



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

PMRN

Progress Monitoring
& Reporting Network



Welcome to the Progress Monitoring & Reporting Network (PMRN)

PMRN

Non-SSO Administrative User's Guide Version 2

School Year 2014 – 2015

Last Updated: 9/10/2014



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



About the PMRN Non-SSO Administrator's Guide

This PMRN Non-SSO Administrator's Guide is intended to assist School Level 1 (SL1) and School Level 2 (SL2) Users in using the Progress Monitoring and Reporting Network (PMRN) to plan reading instructions for grades K through 12.

SSO refers to the Florida Department of Education Single Sign-On portal, which serves as a gateway to several FDOE resources for educators. Non-SSO Users are generally composed of those private educational agencies who have not yet requested access to SSO through FDOE. For more information on Florida Department of Education Single Sign-On please visit www.fldoe.org/sso.

Both the PMRN website and the PMRN User Guides are updated to meet the needs of Florida Educators. Please contact the Just Read Florida Office for assistance in using the PMRN or to suggest improvements to the PMRN or this guide.

The latest information about PMRN, including Registration pages, is available at:

<http://www.justreadflorida.com/pmrnfair-fs/>

Contents

About the PMRN Non-SSO Administrator's Guide	1
Section 1: Introduction	3
About the PMRN	4
System Specifications	4
Browser Specifications	5
Security	5
Accessing the PMRN	6
Registration	6
Obtaining PMRN Credentials- School Level 1 Users	8
PMRN Website	9
Signing In	9
Forgotten Password	13
Section 2: School Configuration [<i>SL1 Users</i>]	14
Overview	14
Confirm Calendar	15
Non-Instructional Days	15
School Configuration Completion	15
Section 3: Users and Access	16
Overview	16
Administrative Users	16
Non-Administrative Users	16
Access Levels, Descriptions and Recommendations	18
Section 4: Elements of the PMRN Home Page	19
Menu Options	20
Profile	20
News	22
Contact Us	22
K-2	22
3-12 WAM	23
Downloads	23
FLKRS Reports	24
Navigation Tabs	25
School Reports Tab	25

Reading Class Reports Tab	27
Student Reports Tab	27
Teacher Reports Tab	28
Classes/Periods Tab	28
Students Tab	29
Users Tab.....	29
Section 5: PMRN Administration [SL1 & SL2]	33
Overview	33
You will need:.....	33
Adding a New Teacher	33
Deleting a Teacher	26
Classes and Assignments.....	1
Review Class Lists	1
Add a Class/Period	2
Delete a Class	3
Students	4
Add a Student.....	4
Search for a Student.....	5
Enroll a Student.....	6
Remove a Student.....	8
Transfer Student to Another Class.....	8
Withdraw a Student	9
Section 6: Additional Resources.....	11
Appendix: Florida Kindergarten Readiness Screener (FLKRS) Administration.....	16
FLKRS Demographics.....	16
FAIR-FS Administration	18
Work Sampling System (WSS) Administration.....	21
Non-SSO User Quick Reference Guide	23
Sign In.....	23
FERPA Statement	23
Reset Your Password.....	23

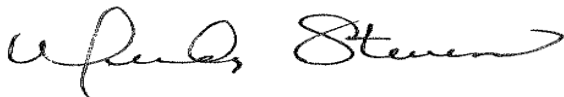
Section 1: Introduction

PREFACE

The Progress Monitoring and Reporting Network (PMRN) is a Web-based data management system that is used for recording and reporting student data results of the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS). This assessment management system provides information that is reliable and easily accessible to Florida educators regarding their students' reading and writing development and progress. Educators require timely and accurate student data that indicates whether he or she is acquiring the critical reading and writing skills to effectively plan classroom instruction and deliver timely, appropriate interventions.

Research has demonstrated the value of reliable and valid assessments of reading growth beginning in kindergarten. The PMRN fulfills the critical need to organize data and to make both the data and its reporting easily manageable and understandable to Florida's educators across grades K-12. This system is a primary tool for collecting information to guide instruction and provide support to teachers, coaches, and principals throughout Florida.

Sincerely,



Wendy Stevens
Executive Director
Just Read, Florida!



About the PMRN

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	<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.</p> <p>Other assistive technologies may be needed for students requiring accommodations.</p>
Headphone/Earphone and Microphone Requirements	<p>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.</p> <p>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.</p> <p>There is no requirement for microphones.</p>

Browser Specifications

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

Security

Protect your identity. Keep your username and password in a secure location and do not share it with anyone. Details about privacy and security issues can be found on the PMRN site through the Copyright, Privacy Statement, and Disclaimer links found at the bottom of the Sign In page.

*To prevent being “timed out”, click **Save**, refresh the page, or load a new report within twenty minutes. Typing is not considered an action that prevents being “timed out”, as the database is not refreshed.*

Accessing the PMRN

Registration

School Registration sets time-frames for each school that determine when scores from student Progress Monitoring assessments can be entered. You only need to complete the page at the beginning of the school year. The school registration window is indicated on the PMRN homepage. Registration information may not be edited outside this window, with the exception of the Literacy Coach information, which may be edited at any time.


Your *school calendar*, including the start date and the dates of non-instructional days, will be necessary in the School Configuration process.

The Registration process has changed significantly for the 2014-2015 school year. You will now enter a unique four character verification code in the Principal Information section. This code will be used to verify your role as principal/SL1 User when contacting PMRN.

To complete school registration for the PMRN, assemble the following:

- Your *school calendar* including the start date and the dates of non-instructional days
- The four character alpha-numeric code you will use as your verification code

Provide the requested information for the District, School and Principal. Then select the submit button.



Progress Monitoring and Reporting Network Registration
 for
Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS)
School Year 2014-2015

The fields marked with * are required.

1. District

*District Name:

2. School

*School Name:

School Number:

*School Address:

*City:

State: Florida

*Zip: -

*Phone: () -

Fax: () -

*First Student Instructional Day (mm/dd/yy): / /

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

3. Principal

*First Name:

*Last Name:

*Phone: () -

*E-mail:

*Verification Code: (Please enter a unique 4 character alpha-numeric verification code for your school registration. You will be asked to provide this code when contacting the helpdesk to request your identifier or make any other changes to your school's profile so please document this verification code for your records)

4. Grades to be Progress Monitored

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

Grade(s) to be Reported

☐ Kindergarten

**Provide the
requested
information.**

**NEW in
2014-2015**

Once registration is complete, the principal must configure PMRN at the beginning of each school year. For additional information please see [Principal's Entries](#).

Obtaining PMRN Credentials- School Level 1 Users

Each PMRN user needs three pieces of information to begin using the Website: a Unique Identifier, a username, and a password. Security requirements prohibit the PMRN from sending these three pieces of information in a single document.

Each principal's (School Level 1 or SL1) username, temporary password and instructions for obtaining their unique identifier will be sent by E-mail from PMRN.

As a SL1, in order to obtain your Identifier, contact the FLDOE Integrated Education Network Service Center at 855.814.2876 to request it. You must correctly provide the verification code that you enter in the **Principal** section of this page to identify yourself as the SL1 User to helpdesk personnel.

Other School Users

The SL1 will provide credentials to the principal's designee (usually the school's Literacy Coach). The designee is known as a School Level 2 user (SL2). A SL2 should contact his or her principal if he or she does not have access to the PMRN.

SL2 Users will provide the PMRN Unique Identifier to other users at their school. Users will receive their usernames and temporary passwords by e-mail after they have been granted access either by the SL1 or SL2.

To retrieve the PMRN Unique Identifier for other users, the SL1 or SL2 should follow the steps below:

- Select the PMRN Users tab.
- Click on the name of the user that needs his or her Unique Identifier.
- Review the label named PMRN Unique ID, found at the top of the user's Information.

If a staff member has been granted access but does not have a username or password, the staff member should contact the FLDOE Integrated Education Network Service Center for additional information at LENHELP@fldoe.org or 855.814.2876. Users may only request login credentials for themselves.

PMRN Website

All schools may access PMRN at <https://pmrn.fldoe.org>.

To sign into the PMRN for the first time, all users must assemble the following:

- The email from PMRN assigning your *username and password*
- Your *Unique Identifier*, which is obtained in the registration process.

The SL1 must sign in to the website before any other school user in order to complete school configuration. In addition to the username and password, the SL1 must also assemble the school calendar including the start date and the dates of non-instructional days

Signing In

Go to <https://pmrn.fldoe.org>, type in your username and temporary password, and then click **Sign In**.

The screenshot shows the PMRN website interface. At the top left is the Florida Department of Education logo. To its right is the PMRN title and subtitle 'Progress Monitoring & Reporting Network'. A navigation bar contains links: Home, News, 3-12 WAM, User's Guide, and FLKRS Reports. The main banner features a group of diverse children reading books. Below the banner, the text reads 'Welcome to the Progress Monitoring & Reporting Network (PMRN)'. On the right side, there is a 'Please Sign In' section with input fields for 'User Name' and 'Password', a 'Sign In' button, and a link for 'Forgot Your Password?'. Below this is a 'Single Sign-On' section with a Florida state logo, a 'Log In' button, and a link to the 'FLDOE Acceptable Use Policy'. The footer contains copyright information: '© Copyright 2003-2014' and links to 'Privacy Statement' and 'Disclaimer'.

The PMRN username and passwords are not case sensitive. If you experience difficulties, please ensure you are entering the username and password carefully. Some fonts can make it difficult to distinguish between the numeral 0 and the letter O or the numeral 1 and the letter l.

Initial Sign-In Password Reset

For security reasons, you must reset your password upon Signing In for the first time. Follow the onscreen instructions to enter your Identifier and a new password you select. Write the password in a secure location.

Reset Password

As a security feature, you must change your Password before accessing the PMRN.

