FLORIDA DEPARTMENT OF EDUCATION
—fldoe.org

PMRN Progress Monitoring & Reporting Network

Welcome to the Progress Monitoring & Reporting Network (PMRN)

K2 FAIR-FS
User's Guide

School Year 2014 – 2015

FLORIDA DEPARTMENT OF EDUCATION
—fldoe.org

Just Read, Florida!

Contents

Section 1: Overview of the Assessment

The purpose of the K2 FAIR-FS assessment is to provide a general estimate of students' reading abilities. Based on Assessment results, students at risk of failing the end-of-year outcome assessments are identified. The assessment is comprised of screening tasks (alphabetic, oral language, and comprehension). Depending on the student's performance, additional grade level diagnostic tasks may be administered. Diagnostic tasks are administered to assist the teacher in identifying reading strengths, weaknesses, and to set instructional objectives.

If any issues are experienced while utilizing the K2 FAIR-FS Application, please contact the FLDOE Integrated Education Network Service Center via phone at 855.814.2876 or email at IENHELP@fldoe.org.

Computer Specifications

In order for K2 FAIR-FS Application, the computer the teacher utilizes to administer the assessment must comply with the recommended computer specifications. In particular, screening tasks are delivered via audio. It is important that teachers review the computer specifications below to ensure the assessment will work correctly.

Quick Tip: Adobe AIR is required in order to install the K2 FAIR-FS Application. Don't have Adobe AIR? Download it here http://get.adobe.com/air/.

FAIR-FS Assessment 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
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	Keyboard, Mouse
	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.
Headphone/Earphone and Microphone Requirements	Headphones are required for both the K-2 and 3-12 FAIR-FS. It is recommended that for the K-2 that the audio output have a splitter ("Y") and both the teacher and the student have headphones. For the 3-12, the student is required to have headphones. For K-2, other than the audio provided, text to speech is not an option, as all text is in the form of images and text to speech works for text files and not image files.

| Browser Specifications	
Internet Explorer (IE)	Version 9,10
Firefox	Version 26.0
Chrome	Version 32.0
Safari	Version 5.1.7
Flash Player	Version 10.3
Adobe Air	Version 13.0

Section 2: Downloading the K2 FAIR-FS Application

All users will utilize the same process when downloading the K2 FAIR-FS Application. In order to download the K2 FAIR-FS Application, please follow the steps below:

1. Login to PMRN

2. Select K2 Button in the center of the page. You will be redirected to the K-2 Download Page.
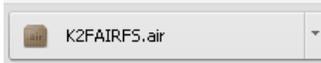

3. Select K-2 Adobe AIR Application Download link. A file download pop-up will display.
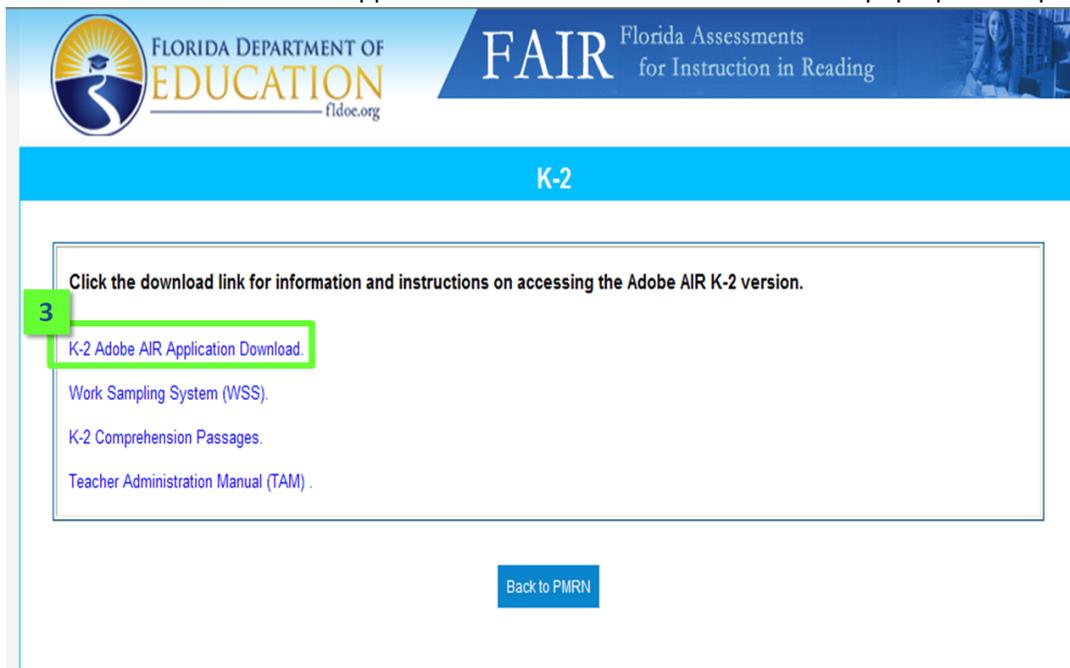
4. Select "Save" when prompted by the browser. The file will download to your computer.

   Quick Tip: When using Chrome to download the Application, you will not be prompted to save the file. The file will display at the bottom left hand corner of the browser once download is complete.
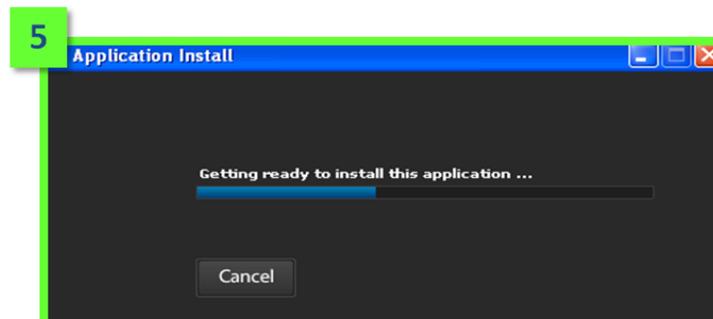
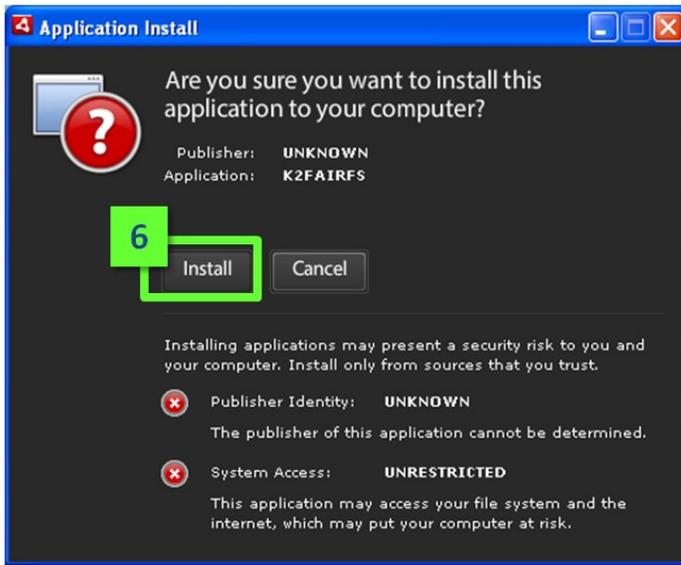   K2FAIRFS.air

   Internet Explorer Prompt

   File Download

   Do you want to open or save this file?

   Name: K2FAIRFS.air
   Type: Installer Package, 45.8MB
   From: **testk2.fldoe.org**

   4 [Open] [Save] [Cancel]

   While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

   Firefox Prompt

   Opening K2FAIRFS.air

   You have chosen to open:

   K2FAIRFS.air
        which is: Installer Package (45.9 MB)
        from: https://testk2.fldoe.org

   Would you like to save this file?

   4 [Save File] [Cancel]

5. Locate the downloaded K2 file in its saved location. Double click the file. The K2 Installer will launch.

   5 **Application Install**

   Getting ready to install this application ...

   [Cancel]

6. Select "Install" when prompted. Follow the directions of the installer. Enter a safe installation location when prompted. Select continue. The Application will begin installation.
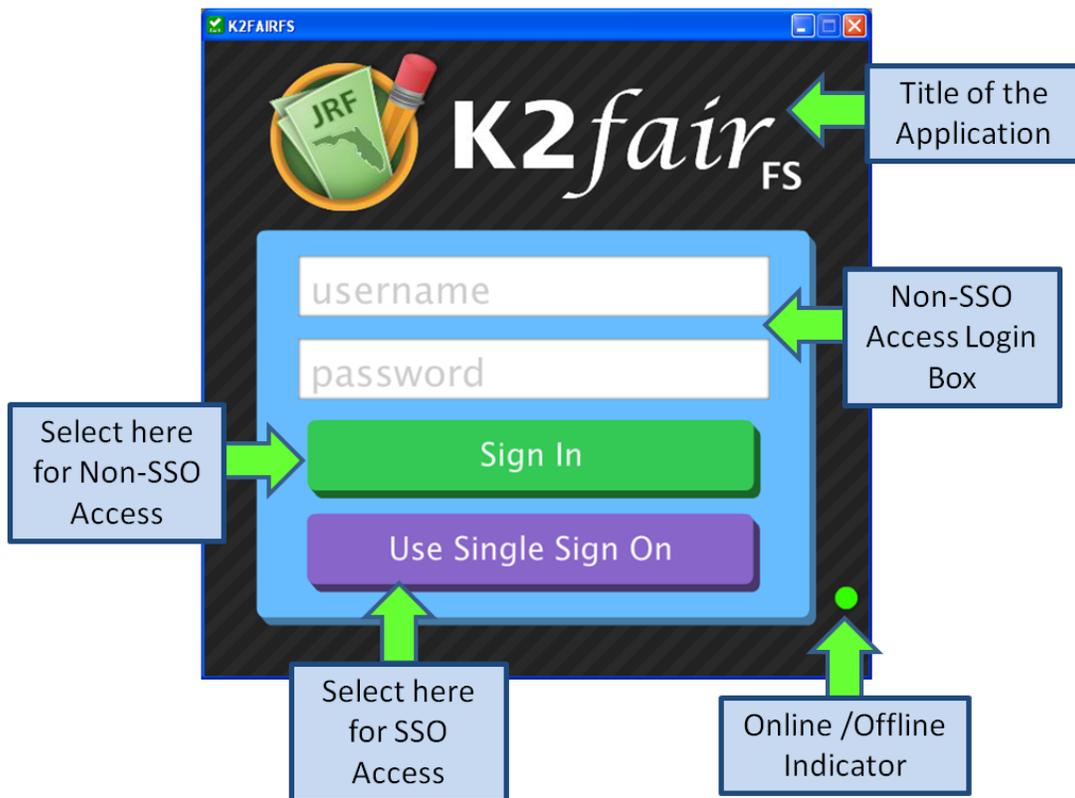

