

Progress Monitoring and Reporting Network

(PMRN v5)

Public School User's Guide

2015-2016



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ABOUT THE SYSTEM

Overview

The Progress Monitoring and Reporting Network (PMRN) provides administrative support for school-level administrators and teachers that administer the Florida Kindergarten Readiness Screener - Work Sampling System (FLKRS-WSS) and the Florida Assessments for Instruction in Reading--Aligned to the Florida Standards (FAIR-FS) on the 3-12 Web-based Assessment Module (3-12 WAM). Additionally, the PMRN system provides access to various reports to monitor student progress. **The K-2 FAIR-FS assessment is no longer available.**

This guide is intended for public school administrators (principals and designees) responsible for utilizing the PMRN system for administration of the FLKRS-WSS and/or 3-12 WAM. For assistance, contact the Integrated Education Network (IEN) Service Center at 1-855-814-2876 or email jenhelp@fldoe.org.

The screenshot shows the PMRN website interface. At the top left is the Florida Department of Education logo with the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". To the right is the "PMRN Progress Monitoring & Reporting Network" header. A navigation menu includes "Home", "Profile", "News", "WSS", "3-12 WAM", "Resources", and "FLKRS Reports". Below the header is a large image of diverse children reading books. To the right of the image are two sign-in sections: "Public School Sign In" featuring the "Single Sign-On" logo and a "Log In" button, and "Private School Sign In" with input fields for "User Name" and "Password", a "Sign In" button, and a "Forgot Your Password?" link. At the bottom of the page is a footer with links for "© Copyright", "Privacy Statement", "Disclaimer", and "Contact Us".

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

PMRN Progress Monitoring
& Reporting Network

Home Profile News WSS 3-12 WAM Resources FLKRS Reports

Public School Sign In

Single Sign-On
FDOE

Log In

FLDOE Acceptable Use Policy

Private School Sign In

User Name

Password

Sign In

[Forgot Your Password?](#)

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

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ABOUT THE SYSTEM

Browser and System Specifications

Recommended Bandwidth Specifications	
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	
Operating System	Recommended Specifications
Windows	Window XP, Windows 7, Windows 8.1
Mac OS	Mac OS 10.7 or newer
Linux	Linux: Ubuntu 11.10, Fedora 16 or newer
Chrome OS	Chrome OS 19 or newer
Memory	1gb RAM or greater
Connectivity	Computers must be able to connect to the Internet via wired or wireless networks.
Screen Size	9.5 inch screen size or larger
Screen Resolution	1024 x 768 resolution or higher
Input Device Requirements	<p>Keyboard, Mouse</p> <p>The input device must allow students to select/deselect, drag, and highlight text, objects and areas. The input device must allow students to enter letters, numbers and symbols and shift, tab, return, delete and backspace. To meet security guidelines, each Bluetooth/wireless keyboard and/or mouse must be configured to pair with only a single computer during assessment administration. Other assistive technologies may be needed for students requiring accommodations.</p>
Headphone/Earphone and Microphone Requirements	Headphones are required for 3-12 FAIR-FS. Some student accommodations may also require headphones/earphones (e.g., text to speech).
Browser Specifications for Windows 8 and 8.1	
Internet Explorer (IE)	Version 11
Firefox	Version 38
Chrome	Version 43
Safari	Version 5.1.7
Flash Player	Version 18

ABOUT THE SYSTEM

Browser Specifications for Windows 7	
Internet Explorer (IE)	Version 9,10,11
Firefox	Version 38
Chrome	Version 43
Safari	Version 5.1.7
Flash Player	Version 18
Browser Specifications for Windows XP	
Internet Explorer (IE)	Version 8
Firefox	Version 26.0
Chrome	Version 32.0
Safari	Version 5.1.7
Flash Player	Version 10

ABOUT THE SYSTEM

Navigation

Public school users access the PMRN system through the Florida Department of Education's Single Sign-On (FDOE SSO) Portal at www.fldoe.org/sso. Users may also access the PMRN system at <https://pmrn.fldoe.org>. For assistance, contact the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.

Family Educational Rights and Privacy Act (FERPA) Statement

The PMRN contains official student records. After signing in, users must agree to adhere to the provisions of the FERPA and Florida laws regarding access to and disclosure of these records. Select **I Agree** to continue.

FERPA Statement

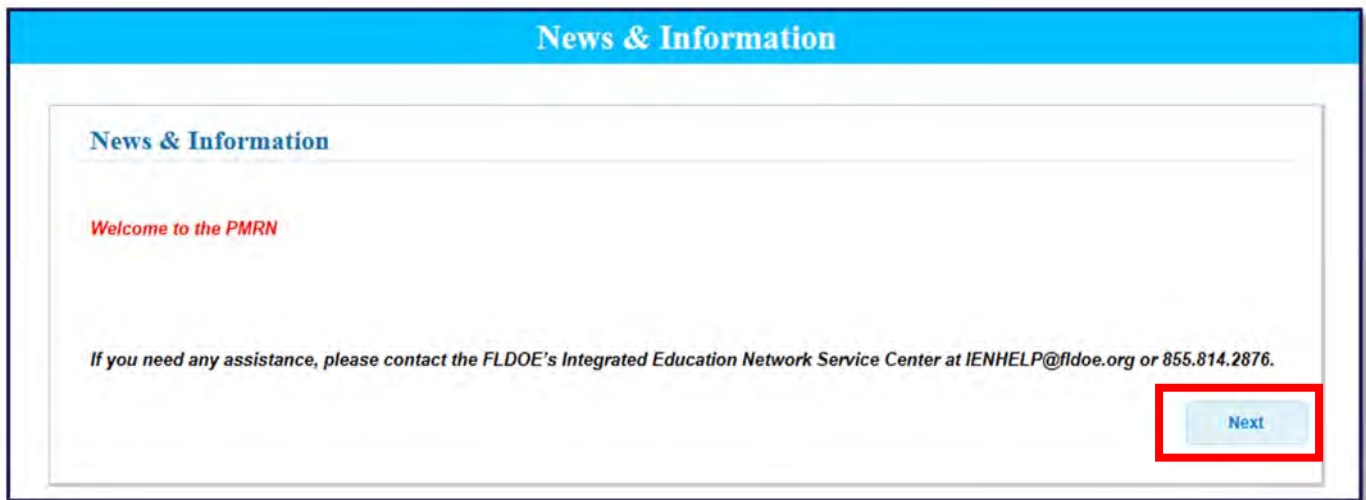
This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:

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

ABOUT THE SYSTEM

News & Information

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



News & Information

News & Information

Welcome to the PMRN

If you need any assistance, please contact the FLDOE's Integrated Education Network Service Center at IENHELP@fldoe.org or 855.814.2876.

Next

The News & Information page will not appear again at sign-in until a new news item is added. This page may be accessed at any time by clicking the **News** link located in the PMRN menu.



FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

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

ABOUT THE SYSTEM

Home Page

The Home Page is your key navigation page within the PMRN. You will see:

1. Menu Bar
2. Name and Access Level
3. School Name (may be appended by the calendar name in use)
4. Tabs (based on your Access Level)

The screenshot shows the PMRN Home Page interface. At the top left is the Florida Department of Education logo and the text 'FLORIDA DEPARTMENT OF EDUCATION fdoe.org'. To the right is the 'PMRN Progress Monitoring & Reporting Network' header with a navigation menu: Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, Sign Out. Below this is a user information bar: 'User: Alexander Bell | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 8/16/2015'. The main content area displays 'Clay High School District-Wide' and a row of tabs: School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, Survey Status. Numbered callouts (1-4) point to the PMRN header, the user bar, the school name, and the tabs respectively.

Menu Bar (#1)

The menu bar is located at the top of the screen. Each menu bar item is described below.

This screenshot shows the top navigation bar of the PMRN system. It includes the Florida Department of Education logo, the PMRN header, and the navigation menu: Home, Profile, News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, Sign Out.

Home

This page re-directs you to the home screen.

This screenshot is identical to the previous one, but the 'Home' link in the navigation menu is highlighted with a red rectangular box.

ABOUT THE SYSTEM

Profile

This page allows you to manage your contact information.

The first and last name displayed here will appear on parent letters, so it is important to ensure the correctness of this information.

Ensure that your email address is correct in order to receive notifications.

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



The screenshot displays the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN logo. The navigation menu includes links for Home, Profile (highlighted with a red box), News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. Below the navigation bar, a status bar shows the user is Alexander Bell, a School Administrator, connected to TEST PMRN VS, with today's date being 11/4/2015.

The main content area is titled "Change Contact Information" and contains a form with the following fields:

- Title: N/A (dropdown menu)
- First Name: Alexander
- Last Name: Bell
- Email: SSOTest4@fldoe.org
- Address 1: [Empty text box]
- Address 2: [Empty text box]
- City: [Empty text box]
- State: Florida
- Zip: [Empty text box] - [Empty text box]
- Extension: [Empty text box]
- Phone: [Empty text box] - [Empty text box] - [Empty text box]
- Fax: [Empty text box] - [Empty text box] - [Empty text box]

Required fields are indicated by a red asterisk (*). A "Save" button is located at the bottom right of the form area.

ABOUT THE SYSTEM

News

This page contains the most recent and relevant information pertaining to the PMRN.

News & Information

News & Information

Welcome to the PMRN

If you need any assistance, please contact the FLDOE's Integrated Education Network Service Center at IENHELP@fldoe.org or 855.814.2876.

[Next](#)

WSS

This page contains the WSS documents available for download, such as WSS user guides, teacher instructions, developmental guidelines and more.

Work Sampling System (WSS) Documents Download

Work Sampling System (WSS) Guides

- [WSS - Data Entry Guide for Public School Users](#)
- [WSS - Data Entry Guide for Private School Users](#)
- [WSS - WSS Student Report](#)
- [WSS - WSS School, District and State Report Instructions - **NEW**](#)

Work Sampling System (WSS) Documents

Select the WSS documents to download for the administration of the FLKRS tasks.

- [WSS - Administration Manual](#)
- [WSS - Powerpoint Teacher Instructions](#)
- [WSS - Developmental Guidelines](#)
- [WSS - Reference Table](#)
- [WSS - Developmental Checklist](#)
- [WSS - Class Record Form](#)

ABOUT THE SYSTEM

3-12 WAM

This page contains access to the 3-12 WAM for public schools with grades 3-12.

The screenshot shows the top navigation bar with the Florida Department of Education logo and the FAIR (Florida Assessments for Instruction in Reading) logo. Below the navigation bar is a blue header for the "3-12 Web-Based Assessment Module (WAM)". The main content area is divided into two sections. On the left, under "Student Sign In", there is a text input field labeled "Key" and a "Sign In" button. On the right, there are two blue buttons: "Log In for WAM Manager" with a user icon and "Test Sound and Animation" with a speaker icon.

Downloads

This page contains printable downloads of paper and pencil tests for public schools administering 3-12 WAM assessments.

The screenshot shows a page titled "Printable Downloads". Below the title, there is a section titled "Printable Downloads:" with a description: "Printable Downloads are available for students to take assessment with paper & pencil. Please select the grade for which you want to download the assessment:". Below this is a dropdown menu for "Grade" with "03" selected. Below the dropdown is a table with two columns: "File Name" and "Download".

File Name	Download
Grade 3 teacher copy- pencil paper.pdf	Download
grade_3 paper pencil student.pdf	Download

ABOUT THE SYSTEM

Resources

This page re-directs you to the Just Read, Florida! website where you may select Public Schools to obtain various user guides and resources.

Home | Academics | Standards & Instructional Support | Just Read, Florida! | FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)

FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)

Private Schools

Public Schools

FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)

PMRN v5/FAIR-FS/FLKRS - Now Open!

The Progress Monitoring and Reporting Network (PMRN) is a web-based data management system for recording and reporting student data from the Florida Kindergarten Readiness Screener-Work Sampling System (FKRS-WSS) and the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS) for grades 3-12. Public and private schools utilize PMRN to monitor students' progress in reading. To access the PMRN, choose the appropriate link below.

- [Private Schools](#)
- [Public Schools](#)

FLKRS Reports

This page provides a download of the district and state FLKRS reports.

