Student ▷ WAM Student Ability Score Reports:

Report	Description
WAM Parent Letter	Generate parent letter for current year.
WAM Student Ability Score Reports	Generate 3-12 WAM Student Ability Score Reports for multiple years.
WAM Student Report	Generate 3-12 WAM Student Report for current year.

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:

The screenshot shows the 'Student Reports' tab in the PMRN system. It features a navigation menu at the top with options: School Reports, Teacher Reports, Class Reports, Student Reports (highlighted), Users, Classes/Periods, Students, and Survey Status. Below the menu, there are three dropdown menus: 'Select a Year' (2020-2021), 'Select a Grade' (6th), and 'Select a Student' (KOLLINS, JARED). A table below these menus lists report options:

Report	Description
WAM Parent Letter	Generate parent letter for current year.
WAM Student Ability Score Reports	Generate 3-12 WAM Student Ability Score Reports for multiple years.
WAM Student Report	Generate 3-12 WAM Student Report for current year.

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:

The screenshot shows the 'FAIR-FS Student Report (3-12)' window. It includes a 'Print Student Report' button in the top right corner, indicated by a red mouse cursor. The report details are as follows:

Assessment Period: [Assessment 1](#)

FAIR-FS Student Report (3-12)

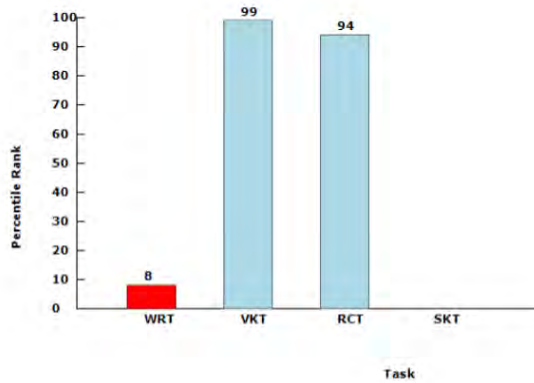
School Year: 2020-2021 [Student Report Legend](#)
Assessment Period: 1
Grade: 6
Student: Jared Kollins
FLEID: TD00000715249

Below indicates the time when the student completed each task

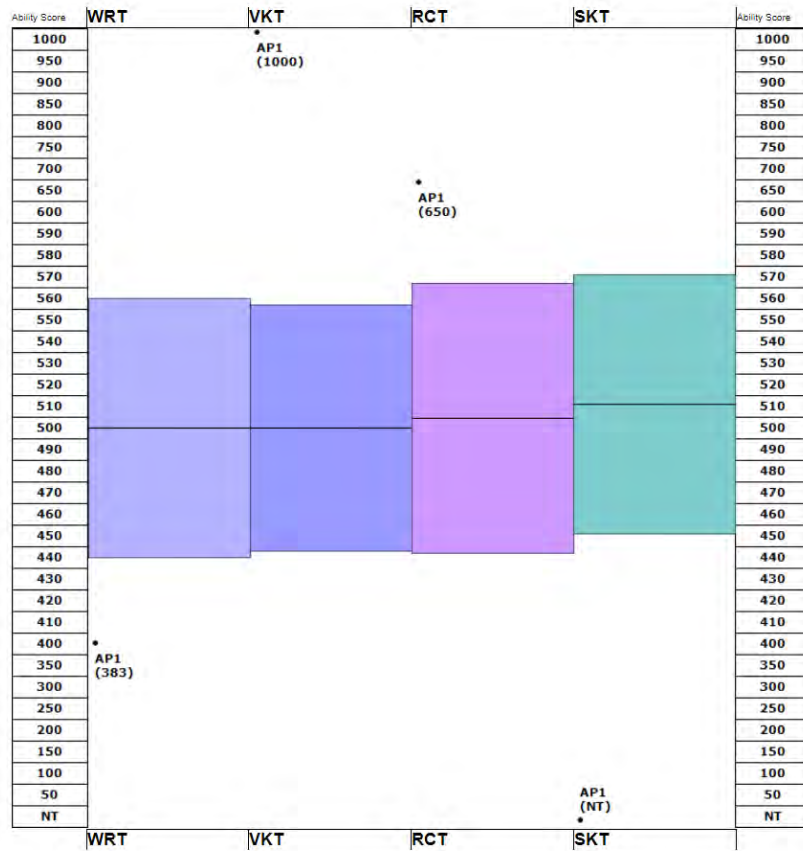
WRT	7/24/2020 12:04:25 PM
VKT	7/24/2020 12:05:27 PM
RCT	7/24/2020 12:07:30 PM