7. Upon successful installation, the K2 FAIRFS Login page will display. *Congratulations! You have successfully downloaded the K2 FAIR-FS Application.*

Section 3: Signing In to K2 FAIR-FS Application

Elements of the Login Screen

The login screen of K2 FAIR-FS Application is the first screen the user will see once the Application is opened. From this screen, the user will have the option to login as a Non-SSO User or SSO User. In addition, the Online/Offline Indicator informs the user of his/her internet connectivity status.

Online Non-SSO User Sign In

Non-SSO users will enter their assigned PMRN username and password to access K2 FAIR-FS Application. To login to K2 FAIR-FS Application, Non-SSO users need to complete the following steps:

1. Open the Application on your computer.

2. Enter Username and password

3. Select the green "Sign In" button.
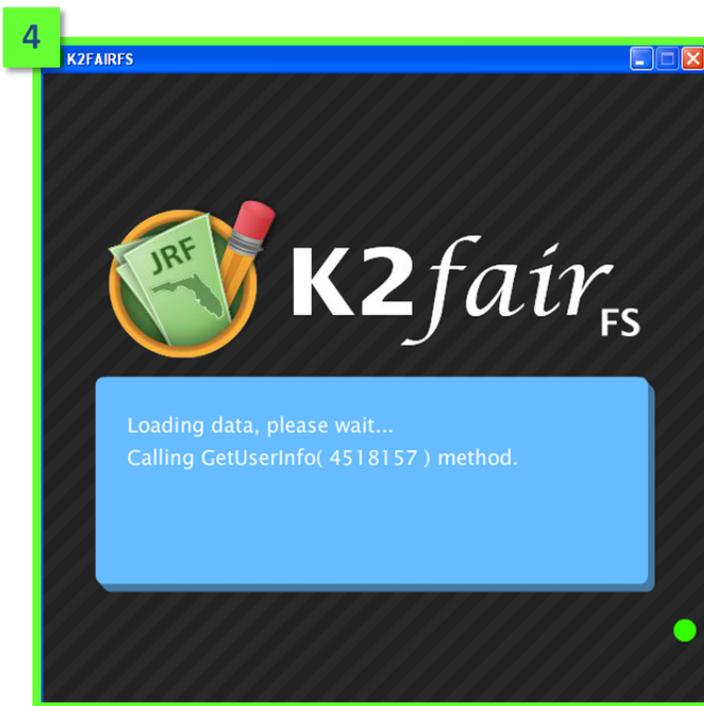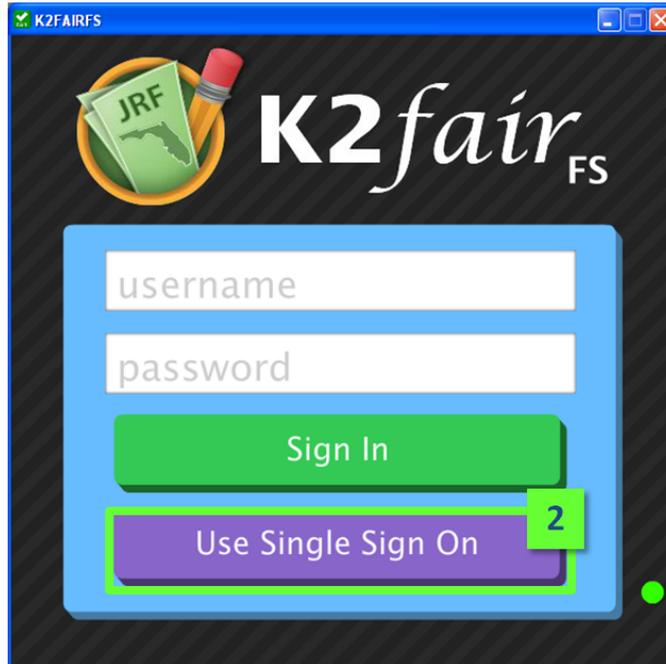
4. The "Loading data" message will appear on screen.

5. Once the data loads, the "Select a Teacher" page will display. *Congratulations! You have successfully logged into the K2 FAIR-FS Application as a Non-SSO User.*
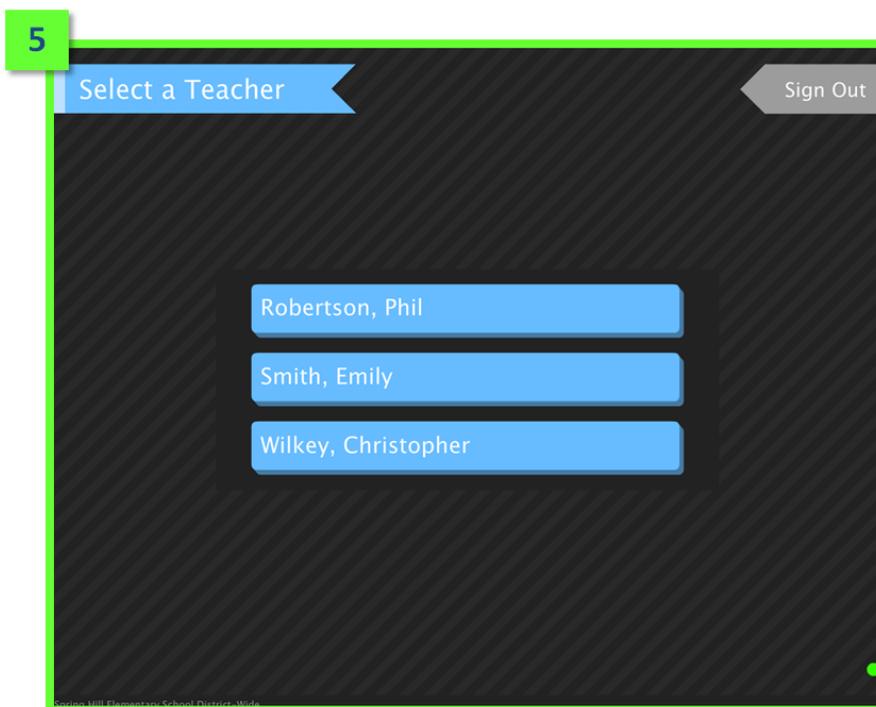
Non-SSO User Offline Mode Access

After downloading and logging into the K2 FAIR-FS Application at least once in online mode, Non-SSO users will be able to access the application without internet connectivity. To login to the K2 FAIR-FS Application in offline mode, Non-SSO users need to complete the following steps:

1. Open the Application on your computer.

2. The Offline Mode Sign In screen will display. Select the "Sign In Offline" button.

3. The "Select a User" screen will display. Select the username. The selected user's name box will turn green.
4. Enter the user's password. Then select the "Sign In" button.
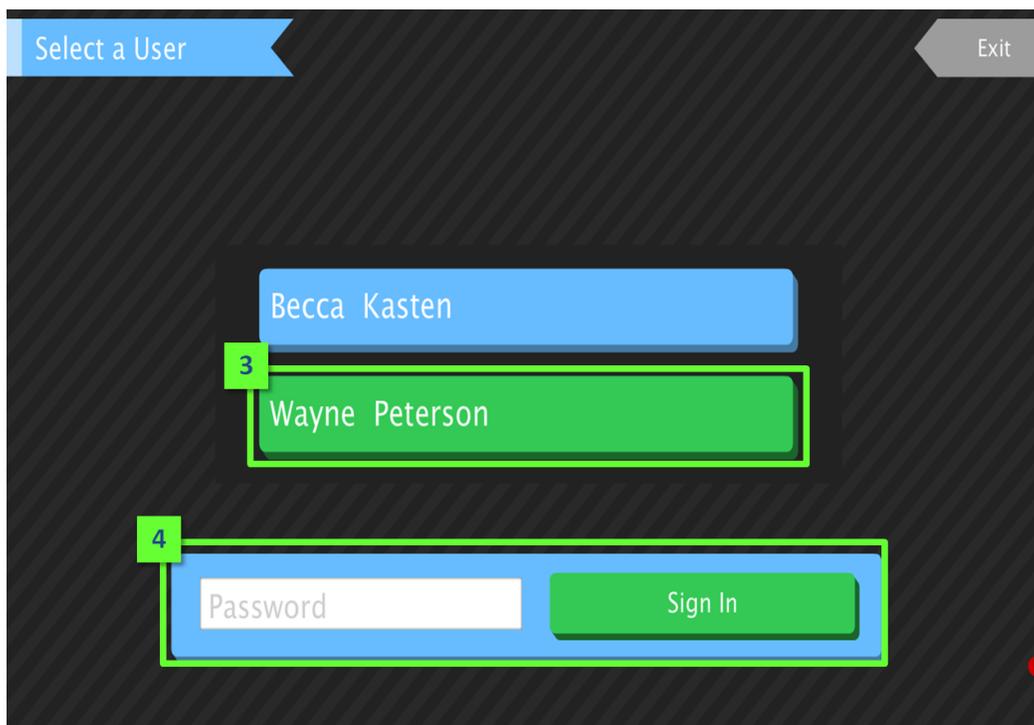
5. Once the password is accepted, the "Select a Teacher" page will display. *Congratulations! You have successfully logged into the K2 FAIR-FS Application in offline mode as a Non-SSO User.*
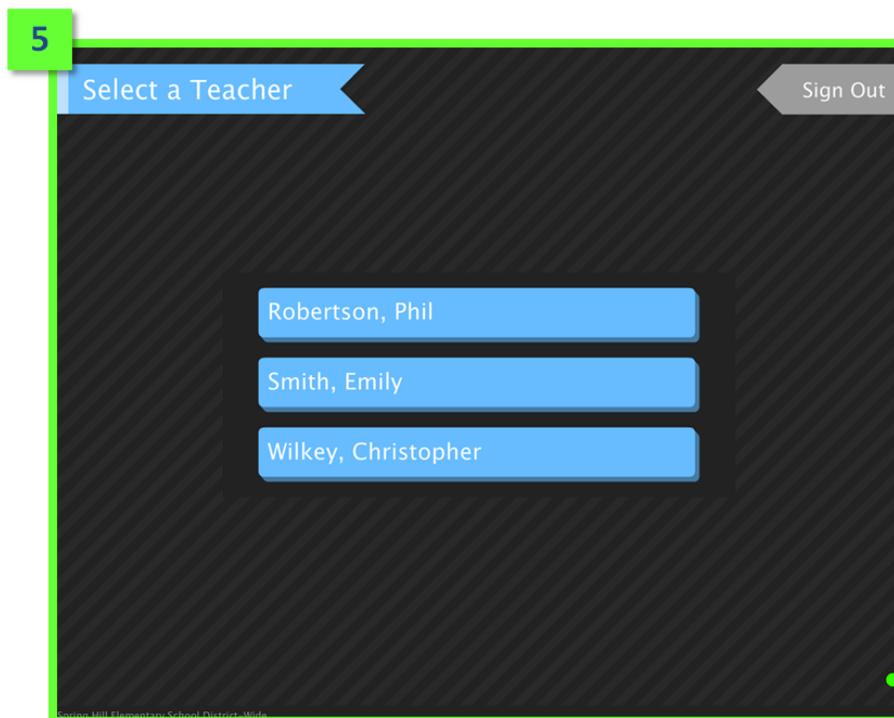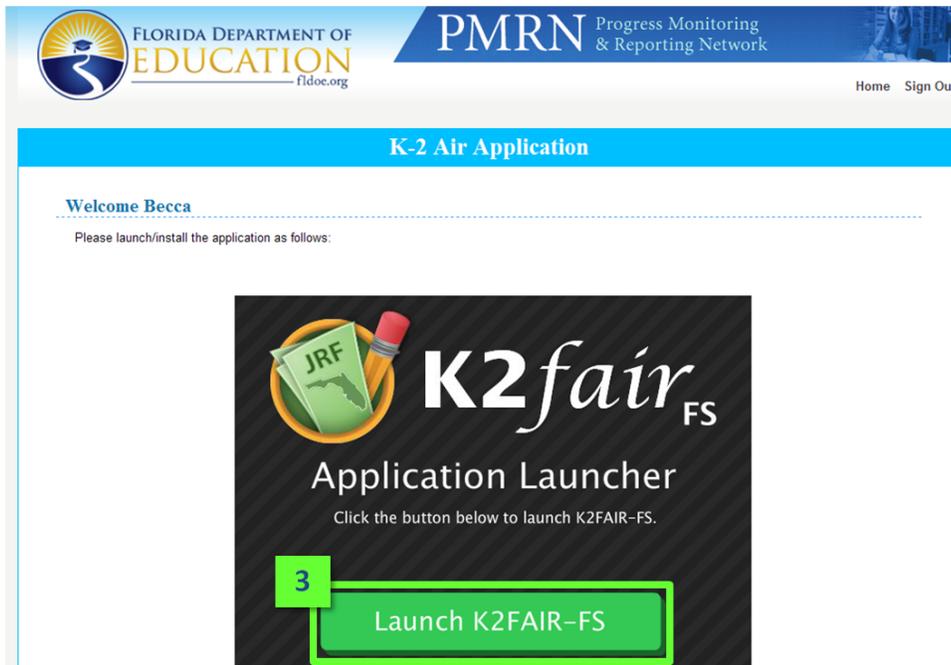
Online SSO User Sign In

SSO users will select the Single Sign On option to access K2 FAIR-FS Application. To login to K2 FAIR-FS Application, SSO users need to complete the following steps:

1. Open the Application on your computer
2. Select the purple "Use Single Sign On" button.

3. The K2-Air Application page will open in PMRN. Select "Launch K2FAIR-FS" on the PMRN Screen
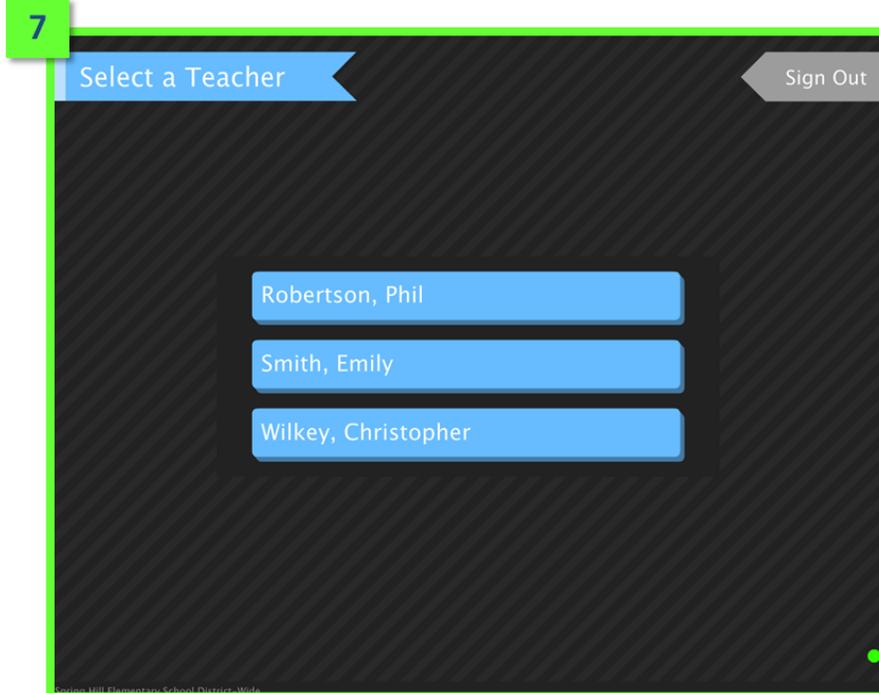
4. The Offline Passkey screen will display within the K2 FAIR-FS Application. If the user would like to access K2 FAIR-FS Application in offline mode, the user must enter a passkey of any length or character combination. *Quick Tip: It is not required to create a K2 FAIR-FS Application passkey. Passkeys should only be created if offline access will be utilized. If not, users may bypass this screen by selecting the "Continue" button.*

5. Select the "Save Passkey" button.
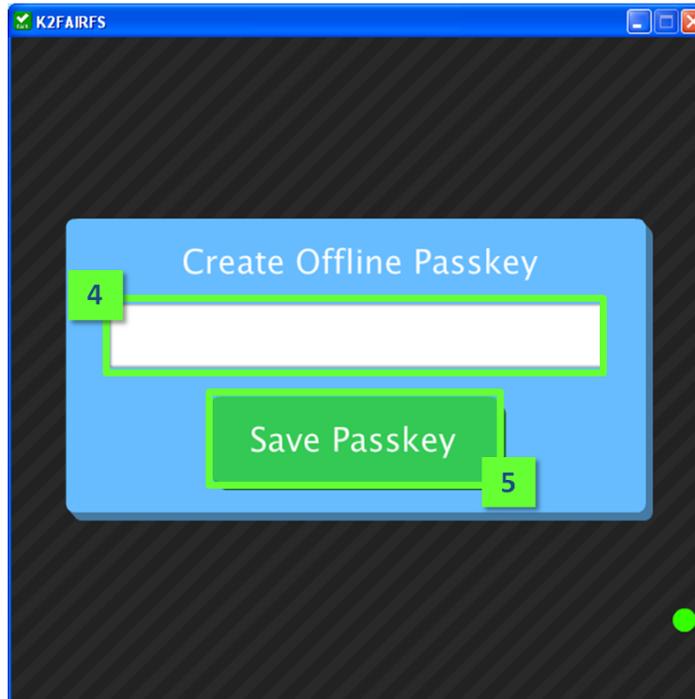
6. The "Loading data" message will appear on screen.
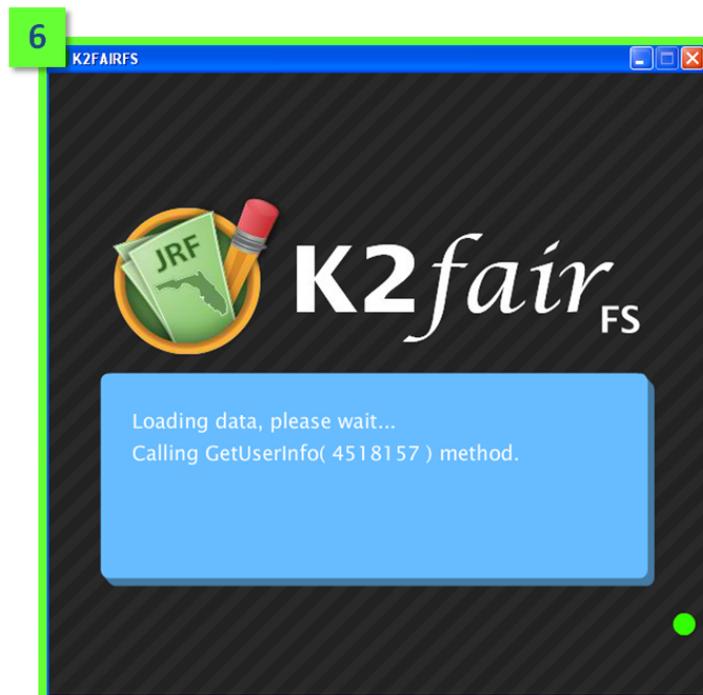
7. Once the data loads, the "Select a Teacher" page will display. *Congratulations! You have successfully logged into the K2 FAIR-FS Application as a SSO User.*