Download FLKRS Reports (PDF)

Select the school year and the district, then select the report to download.

School Year: District:

[Download District Report of Schools](#)

[Download State Results for Public Schools](#)

[Download State Results for non-Public Schools](#)

Sign Out

This link allows you to end your PMRN session securely.

ABOUT THE SYSTEM

Name and Access Level (#2)

Your name and access level are displayed in a bar below the main menu. It is important to acknowledge the access level in which you are operating as this determines the functionality available. More information on access levels is contained in this guide.

NOTE: If you have more than one access level, click on the Access Level hyperlink to return to the selection page.

User: Jane Doe | [Access Level](#): School Administrator

School Name (#3)

Your school name is displayed below your name and access level. The school name may be appended by the calendar in use. It is important to acknowledge the school in which you are operating because users may have access to more than one school.

Clay High School District-Wide

Tabs (#4)

The access level in which you are operating determines the functionality available. For example, the tabs available to a school administrator look like this:



While the tabs available to a reading teacher look like this:



ABOUT THE SYSTEM

Access Levels

Access levels for the 2015-2016 school year have been revised to provide greater flexibility. Each user must have at least one access level in order to be granted access to the PMRN system. Descriptions of access levels for school and district staff are provided below.

District Staff

Access Level	Limit	Who	Actions
District Administrator	1	Superintendent	Assigns Access Levels, Views District Reports
District Designee	Unlimited	Assessment Coordinator, District Reading Contacts	Assigns District User Access Levels, Views District Reports
District User	Unlimited	Other Individual(s)	Views District Reports

District Administrator

Each school district may have only one district administrator (previously known as District Level 1 or DL1 User). The superintendent is the district administrator and has access to all reports within the PMRN system for their specific school district. Additionally, the district administrator may assign access levels to other district users.

District Designee

Each school district may have an unlimited number of district designees (previously known as District Level 2 or DL2 Users). This user has the same PMRN access as the district administrator and can assign district users.

District User

These users (previously known as District Level 3 or DL3 Users) can view reports at the district level.

ABOUT THE SYSTEM

School Staff

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

School Administrators

Each school may have an unlimited number of school administrators (previously known as School Level 1 or SL1 Users). School administrators have access to all information within the PMRN for their specific school. This access level is primarily designed for school principals and their designees. Users with this access level may register the school, assign access levels to other users, create coach users, manage students/classes/periods and view school reports.

School Designee

Each school may have only one school designee (previously known as School Level 2 or SL2 Users) who serves as the principal's designee utilizing the PMRN system. This user has the same PMRN access as the school administrator – without the ability to register a school or to create coach users.

Reading Teacher

Each school may have an unlimited number of reading teachers. These users are teachers who provide primary reading instruction to a class. They can view class and student reports and enter WSS observation data for kindergarten students.

ABOUT THE SYSTEM

Resource Teacher

Each school may have an unlimited number of resource teachers. These users are teachers who provide additional instruction beyond the primary reading class. They can view class and student reports.

School Reports User

Each school may have up to eight school reports users. These users (previously known as School Level 4 or SL4 Users) can view reports at the school, teacher, class and student levels. Appropriate staff would include an assistant principal, guidance counselor or any other individual who works with all the students at the school.

Coach User

Each school may have up to eight coach users. These users are responsible for submitting coaching hours to the PMRN every two weeks. Only school administrators (principals and their designees) can add a coach user. This task is optional.

Assessment Team Member (ATM) User

Each school may have an unlimited number of assessment team members. These users administer the FAIR-FS using the 3-12 WAM. Assessment team members do not have access to reports in the PMRN.

Error

Public school users are not able to access the PMRN successfully without Single Sign-On (SSO) authorizations and PMRN access levels. If SSO authorization or PMRN access levels have not been assigned, the user will see the following error page when they try to access the PMRN:



School administrators or the school designee must provide corrective action by assigning access levels for school staff. The district administrator or district designees must provide corrective action by assigning access levels for district staff.

ABOUT THE SYSTEM

Assessment Calendar

Assessment Calendar-- Important dates are available in the PMRN system by clicking on the "Assessment Calendar" link under the "School Reports" tab.

Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS)

Public and private schools utilize the FLKRS-WSS to assess kindergarten students within the first 30 days of instruction per [Section 1002.69, Florida Statutes](#). For each school, the FLKRS-WSS actual calendar dates will vary based on the school's first instructional day (i.e. the first day of school for students) and any non-instructional days recorded in the PMRN system. The WSS data entry close date will appear on the Important Dates page as well as any non-instructional days entered.

Example: A school administrator registers their school in the PMRN system and enters the first instructional day, 8/17/15, and one non-instructional day, 9/23/15. The system calculates the FLKRS-WSS end date to be 9/29/15.

NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days. Schools need to enter their non-instructional days not to exceed five. Requests for additional non-instructional days must be sent to the IEN Service Center for approval.

Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS) Web-based Assessment Module (WAM)

Public schools may utilize WAM to assess students in grades 3-12 up to three times a year. The assessment periods (AP) for FAIR-FS WAM are fixed dates for all schools. The 2015-2016 assessment periods are:

AP 1 Start Date: The First Day of School
AP 1 End Date: October 30, 2015

AP 2 Start Date: November 2, 2015
AP 2 End Date: February 5, 2016

AP 3 Start Date: February 8, 2016
AP 3 End Date: June 3, 2016

SIGN ON

Public school users access the PMRN system with Florida Department of Education SSO Portal credentials.

1. Open an internet browser such as Internet Explorer, Chrome, Firefox or Safari.



2. Go to the FDOE SSO Portal at www.fldoe.org/sso.



3. Select **Educators**.



SIGN ON

4. If prompted to select an organization, use the drop down list to select your school district and click **Continue to Sign In**.

NOTE: If your school district is not listed in the drop down, choose SSO Hosted Users and click Continue to Sign In.

Select your organization from the following list.

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

SSO Hosted Users

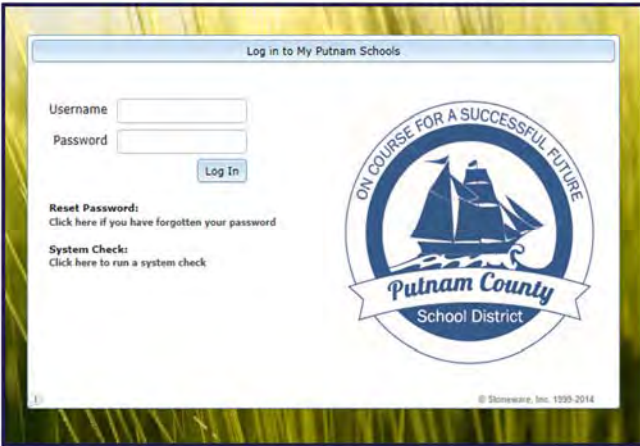
ion again unless your cookies are deleted or a

- SSO Hosted Users
- Alachua County School District
- Baker County School District
- Bradford County School District
- Brevard County School District
- Broward County School District
- Charlotte County School District
- Clay County School District
- Collier County School District
- Dade County School District**
- DeSoto County School District
- Duval County School District
- Escambia County School District
- Florida Department of Education
- Florida School for the Deaf and the Blind
- Florida Virtual School
- Hamilton County School District
- Hardee County School District
- Hillsborough County School District
- Indian River School District

School district not listed? All of Florida's school districts participate in SSO, but only school districts with a direct connection are listed. When a school district isn't listed, choose SSO Hosted Users and click Continue to Sign In. Once this selection is made, it is saved in the browser's cookies so it won't be presented at each SSO sign in.

SIGN ON

5. Enter your username and password and proceed to sign in.



Log in to My Putnam Schools

Username

Password

Reset Password:
Click here if you have forgotten your password

System Check:
Click here to run a system check

ON COURSE FOR A SUCCESSFUL FUTURE

Putnam County
School District

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FDOE Single Sign-On

Enter your username and password.

Username: Example: SSOId-EmailAddress

Password:

[FDOE Acceptable Use Policy](#)

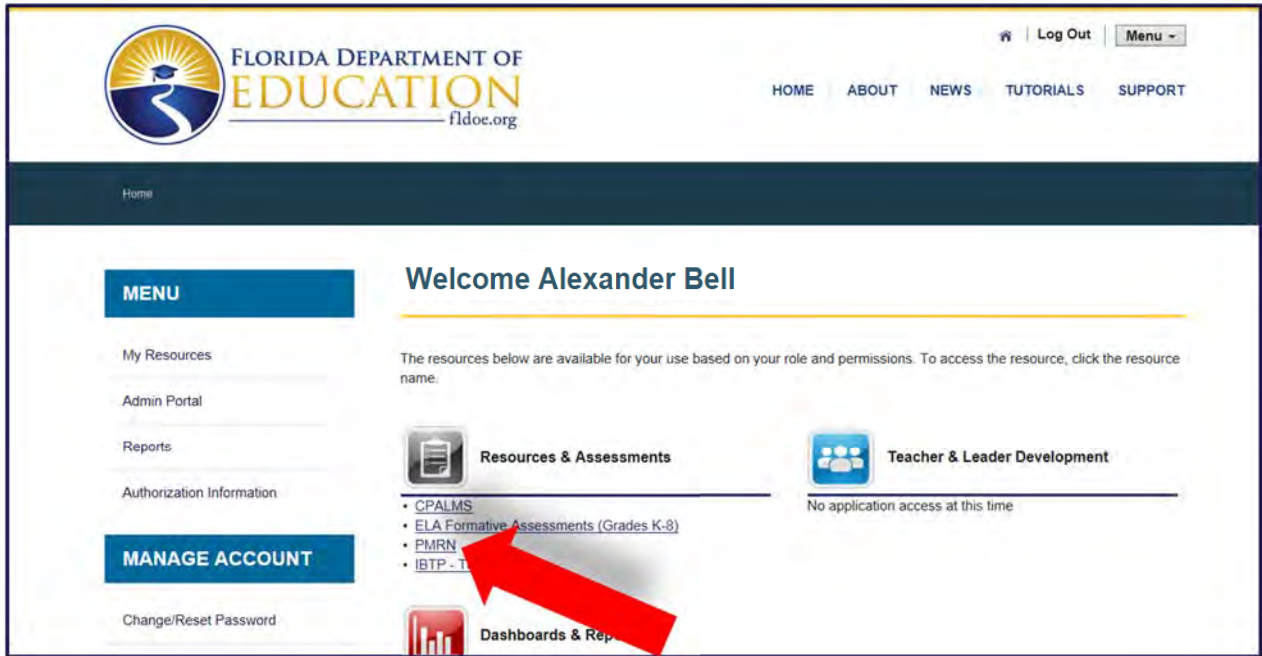
[Forgot Password?](#)

What's the SSO account username and password? Most school districts are directly connected to SSO, so the credentials are the same as what are normally used for the school district login (ex: left login screen – branded by the school district). Other SSO accounts are hosted by the Department of Education, so a username and initial password are provided (ex: right login screen – branded by the FDOE). SSO Hosted Users have a username that begins with a number followed by a hyphen and email address.

Need log in help? Contact the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org. The school district helpdesk can also provide SSO login assistance. See the SSO [Support](#) page for contact info.

SIGN ON

6. Next, your personal home page is displayed with your name and authorized resources. Click **PMRN**.



The screenshot displays the Florida Department of Education (fldoe.org) user interface. At the top left is the logo and name. The top right contains 'Log Out' and a 'Menu' dropdown. A navigation bar includes links for HOME, ABOUT, NEWS, TUTORIALS, and SUPPORT. Below this is a 'Home' breadcrumb. The main content area is titled 'Welcome Alexander Bell'. A message states: 'The resources below are available for your use based on your role and permissions. To access the resource, click the resource name.' There are two main resource categories: 'Resources & Assessments' and 'Teacher & Leader Development'. Under 'Resources & Assessments', a list includes CPALMS, ELA Formative Assessments (Grades K-8), PMRN, and IBTP - T. A red arrow points to the PMRN link. Under 'Teacher & Leader Development', it says 'No application access at this time'. On the left side, there is a 'MENU' section with links for My Resources, Admin Portal, Reports, and Authorization Information. Below that is a 'MANAGE ACCOUNT' section with a link for Change/Reset Password. At the bottom, there is a 'Dashboards & Reports' section.