Percentile Ranks


What skills are strengths and weaknesses for Jared Kollins



Ability Scores



Probability of Literacy Success

 Jared Kollins's chance of achieving the passing score or higher on the End-of-Year Outcome Measure is 99%.

Open Response Task (If Administered)

Number of Words Written in First 5 Minutes:
Total Task Completion Time:
[Print Student-Written Response](#)

Student Report Key

WRT	Word Recognition Task
VKT	Vocabulary Knowledge Task
RCT	Reading Comprehension Task
SKT	Syntactic Knowledge Task
ORT	Open Response Task
PLS	Probability of Literacy Success
NT	Not Tested
AP1	Assessment Period 1
AP2	Assessment Period 2
AP3	Assessment Period 3

4. Print Student Report.



View Current User List



1. PMRN Home > PMRN tile > Users tab:

User	PMRN Unique Id	Access Level	Action Required
McCain, Pat	AB0AA3TY4	School Designee	
McCain, Pat	AB0AA3TY4	Reading Teacher	
Olin, Harper	B47301TR6	School Administrator	
Olin, Harper	B47301TR6	School Reports User	
Olin, Harper	B47301TR6	Reading Teacher	
Patson, Elaine	CR1RW5HI1	Reading Teacher	
Public, Joyce	D11135AA8	School Administrator	
Public, Joyce	D11135AA8	School Reports User	
Public, Joyce	D11135AA8	Reading Teacher	

- **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



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

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Reading Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>
<input checked="" type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>

* Denotes required fields.

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.



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:

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status
To add a class/period, select the "Add Class/Period" link for a teacher.							
To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.							
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			

Add a New Class Period



2. From the **Classes/Periods** tab ▷ Locate **Teacher** ▷ Choose **Add 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			Add Class/Period			
Orsi, Joyce	Reading	08 - Orsi, Joyce - A	11				
	Reading	08 - Orsi, Joyce - U	3	Add Class/Period			

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

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

Add Class/Period

Select the class type, teacher name and grade from the drop down lists and click **Submit**.

Note: Periods may be used to distinguish classes from each other as needed. The "U" period is the default selection for "unassigned."

Class Type: Reading

Teacher: McCabe, Peter

Grade: 8th Grade

Periods: A B C D E F G H U

Submit Cancel

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

Add a Student to a Class Period



- 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

- From **Edit Class/Period** page **Add Student to Class:**

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

Edit Class/Period

CLASS: 08 - Mccabe, Peter **GRADE:** 8th **TEACHER:** Mccabe, Peter **Student Count:** 0

View Class: 08 - Mccabe, Peter Period: U

Class Roster:
To add or remove students from the class roster or to change the period for a student, click the buttons below.

Add Student to Class
Remove Student from Class

There are no students in this Class.

Submit
Cancel

3. Search for Students:

The screenshot shows a web interface for adding students to a class. At the top, there is a navigation bar with tabs for School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, and Survey Status. Below this is a blue header with the text 'Add Student to Class' and a 'Return To Class Roster' button. The main content area displays class information: 'CLASS: 08 - McCabe, Peter', 'GRADE: 8th', 'TEACHER: McCabe, Peter', and 'STUDENT COUNT: 0'. Below this, a search instruction reads: 'Search for students in 8th grade by either clicking **Show All**, a letter under **Student Directory Search**, or entering a student's name in the **Last Name Search** field.' The interface includes a 'Show All' button, a 'Student Directory Search' grid of letters (A-Z), and a 'Last Name Search' input field containing 'Pr' with a 'Search' button. Red boxes highlight the 'P' in the directory search and the 'Search' button, with a red dashed arrow pointing from the 'Pr' input to the 'Search' button.

