

Progress Monitoring and Reporting Network (PMRN 5.1)

DISTRICT User Guide



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

2020-2021

Copyright Statement for This Just Read, Florida! Publication

Authorization for reproduction of this document is hereby granted to persons acting in an official capacity within the Uniform System of Public K-12 Schools as defined in Section 1000.01(4), Florida Statutes. This copyright notice must be included in all copies.

All trademarks and trade names found in this publication are the property of their respective owners and are not associated with the publisher of this publication.

This publication is provided by the Florida Department of Education to Florida public schools free of charge and is not intended for resale.

Permission is NOT granted for distribution or reproduction outside the Uniform System of Public K-12 Schools or for commercial distribution of the copyrighted materials without written authorization from the Florida Department of Education. Questions regarding use of these copyrighted materials should be sent to the following:

Just Read, Florida!
Florida Department of Education
Tallahassee, Florida 32399

Copyright © 2020
State of Florida
Department of Education

Table of Contents

- ORGANIZATION OF THE USER GUIDE 1**

- PART I. THE PMRN APPLICATION 1**
 - About the System 1**
 - Overview 1
 - PMRN Hardware & Connection Requirements 2**
 - Recommended Bandwidth Specifications 2
 - Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure 2
 - Supported Web Browsers by Operating System for the FAIR-FS 3
 - Survey 8 Data..... 4**
 - Assessment Calendar 5**
 - PMRN System District Access Levels 6**
 - District Access Levels..... 6
 - Task Permission by Access Level 7
 - PMRN Login 9**
 - UNHOSTED Users 10
 - HOSTED Users 12
 - Home Page..... 15**
 - Menu Bar Detail 16
 - User Name & Access Level Detail..... 21
 - Function Tiles Detail 23

- PART II. PMRN DAILY REFERENCE 27**
 - HOME 27**
 - Change Current Access Level Logon..... 27
 - Update User Profile Information..... 28
 - View News Updates from DOE..... 29
 - Access WAM Manager 30
 - Download Paper & Pencil FAIR-FS Alternative Assessments 31
 - Access FDOE Online FAIR-FS Resources 32
 - Download Historical FLKRS-WSS District Reports 33

Sign Out Securely 33

DISTRICT Functions Tile 34

View District Registration Report..... 34

Download WAM District Missing Score Report 35

Create WAM District Report 36

Download the WAM District Data File & Data File Format (TXT or CSV)..... 38

View All District WAM School Keys 40

View Current User List..... 41

View Individual District User Detail..... 41

Modify User Access Level 42

Delete a District User 42

Add a New District User 43

PMRN Registration Tile 44

Overview 44

Tasks by Access Level 44

View a List of Registered Schools..... 45

Modify a School Registration 45

Register a School 47

Add a School Administrator 50

Add Schools to the District..... 51

SCHOOL Functions Tile 52

Overview 52

Tab Display Differences..... 52

View Assessment Calendar 53

Edit School Registration 54

Create WAM School Report 55

Download WAM School Data File 56

Create WAM Missing Score Report..... 58

Create WAM Teacher Report..... 60

Create WAM Missing Score Report..... 61

Create WAM Class Report..... 62

Create Task Ability Reports (WRT, VKT, RCT, SKT)..... 65

Create WAM Parent Letter 66

Create WAM Student Ability Score Reports 68

Create WAM Student Report	71
View Current User List.....	74
Modify School User Access Level	75
View Current Class Period List	76
Add a New Class Period.....	76
Add a Student to a Class Period	78
Remove a Student from a Class Period	81
Move Class Roster(s)	83
Delete a Class Period	84
View Current Students by Grade	85
Search the Student Directory.....	86
Enroll a Student.....	87
Withdraw a Student	89
Review Student Attributes	90
Update Student Attributes.....	91
Change Student Grade Level.....	91
Identify Students for Modified Task Flow	92
Review Current Import Information	94
Search the Import for a Student	95
Search the Import for a Teacher	95
Access WAM Key	96

CONCLUSION **97**

CONTACT INFORMATION **98**

<i>Just Read, Florida!</i>	98
FDOE Help Desk (District and School Users)	98

ORGANIZATION OF THE USER GUIDE

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

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



PART I. The PMRN Application

Includes About PMRN, Technical Requirements, Access Levels, Login and Parts of the Screen



PART II. PMRN Daily Reference

Step by step for common operations, such as enrolling students, registering schools and creating Student, Teacher, Class and District Reports¹