Missing the PMRN link? SSO authorizations for PMRN are provided by the school district MIS office (not the IEN Service Center). Contact the school district helpdesk to request SSO authorizations for the PMRN. See the SSO [Support](#) page for contact info.

SIGN ON

7. Now, your personal home page for the PMRN system is displayed.

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home Sign Out

PMRN - SSO User Sign In

Welcome Alexander

Please select the application you want to access.

- PMRN**
 - WSS Data Entry
 - Add Teachers, Users
 - Add Students
 - Access Reports
- WSS Documents**
 - WSS Data Entry Guide
 - Class Record Form
 - Developmental Guidelines
- WAM FAIR-FS**
 - Administer 3-12
 - Assessments
- PMRN Registration**
 - The school registration is now open for the next assessment year **2015 - 2016**

SCHOOL REGISTRATION

Public school principals with a school administrator access level must register the school for 2015-2016 prior to using the PMRN system for assessments. Registration is automatically accepted for public schools. The following steps detail the school registration process.

1. Once signed in to SSO and now in the PMRN system, click on the **PMRN Registration** button to begin registering.

The screenshot displays the PMRN SSO User Sign In interface. At the top left is the Florida Department of Education logo (fldoc.org). The top right features the PMRN logo (Progress Monitoring & Reporting Network) and navigation links for Home and Sign Out. The main heading is "PMRN - SSO User Sign In". Below this, a welcome message reads "Welcome Alexander" followed by the instruction "Please select the application you want to access." There are four application tiles: "PMRN" (WSS Data Entry, Add Teachers, Users, Add Students, Access Reports), "WSS Documents" (WSS Data Entry Guide, Class Record Form, Developmental Guidelines), "WAM FAIR-FS" (Administer 3-12 Assessments), and "PMRN Registration" (The school registration is now open for the next assessment year 2015 - 2016). The "PMRN Registration" tile is circled in red with a red arrow pointing to it.

SCHOOL REGISTRATION

2. Review School Information (#1 on the next page). If errors are found, please notify the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.
3. Review Principal list (#2). Each user with a school administrator access level (at the time) is displayed in the Principal area.
4. Enter and confirm the first student instructional day (#3). A default date of July 1, 2015, is provided; change this date to reflect the actual first student instructional day.
5. Select grades to be progress monitored and whether students will be added through Department of Education Surveys 2 & 3 (#4). By selecting “Yes,” you are allowing the system to import recent updates that may have been reported to districts. This includes demographic information changes.
6. Check box to indicate that the Reading/Literacy Coach(es) at the school will be using the Professional Development Log in the PMRN for bi-weekly reporting (#5). This is an optional task.
7. Check box to confirm the school district Information Systems Office has been notified to provide the applicable student information (including the responsible instructor of reading) and staff information to the FDOE for those students participating in progress monitoring (#6).
8. Click **Submit** (#7).

SCHOOL REGISTRATION



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PMRN Progress Monitoring
& Reporting Network

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

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

School Registration for the Year 2015-2016

Provide the details below to register your school.

School Information

School Orange Park Junior High School **School Number** 100361 **District** Clay
Address 1500 GANO AVE, ORANGE PARK, FL - 32073
Phone 904-278-2000 **Fax** 904-278-2009

Principal

First Name: Jack **Last Name:** Sparrow **First Name:** Alexander **Last Name:** Bell

Instructional Days

First Student Instructional Day *(mm/dd/yy): 07 / 01 / 15
Confirm First Student Instructional Day *(mm/dd/yy): / /

Grades to be Progress Monitored

Section A - Kindergarten students are required to complete the Florida Kindergarten Readiness Screener (FLKRS) - WSS within the first 30 instructional days of the school year.

Grade(s) to be Reported

Students Added by Surveys 2 & 3?

Kindergarten

Yes No

Section B - The PMRN requires the use of the 3-12 Web-based Assessment Module for Grades 3-12.

Grade(s) to be Reported

Students Added by Surveys 2 & 3?

Third Grade

Yes No

Fourth Grade

Yes No

Fifth Grade

Yes No

Sixth Grade

Yes No

Seventh Grade

Yes No

Eighth Grade

Yes No

Ninth Grade

Yes No

Tenth Grade

Yes No

Eleventh Grade

Yes No

Twelfth Grade

Yes No

Coach's Log

- The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.
- The District Information Systems Office has been notified to send student information (including the responsible instructor of reading) and staff information to the FLDOE as part of the beginning of the year survey for those students who will be progress monitored.

7

Submit

SCHOOL REGISTRATION

9. The final step of registration requires you to verify that the school registration information is correct. If anything needs to be modified, click the **Back** button. If all information is correct, click the **Save** button.

School Registration for the Year 2015-2016

Please verify that the information below is correct.

Orange Park Junior High School will be utilizing Florida's Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year.

The Principal, , can be reached at .

The first day that students will be in attendance will be 08/17/15.

For the 2015-2016 School Year, the following grades will have scores reported through the PMRN:


Kindergarten	Updated by Surveys 2 & 3
Third	Updated by Surveys 2 & 3

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


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

[Back](#) [Save](#) [Cancel](#)

10. A confirmation screen is now displayed. At this point, the public school registration is accepted. Click **Home** to continue.



FLORIDA DEPARTMENT OF
EDUCATION
fldoc.org




PMRN Progress Monitoring
& Reporting Network

[Home](#) [Profile](#) [News](#) [WSS](#) [3-1](#) [WSS](#) [3-12](#) [WAM](#) [User's Guide](#) [FLKRS Reports](#) [Sign Out](#)

PMRN Registration for Florida Assessments for Instruction in Reading

School Registration for the Year 2015-2016



Thank you for registering to use the Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year. A confirmation will be sent to the E-mail address listed for the principal.

SCHOOL REGISTRATION

11. Click the **Log In** button under the Public School Sign In area near the top right of the page. Since you are already signed in, your session will automatically continue.



The screenshot displays the PMRN (Progress Monitoring & Reporting Network) website. At the top left is the Florida Department of Education logo (fldoe.org). The main header includes the PMRN logo and navigation links: Home, Profile, News, WSS, 3-12 WAM, Resources, and FLKRS Reports. Below the header is a banner image of diverse children reading books. On the right side, there are two sign-in sections: 'Public School Sign In' and 'Private School Sign In'. The 'Public School Sign In' section features a 'Single Sign-On' icon with the FDOE logo and a yellow 'Log In' button. A red circle highlights this 'Log In' button, and a red arrow points to it from the left. Below the 'Log In' button is a link for 'FDOE Acceptable Use Policy'. The 'Private School Sign In' section includes input fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Forgot Your Password?' and 'Trouble Signing In? Click Here.'. At the bottom of the page, there are links for 'Copyright', 'Privacy Statement', 'Disclaimer', and 'Contact Us'.

SCHOOL REGISTRATION

12. Now, your personal home page for the PMRN system is displayed with resources available based on the school registration.

NOTE: If you have a school administrator access level set for other schools, a PMRN Registration icon will be present in your menu.

The screenshot shows the PMRN SSO User Sign In page. At the top left is the Florida Department of Education logo (fldoc.org). To the right is the PMRN logo (Progress Monitoring & Reporting Network) and a user profile picture. In the top right corner are links for 'Home' and 'Sign Out'. Below the header is a blue bar with the text 'PMRN - SSO User Sign In'. Underneath, it says 'Welcome JOYCE' and 'Please select the application you want to access.' There are four application tiles: 1. 'PMRN' with a person icon, listing 'WSS Data Entry', 'Add Teachers, Users', 'Add Students', and 'Access Reports'. 2. 'WSS Documents' with a gift icon, listing 'WSS Data Entry Guide', 'Class Record Form', and 'Developmental Guidelines'. 3. 'WAM FAIR-FS' with a person icon, listing 'Administer 3-12 Assessments'. 4. 'PMRN Registration' with a printer icon, stating 'You have more schools linked to your account. You can register them for the next assessment year 2015 - 2016'.

ASSESSMENT CALENDAR

Due to the requirements for administering the FLKRS-WSS, it is important for school principals to review the assessment calendar and enter any non-instructional days that occur during the first 30 days of school. The FAIR-FS 3-12 WAM does not require non-instructional days to be entered. The assessment calendar dates for the 3-12 WAM are fixed for the 2015-2016 school year.

To review the assessment calendar and/or enter non-instructional days for FLKRS-WSS:

1. Select the **PMRN** button.

The screenshot shows the PMRN SSO User Sign In page. The header includes the Florida Department of Education logo and the PMRN Progress Monitoring & Reporting Network. The main heading is "PMRN - SSO User Sign In". Below the heading, it says "Welcome JOYCE" and "Please select the application you want to access." There are four application buttons: "PMRN" (circled in red), "WSS Documents", "WAM FAIR-FS", and "PMRN Registration".

Application	Features
PMRN	WSS Data Entry, Add Teachers, Users, Add Students, Access Reports
WSS Documents	WSS Data Entry Guide, Class Record Form, Developmental Guidelines
WAM FAIR-FS	Administer 3-12 Assessments
PMRN Registration	You have more schools linked to your account. You can register them for the next assessment year 2015 - 2016

ASSESSMENT CALENDAR

- Review the FERPA Statement and select **I Agree**.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

PMRN Progress Monitoring & Reporting Network

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

FERPA Statement

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

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

I do not agree I agree

- If you have more than one access level or location, select the appropriate mode in which you would like to operate and select **Next**.

NOTE: To continue with school set-up tasks, choose a mode with school administrator or school designee access levels.

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PMRN Progress Monitoring & Reporting Network

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

User Access Level Selection

Please select one of the following:

	District Name	School Name	Calendar	Access Level
<input checked="" type="radio"/>	Clay	Green Cove Springs Junior High		School Administrator
<input type="radio"/>	Clay	Orange Park Junior High School		Coach User
<input type="radio"/>	Clay	Orange Park Junior High School	District-Wide	School Administrator
<input type="radio"/>	Clay	Orange Park Junior High School	District-Wide	Reading Teacher
<input type="radio"/>	Subset (FLBSI DA Region 3)	Subset	Subset	Region Administrator

Next

ASSESSMENT CALENDAR

4. Select **Assessment Calendar** from the School Reports tab.

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN title. Below the navigation bar, a user information bar displays the user name 'Alexander Bell', access level 'School Administrator', and connection status 'Connected to TEST PMRN V5'. The main content area is titled 'Clay High School District-Wide' and features a series of tabs: 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Survey Status'. The 'School Reports' tab is selected. Below the tabs, there is a 'Select a Year:' dropdown menu set to '2015-2016'. A list of links is displayed below the dropdown, with 'Assessment Calendar' circled in red. Other links include 'Edit School Registration', 'WAM School Report', 'WAM School Text File (Show Text File Format) CSV File', 'WAM Missing Score Report', 'FLKRS School Report (PDF)', and 'WSS Missing Score Report'.

5. Review the **PMRN Important Dates** displayed. WSS Important Dates are relevant to schools administering the FLKRS-WSS to kindergarten students. WAM Important Dates are relevant to schools administering the FAIR-FS WAM to students in grades 3-12.