- Show All** – View a list of all currently enrolled students in this Grade
- Student Directory Search** – Select first letter of Last Name
- 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.

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	
<input type="checkbox"/> TD000001036172	Gerard	Theo	9/12/2007	08	U ▼
✖ TD000001649268	Giard	Lee	6/11/2007	08	
✖ TD000002027172	Glaster	Taylor	9/6/2006	08	
<input checked="" type="checkbox"/> TD000001649269	Gohm	Leigh	5/11/2007	08	U ▼
<input checked="" type="checkbox"/> TD000001649270	Grady	Alison	4/22/2007	08	U ▼
<input type="checkbox"/> TD000004223065	O'shaunnessey	Paul	11/26/2006	08	U ▼
✖ TD000000863302	Picup	Samantha	6/7/2007	08	
✖ TD000000750201	Porcester	Teresa	5/24/2007	08	
<input type="checkbox"/> TD000000862201	Porter	Peter	12/4/2006	08	U ▼
<input type="checkbox"/> 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	

- 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 [Remove a Student from a Class Period](#) 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		Add Class/Period
Mccabe, Peter	Reading	08 - Mccabe, Peter - U	5	Add Class/Period

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

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

Edit Class/Period

CLASS: 08 - Mccabe, Peter **GRADE:** 8th **TEACHER:** Mccabe, Peter **Student Count:** 5

View Class: [08 - Mccabe, Peter](#) | Period: [U](#)

Class Roster:
To add or remove students from the class roster or to change the period for a student, click the buttons below.

[Add Student to Class](#) [Remove Student from Class](#)

	FLEID	Last Name	First Name	Gender	Birthdate	Period
1	TD000001649269	Gohm	Leigh	F	5/11/2007	U
2	TD000001649270	Grady	Alison	F	4/22/2007	U
3	TD000004223065	O'shaunnessey	Paul	M	11/26/2006	U
4	TD000000862201	Porter	Peter	M	12/4/2006	U
5	TD000000710345	Praktik	Vinda	F	9/7/2007	U

[Submit](#) [Cancel](#)

3. Current roster loads:

Remove Student from Class

[Return to Class Roster](#)

CLASS: 08 - McCabe, Peter **GRADE:** 8th **TEACHER:** McCabe, Peter **STUDENT COUNT:** 5

Class Roster:
Students with a checkmark are currently assigned to this teacher's class. To remove students from this class, uncheck the box next to their Identifier and click **Submit**.

In Class	FLEID	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	TD000001649269	Gohm	Leigh	5/11/2007	8th
<input checked="" type="checkbox"/>	TD000001649270	Grady	Alison	4/22/2007	8th
<input checked="" type="checkbox"/>	TD000004223065	O'shaunnessey	Paul	11/26/2006	8th
<input checked="" type="checkbox"/>	TD000000862201	Porter	Peter	12/4/2006	8th
<input checked="" type="checkbox"/>	TD000000710345	Praktik	Vinda	9/7/2007	8th

[Submit](#)

All show as Currently assigned to this teacher

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

Remove Student from Class

[Return to Class Roster](#)

CLASS: 08 - McCabe, Peter **GRADE:** 8th **TEACHER:** McCabe, Peter **STUDENT COUNT:** 5

Class Roster:
Students with a checkmark are currently assigned to this teacher's class. To remove students from this class, uncheck the box next to their Identifier and click **Submit**.