First, enter your Identifier. For all PMRN Users at the school, other than the principal, the Identifier is a nine-digit alphanumeric that can be accessed by your school's principal or reading coach. If they are not familiar with the process, click [HERE](#) for instructions.

Principals, District Level Users, Region Level Users, and State Level Users should contact the PMRN Help Desk for their Identifier.

Next, enter a Password. Passwords must be at least 6 characters and no more than 20 characters in length and must include at least one number. You cannot re-use your current Password.

1

Identifier:

New Password:

Re-type New Password:

Passwords must:

- be at least 6 characters in length, but less than 20
- contain at least one numeral
- not match your previous password

2

Submit

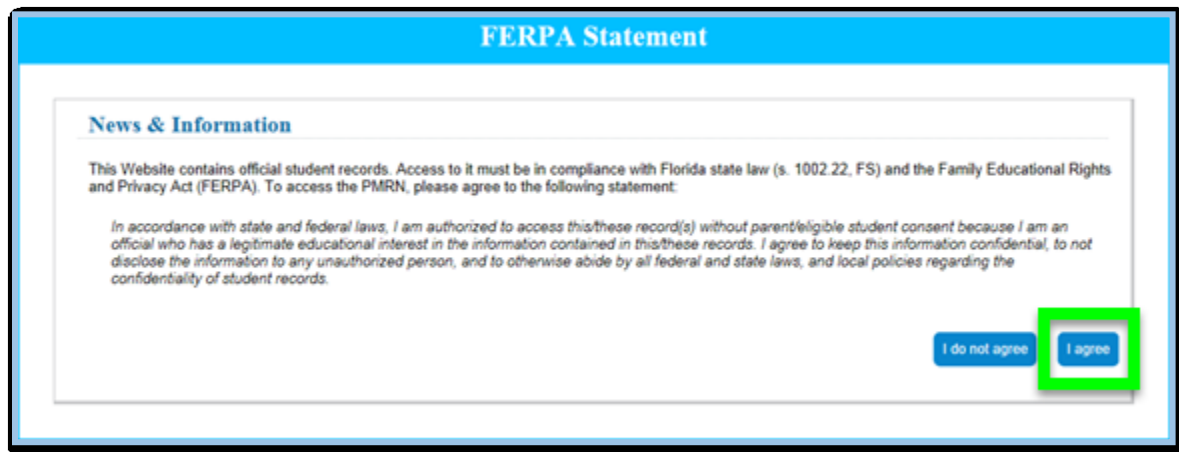
After entering your Identifier and new password, click **Submit**.

You will receive notice on the screen that your password has been changed.

FERPA Statement

The PMRN contains official student records. To proceed, you must agree to adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Florida laws regarding access to and disclosure of these records. Click **I Agree** to continue.

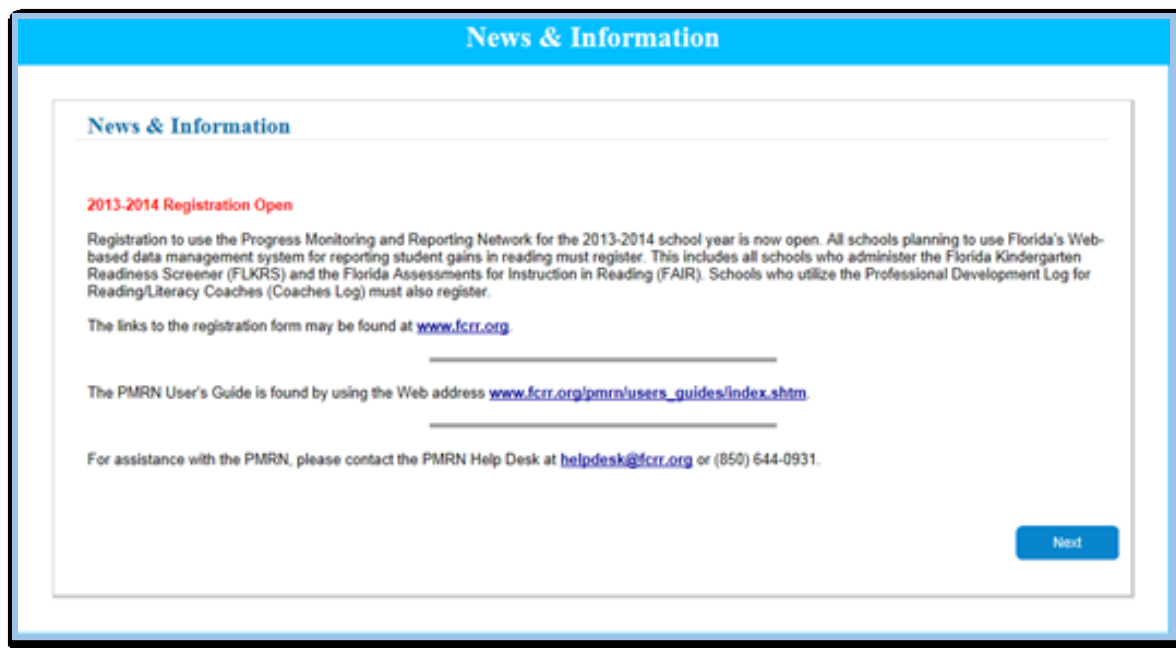
At the bottom of the PMRN pages are links to information about privacy and security issues. You are urged to read this information.

A screenshot of a web form titled "FERPA Statement" in a blue header. Below the header is a section titled "News & Information" in blue. The text in this section states: "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:" followed by a paragraph: "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." At the bottom right of the form are two buttons: "I do not agree" and "I agree". The "I agree" button is highlighted with a green rectangular border.

*Information within the PMRN is not to be shared with any person who does not have a **defined** educational need.*

News

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



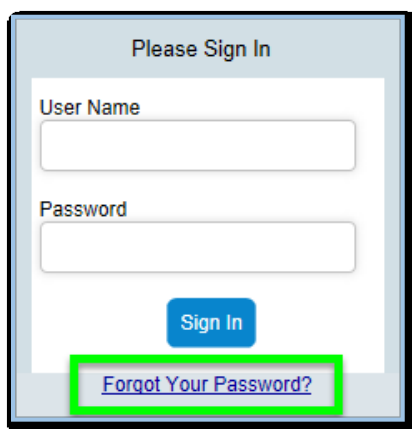
After clicking **Next**, the News & Information page will not appear again at Sign In until a new News item is added.



This page may be accessed at any time by clicking the News link located in the PMRN Sign In page menu.

Forgotten Password

If you forget your password, click **Forgot Your Password?** on the Sign In page.



The image shows a 'Please Sign In' form. It has two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Sign In' button. At the bottom of the form, there is a link that says 'Forgot Your Password?'. This link is highlighted with a green rectangular box.

Enter your E-mail address. Click **Submit**.



The image shows the 'Forgot Your Password?' page. It has a blue header with the title 'Forgot Your Password?'. Below the header, there is a section for 'Non-Single Sign On (SSO) School Users:' with instructions: 'In order to retrieve your PMRN User Name and Password, please enter your E-mail address below and click the Submit Button. You will be required to reset your Password the next time you sign in to the PMRN. If you need assistance please contact the [helpdesk](#) at 855-814-2876 for assistance.' Below this text is an 'E-mail address:' input field and a blue 'Submit' button. To the right of the input field, there is a green rectangular box containing the text 'Enter your email address and click Submit.' in blue. Below the main instructions, there is a section for 'Single Sign On (SSO) School Users:' with instructions: 'If your school participates in the Single Sign On (SSO), you cannot receive your password by entering your email address here. You will have to contact the [helpdesk](#) at 855-814-2876 for assistance.'

If the E-mail address is unique to the user and valid in the PMRN database, the password will be sent to the E-mail address entered. You will be directed to reset your password on your next PMRN Sign In.

Forgot Your Password?

i Your User Name and Password have been sent to the E-mail address submitted. [Click Here](#) to Sign In. For security purposes, you will be required to change your Password after Signing In.

In order for you to receive your User Name and Password, please enter your E-mail address. After entering your E-mail address and clicking the Submit button, you will be required to reset your Password the next time you Sign In to the PMRN.

E-mail address:

[Submit](#)

Please [contact us](#) for further assistance.

Passwords can be changed anytime by the user by accessing the “Profile” section of the PMRN.

Section 2: School Configuration [SL1 Users]

Overview

At the beginning of the school year, the principal is the school’s only user of the PMRN. You must complete the PMRN setup to make these powerful reading instruction tools available to other users at your school.

You will need to:

- Confirm your school calendar(s).
- Identify your designee (SL2 User) in the PMRN and add them as a PMRN user (usually the Literacy Coach).

It is also recommended that you:

- Review the [information in this guide about other users](#) and enter information into the PMRN about your SL2 User and CL User (See [Users and Access](#)).

Confirm Calendar

The school calendar start date is the date that the principal entered during school registration. This should be the first instructional day for students.

The PMRN will use these dates to determine when to open and close windows for Progress Monitoring assessments.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 9/3/2014

School Configuration

NOTE: The following school configuration screen is only available on the Principal's first Sign In. This screen allows you to enter and confirm important school information which is required in order to schedule key events in the PMRN.

Before continuing, please have a printed copy of your school's calendar available.

School Calendar Type

Your school's calendar(s) and calendar start date are listed.
If the information is incorrect, please contact the PMRN Help Desk (helpdesk@fcrr.org or (850) 644-0931).

Name (Calendar Type)	Start Date
District-Wide	8/15/2014

* Value is required

Submit

Verify that this calendar information displayed is correct. If there is a discrepancy, contact the FDOE Integrated Education Network Service Center for additional information at IENHELP@fldoe.org or 855.814.2876.