Example: School with Kindergarten Progress Monitoring Selected

The screenshot shows the 'Assessment Calendar' page. At the top, there is a navigation bar with the same tabs as the previous screenshot. The 'Assessment Calendar' tab is selected. Below the navigation bar, there is a blue header with the title 'Assessment Calendar'. The main content area contains the following text:

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

WSS Important Dates

AP1 Start Date: August 17, 2015
WSS Data Entry Close Date: September 28, 2015 [Click here to add non-instructional days for WSS](#)

WAM Important Dates

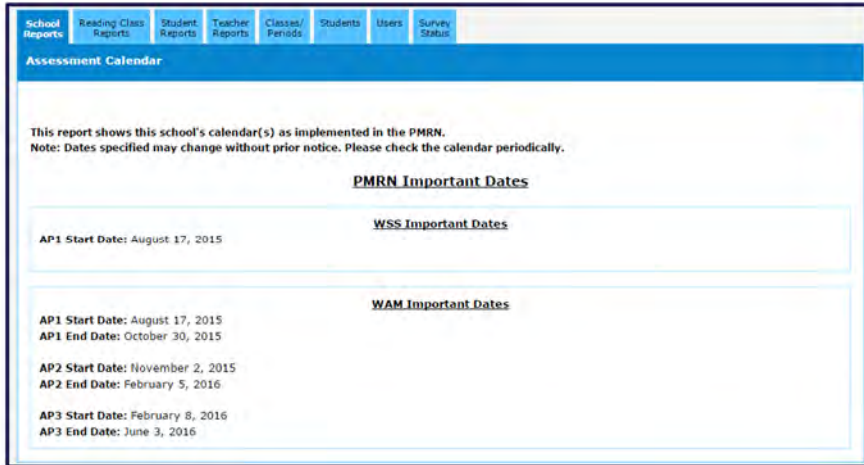
AP1 Start Date: August 17, 2015
AP1 End Date: October 30, 2015

AP2 Start Date: November 2, 2015
AP2 End Date: February 5, 2016

AP3 Start Date: February 8, 2016
AP3 End Date: June 3, 2016

ASSESSMENT CALENDAR

Example: School without Kindergarten Progress Monitoring Selected



The screenshot shows a web application interface for an Assessment Calendar. At the top, there is a navigation menu with tabs for School Reports, Reading/Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. The main content area is titled "Assessment Calendar" and contains the following text:

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

WSS Important Dates

AP1 Start Date: August 17, 2015

WAM Important Dates

AP1 Start Date: August 17, 2015
AP1 End Date: October 30, 2015

AP2 Start Date: November 2, 2015
AP2 End Date: February 5, 2016

AP3 Start Date: February 8, 2016
AP3 End Date: June 3, 2016



Schools with Kindergarten Progress Monitoring selected, continue below. Schools not progress monitoring students in kindergarten may skip to the next section.

ASSESSMENT CALENDAR

- The WSS start date is based on the first day of student instruction recorded in the PMRN system, and a WSS Data Entry Close Date based on 30 instructional days. To add non-instructional days for WSS, thus extending the data entry close date, select the link **Click here to add non-instructional days for WSS**.

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

WSS Important Dates

AP1 Start Date: August 17, 2015
WSS Data Entry Close Date: September 28, 2015

[Click here to add non-instructional days for WSS](#)

WAM Important Dates

AP1 Start Date: August 17, 2015
AP1 End Date: October 30, 2015

AP2 Start Date: November 2, 2015
AP2 End Date: February 5, 2016

AP3 Start Date: February 8, 2016
AP3 End Date: June 3, 2016

- Enter up to five non-instructional days for the first 30 days of instruction and select **Save**.

NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days.

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

WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction.
If you need additional days, please contact the help desk.

Non Instructional Day Enter non-instructional days in the following format: MM/DD/YY

Save

ASSESSMENT CALENDAR

8. Repeat if necessary. Requests for additional non-instructional days, greater than five, must be sent for approval by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org

WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction. If you need additional days, please contact the help desk.

Non-Instructional Day saved successfully

Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY	
09/23/2015	Edit	Delete
<input type="text"/>	Save	

9. Navigate back by selecting the **School Reports** tab and **Assessment Calendar**. Now, the calendar is updated with non-instructional days and the **WSS Data Entry Close Date** is adjusted.

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

WSS Important Dates

AP1 Start Date: August 17, 2015
WSS Data Entry Close Date: September 29, 2015 [Click here to add non-instructional days for WSS](#)

WSS Non-instructional days:

09/23/2015

WAM Important Dates

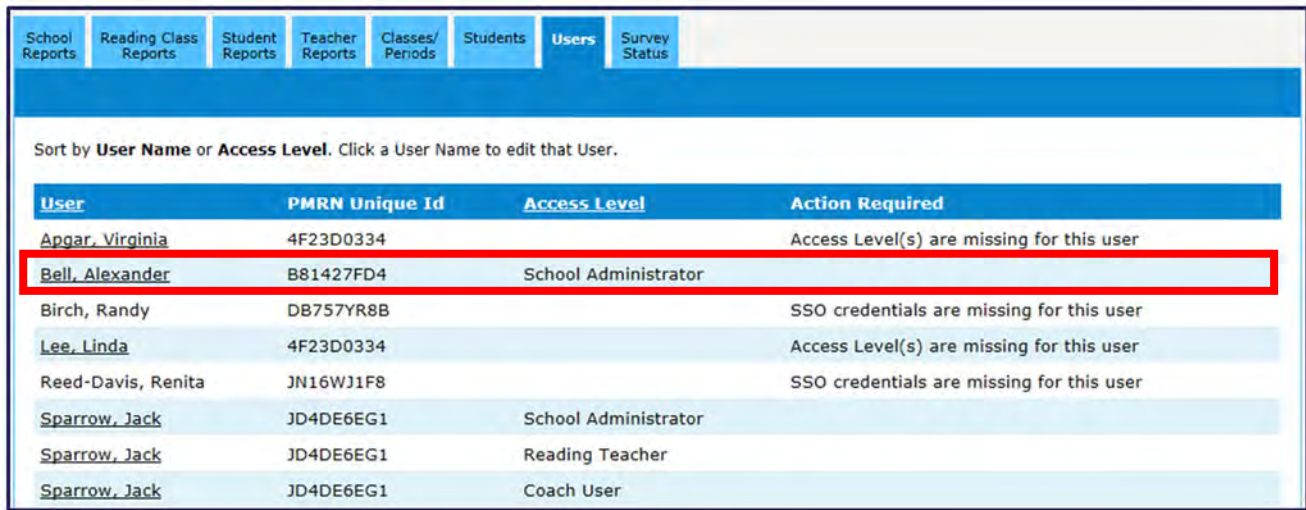
AP1 Start Date: August 17, 2015
AP1 End Date: October 30, 2015

AP2 Start Date: November 2, 2015
AP2 End Date: February 5, 2016

AP3 Start Date: February 8, 2016
AP3 End Date: June 3, 2016

USERS

The Users list is populated based on SSO data, survey data or the previous year's PMRN account information. A completely set up user will appear with a hyperlink on their name, an access level provided and no information under action required (ex: Alexander Bell).



User	PMRN Unique Id	Access Level	Action Required
Apgar, Virginia	4F23D0334		Access Level(s) are missing for this user
Bell, Alexander	B81427FD4	School Administrator	
Birch, Randy	DB757YR8B		SSO credentials are missing for this user
Lee, Linda	4F23D0334		Access Level(s) are missing for this user
Reed-Davis, Renita	JN16WJ1F8		SSO credentials are missing for this user
Sparrow, Jack	JD4DE6EG1	School Administrator	
Sparrow, Jack	JD4DE6EG1	Reading Teacher	
Sparrow, Jack	JD4DE6EG1	Coach User	

What is the PMRN Unique ID? Each user is assigned a PMRN unique ID in the system. When a user has multiple access levels, their name and PMRN ID are repeated. This lets you know the access levels are associated to the same user account.

Action Required Messages

There are two messages that require action to be taken: Access Level(s) are missing for this user and SSO credentials are missing for this user.

“Access Level(s) are missing for this user” indicates the user does not have an access level assigned. The school administrator or school designee may provide corrective action by clicking on the user’s name and assigning access levels.

“SSO credentials are missing for this user” indicates the user does not have a SSO account authorizations for the PMRN system. To correct this, the school administrator or school designee must contact the school district helpdesk to request SSO authorizations for PMRN. The school district helpdesk contact information is located on the SSO [Support](#) page.

USERS

Modify User First or Last Name

Modifying a user's first or last name must be done by the individual user with the Profile link located in the menu at the top of the screen.

Missing User

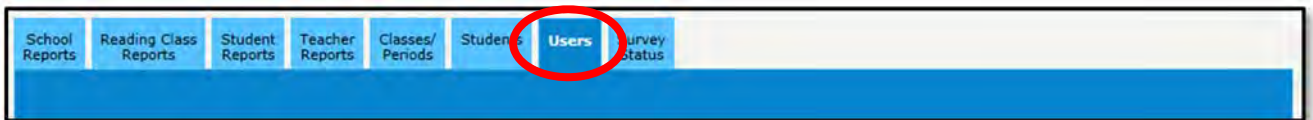
All public school users are added to the PMRN system via SSO authorizations. When a user is missing from the Users list, contact the school district helpdesk and request SSO authorizations for PMRN. The school district helpdesk contact information is located on the SSO [Support](#) page.

Add, Edit or Remove User Access Levels

School administrators and designees may add, edit or remove user access levels from the Users list.

Add New User Access Level

1. Select the **Users** tab.



2. A user that appears with a hyperlink and no access level will have an action required message "Access Level(s) are missing for this user" (ex: Virginia Apgar).

User	PMRN Unique Id	Access Level	Action Required
Apgar, Virginia	4F23D0334		Access Level(s) are missing for this user
Bell, Alexander	B81427FD4	School Administrator	
Birch, Randy	DB757YR8B		SSO credentials are missing for this user
Lee, Linda	4F23D0334		Access Level(s) are missing for this user
Reed-Davis, Renita	JN16WJ1F8		SSO credentials are missing for this user

USERS

3. Select the user's name. Check the appropriate access level boxes and then select **Submit**.

The screenshot shows a web interface for user management. At the top, there is a navigation bar with tabs for 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Survey Status'. The 'Users' tab is selected.

Below the navigation bar, the user details are displayed:

- PMRN Unique ID: 4F23D0334
- Identifier *: *****
- First Name *: Virginia
- Last Name *: Appgar
- E-mail *: SSOTest2@fldoe.org

The 'Access' section contains a table with the following columns: 'Allow?', 'Access Level', and 'Access to PMRN'. The table lists seven access levels, each with a checkbox in the 'Allow?' column and a checkbox in the 'Access to PMRN' column. A red box highlights the 'Access to PMRN' column.

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


At the bottom left, there are two buttons: 'Submit' and 'Cancel'. A red box highlights the 'Submit' button.

* Denotes required fields.

USERS

4. Confirm the user information is correct and select **Continue**.

Confirm Edit User



You have changed this User's information. Please verify that the information below is correct.

Listed below is the User and access level information you selected. Click 'CONTINUE' to update this information. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID: 4F23D0334
Identifier: *****
First Name: Virginia
Last Name: Apgar
E-mail: SSOTest2@fldoe.org

New Access Level(s)


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

Current Access Level(s)

Continue Cancel

5. A success message is displayed.

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



User information was updated successfully.

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

User	PMRN Unique Id	Access Level	Action Required
Apgar, Virginia	4F23D0334	Reading Teacher	
Bell, Alexander	B81427FD4	School Administrator	
Birch, Randy	DB757YR8B		SSO credentials are missing for this user
Reed-Davis, Renita	JN16WJ1F8		SSO credentials are missing for this user

USERS

Edit or Remove User Access Level

1. Select the **Users** tab and click the user's name.

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/ Periods	Students	Users	Survey Status
Sort by User Name or Access Level . Click a User Name to edit that User.							
<u>User</u>	<u>PMRN Unique Id</u>	<u>Access Level</u>	<u>Action Required</u>				
Apgar, Virginia	4F23D0334	Reading Teacher					
Bell, Alexander	B81427FD4	School Administrator					
Birch, Randy	DB757YR8B		SSO credentials are missing for this user				
Reed-Davis, Renita	JN16WJ1F8		SSO credentials are missing for this user				
Sparrow, Jack	JD4DE6EG1	School Administrator					
Sparrow, Jack	JD4DE6EG1	Reading Teacher					
Sparrow, Jack	JD4DE6EG1	Coach User					

USERS

- To edit or remove access levels, check or uncheck the appropriate access level boxes. After the information is changed, select **Submit**.

The screenshot displays a web application interface for user management. At the top, there is a navigation menu with tabs for 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Survey Status'. The 'Users' tab is currently selected.