In Class	FLEID	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	TD000001649269	Gohm	Leigh	5/11/2007	8th
<input checked="" type="checkbox"/>	TD000001649270	Grady	Alison	4/22/2007	8th
<input type="checkbox"/>	TD000004223065	O'shaunnessey	Paul	11/26/2006	8th
<input type="checkbox"/>	TD000000862201	Porter	Peter	12/4/2006	8th
<input checked="" type="checkbox"/>	TD000000710345	Praktik	Vinda	9/7/2007	8th

[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**

Move Class Roster:

Select an eligible teacher from the drop down and click **Submit** to move all class rosters to another teacher.

Move Class From: Wade, Theresa Aka Tee

Move Class to:

- 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.



View Current Students by Grade



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

Search for Students in the School

1. Select the grade of the student you wish to find.

Show students in **6th Grade**

Students Identified for Modified Task Flow

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search: A-Z grid

Last Name Search: [] Search

Show All (highlighted)

3. Results display at bottom:

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000007260933	<u>Jalopnik</u>	Trinity	11/19/2008	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		<u>Jeffries</u>	OShea	5/8/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		<u>Jenkins</u>	Harley	11/12/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		<u>Jonas</u>	Miracle	6/9/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		<u>Jones</u>	Charles	3/10/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000008042246	<u>Kelleher</u>	Henry	8/23/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000880565	<u>Kelly</u>	George	9/12/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000008043346	<u>Kennedy</u>	Arthur	10/10/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>		<u>Kenshaw</u>	Miller	8/19/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000767291	<u>Kilharn</u>	Maon	12/21/2008	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000715249	<u>Kollins</u>	Jared	2/24/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000352131	<u>Patrick</u>	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000273411	<u>Patterson</u>	Sian	9/9/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000262421	<u>Stewart</u>	Ad	3/17/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000865630	<u>Taylor</u>	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:**

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

Search for Students in the School

1. Select the grade of the student you wish to find.

Show students in

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search: A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Last Name Search: Search

Enroll a Student Withdraw Selected Students

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

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

PMRN Database Search

Search By:

FLEID (14 digits) **Or** First Name Last Name Birthdate (MM/DD/YYYY)

Search Cancel

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

The students already in the PMRN database that closely match the information you entered are listed below. Select the student that you would like to attempt to add.

FLEID	First Name	Last Name	Birthdate	Gender	Grade	Select
TD000001297837	Diana	Brooke	12/12/2006	F	7th	<input checked="" type="radio"/>

I want to enroll a new student.

Next

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

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

Enroll Student in School

Verify the grade for the student

FLEID	TD000001297837
First Name	Diana
Middle Name	
Last Name	Brooke
Birthdate	12/12/2006
Grade	7th ▾
Gender	F

Enroll in School Cancel

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**:

Search for Students in the School

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

Show students in

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search Last Name Search

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000001297837	Brooke	Diana	12/12/2002	F	7th	
<input checked="" type="checkbox"/>	TD000000915882	Jeffers	Amelia	8/20/1998	F	7th	07 - Carter, Yolanda
<input type="checkbox"/>	TD000000202813	Jefferson	Katria	3/3/2008	F	7th	07 - Carter, Yolanda
<input type="checkbox"/>	TD000000869909	Kincaid	Nia	12/12/2007	F	7th	07 - Carter, Yolanda
<input type="checkbox"/>	TD000000715248	Marin	Jill	12/29/2007	F	7th	07 - Carter, Yolanda

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

Withdraw Students

i You have asked to withdraw students.

Selected students for withdrawal:

FLEID	Last Name	First Name	Birthdate	Gender	Grade
TD000000915882	Jeffers	Amelia	08/20/1998	F	7th

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

4. **“Student(s) withdrawn successfully.”** message confirms.