Non-Instructional Days

A school holiday is an example of a non-instructional day. Your screen may show a list of holidays for your district. Non-instructional days affect the dates set for Progress Monitoring. It is very important that the list of non-instructional days is accurate. If the list is not correct, contact the FDOE Integrated Education Network Service Center for additional information at IENHELP@fldoe.org or 855.814.2876.

A message will display to confirm that the School Configuration information has been submitted.

School Configuration Completion

Review the information you entered. Click **Save**, if it is correct, or **Back** to edit the entries.

It is recommended that you add your SL2 and CL User(s) at this time. Instruction is provided in [Section 3: Users and Access](#), under [Administrative Users](#) and [Non-Administrative Users](#), respectively.

A quick overview of each tab can be located [Navigational Tabs](#) section of this guide.

Section 3: Users and Access

Overview

Student and employee data are very sensitive. PMRN Administrators should take great care in assigning users access to such data.

The SL1 and 2 Users receive E-mails and alerts from PMRN, such as reminders to prepare for each assessment period. No other users receive these communications.

Administrative Users

Principals are School Level 1 (SL1) Users and have access to all information within a school's PMRN site. Principals' designees are called School Level 2 (SL2) Users and have access to all PMRN information except the School Configuration page.

These users have the capability to either add or remove other users or students, create classes, edit and enter student scores, and receive official communications from the PMRN.

School Level 1 (SL1) User

A principal is the sole SL1 User at a school. The registration process identifies school principals. FCRR assigns principals as SL1 Users.

School Level 2 (SL2) User

Each school may have only one SL2 User who serves as the principal's designee. This user has the same PMRN access - except to the School Configuration pages and the ability to create Coach's Log Users.

Although the SL2 User is usually known as the Literacy Coach, the SL2 User may also be the assistant principal in charge of curriculum, a curriculum Resource Teacher, or someone else in charge of PMRN administration.







Non-Administrative Users

Reading Level User

These users are teachers who provide primary reading instruction to a class. They can view reports for their class(es) and the students in their class(es) only.

Access Levels, Descriptions and Recommendations

The Chart below provides the list of Access Levels and recommends who should have each level, the number of persons that can have the level of access, the reports that can be accessed and the application(s) that can be accessed.

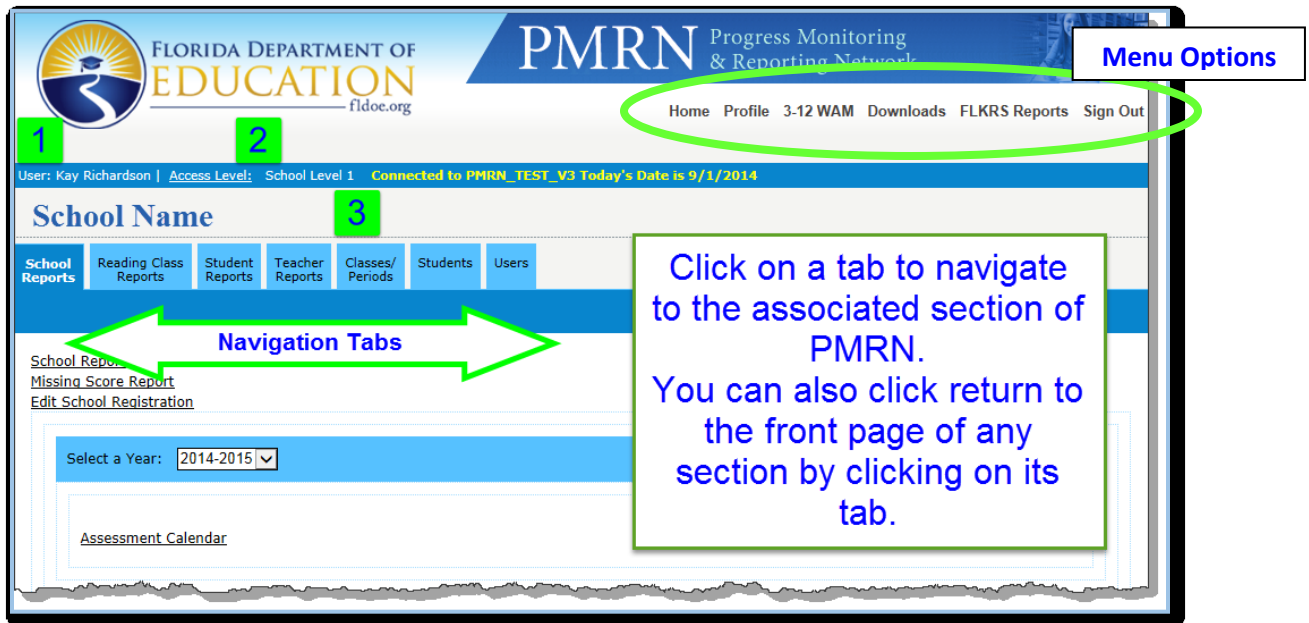
Access Level	Number Allowed	Who	Description	User Can:	
				Access K-2 Scoring Tool	Generate Key for 3-12 WAM
School Level 1 (SL1)	1	Principal	Assigns Users, Manages Classes/Periods, Views School Reports		
School Level 2 (SL2)	1	Literacy Coach	Assigns Users, Manages Classes/Periods, Views School Reports		
Reading Teachers (RdT)	unlimited	Teacher that delivers primary reading instruction	Views Class/Student Reports, Assesses students, Can enter scores for their class through PMRN		

Section 4: Elements of the PMRN Home Page

The Home Page is your key navigation page within the PMRN. At the top of the screen you will see:

1. Your name
2. Your Access Level
3. The name of your school

Your screen will differ, based on your Access Level in the PMRN. The example shown here is a principal's (SL1 Users) home page:



*Always click **Sign Out** in the menu column on the left of the screen when you have completed your PMRN session or must step away from your workstation.*

Help and **Contact Us** provide access to additional PMRN resources.

Menu Options

The menu is located at the top right corner of the PMRN homepage. Depending on the access level, the menu options may change.



Profile

You can manage your contact information and password on this page by clicking the **Profile** link in the menu bar.

This is the contact information will appear on printed reports, parent letters and in the roster, so it is important to ensure the correctness of this information.

Select the **title** you prefer on parent letters or printed reports from the dropdown menu (1). Verify the correct spelling of your **first and last name** (2), as you would like it to appear on printed documents. Your school **address, phone** and **fax** (3) will also be available on select reports and should also be verified and corrected, if necessary.

Ensure that your **email address** is correct in order to receive PMRN notifications, as well as temporary passwords.

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

Change Contact Information

Title **1**

First Name *

Last Name **2** *

Email *

Address 1

Address 2

City

State **3**

Zip -

Extension

Phone - -

Fax - -

Change Password

Sign In Identifier

Current Password

New Password

Re-type New Password

* Required Fields

4

Ensure that all of your information is correct as you would like it to appear on printed letters and reports. Then Click **Save**.

*Edits made here **will not** affect your username. Please contact the helpdesk for assistance with changing*

your username.

Change Password

To change your password, fill in the boxes in the bottom section of the Profile page.

Change Password

Sign In

KAYR4

Identifier

Current Password

New Password

Re-type New Password

* Required Fields

Passwords must:

- Be at least 6 characters, but less than 20
- Contain at least one numeral
- Not match your previous password

Save

Click **Save** after making any changes to your profile. A confirmation message will display.

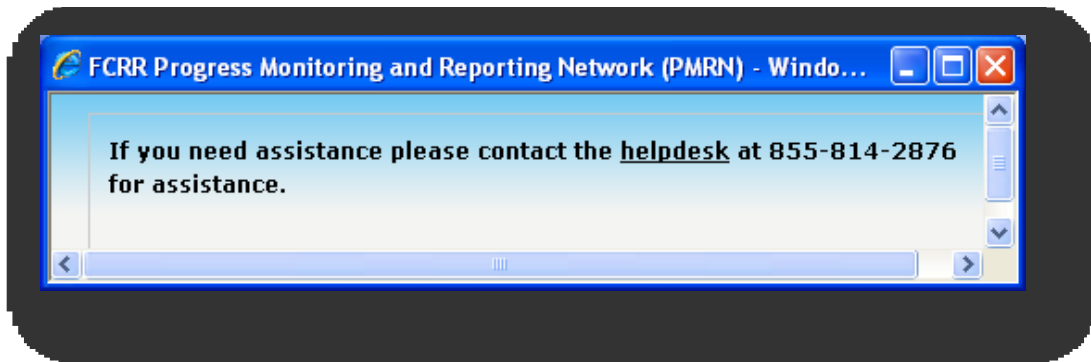
Click the tab at any time to return to the home screen for that tab.

News

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

Contact Us

This page contains contact information for the helpdesk.



K-2

This page contains K-2 Application and Document Downloads.



3-12 WAM

This page provides access to the 3-12 WAM assessment.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

FAIR Florida Assessments for Instruction in Reading

3-12 Web-Based Assessment Module (WAM)

Student Sign In

In the field below, type the Key provided today by your teacher and click Sign In.

Key

Downloads

This page provides access to printable downloads for each grade level.