Below the navigation, the user's profile information is shown:

- PMRN Unique ID: JD4DE6EG1
- Identifier: *****
- First Name: Jack
- Last Name: Sparrow
- E-mail: SSOTest1@fldoe.org

The 'Access' section contains a table with the following columns: 'Allow?' (checkbox), 'Access Level', and 'Access to PMRN' (checkbox). The table lists seven access levels:


Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach User	<input 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 type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>

At the bottom left, there are two buttons: 'Submit' and 'Cancel'. A red box highlights the 'Submit' button. A legend below the buttons states: '* Denotes required fields.'

USERS

3. Verify that the information is correct and select **Continue**.

Confirm Edit User

 You have changed this User's information. Please verify that the information below is correct.

Listed below is the User and access level information you selected. Click 'CONTINUE' to update this information. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID:	JD4DE6EG1
Identifier:	100341010
First Name:	Jack
Last Name:	Sparrow
E-mail:	SSOTest1@fldoe.org

New Access Level(s)

Access Level	Access to PMRN
Reading Teacher	<input checked="" type="checkbox"/>
School Administrator	<input checked="" type="checkbox"/>


Current Access Level(s)

Access Level	Access to PMRN
Coach User	<input checked="" type="checkbox"/>
Reading Teacher	<input checked="" type="checkbox"/>
School Administrator	<input checked="" type="checkbox"/>

USERS

4. A success message is displayed.

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

 User information was updated successfully.

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

User	PMRN Unique Id	Access Level	Action Required
Apgar, Virginia	4F23D0334	Reading Teacher	
Bell, Alexander	B81427FD4	School Administrator	
Birch, Randy	DB757YR8B		SSO credentials are missing for this user
Reed-Davis, Renita	JN16WJ1F8		SSO credentials are missing for this user
Sparrow, Jack	JD4DE6EG1	School Administrator	
Sparrow, Jack	JD4DE6EG1	Reading Teacher	

CLASSES/PERIODS

Each reading teacher and resource teacher added in the PMRN system is displayed on the Classes/Periods tab. School administrators and designees may add classes/periods for each of the teachers listed. Additionally, students may be directly added to classes/periods (or removed) once the school year has begun. This section provides information on the **Classes/Periods** tab.

Add a Class/Period to Listed Teacher

1. Select the Classes/Periods tab. Locate the teacher for whom you want to add a class/period and click **Add Class/Period** to the right of the teacher's name or click the **Add Class Period** button.

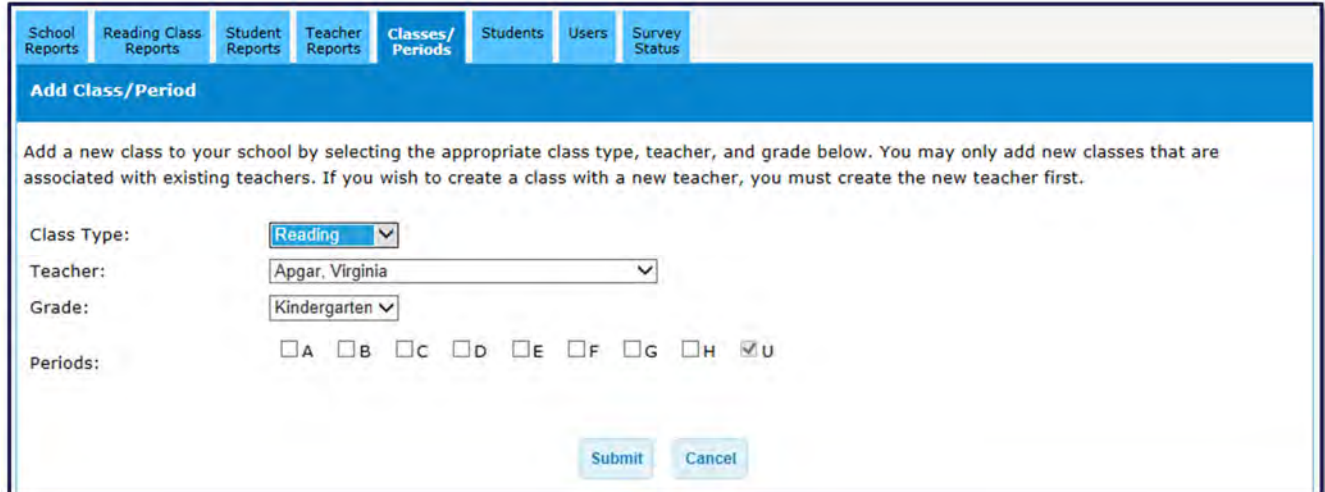
The screenshot shows the PMRN interface with the 'Classes/Periods' tab selected. At the top, there is a navigation bar with tabs for 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Survey Status'. Below the navigation bar, a message states: 'Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.' There is a button labeled 'Add Class Period'. Below this is a table with columns 'Teacher', 'Type', and 'Period'. The table lists two teachers: 'Apgar, Virginia' and 'Birch, Randy'. For 'Apgar, Virginia', there is one class period: 'Reading' with 'Period' 'KG - Apgar, Virginia - U'. To the right of this row is a button labeled 'Add Class/Period' which is highlighted with a red box. For 'Birch, Randy', there are four class periods: 'Reading' with 'Period' '05 - Birch, Randy - A', 'Reading' with 'Period' '05 - Birch, Randy - B', 'Reading' with 'Period' '05 - Birch, Randy - D', and 'Reading' with 'Period' '05 - Birch, Randy - U'. To the right of each of these rows is a button labeled 'Delete Class/Period'. At the bottom right of the table area, there is a button labeled 'Add Class/Period'.

Teacher	Type	Period	
Apgar, Virginia	Reading	KG - Apgar, Virginia - U	Add Class/Period
Birch, Randy	Reading	05 - Birch, Randy - A	Delete Class/Period
	Reading	05 - Birch, Randy - B	Delete Class/Period
	Reading	05 - Birch, Randy - D	Delete Class/Period
	Reading	05 - Birch, Randy - U	Delete Class/Period
			Add Class/Period

CLASSES/PERIODS

2. Select the class type, teacher name and grade from the drop down lists. Select the appropriate period, if applicable. Select **Submit**.

NOTE: The “U” period is the default selection, for unassigned.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: School Reports, Reading Class Reports, Student Reports, Teacher Reports, **Classes/Periods**, Students, Users, and Survey Status. Below the navigation bar is a blue header for the 'Add Class/Period' form. The form contains the following fields and options:

- Class Type:** A dropdown menu with 'Reading' selected.
- Teacher:** A dropdown menu with 'Apgar, Virginia' selected.
- Grade:** A dropdown menu with 'Kindergarten' selected.
- Periods:** A row of radio buttons labeled A, B, C, D, E, F, G, H, and U. The 'U' radio button is checked.
- At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

3. Now, you have the option to edit the class/period and add students, or select the **Classes/Periods** tab again to add additional teachers (by repeating steps 1 and 2).

CLASSES/PERIODS

Add Student to Class/Period

1. To add a student to the class/period, select **Add Student**.

The screenshot shows a web application interface with a navigation menu at the top containing: School Reports, Reading Class Reports, Student Reports, Teacher Reports, **Classes/Periods**, Students, Users, and Survey Status. The main content area is titled "Edit Class/Period" and contains the following elements:

- Update class/period information for:
CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia
- Class: Period:
- Change the teacher for this period:
- To add or remove students from the Class Roll or to change the period for a student, click the buttons below.
- Class Roll:
- There are no students in this Class.

CLASSES/PERIODS

2. Students already rostered at the school and assigned to classes/periods will be listed below.

To enroll an existing student in this class, check the box next to their Identifier (#1), select the period from the drop down (#2) and click **Submit** (#3).

NOTE: An “x” indicates that the student is already assigned to another class. To be assigned to this class, the student must first be removed from the other class.

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

Add Student

[Return To Class Roster](#)

CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia **STUDENT COUNT:** 4

Search for students in KG grade by either clicking **Show All**, a letter under **Student Directory Search**, or entering a student's name in the **Last Name Search** field.

Student Directory Search

[Show All](#)

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

Last Name Search

[Search](#)

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

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

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

	Identifier	Last Name	First Name	Birthdate	Grade	Period
<input checked="" type="checkbox"/>	*****851X	Cottontail	Peter	6/6/2010	KG	A ▾
✘	*****5646	G	Student	1/1/2005	KG	A ▾
<input checked="" type="checkbox"/>	*****657X	Irontail	January	7/7/2010	KG	A ▾
<input type="checkbox"/>	*****845X	Mcgregor	Mary	9/9/2010	KG	U ▾
<input type="checkbox"/>	*****985X	Swallowtail	Abigail	10/10/2010	KG	U ▾

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

CLASSES/PERIODS

To enroll a student not displayed in the list, select **Enroll Student**.

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

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

Search the PMRN database for the student by entering their 10-digit Identifier OR their first name, last name and birthdate. Select **Search**.

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

PMRN Database Search

Search By:

Identifier (10 digits) *Or* **First Name** **Last Name** **Birthdate** (MM/DD/YYYY)

If no results are located, select the radial button "I want to enroll a new student." Select **Next**.

Your search did not match any students.

I want to enroll a new student.

CLASSES/PERIODS

Enter the student information. Fields marked with an asterisk are required. When all fields are complete, select **Add**.

NOTE: The identifier entered may be a SSN or a unique student identification number. Schools choosing to update student information with survey data must enter the same student Identifier submitted for survey otherwise a student match cannot occur and a duplicate student record will be created.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. The 'Students' tab is active. Below the navigation bar is a blue header for the 'Enroll and Add Student to Class' form. The form displays the following information: CLASS: KG - Apgar, Virginia; GRADE: KG; TEACHER: Apgar, Virginia; STUDENT COUNT: 2. The form contains several input fields: Identifier* (55555555X), Local ID # (blank), First Name* (Wellington), Middle Name (B), Last Name* (Bunny), Birthdate* (10/10/10), Gender* (M), and Period* (A). There are 'Add' and 'Cancel' buttons at the bottom right. A red asterisk indicates that the Identifier field is required. A blue note at the bottom explains the Local ID field.

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

Enroll and Add Student to Class

CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia **STUDENT COUNT:** 2

Identifier* 55555555X
Local ID #
First Name* Wellington
Middle Name B
Last Name* Bunny
Birthdate* 10/10/10
Gender* M
Period* A

* Value is required Add Cancel

The Local ID is a unique number assigned by the district and is not required for a student to be enrolled into the PMRN. If the Local ID is not known, please leave the field blank. If it is known, please enter the Local ID to assist your district in matching students in the district database.

CLASSES/PERIODS

Remove Student from Class/Period

Students removed from a class/period will have their information available within the school for transfer to another class. Students withdrawn from the school will have their information available in the statewide PMRN database and can be added to another school within the state.

1. Select **Remove Student**.

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

Edit Class/Period

Update class/period information for:

CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia

Class: KG - Apgar, Virginia Period: A

Change the teacher for this period:

Birch, Randy
Submit
Cancel

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

Class Roll:
Add Student
Remove Student

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****555X	Bunny	Wellington	M	10/10/2010	A ▾
2	*****851X	Cottontail	Peter	M	6/6/2010	A ▾
3	*****657X	Irontail	January	M	7/7/2010	A ▾

Submit
Cancel

CLASSES/PERIODS

- A check mark in front of students' names indicate that they are currently in this teacher's class, in this class period. To remove a student, uncheck the In Class box to the left of the student's name and select **Submit**.

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

Remove Students From Class

[Return to Class Roster](#)

CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia **STUDENT COUNT:** 3

Uncheck the **in Class** box to the left of each student that you want to Remove from this class and click **Submit**.
Note: Removing students will not delete Submitted Scores for those students.

Class Roll [Submit](#)


In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input type="checkbox"/>	*****555X	Bunny	Wellington	10/10/2010	KG
<input checked="" type="checkbox"/>	*****851X	Cottontail	Peter	6/6/2010	KG
<input checked="" type="checkbox"/>	*****657X	Irontail	January	7/7/2010	KG

[Submit](#)

- A success message is displayed.