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

Search for Students in the School

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

Show students in

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Last Name Search

- 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:

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000008042246	Kelleher	Henry	8/23/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000880565	Kelly	George	9/12/2008	M	6th	06 - Carter, Yolanda

Update Student Attributes



5. Within the student record:

Student Information

Student Attributes

PMRN ID 10591850
FLEID * TD000000880565
First Name* George
Middle Name Michael
Last Name* Kelly
Birthdate* 09/12/2008
Gender M
Modified Task Flow Eligible Not Eligible

* Required fields

School Year	Calendar Name	Current Grade	Change Grade To
2020-2021	Sand Park Junior High School - District-Wide	06	<input type="button" value="Change"/>

- 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**:

The screenshot shows the 'Student Information' form in the PMRN system. The 'Student Attributes' section includes fields for PMRN ID, FLEID, First Name, Middle Name, Last Name, Birthdate, Gender, and Modified Task Flow Eligible. The 'Modified Task Flow Eligible' dropdown is set to 'Dual - Sensory Impaired'. Below the form, there is a table with columns for School Year, Calendar Name, Current Grade, and Change Grade To. The 'Update' button is highlighted with a red arrow.

School Year	Calendar Name	Current Grade	Change Grade To
2020-2021	Sand Park Junior High School - District-Wide	06	<input type="text"/> <input type="button" value="Change"/>

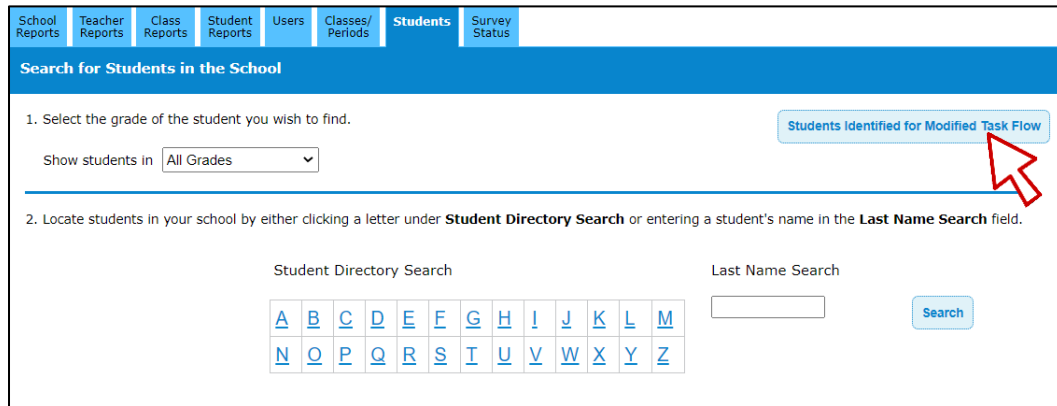
5. **"Student updated successfully."** message confirms.