7

Select a Teacher   Sign Out

Robertson, Phil

Smith, Emily

Wilkey, Christopher

Spring Hill Elementary School District-Wide

SSO Offline Mode Access

After downloading and logging into the K2 FAIR-FS Application at least once in online mode, SSO users will be able to access the application without internet connectivity. *Quick Tip: It i required to create a K2 FAIR-FS Application passkey to utilize the K2 FAIR-FS application in offline mode as a SSO user. Please see the Online SSO User Sign In section of this manual for details on creating a passkey.*

 To login to K2 FAIR-FS Application in offline mode, SSO users need to complete the following steps:

1. Open the Application on your computer.

2. The Offline Mode Sign In screen will display. Select the "Sign In Offline" button.

3. The "Select a User" screen will display. Select the username. The selected user's name box will turn green.
4. Enter the user's passkey. Then select the "Sign In" button.

5. Once the password is accepted, the "Select a Teacher" page will display. *Congratulations! You have successfully logged into the K2 FAIR-FS Application in offline mode as a SSO User.*
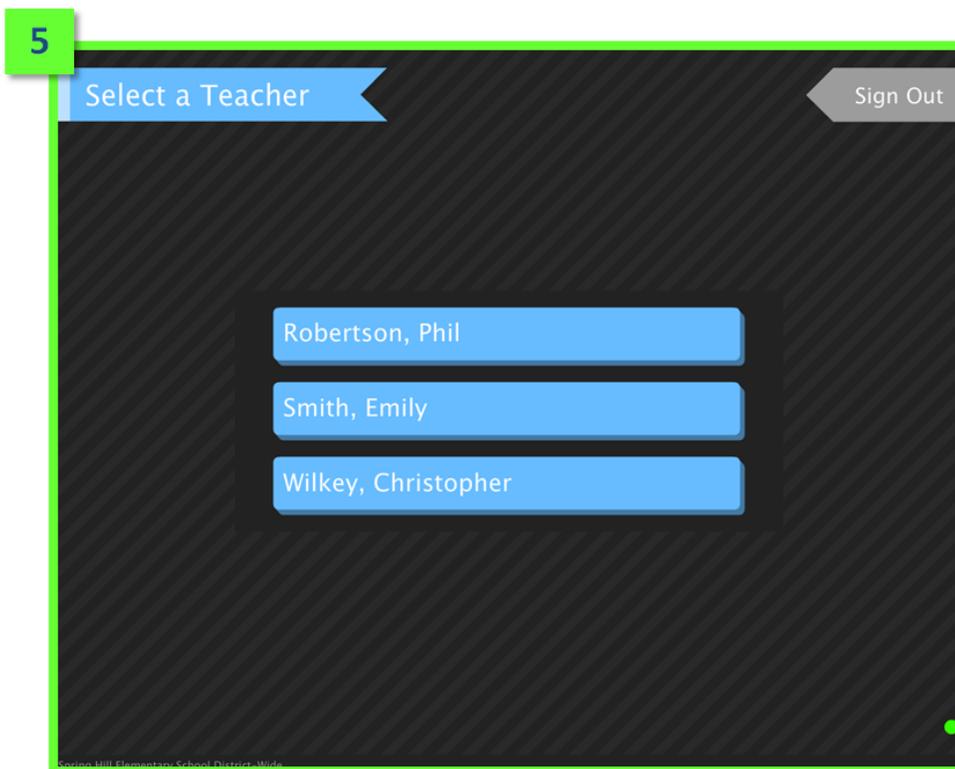
# Section 4: Administering the Assessment

Navigating through K2 FAIR-FS Application

There are four main screens within the K2 FAIR-FS Application. These are the "Select a Teacher", "Select a Course", "Select a Student", and "Assessment Screens". Each screen contains different elements that provide users with information within the Application.

Select a Teacher Screen Elements

From the Select a Teacher Screen, users are able to select the teacher name that will administer the assessment. The Sign Out button and Online/Offline indicator are present on this page.
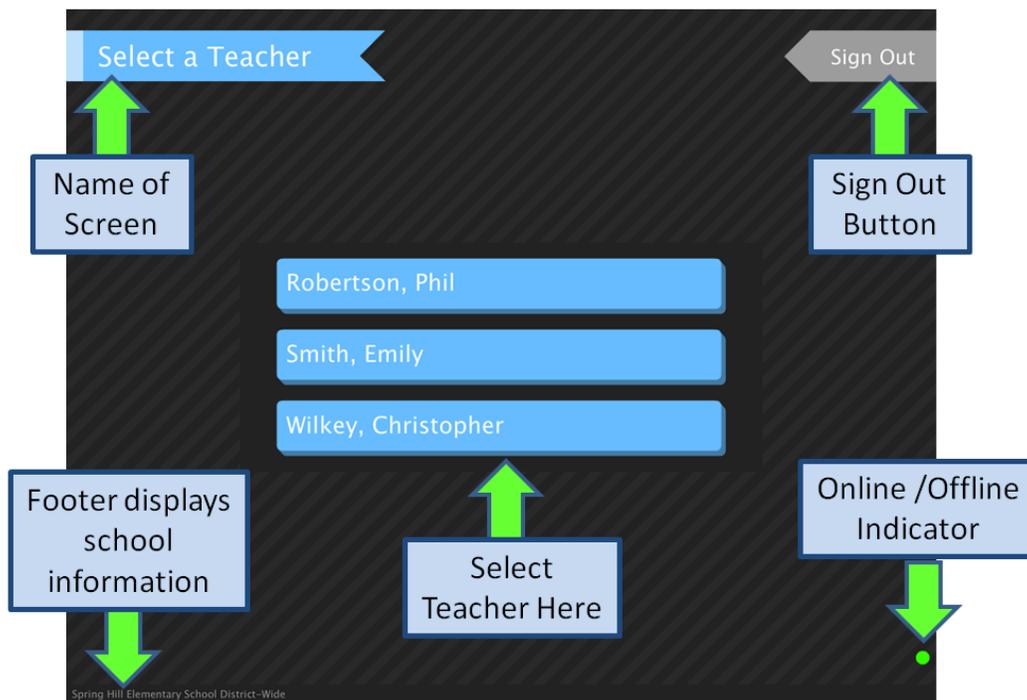
Select a Course Screen Elements

From the Select a Course Screen, users are able to select the specific class of students to assess.   The Sign Out button and Online/Offline indicator are present on this page. A Back button is also present. This can be used to return to the Teacher Screen if a user needs to make a different selection.
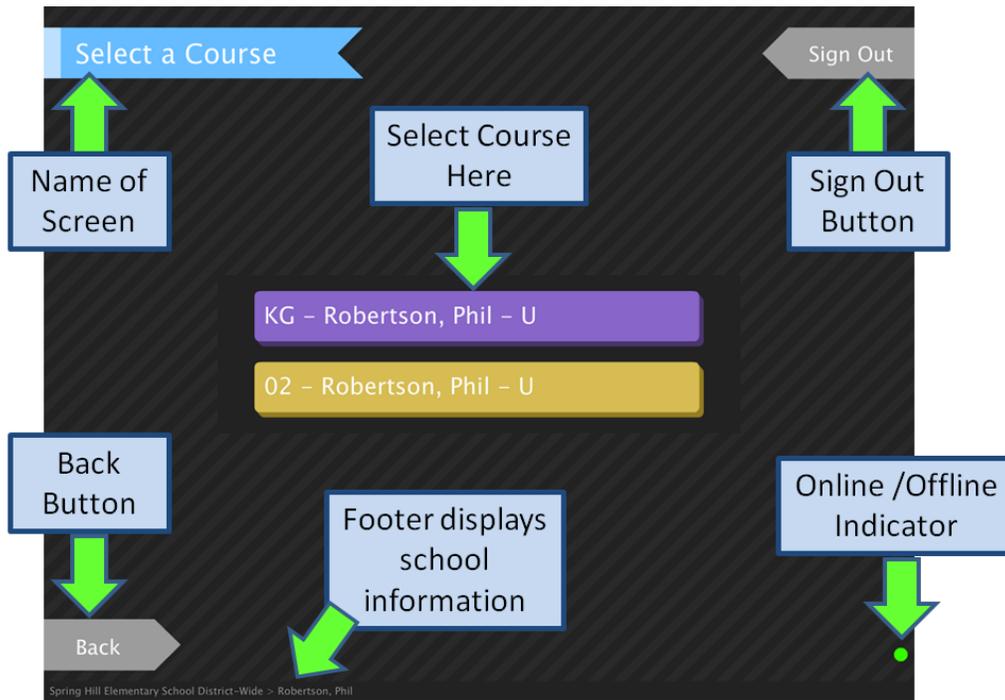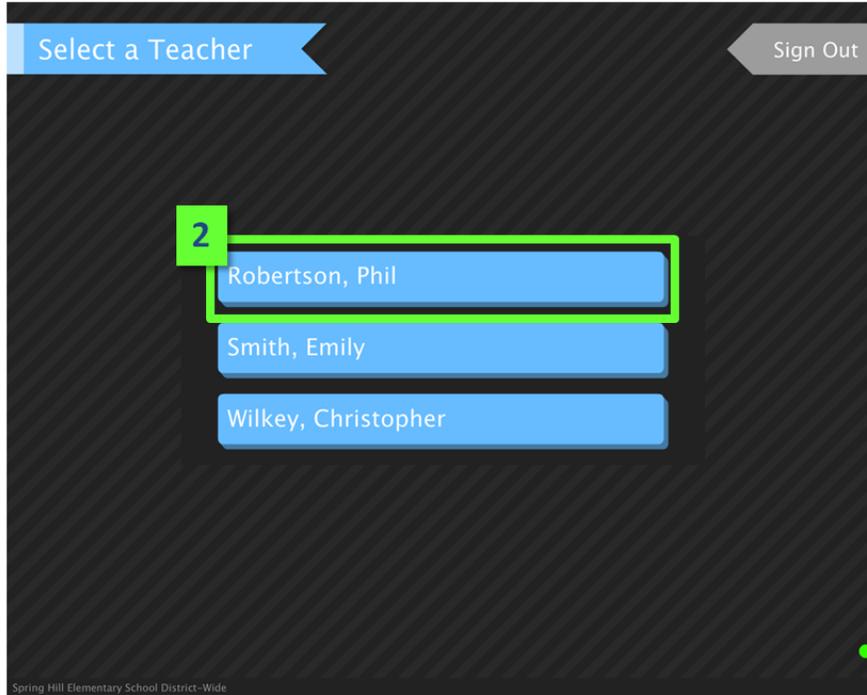
Select a Student Screen Elements