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

Remove Students From Class

 Student(s) removed successfully. [Return to Class Roster](#)

CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia **STUDENT COUNT:** 2

Uncheck the **in Class** box to the left of each student that you want to Remove from this class and click **Submit**.
Note: Removing students will not delete Submitted Scores for those students.

Class Roll [Submit](#)

In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	*****851X	Cottontail	Peter	6/6/2010	KG
<input checked="" type="checkbox"/>	*****657X	Irontail	January	7/7/2010	KG

CLASSES/PERIODS

Transfer Student to another Class/Period

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

Delete Class/Period


1. Delete a class by clicking the **Delete Class/Period** link to the right of the class name. Only classes that have no students assigned to them can be deleted.

Teacher	Type	Period	
Apgar, Virginia	Reading	KG - Apgar, Virginia - A	
	Reading	KG - Apgar, Virginia - U	Add Class/Period
Birch, Randy	Reading	05 - Birch, Randy - B	Delete Class/Period
	Reading	05 - Birch, Randy - D	Delete Class/Period
	Reading	05 - Birch, Randy - U	Add Class/Period

CLASSES/PERIODS

2. A success message is displayed.

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

 Period was successfully deleted.

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

[Add Class Period](#)

Teacher	Type	Period	
Apgar, Virginia	Reading	KG - Apgar, Virginia - A	
	Reading	KG - Apgar, Virginia - U	Add Class/Period
Birch, Randy	Reading	05 - Birch, Randy - D	Delete Class/Period
	Reading	05 - Birch, Randy - U	Add Class/Period

STUDENTS

School administrators and designees may enroll students to the school or withdraw students from the school using the Students tab once the school year has begun. Schools choosing to update student information with survey data will be automatically populated.

NOTE: Survey data is processed on Friday (once a week) and is typically available in the PMRN system by Monday morning.

Enroll Students

1. Click on the Students tab and select **Enroll a Student**.

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

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

Search

Enroll a Student Withdraw Selected Students

STUDENTS

2. Search the PMRN database for the student by entering their 10-digit Identifier OR their first name, last name and birthdate. Select **Search**.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. The 'Students' tab is selected. Below the navigation bar is a blue header for 'PMRN Database Search'. The main content area has a 'Search By:' section with four input fields: 'Identifier (10 digits)', 'First Name', 'Last Name', and 'Birthdate (MM/DD/YYYY)'. The fields are separated by the word 'Or'. At the bottom right of the search area, there are two buttons: 'Search' and 'Cancel'. The 'Search' button is highlighted with a red box.

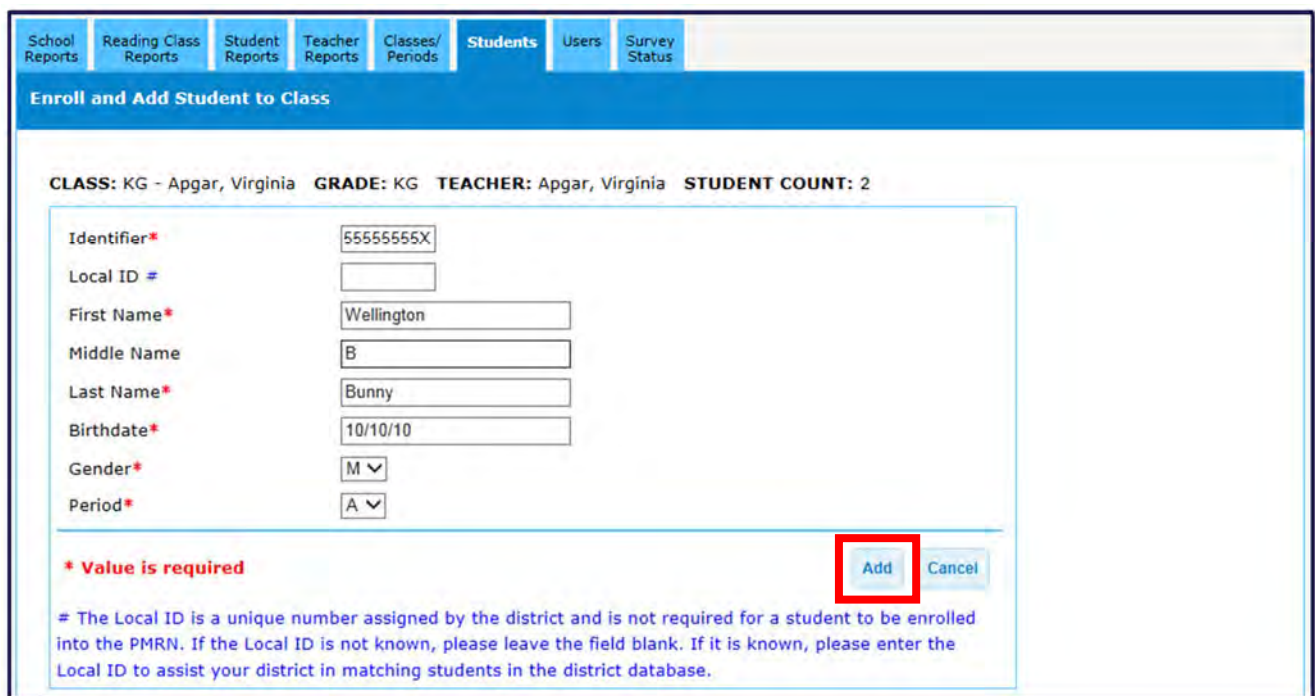
3. If no results are located, select the radial button "I want to enroll a new student." Select **Next**.

The screenshot shows a message box with the text 'Your search did not match any students.' Below this message is a radio button next to the text 'I want to enroll a new student.' The radio button is highlighted with a red box. At the bottom right of the message box, there is a 'Next' button, also highlighted with a red box.

STUDENTS

4. Enter the student information. Fields marked with an asterisk are required. When all fields are complete, select **Add**.

NOTE: The identifier entered may be a SSN or a unique student identification number. Schools choosing to update student information with Survey data must enter the same student identifier submitted for survey; otherwise a student match cannot occur and a duplicate student record will be created.



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

Enroll and Add Student to Class

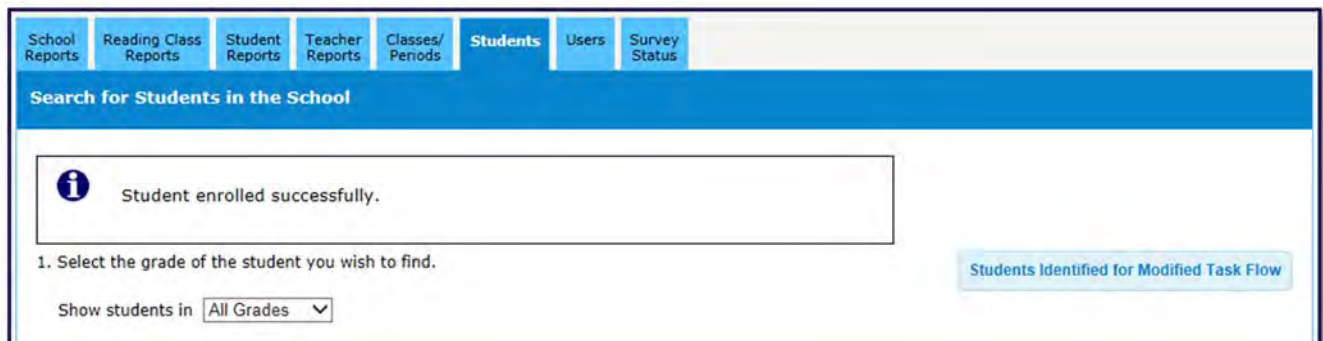
CLASS: KG - Apgar, Virginia **GRADE:** KG **TEACHER:** Apgar, Virginia **STUDENT COUNT:** 2

Identifier* 55555555X
Local ID #
First Name* Wellington
Middle Name B
Last Name* Bunny
Birthdate* 10/10/10
Gender* M
Period* A

* Value is required **Add** Cancel

The Local ID is a unique number assigned by the district and is not required for a student to be enrolled into the PMRN. If the Local ID is not known, please leave the field blank. If it is known, please enter the Local ID to assist your district in matching students in the district database.

5. A success message is displayed.



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

Search for Students in the School

i Student enrolled successfully.

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

Show students in All Grades

Students Identified for Modified Task Flow

STUDENTS

Withdraw Students

1. Click on the Students tab and enter search criteria.

NOTE: By selecting a grade level in the grade drop down, a “Show All” feature becomes available. Select **Show All**.

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

Search for Students in the School

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

Show students in Kindergarten ▾

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

Show All

Student Directory Search

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

Last Name Search Search

Enroll a Student Withdraw Selected Students

STUDENTS

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

NOTE: If a student is In Progress with an assessment they are not eligible to be withdrawn during the current assessment period.

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

Search for Students in the School

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

Show students in Kindergarten

2. 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

Show All

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

Last Name Search

Search

Enroll a Student
Withdraw Selected Students

Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	*****555X	Bunny	Wellington	10/10/2010	M	Kindergarten	
<input type="checkbox"/>	*****561X	Bunny	Wellington	6/6/2011	M	Kindergarten	
<input type="checkbox"/>	*****851X	Cottontail	Peter	6/6/2010	M	Kindergarten	KG - Apgar, Virginia - A
<input type="checkbox"/>	*****5646	G	Student	1/1/2005	F	Kindergarten	KG - Sparrow, 7100067
<input type="checkbox"/>	*****657X	Irontail	January	7/7/2010	M	Kindergarten	KG - Apgar, Virginia - A
<input type="checkbox"/>	*****845X	Mcgregor	Mary	9/9/2010	F	Kindergarten	
<input type="checkbox"/>	*****985X	Swallowtail	Abigail	10/10/2010	F	Kindergarten	

STUDENTS

3. Verify the student to withdraw and select **Continue**.

Withdraw Students

i You have asked to withdraw students.

Selected students for withdrawal:

Identifier	Last Name	First Name	Birthdate	Gender	Grade
*****561X	Bunny	Wellington	6/6/2011 12:00:00 AM	M	KG

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

Continue **Cancel**

4. A success message is displayed.

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

Search for Students in the School

i The Students were successfully withdrawn.

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:

STUDENTS

Students Identified for Modified Task Flow

To view students who have been identified as potentially eligible for a modified task flow in the PMRN, click on the Students tab and select the **Students Identified for Modified Task Flow** link.

The screenshot shows the PMRN navigation menu with tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. Below the menu is a search bar titled "Search for Students in the School". A dropdown menu shows "1. Select the grade of the student you wish to find." with "Kindergarten" selected. A button labeled "Students Identified for Modified Task Flow" is highlighted with a red box.

The Individual Education Plan (IEP) committee makes the final recommendation after considering all pertinent information regarding the student.

Select the check box next to the name of any student determined in need of a modified task flow and click **Submit**.

The screenshot shows the "Students Identified for Modified Task Flow" page. It includes a "Show School Roll" button and a paragraph explaining that the PMRN has generated a list of students for which a modified task flow may be appropriate. Below this is a table with a header "3rd Grade Selected for Modified Task Flow" and "Student". The table lists five students with checkboxes next to their names. The "Submit" button at the bottom is highlighted with a red box.

3rd Grade Selected for Modified Task Flow	Student
<input checked="" type="checkbox"/>	Bunny, Wellington
<input type="checkbox"/>	Cottontail, Peter
<input checked="" type="checkbox"/>	Irontail, January
<input type="checkbox"/>	Mcgregor, Mary
<input checked="" type="checkbox"/>	Swallowtail, Abigail

SURVEY STATUS

To automatically populate class rosters and student data into the PMRN, public school districts may submit staff and student survey data to the FDOE at the beginning of the school year. Survey 8 data is due on Thursday by 4:00 pm EST in order to be processed over the weekend. The new Survey Status tab allows school administrators and designees to view the status of Survey 8 data imports for the PMRN system.

View Survey Status

1. Click on the Survey Status tab and select **View Details** for an import date.

The screenshot displays a web application interface. At the top, a navigation menu contains several tabs: School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. The Survey Status tab is circled in red. Below the navigation menu is a blue header bar with a dropdown menu labeled 'Select a Year : 2015-2016'. Underneath is a section titled 'Survey 8 Import Information' containing a table with two columns: 'Import Date' and 'Import Results'. Each row in the table includes a 'View Details' button.