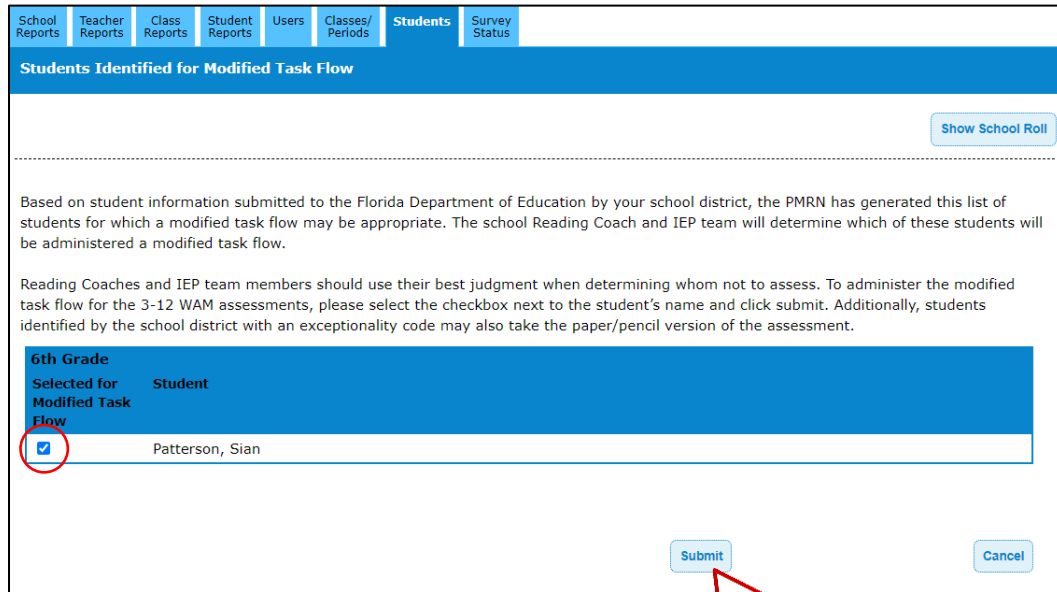
Select Student for Modified Task Flow



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**:



6th Grade	Selected for Modified Task Flow	Student
	<input checked="" type="checkbox"/>	Patterson, Sian

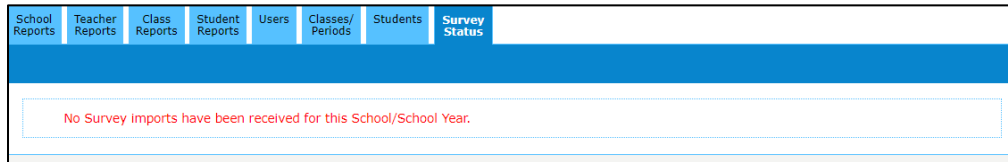
4. **“Selected student(s) are now available to take the Modified Task Flow.”** message confirms.



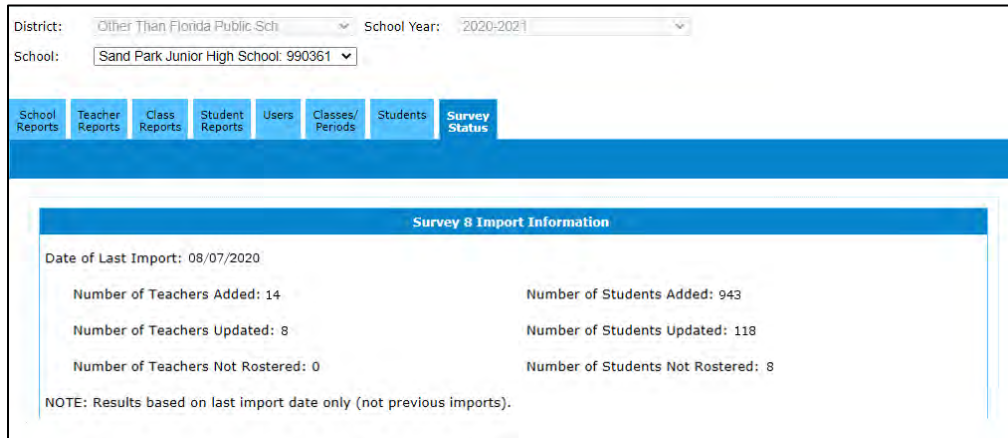
Review Current Survey 8 Import Information



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:**

Student Details

Enter at least two letters for the student's last name and click Search.

Student Last Name Student First Name (optional):

Last Name	First Name	Birthdate	Gender	Grade	Teacher's Name	Action Taken	Rostered
CABELLO	CALISTA	01/01/2008	F	5	CHRIS WILKEY	Updated	Yes
CALDRY	ANNA	01/01/2010	F	3	THERESA WADE	Updated	No

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:**

Teacher Details

Enter at least two letters for the teacher's last name and click Search.

Teacher Last Name

Last Name	First Name	PMRN Unique ID	Action Taken
MABRY	ALEXANDRA		None
MASSIMO	SUSAN		None

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!

325 West Gaines Street, Suite 1432

Tallahassee, Florida 32399-0400

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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



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