WHERE – Navigation location of this PMRN option



WHO – PMRN access levels permitted to access a particular feature



HOW – Step-by-step instructions for PMRN processes

PART I. THE PMRN APPLICATION

About the System

Overview

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

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

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

PMRN Hardware & Connection Requirements

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

Recommended Bandwidth Specifications

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

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

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

Supported Web Browsers by Operating System for the FAIR-FS

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

Survey 8 Data

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

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

■ **Thursday DUE DATES (by 4:00 p.m. EST) starting July 23, 2020 ending September 24, 2020**

■ **Friday DATA IMPORT TO THE PMRN SYSTEM (PMRN offline Friday evenings for import)**

■ **Monday DATA AVAILABLE IN THE PMRN SYSTEM**

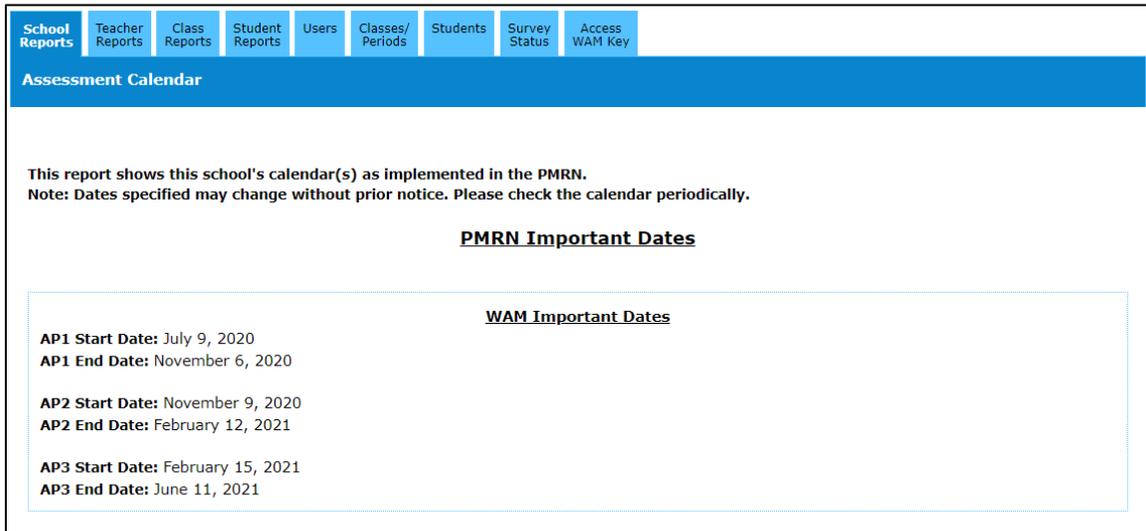
JULY 2020							AUGUST 2020							SEPTEMBER 2020						
M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
		1	2	3	4	5						1	2		1	2		4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25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

Assessment Calendar

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

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

The PMRN Assessment Calendar lists important dates for the WAM:



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

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
 Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WAM Important Dates

AP1 Start Date: July 9, 2020
AP1 End Date: November 6, 2020

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

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

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

The 2020-2021 assessment periods are:

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

PMRN System District Access Levels

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

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

District Access Levels

There are three district access levels: District Administrator, District Designee and District User.

District Administrator

The District Administrator access level is automatically granted with an FDOE SSO account authorization provided by the School District IT office. The School District Superintendent is typically the District Administrator. The District Administrator may view district reports, add new district-level users, add or remove District Designee and District User access levels, register schools, manage school users, manage classes/periods, manage students (including the ability to identify students for the Modified Task Flow and modify student demographics such as first name, last name, date of birth, gender and grade level), view Survey 8 status and access daily WAM Keys.

District Designee

The School District Assessment Coordinator and/or reading contacts responsible for coordinating the FAIR-FS administration are typically provided with the District Designee access level. This access level provides the same features as the District Administrator; however, this access level can only assign the District User access level to other district-level users.

District User

District User access is typically provided by the District Administrator and/or District Designee to assessment office professionals with view-only needs. District Users may view district, school, teacher and class reports, daily WAM keys for all schools in the district and Survey 8 registration status.