From the Select a Student Screen, users are able to select the specific student to assess.   The Sign Out button and Online/Offline indicator are present on this page. A Back button is also present. This can be used to return to the Course Screen if a user needs to make a different selection. *Quick Tip: Is a student missing from the roster? Check the PMRN to ensure the student has been added to the correct class.*
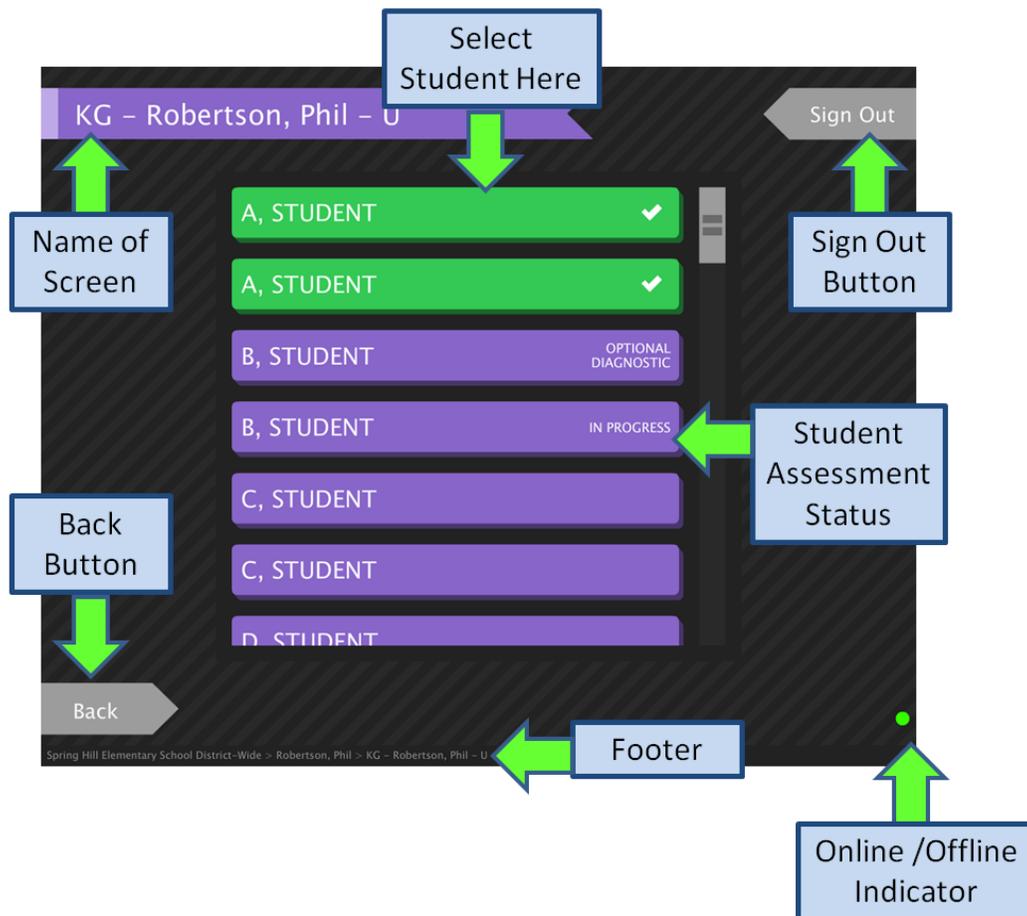
Selecting a Student to Assess

To select a student to assess, users must follow the following steps:

1. Sign in to the K2 FAIR-FS Application. The "Select a Teacher" Screen will display.
2. Select the teacher of the student. The "Select a Course" Screen will display.

3. Select the course in which the student is rostered. The "Select a Student" Screen will display.
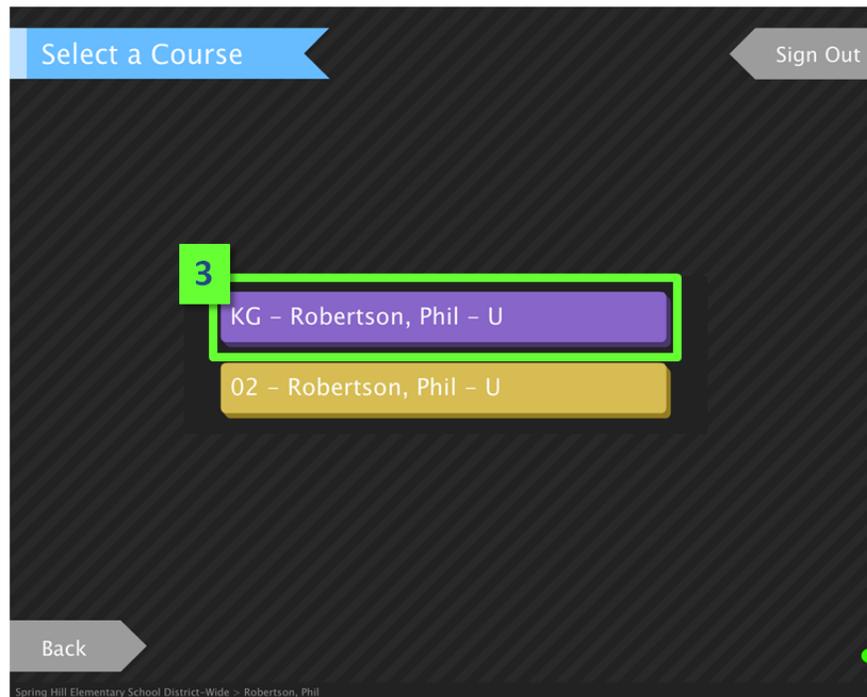
4. Review the list of students. Once the student is located, select the student name. *Quick Tip: On the right side of the student name, the assessment status will be displayed. If the student name is green, the student has completed all required and optional diagnostic tasks for the assessment period. If the status is "In Progress", the student has required tasks remaining. If the status is "Optional Diagnostic", the student has completed all required tasks; however, optional tasks still can be administered. If no status is listed, the assessment has not been started for the student.*
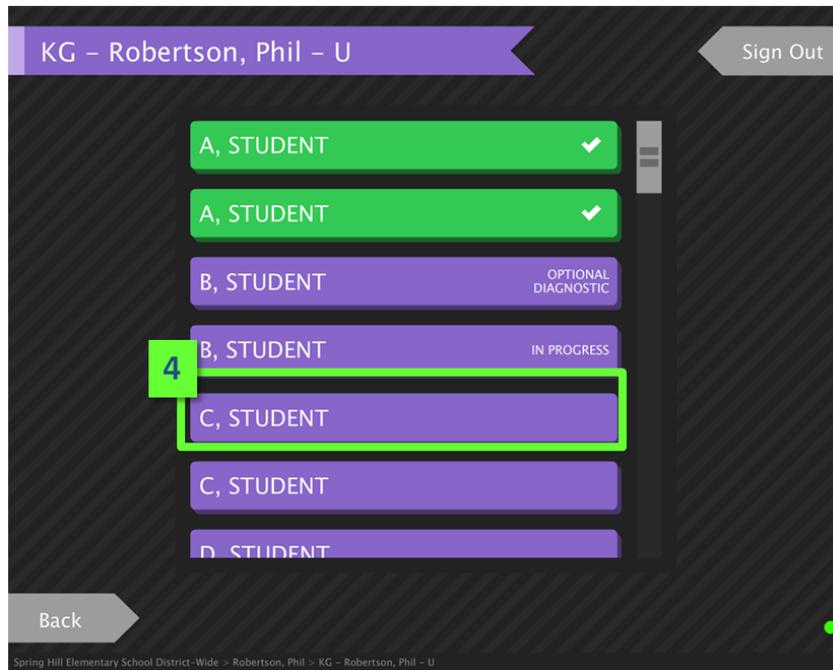
5. The assessment will begin for the student. *Congratulations! You have successfully selected a student for assessment.*
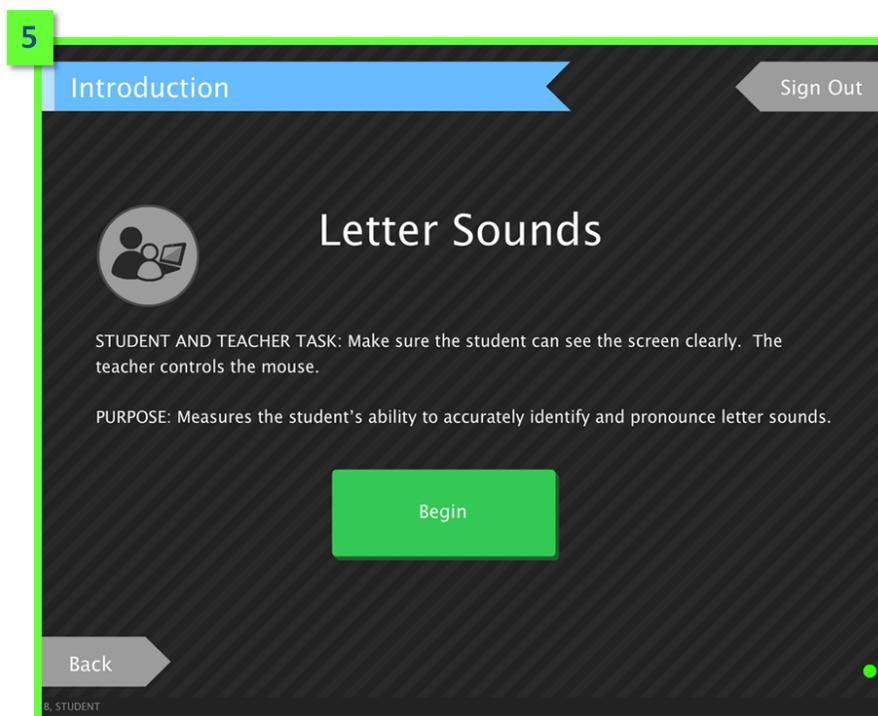
K2 FAIR-FS Application Assessment Task Overview