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

PMRN Progress Monitoring & Reporting Network

Home Profile News Contact Us K-2 3-12 WAM Downloads FLKRS Reports Sign Out

Printable Downloads

Printable Downloads:

Printable Downloads are available for students to take assessment with paper & pencil
Please select the grade for which you want to download the assessment:

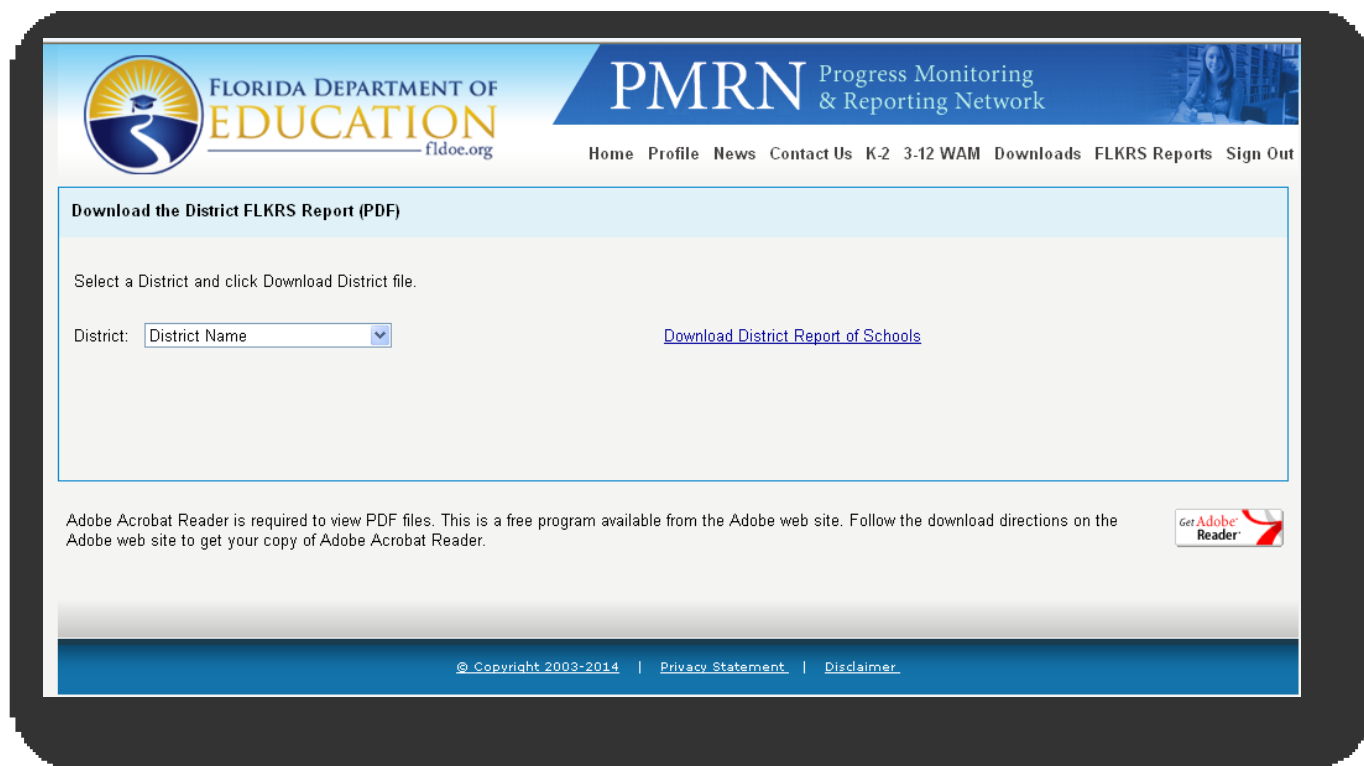
Grade

File Name	Download
FAIR-FS_Screening_Assessment_K.pdf	Download
K Diagnostic Task Cards.pdf	Download
K Diagnostics Protocol.pdf	Download
K Screening Protocol.pdf	Download
K Screening Task Cards.pdf	Download

© Copyright 2003-2014 | [Privacy Statement](#) | [Disclaimer](#)

FLKRS Reports

This page provides links to FLKRS Reports for the school year. Reports are updated after the conclusion of the FLKRS assessment period.



Navigation Tabs

School Reports Tab

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

[School Report](#)
[Missing Score Report](#)
[Edit School Registration](#)

Select a Year:

[Assessment Calendar](#)

As an SL1 user you will see following Reports on the School Reports Tab:

- School Report
- Missing Score Report
- Edit School Registration
- Assessment Calendar

[Edit School Registration](#)

To edit the School Information, Principal Information, click **Edit School Registration** from the School Reports tab. *School and Principal information may only be edited during the registration period.*

Assessment Calendar

To view your school's calendar as implemented by PMRN, select the school year from the dropdown menu, then click

Assessment Calendar.

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

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.

West Elementary 2014-2015		
Date	Day	Calendar
11 Mon	1	First PMRN Period Begins
12 Tue	2	FLKRS Administration Begins
13 Wed	3	Current Day
14 Thu	4	
15 Fri	5	
16 Sat		
17 Sun		

Reading Class Reports Tab

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users												
<table border="1"> <thead> <tr> <th>Report</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Class Status Report</td> <td>Class status report.</td> </tr> <tr> <td>WRT Ability</td> <td>Word Recognition Task (WRT) Ability.</td> </tr> <tr> <td>VKT Ability</td> <td>Vocabulary Knowledge Task (VKT) Ability.</td> </tr> <tr> <td>RCT Ability</td> <td>Reading Comprehension Task (RCT) Ability.</td> </tr> <tr> <td>SKT Ability</td> <td>Syntactic Knowledge Task (SKT) Ability.</td> </tr> </tbody> </table>							Report	Description	Class Status Report	Class status 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.
Report	Description																	
Class Status Report	Class status 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.																	

As an SL1 and Reading Level user you will see following Reports on the Reading Class Reports Tab:

Student Reports Tab

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users						
<div> Select a Year : <input type="text" value="2014-2015"/> </div> <div> Select a Grade : <input type="text" value="1st"/> </div> <div> Select a Student : <input type="text" value="A, Student"/> </div> <table border="1"> <thead> <tr> <th>Report</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Student Report</td> <td>Student report.</td> </tr> <tr> <td>Parent Letter</td> <td>Generate parent letter.</td> </tr> </tbody> </table>							Report	Description	Student Report	Student report.	Parent Letter	Generate parent letter.
Report	Description											
Student Report	Student report.											
Parent Letter	Generate parent letter.											

As an SL1 and Reading Level user you will see following Reports on the Student Reports Tab:

[Student Report](#)

[Parent Letter](#)

Use the dropdown menus to select the **School Year**, **Grade Level** and **Student** to view a Student Report or generate a Parent Letter for the selected student.

Teacher Reports Tab

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users
Select a Year : 2014-2015						
Report		Description				
Teacher Report		Teacher report.				
Missing Score Report		Missing score report.				

As an SL1 and Reading Level user you will see following Reports on the Teacher's Reports Tab:

[Teacher Report](#)

[Missing Score Report](#)

Select the school year from the dropdown menu, then select the report type you want to view.

Classes/Periods Tab

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

[Add A Teacher](#)

The Add A Teacher button will take you to the Add Teacher page under the Users tab to add either a [Reading Teacher](#) or [Resource Teacher](#) that is not already in your roster.

[Add A Class Period](#)

Use this button, or click the Add Class/Period link beside the teachers name on this page to add a new reading class for a teacher already in the roster.

Students Tab

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users
Search for Students in the School						

This tab allows you to:

- Search for students by grade level.
- Show all student in a selected grade level.
- Select students by first letter of last name.
- Select student by entering a last name.
- View students selected for a [Modified Task Flow](#).
- [Enroll a Student](#) by Identifier or name and birthdate.
- [Withdraw](#) a student(s).

Users Tab

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

This tab allows you to:

- Search for current users assigned to your school
- Add new users to your school
- Modify the role of an existing user assigned to your school
- Remove access for a user assigned to your school

Section 5: PMRN Administration [SL1 & SL2]

Overview

The steps in this section ensure that class lists are up to date for the administration of the FAIR.

You will need:

- A list of teachers at your school
- Identifiers for new users
- Email addresses for users (required for report access)

Next, review the list of users and their class/period assignments for reading instruction. Ensure all teachers are listed. If a teacher is not included, follow the directions below to add a teacher.

Adding a New Teacher

Click that **Classes/Periods** tab on your PMRN Home page.

To add a teacher, **Add Teacher.**

The screenshot shows the PMRN Home page with the 'Classes/Periods' tab highlighted in green. The page displays a table of teachers and class periods, with buttons to 'Add Teacher' and 'Add Class Period'.

Teacher	Type	Period
Lname, Fname	Reading	07 - Lname, Fname - U
Lname, Fname	Reading	05 - Lname, Fname - U

click

Enter the requested information. In the *Allow?* column, select the Access Level for this user. If the user will have access to the PMRN Reports, select **Reading Level** in the Access to PMRN column.

The screenshot shows the 'Users' tab in the PMRN administration interface. It includes input fields for PMRN Unique ID Identifier, First Name, Last Name, E-mail, and LocalId. Below these is an 'Access' section with a table for selecting user roles and PMRN access levels. Callout 1 points to the input fields, 2 to the 'Allow?' column, 3 to the 'Access to PMRN' column, and 4 to the 'Submit' button. A red star callout points to a note about users being both Reading and Resource Teachers.

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach's Log User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input checked="" type="checkbox"/>

1 Complete ALL Fields.

2 Select Access Levels

3 Select Report Access Level

4 Submit

Users can be both a Reading Teacher and a Resource Teacher.