Note: District-level users may only assign access levels below their own:

- District Administrator may assign District Designee or District User status
- District Designee may assign only District User status

Task Permission by Access Level

Tile	Tasks	District Administrator	District Designee	District User view access only
DISTRICT Functions	Access District Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ View District Registration Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Download WAM District Missing Score Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Create WAM District Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Download District Data File	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ View WAM School Keys	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Manage District Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ View Current User List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Modify User Access Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Add a New District Designee	<input checked="" type="checkbox"/>		
	▪ Add a New District User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PMRN Registration	School Registrations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ View Registered Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Modify School Registrations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Register a School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Add a School Administrator	Added via SSO		
	▪ Add Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SCHOOL Functions	Access School Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ View Assessment Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Edit School Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	▪ Create WAM School Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Download WAM School Data File	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Create WAM Missing Score Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Access Teacher Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Create WAM Teacher Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Create WAM Missing Score Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Access Class Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	▪ Create WAM Class Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Tile	Tasks	District Administrator	District Designee	District User view access only
	<ul style="list-style-type: none"> ▪ Create Task Ability Reports (WRT, VKT, RCT, SKT) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Access Student Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Create WAM Parent Letter 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Create WAM Student Ability Score Reports (multi-year) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<ul style="list-style-type: none"> ▪ Create WAM Student Report (current year) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Manage School Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ View Current User List 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Modify School User Access Level 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Manage Classes/Periods	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ View Current Class Period List 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Add a New Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Add or Remove a Student from a Class Period 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Move Class Roster(s) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Manage Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ View Current Students by Grade 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Search the Student Directory 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Enroll a Student 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Withdraw a Student 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Review Student Attributes 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Update Student Attributes 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Identify Students for Modified Task Flow 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Change Student Grade Level 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	View Survey 8 Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Review Current Import Information 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Search the Import for a Student 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<ul style="list-style-type: none"> ▪ Search the Import for a Teacher 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Access WAM Key	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PMRN Login

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

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home WSS Reports

Public School Sign In

Single Sign-On

Log In

FLDOE Acceptable Use Policy

Trouble Signing In? Click Here.

Welcome to the Progress Monitoring & Reporting Network (PMRN)

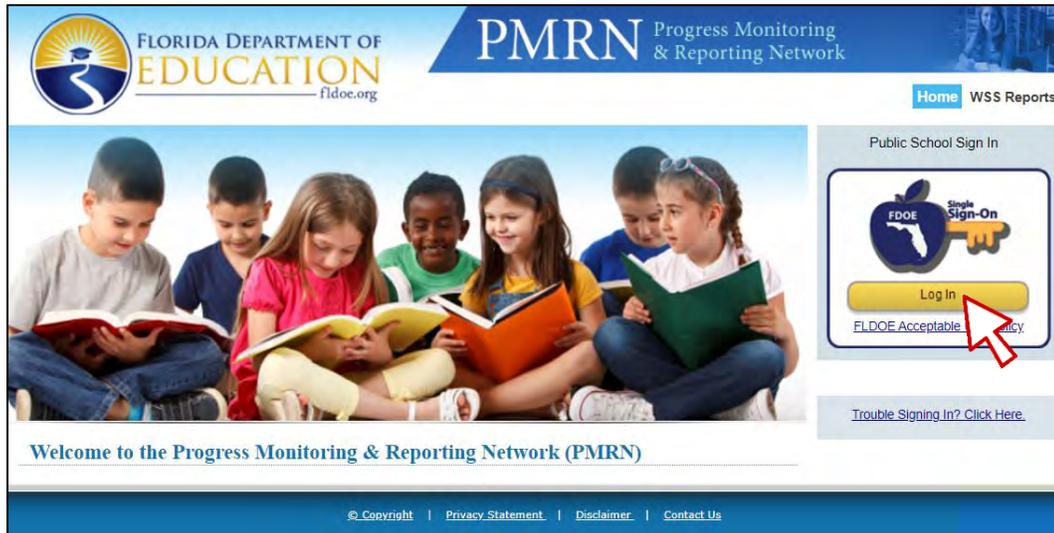
WAM Important Dates
AP1 Start Date: July 31, 2020
AP1 End Date: November 6, 2020
AP2 Start Date: November 9, 2020
AP2 End Date: February 12, 2021
AP3 Start Date: February 15, 2021
AP3 End Date: June 11, 2021

© Copyright | Privacy Statement | Disclaimer | Contact Us

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

- Unhosted – Public school districts with no direct connection to FDOE SSO Portal; user login is validated by a separate district login page.
- Hosted – Public school districts with direct connections to FDOE SSO Portal; user login is validated via SSO.