Import Date	Import Results
07/31/2015	No. of Teachers Added : 0 No. of Teachers Updated : 6 No. of Students Added : 106 No. Of Students Updated : 7
08/07/2015	No. of Teachers Added : 0 No. of Teachers Updated : 6 No. of Students Added : 0 No. Of Students Updated : 113

SURVEY STATUS

2. To search for a specific teacher or student, enter his/her name in the appropriate boxes and select **Search**.

NOTE: To see all teachers or students added/updated for this import, leave the boxes blank and select **Search**.

The screenshot displays the 'Survey Status' interface. At the top, there is a navigation bar with tabs for 'School Reports', 'Reading Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Survey Status'. Below the navigation bar, the main content area is titled 'Survey 8: Import Date : 7/31/2015'. It includes a 'Back to Survey Log' button and statistics for 'No. of Students Added : 106', 'No. of Students Updated : 7', 'No. of Teachers Added : 0', and 'No. of Teachers Updated : 6'. There are three main sections: 'Teacher Details in this Survey' with a 'Teacher Last Name' search box and a 'Search' button; 'Student Details in this Survey' with a dropdown for 'Select a Grade' (set to 'KG'), a 'Student Last Name' search box, and a 'Search' button (highlighted with a red box); and 'Error Information in this Survey' which is a table with columns for 'First Name', 'Last Name', 'Identifier', 'Error Description', and 'Type'.

Missing Students or Teachers

When students or teachers are missing from the import, it's best to first check the Users tab (to look up teachers) and the **Students** tab (to look up students). It is possible the student or teacher is in the PMRN system yet not in the particular survey import. If students or teachers are missing from the PMRN system, the school administrators need to communicate this information to the school district helpdesk. Since the school district submits Survey 8 data, the school district needs to resolve the issue.

NOTE: Survey data is due on Thursday by 4:00 pm EST in order to be processed over the weekend. The student and staff files for a school should be submitted during the same week (Friday through the following Thursday) so that matching records are available for loading into the PMRN system on the weekend. Student records submitted with no matching teacher records will not be rostered that weekend. However, if the matching staff data is submitted the following week, the load into the PMRN system and rostering will take place.

REPORTS

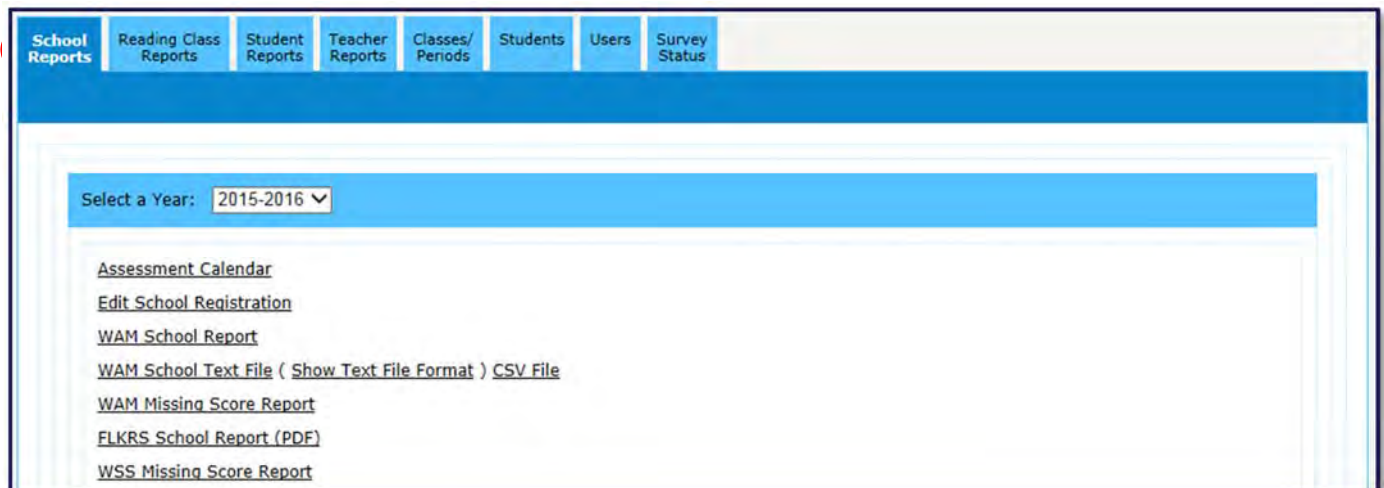
The PMRN system provides various reports. The availability of reports are dependent upon the grades being progress monitored and user access level selected.

School Reports

The School Reports tab provides school administrators and school designees quick access to several key reports such as the Assessment Calendar, Edit School Registration, FLKRS-WSS and WAM Missing Score Reports and more. A description of each report is provided below.

1. **Assessment Calendar** – Displays PMRN important dates such as the FLKRS-WSS data entry period and 3-12 WAM assessment period dates. This page is also utilized to add non-instructional days to extend the FLKRS-WSS data entry close date.
2. **Edit School Registration** – Provides school administrators the ability to edit school registration information including the school start date.
3. **WAM School Report** – Provides a school-level aggregate report of students that achieved Probability of Literacy Success (PLS) scores by teacher and grade level.
4. **WAM School Text File** – Provides downloadable file of WAM student data in .TXT or .CSV file formats.
5. **WAM Missing Score Report** – Provides a school-level report of students that have not taken the WAM assessment by teacher and grade level.
6. **FLKRS-WSS School Report** – Provides a school-level aggregate report of student observations captured by domain and overall FLKRS-WSS Status. This report is available after the FLKRS-WSS data entry window has closed for all schools.
7. **FLKRS-WSS Missing Score Report** – Provides a school-level report of students that do not have FLKRS-WSS data entered.

NOTE: The WAM School Report and WAM Missing Score Report are updated daily. The FLKRS-WSS School Report and FLKRS-WSS Missing Score Report are updated daily.



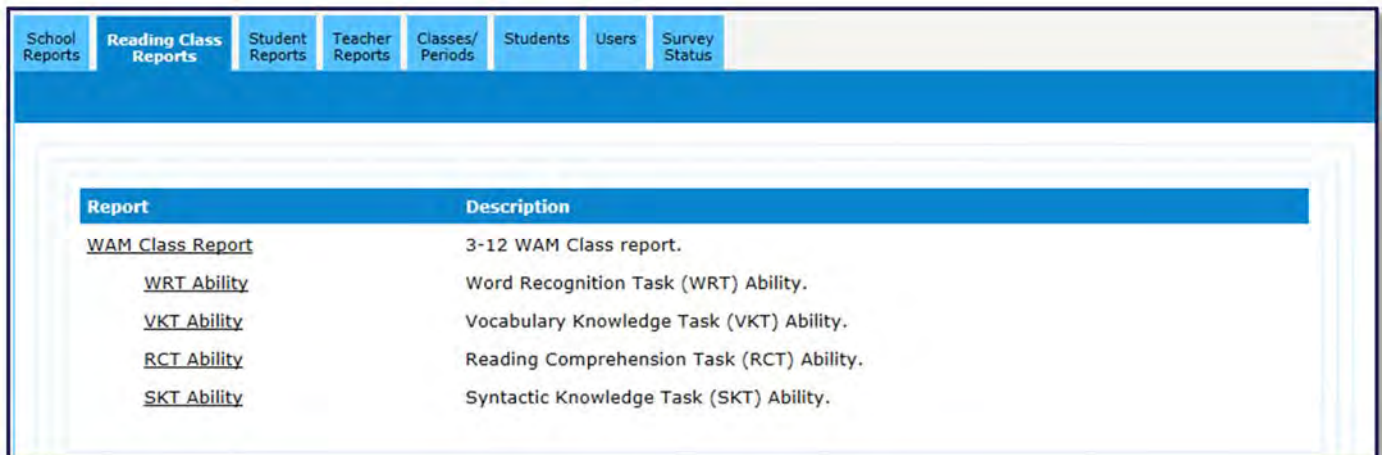
REPORTS

Reading Class Reports

The Reading Class Reports tab provides student scores for each of the WAM tasks.

1. **WAM Class Report** – Provides a class-level report of all students in a class and their PLS score, Percentile Ranks and Ability Scores.
2. **Word Recognition Task (WRT) Ability** – Provides the WRT Ability score for each student in a class.
3. **Vocabulary Knowledge Task (VKT) Ability** – Provides the VKT Ability score for each student in a class.
4. **Reading Comprehension Task (RCT) Ability** – Provides the RCT Ability score for each student in a class.
5. **Syntactic Knowledge Task (SKT) Ability** – Provides the SKT Ability score for each student in a class that completed this optional task.

NOTE: Reading Class Reports update in real-time, shortly after data is submitted.



The screenshot shows a navigation menu with tabs for School Reports, Reading Class Reports, Student Reports, Teacher Reports, Classes/Periods, Students, Users, and Survey Status. The Reading Class Reports tab is active. Below the menu is a table with two columns: Report and Description.

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.

WAM Scores Defined

Ability Scores – 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/she made significant growth.

Percentile Rank – This score is used to rank a student's performance in relation to other students in a grade. The range of scores is from 1-99 (25 through 75 representing the expected scoring range). For example, a student in the 4th grade with a percentile rank of 55 performed better than 55 percent of other 4th graders in Florida who took FAIR-FS.

REPORTS

Probability of Literacy Success (PLS) –This score is a probability indicating the likelihood that with continued instruction a child will achieve grade level expectations in reading comprehension. This score is based on an aggregate (combination) of the child’s VKT, WRT and RCT scores.

Student Reports

The Student Reports tab provides student-specific 3-12 WAM assessment scores and the ability to generate a parent letter for each student.

1. **Student Report** – Provides a student’s PLS score, Percentile Ranks and Ability scores.
2. **Parent Letter** – Generates a parent letter (available in English, Spanish or Haitian-Creole) providing a student’s 3-12 WAM assessment scores and suggested activities to support skill development.

NOTE: Student Reports update in real-time, shortly after data is submitted.

The screenshot shows a web interface with a top navigation bar containing tabs for School Reports, Reading Class Reports, Student Reports (highlighted), Teacher Reports, Classes/Periods, Students, Users, and Survey Status. Below the navigation bar, there are three filter sections: 'Select a Year' with a dropdown menu showing '2015-2016', 'Select a Grade' with a dropdown menu showing '3rd', and 'Select a Student' with a dropdown menu showing 'A, TESTSTUDENT'. Below the filters is a table with two columns: 'Report' and 'Description'. The table contains two rows: one for 'Student Report' with the description 'Student report.', and one for 'Parent Letter' with the description 'Generate parent letter.'

Report	Description
Student Report	Student report.
Parent Letter	Generate parent letter.

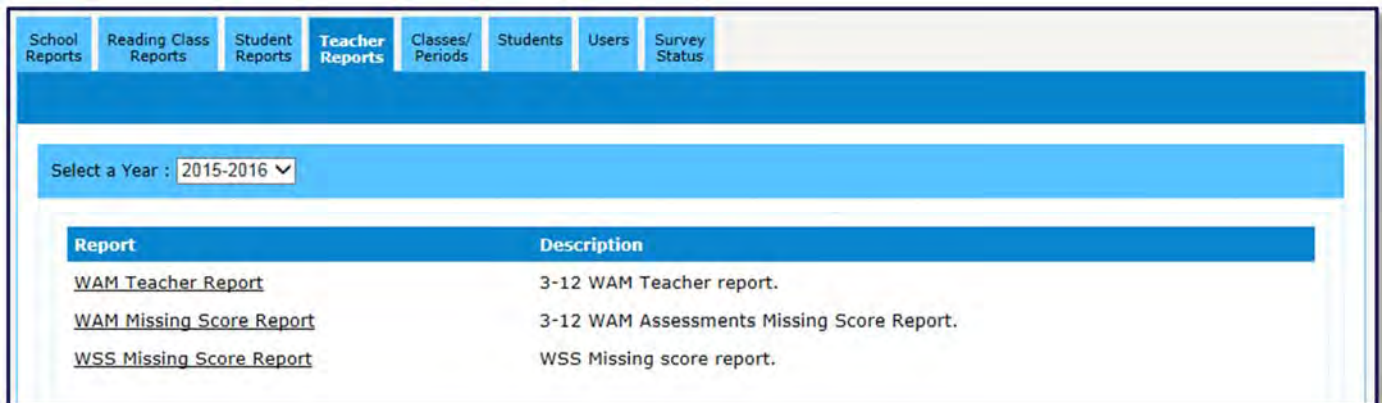
REPORTS

Teacher Reports

The Teacher Reports tab provides quick access to key reports such as the FLKRS-WSS and WAM Missing Score Reports.