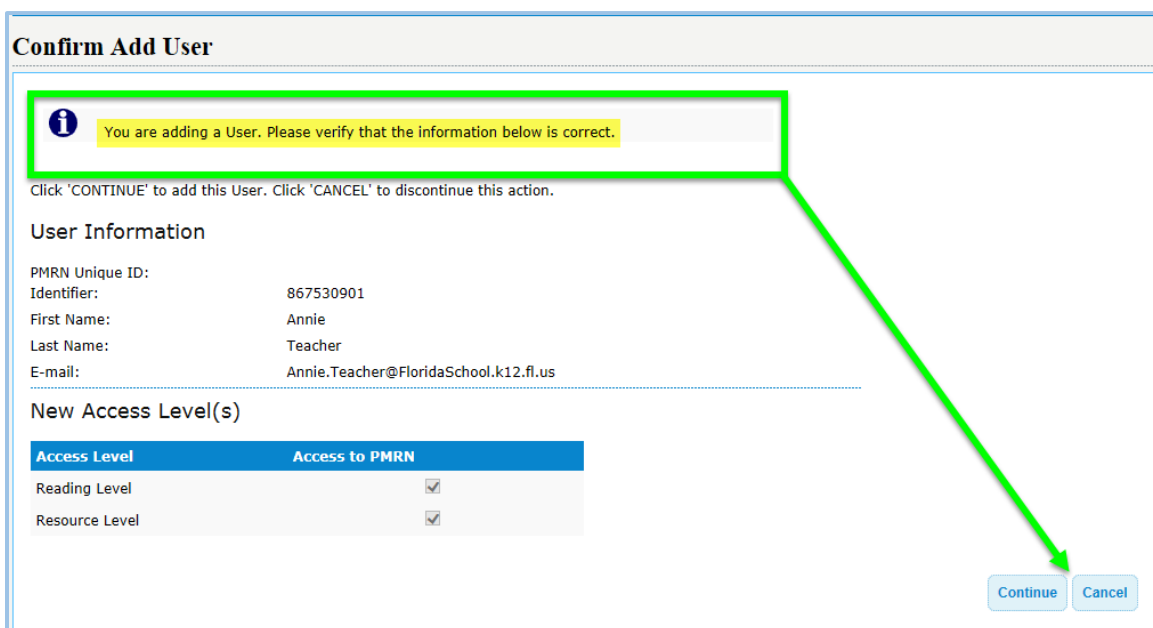
* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required.

Click **Submit** if entries are correct, or **Cancel** to return to the previous screen.

Please note, only the SL1 and SL2 can add teachers to the PMRN.

Confirm New User Information and Access

The new user's information and access level will be displayed. Check over the information carefully.



Confirm Add User

i You are adding a User. Please verify that the information below is correct.

Click 'CONTINUE' to add this User. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID:
Identifier: 867530901
First Name: Annie
Last Name: Teacher
E-mail: Annie.Teacher@FloridaSchool.k12.fl.us

New Access Level(s)

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

Continue **Cancel**

If there is an error, click **Cancel**, which returns you to the **Classes/Period** tab to re-enter the information.

If the information is correct, click **Continue** to generate an email to the user with their username and password. It is recommended that you also send the [Initial Sign-In Handout](#) (Appendix A) to the new user.

[Add another user](#) or continue to [Add a Class/Period](#) for the new user.

Deleting a Teacher

*Teachers **cannot** be removed if: (1) they have students assigned to them in Assessment Periods 2 or 3, or (2) they have submitted Progress Monitoring scores.*

Before removing a teacher, you must:

- [Reassign their classes](#) to another teacher or remove all students from their class.
- [Delete the classes](#) of the teacher.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 8/13/2014

School Name

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

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. [Add User](#)

User	Access Level	Send User Name and Password	SSOUser	Linked
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Assessment	Send User Name and Password	NO	
LastName, FirstName	School Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	
LastName, FirstName	Reading Level	Send User Name and Password	NO	

Click the name of the teacher you want to remove.

In the user information popup window, uncheck the appropriate Access Level boxes, accordingly.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 8/13/2014

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

PMRN Unique ID Identifier * 867530900

First Name * Annie

Last Name * Teacher

E-mail * Annie.Teacher@FloridaSchool.k12.fl.us x

Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach's Log User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Level	<input type="checkbox"/>
<input type="checkbox"/>	Resource Level	<input type="checkbox"/>
<input type="checkbox"/>	School Level 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Level 4	<input checked="" type="checkbox"/>


You must un-check all boxes for the user and click **Submit.**

* Denotes required fields. Email is not required for Reading and Resource Level Users. If access to the PMRN is checked for the Reading or Resource Level Users or Assessment Team Member Users, an Email address will be required.

Click **Submit** and review the information in the **Confirm Delete User** window.

Click **Continue** to remove this teacher from your school's user list. The teacher will remain in the PMRN database, should s/he move to another school. You will return to the **Users** tab.

Confirm Delete User

 You have removed the last access level from this User. Continuing this action will delete this User.

Click 'CONTINUE' to delete this User. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID: IF6FG1GB0

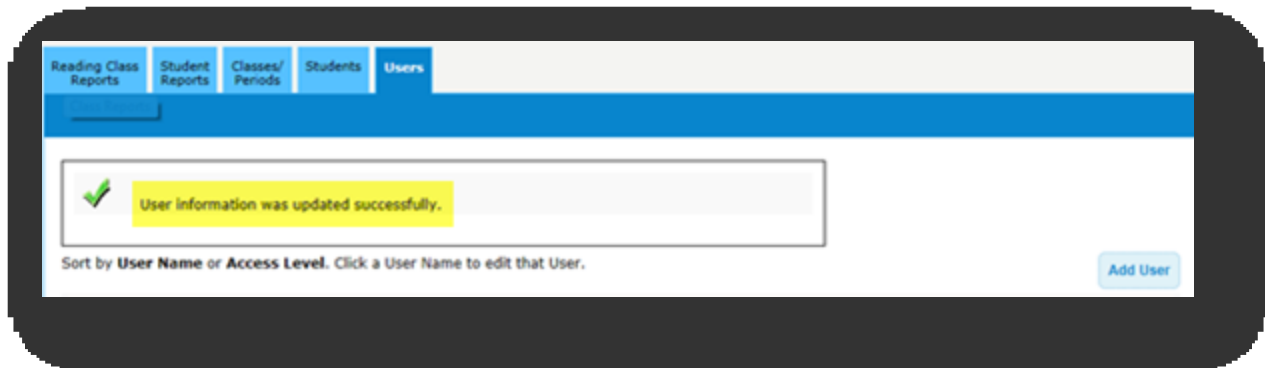
Identifier: 00 00 00 00 00 00 00 00

First Name: Annie

Last Name: Teacher

E-mail: Annie.Teacher@FloridaSchool.k12.fl.us

You will see an update message when the removal of the user is successful:



Classes and Assignments

In PMRN, students are assigned to the teacher delivering their reading instruction.

In PMRN, classes can be assigned periods. These class periods are listed A through H and U (unassigned). By default, are students are assigned to the U period.

Through the PMRN user interface, School Level 1, 2, and 3 Users are able to create and group students into periods A through H.

Review Class Lists

Once your list of teachers is correct, select the **Classes/Periods** tab from your PMRN Home page. Scroll down to review your school's list of classes.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 8/13/2014

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

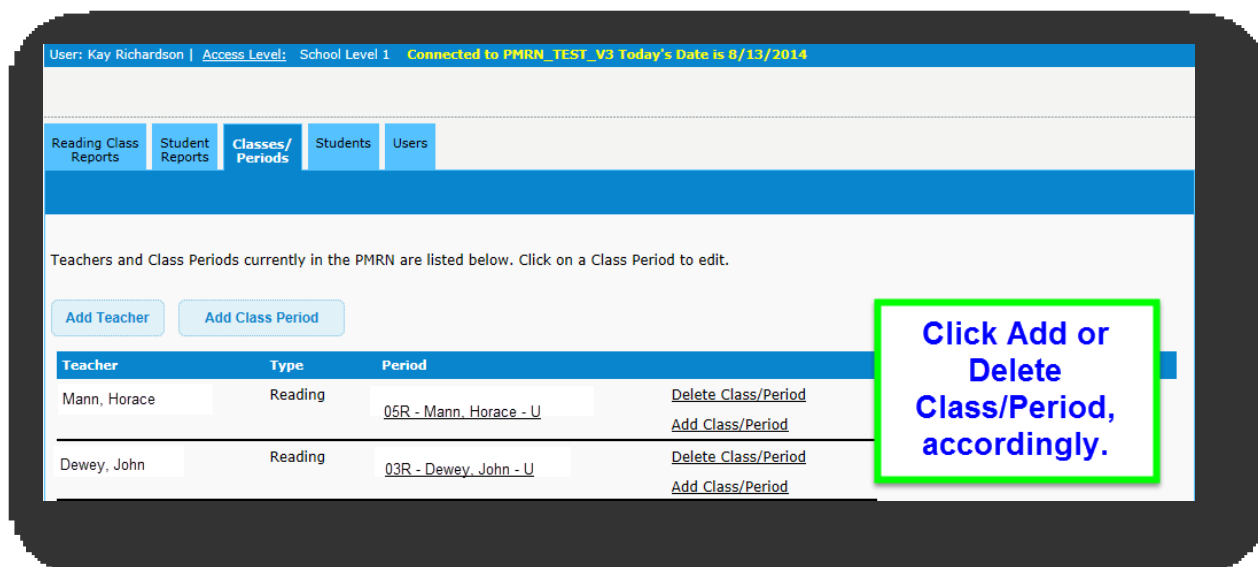
Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Teacher](#) [Add Class Period](#)