K2 FAIR-FS Application features adaptive screening tasks and grade level diagnostic tasks. Question difficulty will be based on the student's performance throughout the assessment for the screening tasks. It is estimated that the total screening time per student will vary by grade. Screening tasks are divided into three categories-Alphabetics, Oral Language, and Comprehension.

Grade level diagnostic tasks are computer-administered, but not computer-adaptive. Presentation of these tasks is based on student performance on the screening tasks. K2-AIR administers the diagnostic tasks to the students whose PLS on the screening tasks falls below .85.

Quick Tip: The K-2 FAIR-FS Assessments do not have to be completed in one sitting. Teachers may administer the assessment in several sessions, as long as a task that has been started is completed.

Identifying Types of Tasks

There are three types of tasks within the K2 FAIR-FS Application Assessment. These are "Student and Teacher Task", "Student Task", and "Teacher Task". Each task type will be denoted by an icon on the task title page.

 The Student and Teacher Task requires both student and teacher to look at the screen, however, the **teacher** marks all answers.

 The Student Task requires both student and teacher to view the screen; however the **student** marks all answers

 During the Teacher Task, only the teacher is allowed to view the screen. The **teacher** marks all answers for the student.

Assessment Screen Elements

Depending on the task, the screen elements displayed during the assessment may vary. The Correct/Incorrect, Submit, Repeat, and Reset buttons will be displayed throughout the assessment tasks.

Correct/Incorrect Buttons

- For certain tasks, the teacher will mark the answer correct or incorrect before selecting the "Submit" button. The selected button will be highlighted in yellow.
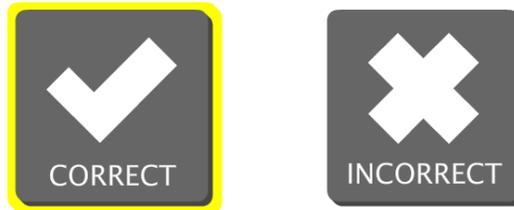
Submit Button

- **For the Letter Sounds and Word Reading screening tasks (or if there are NO correct/incorrect buttons present in a diagnostic task),** the teacher will mark correct/incorrect responses by clicking the arrow at bottom right-hand corner of the screen

    o   To indicate a correct response, the teacher will click the top half of the arrow

    o   To indicate an incorrect response, the teacher will click the bottom half of the arrow

    o   Clicking a second time on the same part of the arrow will confirm/submit the response and advance to the next item

        ▪ To change the response, click the opposite side of the area

        ▪ Click again to confirm the response
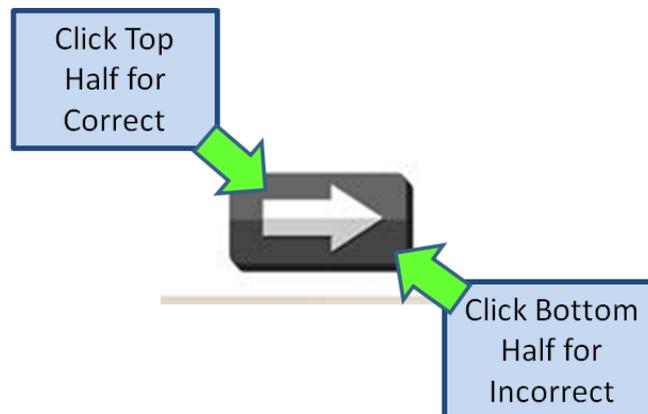
- **For all other screening tasks and diagnostic tasks, it does not matter where the arrow is clicked.** *Please note, the submit button will look exactly the same for all tasks.*
    - o   Answers for these tasks are submitted after only one click.
    - o   There is no back button. Ensure that the student's final answer is chosen before clicking the arrow.

Repeat Audio Button

- Selecting the repeat audio button will repeat the audio of the question. It is included for extenuating circumstances only.
- Each audio item may only be repeated once.
- Only the teacher administering the assessment can authorize audio replay. **To replay audio, the teacher must:**
    1. Select the Repeat Audio Button
    2. Enter the replay code*. The replay code **"PLAY"** must be entered by the teacher each time the repeat audio button is selected.*
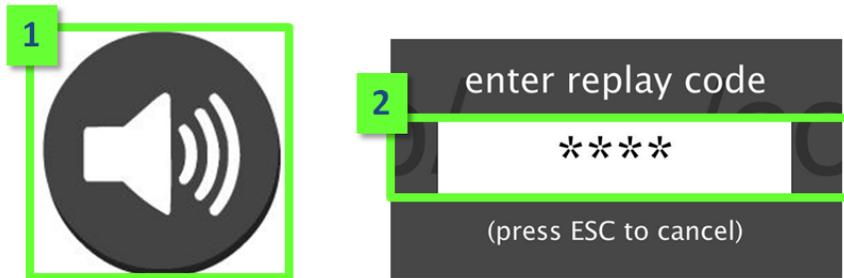
Reset Button

- Selecting the reset button will reset the original screen elements.
- This button will be present during the Following Directions and Vocabulary Pairs tasks.

K2 FAIR-FS Assessment Task Descriptions

The K2 FAIR-FS Assessment contains the following screening tasks. The tasks presented to each student are dependent on the student grade level and assessment performance.   For detailed information regarding these tasks, please consult the K-2 Administration Manual.

Alphabetics	
Task Name	**Description**
Phonological Awareness	Student hears an audio file pronounce a word that has been broken into parts/phonemes. The student blends sounds together to produce a word.
Letter Sounds	Student sees both uppercase and lowercase letters. Student pronounces the sound associated with the letters (consonant, vowel, digraph).
Word Reading	One at a time, words appear on the screen for the student to pronounce.
Spelling	Students will hear a word and will type to spell/sound-out the word.
Oral Language	
Vocabulary Pairs	Student sees three words on the screen that are read aloud by the computer and clicks on the two words that go together.
Following Directions	Student hears a sentence with directions (may be single or multi-step) and responds by selecting or moving objects on the screen.
Comprehension	
Listening Comprehension	The Listening task consists of a passage read by the teacher from the computer screen and five questions read to the student. The student's PLS will be used to identify a passage that is matched to the student's ability level.
Reading Comprehension	The Reading task consists of the student reading from a hard copy with the teacher marking errors on the computer screen and asking five comprehension questions.
Sentence Comprehension	Student hears a sentence and clicks the one picture (out of four) that best fits the sentence

Grade Level Diagnostic Tasks

These tasks are presented each assessment period if a student does not achieve a PLS of .85 or greater. Depending on student performance on the screening tasks, all of the diagnostic tasks listed below may or may not be presented. For detailed information regarding the grade level diagnostic tasks, please consult the K-2 Administration Manual.