1. **WAM Teacher Report** – Provides an aggregate report of a teacher’s students that achieved PLS scores.
2. **WAM Missing Score Report** – Provides a report of students that have not taken the WAM assessment by teacher and grade level.
3. **FLKRS-WSS Missing Score Report** – Provides a report of students that do not have FLKRS-WSS data entered.

NOTE: Teacher Reports update daily.



The screenshot shows a web interface with a navigation menu at the top containing: School Reports, Reading Class Reports, Student Reports, **Teacher Reports**, Classes/Periods, Students, Users, and Survey Status. Below the menu is a dropdown menu for "Select a Year" currently set to "2015-2016". The main content area displays a table with two columns: "Report" and "Description".

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

COACH'S LOG

School administrators may select to participate in the optional Coach's Log during the school registration process. If the Coach's Log is selected, reading coaches can submit the Professional Development Log every two weeks. The log itemizes the coach's activities for the two-week period across a number of categories. The reporting period runs Monday through Sunday, with the report due the following Tuesday (after the two-week reporting period ends).

The table below provides the start and end date for each of the reporting periods and the report due date for 2015-2016.

Coach's Log Dates

First Day of Reporting Period (Monday)	Last Day of Reporting Period (Sunday)	Submission of Coach's Log Due (Tuesday)
June 29, 2015	July 12, 2015	July 14, 2015
July 13, 2015	July 26, 2015	July 28, 2015
July 27, 2015	August 9, 2015	August 11, 2015
August 10, 2015	August 23, 2015	August 25, 2015
August 24, 2015	September 6, 2015	September 8, 2015
September 7, 2015	September 20, 2015	September 22, 2015
September 21, 2015	October 4, 2015	October 6, 2015
October 5, 2015	October 18, 2015	October 20, 2015
October 19, 2015	November 1, 2015	November 3, 2015
November 2, 2015	November 15, 2015	November 17, 2015
November 16, 2015	November 29, 2015	December 1, 2015
November 30, 2015	December 13, 2015	December 15, 2015
December 14, 2015	December 27, 2015	December 29, 2015
December 28, 2015	January 10, 2016	January 12, 2016
January 11, 2016	January 24, 2016	January 26, 2016
January 25, 2016	February 7, 2016	February 9, 2016
February 8, 2016	February 21, 2016	February 23, 2016
February 22, 2016	March 6, 2016	March 8, 2016
March 7, 2016	March 20, 2016	March 22, 2016
March 21, 2016	April 3, 2016	April 5, 2016
April 4, 2016	April 17, 2016	April 19, 2016
April 18, 2016	May 1, 2016	May 3, 2016
May 2, 2016	May 15, 2016	May 17, 2016
May 16, 2016	May 29, 2016	May 31, 2016
May 30, 2016	June 12, 2016	June 14, 2016
June 13, 2016	June 26, 2016	June 28, 2016
June 27, 2016	July 12, 2016	July 14, 2016

COACH'S LOG

Notifications

During the year, the PMRN system will provide email reminders to assist reading coaches in submitting the log. On Thursday of the second week (the day before the Log is due), reading coaches receive an email reminder. If the log has not been submitted by Friday at midnight, reading coaches will receive a final reminder email on Monday.

The Log's purpose is to facilitate successful program implementation in the school district. The more regular and consistent the reporting, the more timely and effective follow-up can be to address coaching needs.

The Coach's Log is divided into 16 task areas in an effort to assist coaches in categorizing time and in making decisions on how to best use time to improve student performance in reading. The task categories are:

Whole Faculty Professional Development	Small Group Professional Development	Planning
Modeling Lessons	Coaching	Coach-Teacher Conferences
Student Assessment	Data Reporting	Data Analysis
Meetings	Knowledge Building	Managing Reading Materials
	Other	

Completing the Coach's Log

When signing in to the PMRN as a Coach's Log user, the Coach's Log will appear. To enter or edit professional information, select the **View and Edit Professional Information** link.

Professional Development Log for Reading Coaches

[View Report](#)

Profile Information

Name: Alexander Bell
District Name: Clay
School Served: Clay High School

[View and Edit Professional Information](#)

COACH'S LOG

Instructions are provided for using the Coach's Log. It is very important to save frequently in order to prevent losing information. Any data that is not saved will be lost if the session times out or the connection is dropped. As a precaution, it's recommended to type the entry information into an electronic document, then copy and paste the text into the log.

Instructions

The information collected in your Coach's Log will assist in program implementation. Indicate how you spent your time during the regular work week as a reading/literacy coach during the current reporting period.

The form requires the reporting of weekly hours. After all Task Totals are entered, the PMRN will automatically calculate the reporting period total and generate the appropriate percentages per task. **If you have spent additional time on coaching related activities outside of your contracted day, please list the time in the Hours Outside the Contracted Day Period section at the end of the log.** Because the Just Read, Florida! Office values the time reading/literacy coaches may spend on planning coaching-related activities outside of the typical eight hour work day, it is important that the Department of Education has a clear accounting of the types of activities that occur within the contracted school day versus those that occur outside the school day. Hours reported in this way allow us to effectively provide professional development to principals and teachers on the role of the coach, as well as advocate for items such as an extended contract for coaches.

Important! Please remember to Save frequently in order to prevent losing your information. Click Save at least every 10 minutes to remain active. To be considered active, the action must be registered by the Web server. Activity includes calling up a new page, refreshing the current page, and Saving. Typing is not considered an activity.

Each reading coach enters hours for time spent providing services to the school. Recording hours daily in the PMRN is not necessary. However, the log entry form within the PMRN does allow daily hours to be entered.

NOTE: Work done outside the contracted day, such as in the evening or on the weekend, can be entered in the Hours Outside the Contracted Day narrative section on the Coach's Log form.

COACH'S LOG

Whole Faculty Professional Development

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

Save Draft
Help
Print
Submit Final

Tasks & Hours for Reporting Period
08/17/15 - 08/30/15 ▼

The current log is due on 8/30/2015 12:00:00 AM

1. Whole Faculty Professional Development (PD)

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

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	0	0
Task Total Hours						<input style="width: 40px; height: 20px;" type="text"/>	
Task Total %							0

COACH'S LOG

Small Group Professional Development

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

2. Small Group Professional Development (PD) Providing or facilitating small group professional development sessions such as faculty seminars, action research, and/or study groups designed to increase the knowledge of Scientifically Based Reading Research (SBRR) for administrators, teachers, and paraprofessionals. Click on the pencil to select teachers and enter hours.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	✍	✍	✍	✍	✍	0	✍ 0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	✍	✍	✍	✍	✍	0	✍ 0
Task Total Hours						✍	
Task Total %							0

Planning

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

3. Planning Planning, developing, and/or preparing professional development, including: surveying teachers for PD needs; preparing content for PD for teachers, parents, and others; planning a schedule of PD delivery; gathering PD materials; preparing a lesson for modeling and planning a coaching session with a teacher.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Task Total Hours						<input type="text"/>	
Task Total %							0

COACH'S LOG

Modeling Lessons

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

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %	
4. Modeling Lessons								
Demonstrating lessons while teachers observe or co-teaching lessons in classrooms. Click on the pencil to select teachers and enter hours.								
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015			
Week 1 Hours	✎	✎	✎	✎	✎	0	✎ 0	
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015			
Week 2 Hours	✎	✎	✎	✎	✎	0	✎ 0	
Task Total Hours							✎	
Task Total %								0

Coaching

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

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %	
5. Coaching								
Coaching (initial conversation, observation, and reflecting conversation) teachers in classrooms which includes observing teachers, formulating feedback regarding lessons, discussing feedback with teachers, and reflecting with teachers relating to reading or content area lessons. Click on the pencil to select teachers and enter hours.								
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015			
Week 1 Hours	✎	✎	✎	✎	✎	0	✎ 0	
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015			
Week 2 Hours	✎	✎	✎	✎	✎	0	✎ 0	
Task Total Hours							✎	
Task Total %								0

COACH'S LOG

Coach-Teacher Conferences

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

6. Coach-Teacher Conferences and Conversation

Conferencing with teachers regarding lesson planning, grouping for instruction, intervention strategies, and other topics related to reading. Informally conversing with teachers in a variety of ways (phone, E-mail or face-to-face) on topics concerning reading such as fluency building, organizing literacy centers, students in need of intervention, etc. Click on the pencil to select teachers and enter hours.

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	⌵	⌵	⌵	⌵	⌵	0	⌵ 0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	⌵	⌵	⌵	⌵	⌵	0	⌵ 0
Task Total Hours						⌵	
Task Total %							0

Student Assessment

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

7. Student Assessment

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

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Task Total Hours						<input type="text"/>	
Task Total %							0

COACH'S LOG

Data Reporting

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

8. Data Reporting							
Entering assessment data into the management system. Coaches should spend limited time, if any, on this task.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Task Total Hours						<input type="text"/>	
Task Total %							0

Data Analysis

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

9. Data Analysis							
Analyzing student data to assist teachers with informing instruction based on student need. This includes personal study of data reports, principal/coach data sessions, and teacher/coach data sessions.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Task Total Hours						<input type="text"/>	
Task Total %							0

COACH'S LOG

Meetings

Attending meetings in the school, district or region regarding reading issues. Examples include meeting with school district administrators or coaches, school/community groups, curriculum teams, reading leadership teams, school improvement plan teams, etc.

10. Meetings Attending meetings in the school, district, or region regarding reading issues. Examples include meeting with school/district administrators or coaches, school/community groups, curriculum teams, Reading Leadership Teams, School Improvement Plan Teams, etc.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	0	0
Task Total Hours						<input style="width: 40px;" type="text"/>	
Task Total %							0

Knowledge Building

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

11. Knowledge Building Building knowledge of SBRR and/or assessment through personal study or professional development. This includes activities such as: attending a workshop and completing follow-up; attending reading conferences; reading journal articles; participating in a study group; attending state-sponsored PD; attending publisher-sponsored PD and attending assessment training.							
Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	0	0
Task Total Hours						<input style="width: 40px;" type="text"/>	
Task Total %							0

COACH'S LOG

Managing Reading Materials

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

Week/Day	Mon	Tue	Wed	Thu	Fri	Total Hours	Task %
12. Managing Reading Materials							
Preparing the budget for reading materials, reviewing and/or purchasing the materials, maintaining inventory, and delivering reading materials. Also included are duties such as gathering teacher resources and organizing leveled books for classroom libraries in collaboration with school staff.							
Week 1 Dates	08/17/2015	08/18/2015	08/19/2015	08/20/2015	08/21/2015		
Week 1 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Week 2 Dates	08/24/2015	08/25/2015	08/26/2015	08/27/2015	08/28/2015		
Week 2 Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Task Total Hours						<input type="text"/>	
Task Total %							0

Narratives

There are four locations on the Coach's Log Form to enter narratives:

- Other – This narrative is required if any time is entered in the “Other” category. This should include what other duties were assigned during the time reported.
- Successes – Successes experienced during the implementation of the school's reading program.
- Concerns – Concerns experienced during the implementation of the school's reading program,
- Hours Outside Contracted Day – General comments not regarding a success or concern.

Print Log

Before submitting the log, it's recommended to print one or more copies for your records. **Print** buttons are located at the top and bottom of the Coach's Log form.

Save and Submit

When the log is correct and complete, click **Submit**. After submitting the log, changes cannot be made. Previous Coach's Logs are available to review, however, they are unavailable for edits.