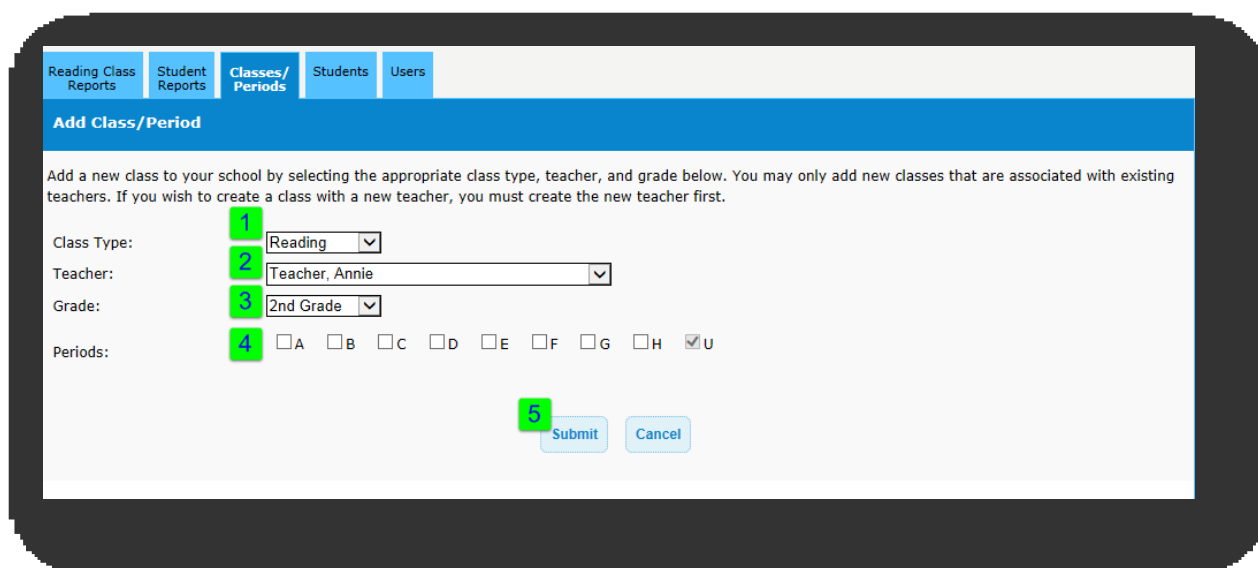
Teacher	Type	Period	
Mann, Horace	Reading	05R - Mann, Horace - U	Delete Class/Period Add Class/Period
Dewey, John	Reading	03R - Dewey, John - U	Delete Class/Period Add Class/Period
Richardson, Kay	Reading		Add Class/Period
	Resource	03R - Richardson, Kay - U	Delete Class/Period Add Class/Period
Richardson, Kay	Resource	04R - Richardson, Kay - U	Delete Class/Period

Add a Class/Period

Locate the User for whom you want to add a class, and click Add Class/Period to the right of the teacher's name. If the teacher has both Reading classes and Resource Reading classes, select accordingly.



Class Type (1) and Teacher (2) are pre-populated with the information of the teacher you selected. You will need to select the Grade (3) and the Periods (4), if applicable. **U** is the default selection, for unassigned.



Finally, click **Submit** (5). Continue this procedure to add additional classes. When your list of classes is complete, check and correct your class rosters.

Periods can be used to group students by the time they see a particular teacher, by students taught by a team of teachers or by ability levels.

Delete a Class

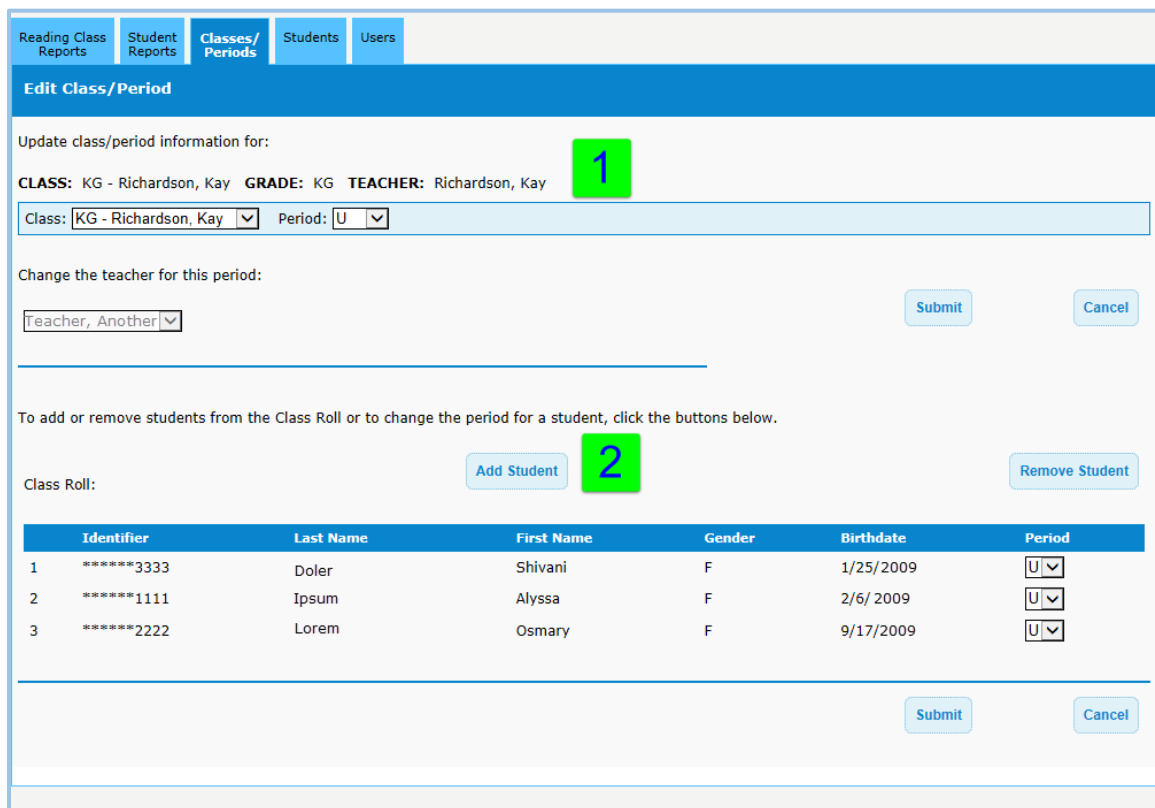
Delete a class by clicking the Delete Class/Period to the right of the class name. Only classes that have no students assigned to them can be deleted. See Remove Students section of this guide.

Students

Add a Student

Click the **Classes/Periods** tab from your PMRN Home page. Click the name of the class and period in which you want to add a student. When the class list is displayed, ensure that the correct class and period are displayed at the top of the page. If it is not, select the correct teacher from the **Class** dropdown menu.

Then, click **Add Student**.



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

Edit Class/Period

Update class/period information for:

CLASS: KG - Richardson, Kay **GRADE:** KG **TEACHER:** Richardson, Kay 1

Class: KG - Richardson, Kay Period: U

Change the teacher for this period:

Teacher, Another 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 2 Remove Student

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****3333	Doler	Shivani	F	1/25/2009	U
2	*****1111	Ipsun	Alyssa	F	2/6/2009	U
3	*****2222	Lorem	Osmay	F	9/17/2009	U

Submit Cancel

Verify that the correct teacher's class name is at the top of this screen. If the name is incorrect, click the **Classes/Periods** tab to select another class.

Search for a Student

Search for the student you wish to add. The PMRN will display a list of students within your school matching your request. Scroll down to see the list.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 7/21/2014

School Name

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

Add Student

[Return To Class Roster](#)

CLASS: KG - Richardson, Kay **GRADE:** KG **TEACHER:** Richardson, Kay **STUDENT COUNT:** 0

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.

[Enroll Student](#)

No students found for the specified criteria.

[Enroll Student](#)

If the student is not retrieved by the PMRN, it is because either the student is enrolled in a grade level other than the one you selected or s/he has yet to be [enrolled in your school](#).

Beside each student's name is an indicator of their current status. To add eligible students to this class, select the box(es) in front of their name(s).

✖ This student is assigned to another class.

☑ This student is already assigned to the selected class.

☐ This student can be added to this class. Select the student by selecting the checkbox Click **Submit**.

If you need to make more additions to this class, or you did not find your student, click **Enroll a Student**.

If this completes your additions, click **Return to Class Roster** to return to the **Edit Class** page.

Enroll a Student

If a search within your school did not retrieve the student, s/he may be located within the statewide PMRN database. Click the **Students** tab, then **Enroll Student**.

Reading Class Reports Student Reports Classes/Periods **Students** Users

Search for Students in the School

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

Show students in

Students Identified for Modified Task Flow

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

Student Directory Search

A	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](#)

1

[Enroll a Student](#) [Withdraw Selected Students](#)

To search the statewide database, enter either:

- The student's First Name, Last Name **and** Birthdate
OR
- The student's Identifier
Click **Search**.

Students previously enrolled in a Florida school should appear in the PMRN database. If your search did not match any students, check the spelling of the name and/or try the alternative search criteria.

If you are sure the student is not in PMRN, click the radio button to the left of ***I want to enroll a new student.*** Click **Next**.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 8/13/2014

School Name

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

PMRN Database Search

Search By:

Identifier (10 digits)	Or	First Name	Last Name	Birthdate (MM/DD/YYYY)
<input type="text"/>		<input type="text" value="Annie"/>	<input type="text" value="Student"/>	<input type="text" value="05/13/2005"/>

☐ I want to enroll a new student.

1 **2**

Fill in the requested information. Once you ensure the information has been entered correctly, click **Add**.

School Reports | Class Reports | Classes/Periods | **Students** | Users

Enroll Student in School

Identifier

Identifier is the nine-digit Social Security number (SSn) if available. This is the preferred number for enrollment. If the SSn is not available, leave the Identifier field blank and the Alias ID will be used for enrolling the student.

☐ Student's SSn is not available

Alias ID

First Name*

Middle Name

Last Name*

Birthdate*

Grade

Gender*

1 **Complete ALL required fields, then click Add.**

* Value is required

2

You will return to the **Student List** page. You can now [assign the student to a class](#).

Remove a Student

Students removed from a class 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.

Click the **Classes/Periods** tab from your PMRN Home page. Click the name of the class in which the student is receiving reading instruction.