Kindergarten	Grade 1	Grade 2
Print Awareness	Letter Sound Knowledge	Phonological Deletion – Initial
Letter Name & Sound Knowledge	Phonological Blending	Phonological Deletion – Final
Phonological Deletion – Word Parts/Initial	Phonological Deletion – Initial	Word Building – Consonants
Letter Sound Connection – Initial	Phonological Deletion – Final	Word Building – CVC/CVCe
Letter Sound Connection – Final	Word Building – Consonants	Word Building – Blends/Vowels
Word Building – Initial Consonants	Word Building – Vowels	Multisyllabic Word Reading
Word Building – Final Consonants	Word Building – CVC/CVCe	
Word Building – Medial Vowels	Word Building – Blends	

K2 FAIR-FS Assessment Task Flowchart
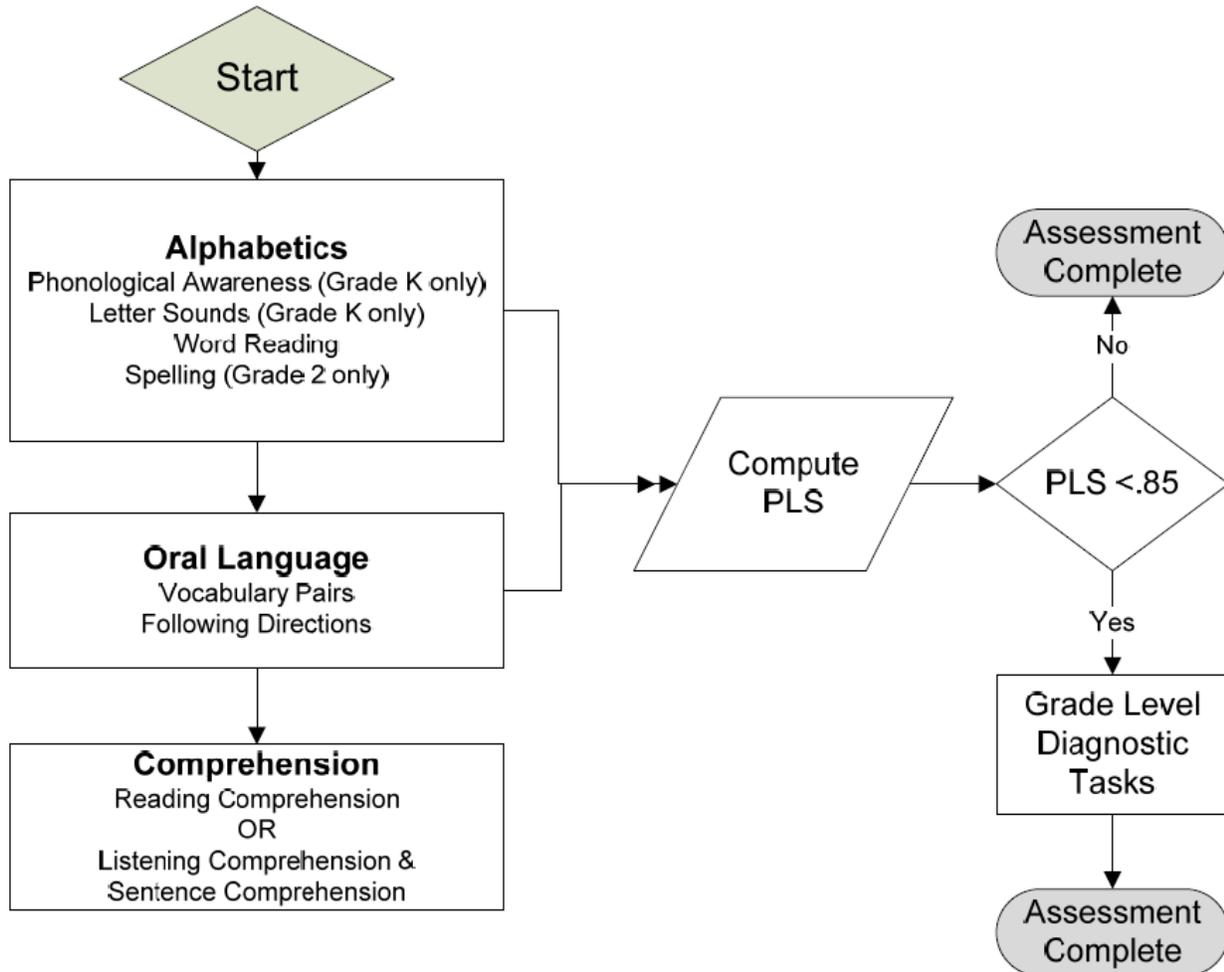
K2 FAIR-FS Assessment Administration Calendar

K-2 FAIR-FS assessment tasks vary according the grade level and assessment period. Please see calendars below for details on the task calendar. **_Quick Tip: All Kindergarten tasks in blue are required tasks for FLKRS._**

Alphabetics Administration Calendar

	Kindergarten			First Grade			Second Grade		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
Phonological Awareness	✓	✓	✓						
Letter Sounds	✓	✓							
Word Reading			✓	✓	✓	✓	✓	✓	✓
Spelling							✓	✓	✓

Oral Language Administration Calendar

	Kindergarten			First Grade			Second Grade		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
Vocabulary Pairs	✓	✓	✓	✓	✓	✓	✓	✓	✓
Following Directions	✓	✓	✓	✓	✓	✓	✓	✓	✓

Comprehension Administration Calendar

	Kindergarten			First Grade			Second Grade		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
Listening Comprehension	✓	✓	Available	Available	Available	Available	Available	Available	Available
Reading Comprehension			✓	✓	✓	✓	✓	✓	✓
Sentence Comprehension	✓	✓	✓	✓	✓	✓			

Appendix: Florida Kindergarten Readiness Screener (FLKRS) Administration

The Florida Kindergarten Readiness Screener (FLKRS) provides teachers and parents information concerning each student's readiness for kindergarten. All public schools and participating non-public schools are required to administer FLKRS within the first 30 days of the school year to all enrolled kindergarten students. FLKRS is only administered once per year.

FLKRS is comprised of two parts: *Florida Assessments for Instruction in Reading aligned to Florida Standards (FAIR-FS) and the Work Sampling System (WSS)*

The FAIR-FS portion of the assessment is administered via the K2 FAIR-FS Application and is comprised of the following tasks:

- Phonological Awareness
- Letter Sounds
- Vocabulary Pairs
- Following Directions
- Listening Comprehension
- Sentence Comprehension

The WSS is based on classroom observations of student performance. Results of the observations are then recorded into the Progress Monitoring & Reporting network of FAIR-FS.

Quick Tip: For detailed information regarding FLKRS, please consult the FLKRS Administration Manual.

FLKRS Demographics

Before any FLKRS tasks can be administered, the teacher must visit the FLKRS demographics page within the PMRN to complete demographics for the student being assessed. To complete FLKRS demographics for a student, please follow the steps below:

1. Sign In to PMRN as a Reading Level user.

2. Select the Class Summary tab.

3. Find the correct class and select the link.

4. A list of students enrolled in the class will display on the screen. Review the list. Select the FLKRS Demographics tab.

Quick Tip: If the FLKRS demographics have been completed for a student, the ● *(FLKRS Demographics circle) will be filled in*. *Proceed to step 8 to continue with FLKRS assessment.*

5. Locate the student in the dropdown. FLKRS demographics information will display for the student.

6. Complete the FLKRS demographics for the student.

7. Select Save. Repeat steps 5-7 for each student being assessed. *Congratulations! You have successfully entered FLKRS demographics for a student. You may now proceed to the FAIRFS-K portion of the FLKRS assessment.*

FAIR-FS Administration

To complete the FAIR-FS portion of FLKRS, users must follow the steps below:

1. Sign in to the K2 FAIR-FS Application. The "Select a Teacher" Screen will display.

2. Select the teacher of the student. The "Select a Course" Screen will display.
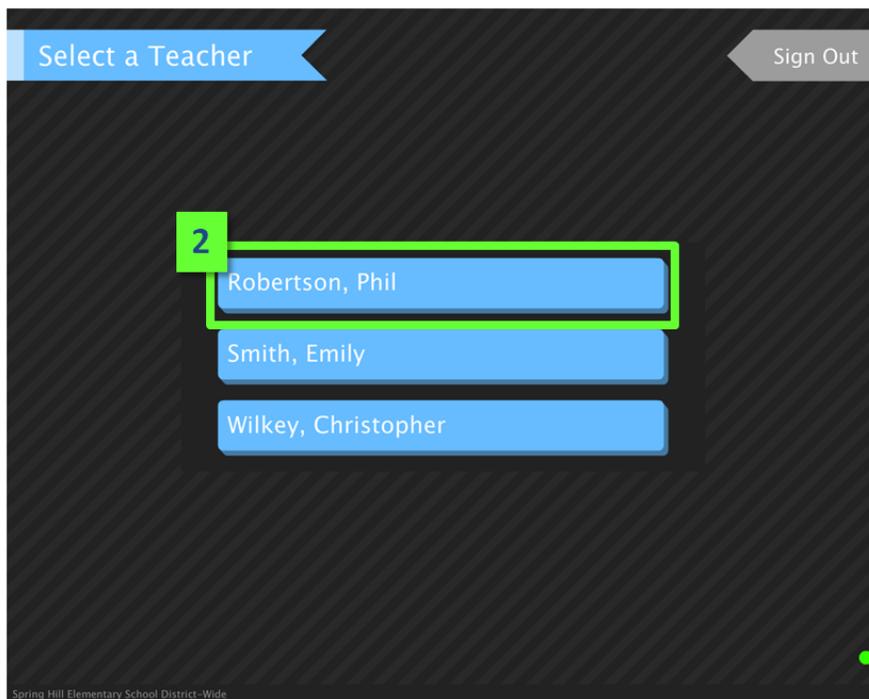
3. Select the course in which the student is rostered. The "Select a Student" Screen will display.
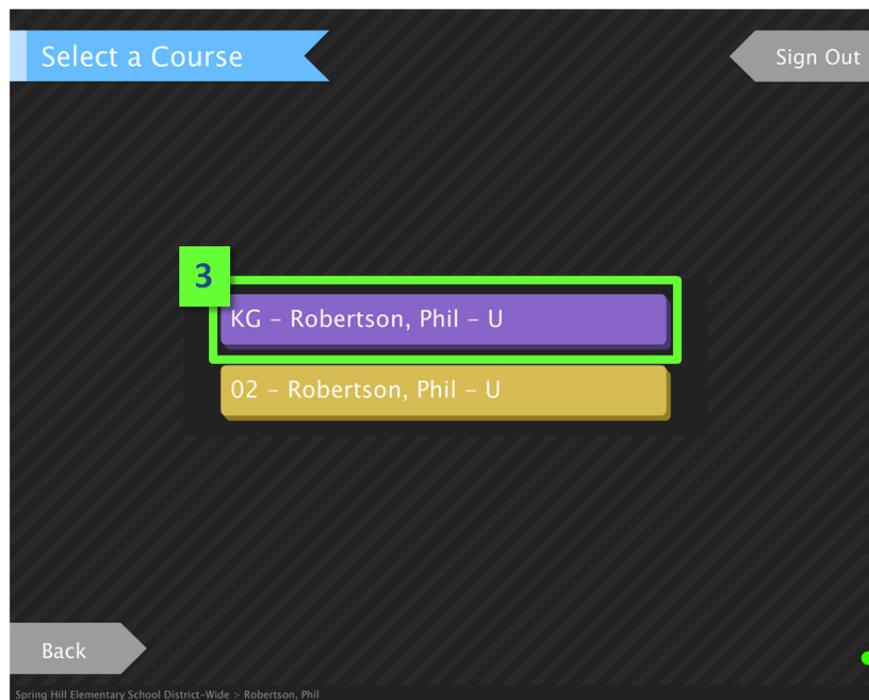
4. Review the list of students. Once the student is located, select the student name.
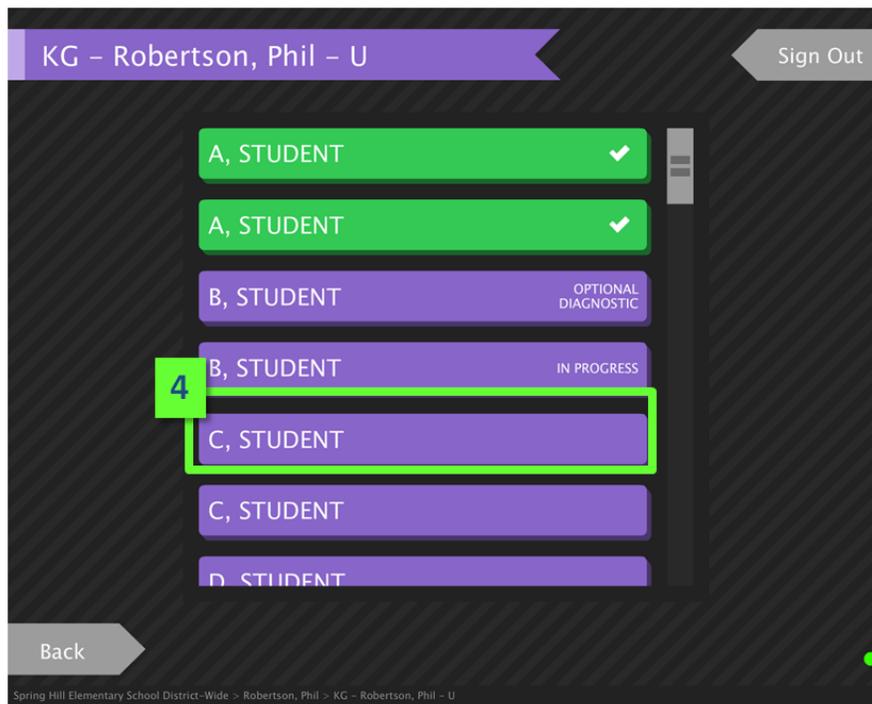
5. The assessment will begin for the student.
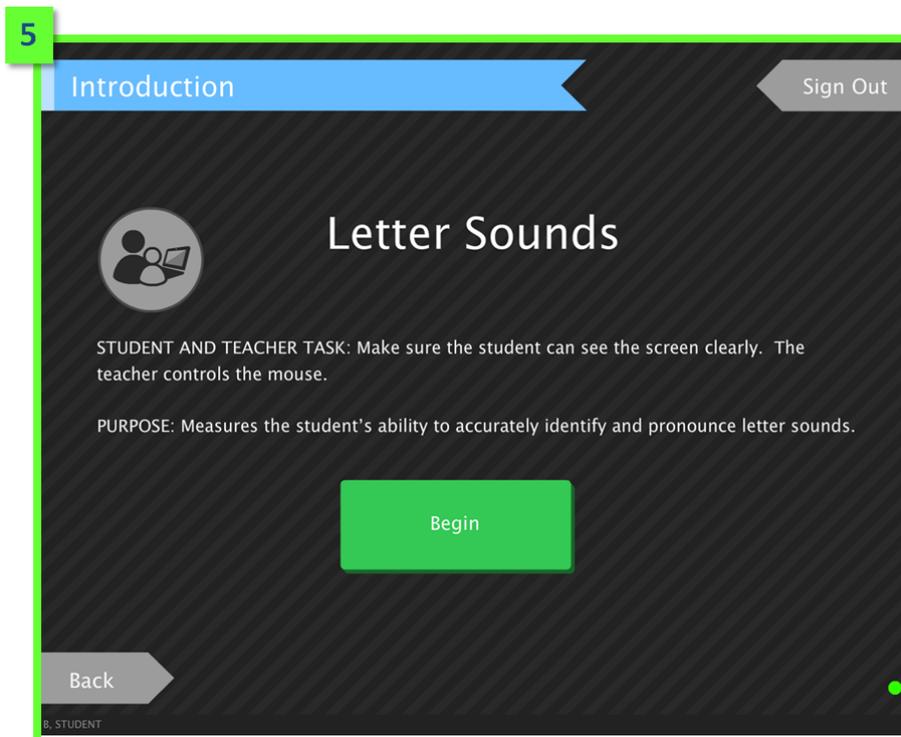
6. Complete all required FLKRS tasks. Upon completion, a "FLKRS Assessment Complete" screen will display. *Congratulations! You have successfully completed the FAIRFS portion of the FLKRS assessment. Quick Tip: Once the FLKRS portion is complete, optional grade level diagnostic tasks may be accessible, depending on student performance.*

Work Sampling System (WSS) Administration

The Work Sampling System (WSS) is the ECHOS replacement. The WSS is based on classroom observations. Teachers will complete the checklist for each student. Results of the observations are then recorded into the Progress Monitoring & Reporting network of FAIR-FS.

To complete the WSS portion of FLKRS, users must follow the steps below:

1. Sign In to the PMRN.

2. Select the K-2 link in the menu.

3. The K-2 download page will display. Select the WSS link to open the pdf file.
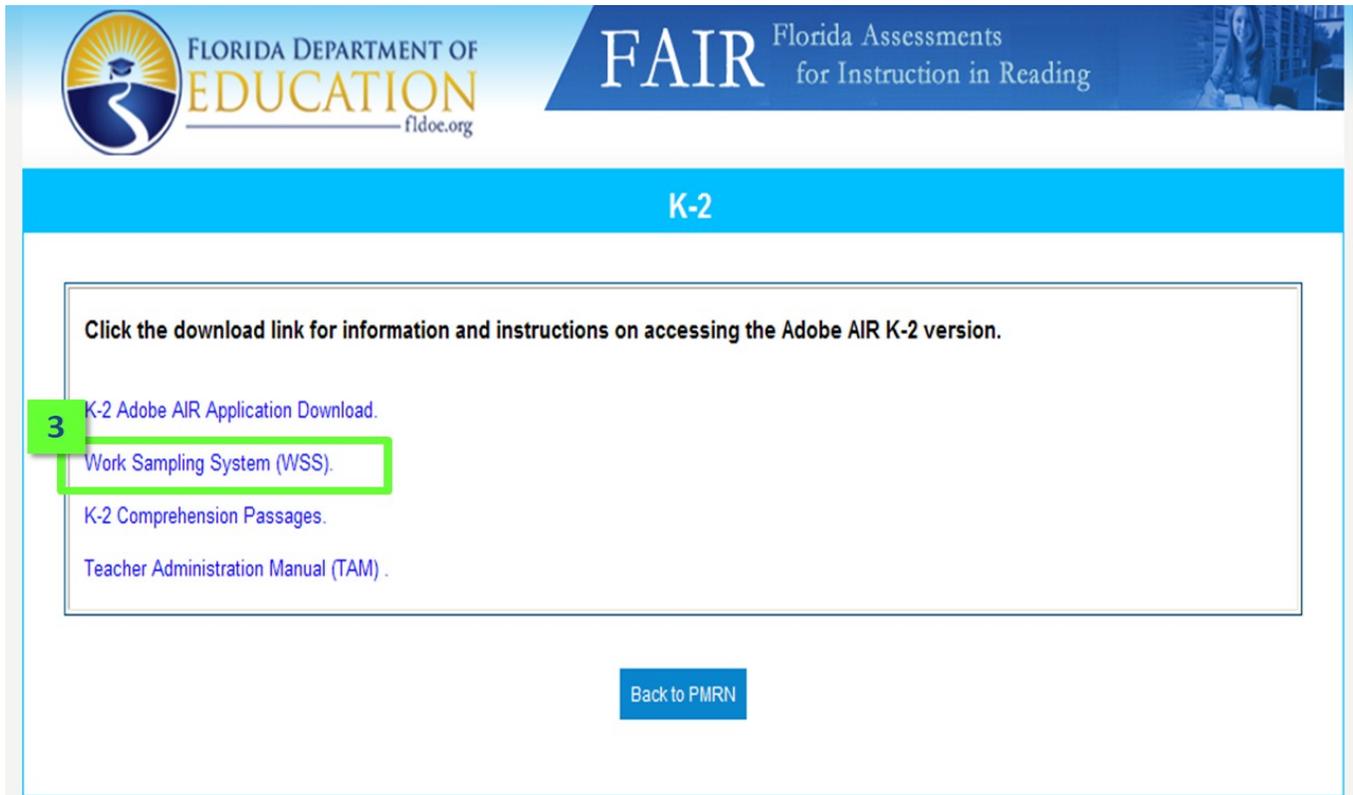
4. Print the WSS pdf file. Complete one form for each student being assessed. Retain completed forms in a safe place. *Congratulations! You have successfully completed the WSS portion of the FLKRS assessment.*

COMING SOON WSS Results entry via the PMRN. All users will be notified once this feature is available for teacher use.