User: Kay Richardson | Access Level: School Level 1 | Connected to PMRN_TEST_V3 Today's Date is 8/13/2014

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

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

[Add Teacher](#) [Add Class Period](#)

Teacher	Type	Period	
Mann, Horace	Reading	05R - Mann, Horace - U	Delete Class/Period Add Class/Period
Dewey, John	Reading	03R - Dewey, John - U	Delete Class/Period Add Class/Period

Click on the class in which the student is receiving reading instruction.

Check marks in front of the students' names indicate that they are currently in this teacher's class, in this class period.

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"/> *****3333	Dolor	Shivani	1/25/2002	KG	U ▼
<input checked="" type="checkbox"/> ---1	Ipsum	Alyssa	2/6/1993	KG	U ▼
<input checked="" type="checkbox"/> -----2222	Lorem	Osmayr	9/17/1997	KG	U ▼

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

Select the student(s) you wish to remove from this class by unchecking the box(es) in front of their name(s). Click **Submit**.

If the student is not in the list, use the **Students** tab and search by last name for any student in the school.

Transfer Student to Another Class

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 in the correct class period](#).

Withdraw a Student

Click the **Students** tab from your PMRN Home page.

Select the student's grade level from the drop-down menu. Search to locate the student to withdraw.

If a student is In Progress with an assessment they are not eligible to be withdrawn. Please contact the support desk for assistance.


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

The screenshot shows the 'Students' tab selected in the top navigation bar (callout 1). Below the navigation bar is a blue header 'Search for Students in the School'. The first instruction says '1. Select the grade of the student you wish to find.' with a 'Show students in' dropdown menu set to 'Kindergarten' (callout 2). To the right is a button 'Students Identified for Modified Task Flow'. The second instruction says '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.' Below this are two search sections: 'Student Directory Search' with a grid of letters A-Z and a 'Show All' button, and 'Last Name Search' with a text input field and a 'Search' button (callout 3). At the bottom, there are two buttons: 'Enroll a Student' and 'Withdraw Selected Students'. Below these is a table of students with columns: 'Withdraw Student', 'Identifier', 'Last Name', 'First Name', 'Birthdate', 'Gender', 'Grade', and 'Period'. The first two rows are highlighted in light blue. The third row is selected, and its 'Withdraw Student' checkbox is checked (callout 4).

Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	**3333	Doler	Shivani	1/25/2009	F	Kindergarten	KG - Richardson, Kay - U
<input type="checkbox"/>	**1111	Ipsum	Alyssa	2/6/2009	F	Kindergarten	KG - Richardson, Kay - U
<input checked="" type="checkbox"/>	*****2222	Lorem	Osmay	9/17/2009	F	Kindergarten	KG - Richardson, Kay - U

Review the information displayed.

Withdraw Students

 You have asked to withdraw students.

Selected students for withdrawal:

Identifier	Last Name	First Name	Birthdate	Gender	Grade
*****2222	Lorem	Osmary	09/17/2009	F	KG

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

1

ContinueCancel

Click **Cancel** to return to the Students **Home** screen to correct your selection.

Click **Continue** to complete the withdrawal of the selected student(s).

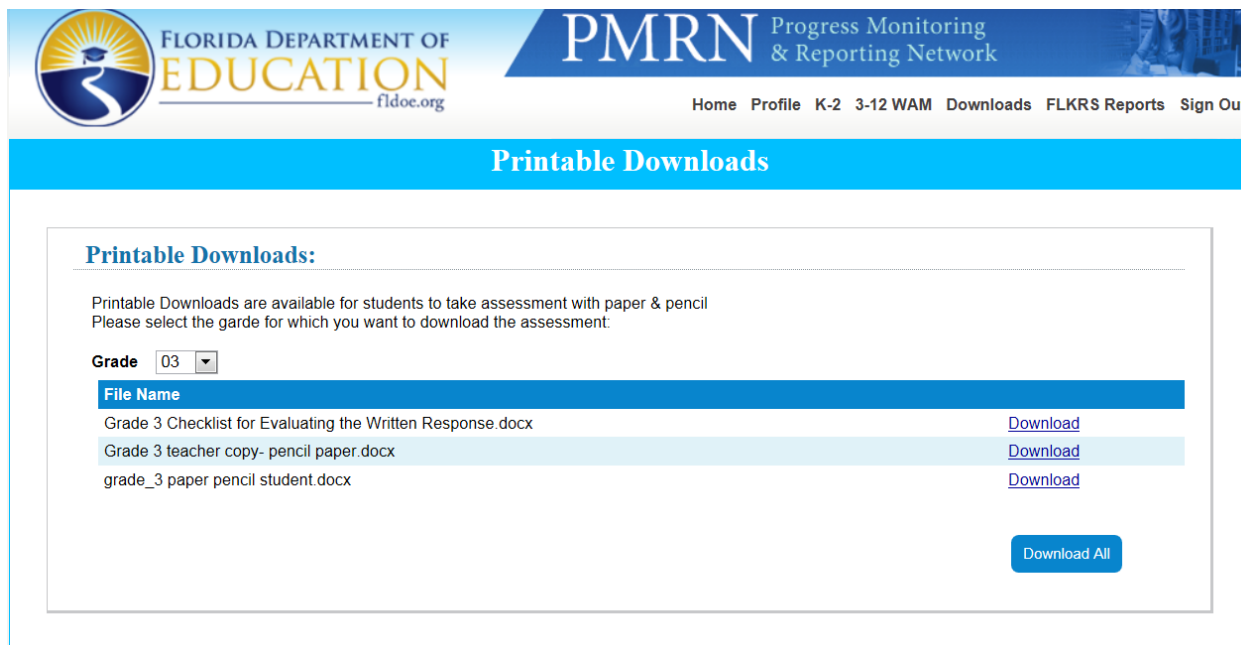
Section 6: Additional Resources

The PMRN system provides users with the ability to download additional resources to support the education of their students. Paper and Pencil versions of the 3-12 WAM and K-2 tasks have been provided within the PMRN for a user to download as needed.

To access the paper and pencil version of the tasks, select the “Downloads” link located in the PMRN header.



When the “Downloads” link is selected, you will see the following options:



Please select the grade for the paper and pencil versions of the tasks that you would like to download. You have the option of downloading one item in the list or all items in the list. Select the appropriate download option to download your selection.

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.***

User: Phil Robertson | Access Level: Reading Level | Connected to PMRN_TEST_V3 Today's Date is 9/19/2014

Class Summary Spring Hill Elementary School District-Wide

Student Reports | Class Reports | Teacher Reports | **Class Summary**

KG - Robertson, Phil - U

Class Summary **5** FLKRS Demographics

Select a Student **6** A. Student

Assessment Period 1 9/19/2014

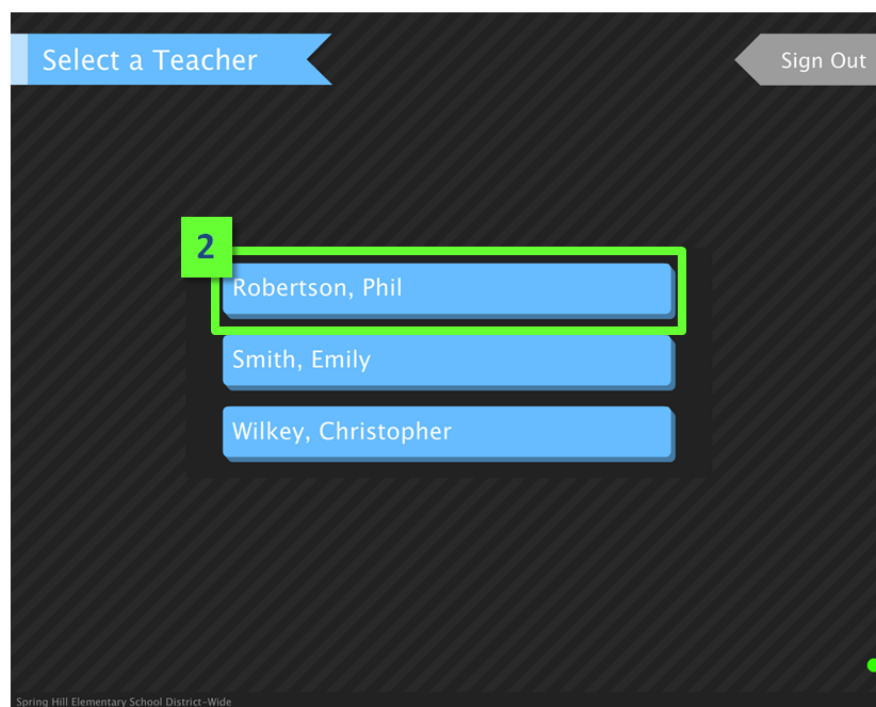
Potentially Limiting Physical Condition	Participation Status																
Potentially Limiting Physical Condition (One must be selected) <ul style="list-style-type: none"> <input type="checkbox"/> No Potentially Limiting Physical Condition <input type="checkbox"/> Ortho Impaired <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Deaf / Hard of Hearing <input type="checkbox"/> Dual-Sensory Impaired 	Participation Status <table border="0"> <tr> <td>WSS</td> <td>FAIR</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Student is participating in Screening</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> ELL (Screening Inappropriate)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> SWD (Screening Inappropriate)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Retained (Do not screen this year for FLKRS)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Already Screened (Screened in another school or district this year)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Excessive Absences</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Other</td> </tr> </table>	WSS	FAIR	<input type="checkbox"/>	<input type="checkbox"/> Student is participating in Screening	<input type="checkbox"/>	<input type="checkbox"/> ELL (Screening Inappropriate)	<input type="checkbox"/>	<input type="checkbox"/> SWD (Screening Inappropriate)	<input type="checkbox"/>	<input type="checkbox"/> Retained (Do not screen this year for FLKRS)	<input type="checkbox"/>	<input type="checkbox"/> Already Screened (Screened in another school or district this year)	<input type="checkbox"/>	<input type="checkbox"/> Excessive Absences	<input type="checkbox"/>	<input type="checkbox"/> Other
WSS	FAIR																
<input type="checkbox"/>	<input type="checkbox"/> Student is participating in Screening																
<input type="checkbox"/>	<input type="checkbox"/> ELL (Screening Inappropriate)																
<input type="checkbox"/>	<input type="checkbox"/> SWD (Screening Inappropriate)																
<input type="checkbox"/>	<input type="checkbox"/> Retained (Do not screen this year for FLKRS)																
<input type="checkbox"/>	<input type="checkbox"/> Already Screened (Screened in another school or district this year)																
<input type="checkbox"/>	<input type="checkbox"/> Excessive Absences																
<input type="checkbox"/>	<input type="checkbox"/> Other																

7 Save

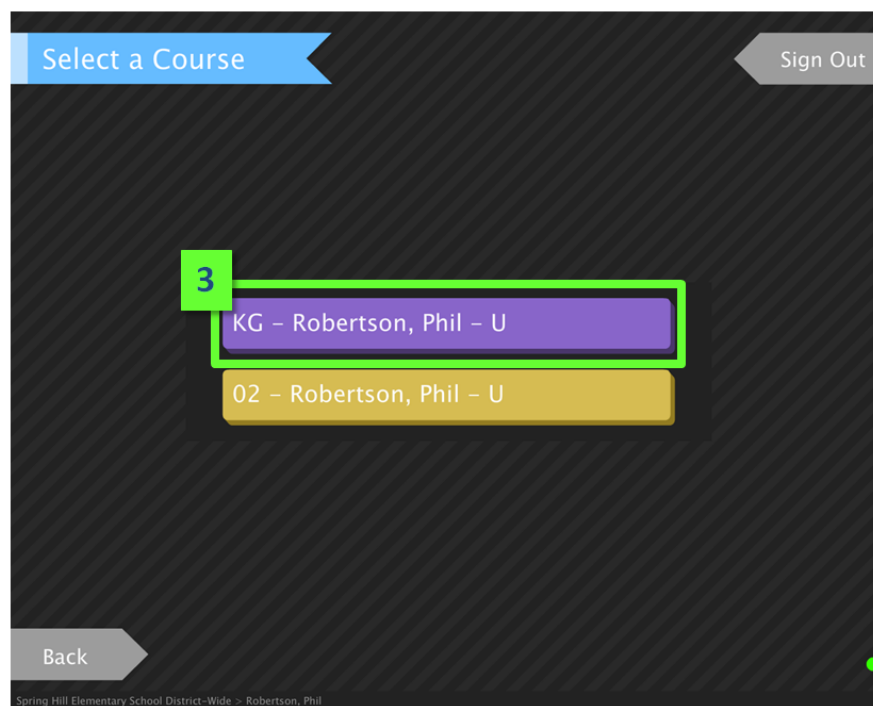
FAIR-FS Administration

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

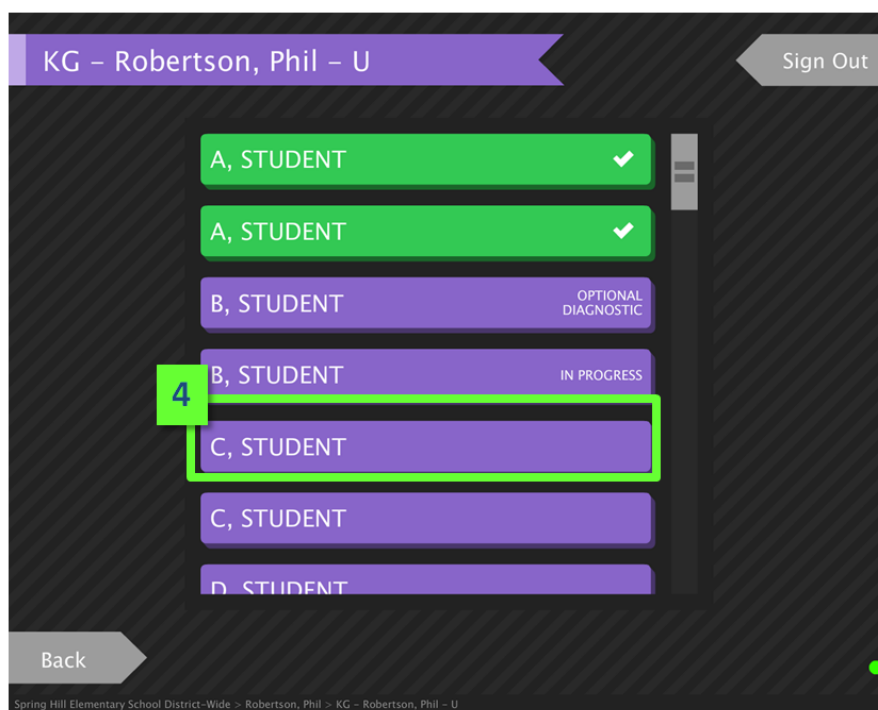
1. Sign in to the K2 FAIR-FS Application. The “Select a Teacher” Screen will display.
2. Select the teacher of the student. The “Select a Course” Screen will display.



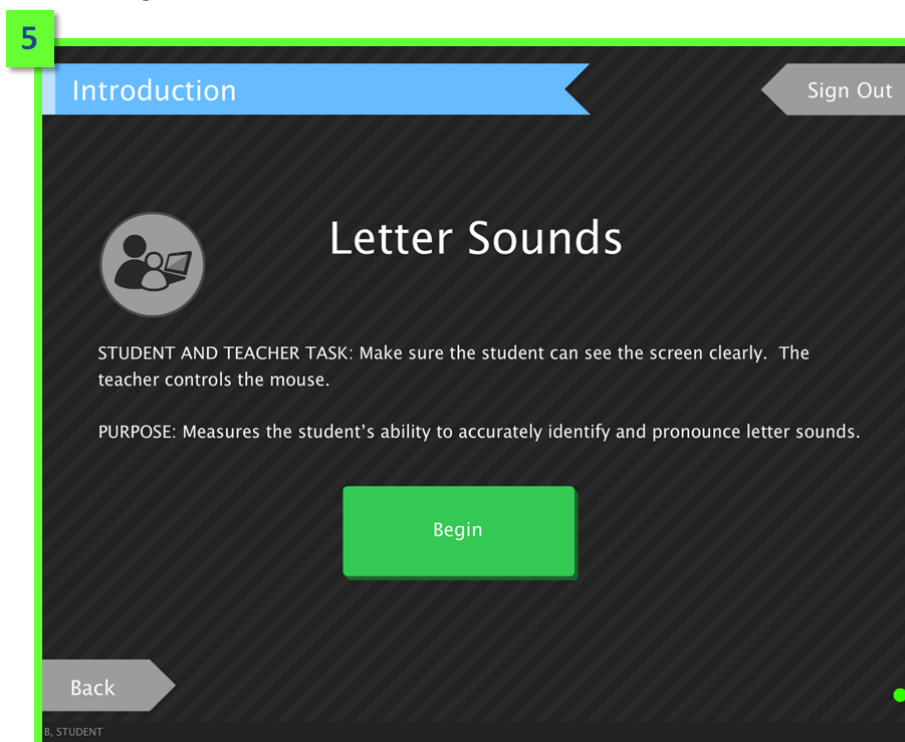
3. Select the course in which the student is rostered. The “Select a Student” Screen will display.



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.***

4

1 Personal and Social Development		
A Self-Concept F		
1	Demonstrates self-confidence.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
2	Shows some self-direction.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
B Self-Control F		
1	Follows simple classroom rules and routines.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
2	Manages transitions.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
C Approaches to Learning F		
1	Shows eagerness and curiosity as a learner.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
2	Attends to tasks and seeks help when encountering a problem.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
3	Approaches tasks with flexibility and inventiveness.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
2		
2	Follows rules for conversation.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
3		
3	Uses expanded vocabulary and language for a variety of purposes.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
C Reading F		
3	Shows appreciation and understanding of books and reading.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
4	Recounts some key ideas and details from text.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
D Writing F		
1	Represents ideas and stories through pictures, dictation, and play.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
2	Uses letter-like shapes, symbols, and letters to convey meaning.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>
3	Understands purposes for writing.	Not Yet <input type="checkbox"/> In Process <input type="checkbox"/> Proficient <input type="checkbox"/>

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

Non-SSO User Quick Reference Guide

You can be using the Progress Monitoring and Reporting (PMRN) **once you have received your email assigning you a username and password. Look for an email with *New Username Assignment for PMRN* in the subject line. Follow these directions to sign in to the PMRN and reset your password. You must complete this process before you are able to sign in to the K2 FAIR-FS.**

Sign In

Enter the web address <https://pmrn.fldoe.org>

(Https in a web address is indicative of the site's ability to securely transmit sensitive data.)

Type in your username and password and then click **Sign In**.

The username and password are *not* case-sensitive.



FERPA Statement

You will be asked to agree to the provisions of the Family Educational Rights and Privacy Act (FERPA) regarding access and disclosure of records within the PMRN.

It is recommended that you *do not enable storing* of your password for this site.

Click **I Agree** to continue.



Reset Your Password

Enter your **Identifier**, which is your PMRN unique ID. Reset your password to one you prefer. The password must have at least six characters, one of which is numeric.

*The Unique ID can be retrieved by the school's principal or the Literacy Coach by clicking on the user's name under the **User's** tab.*

You will begin using your new password on your next sign in.