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

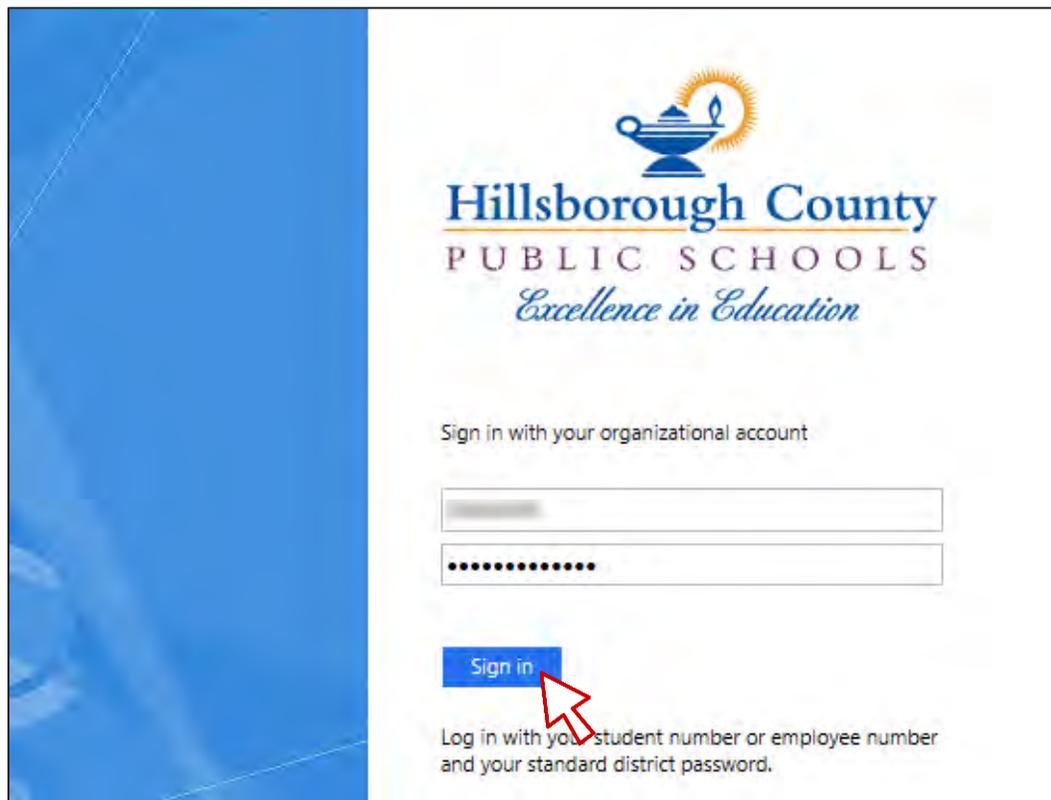


2. Select your **School District**:



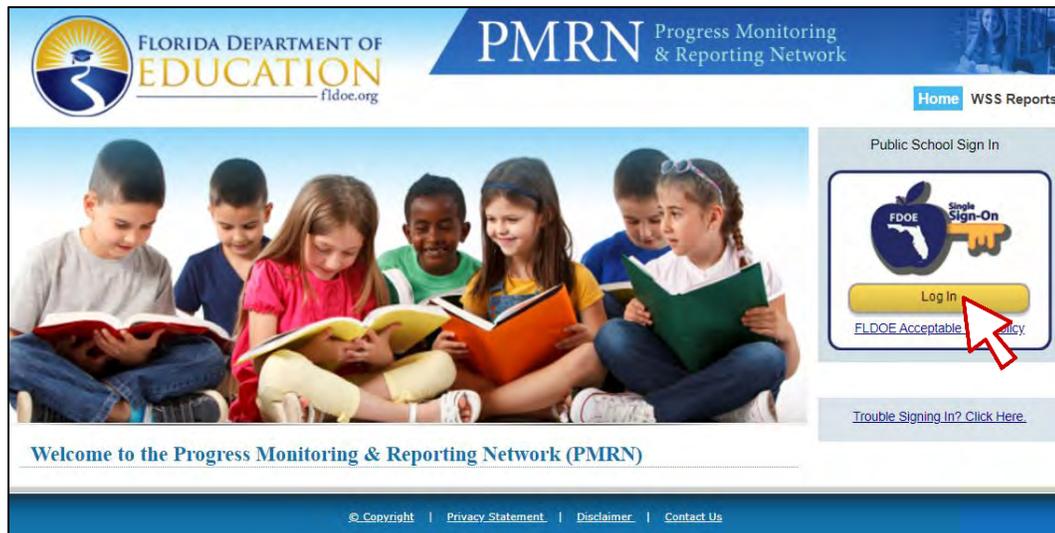
Note: If your district does **not** appear in the list, select **SSO Hosted Users** ▷ follow Hosted Users instructions.

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



4. On validation, the PMRN system opens.

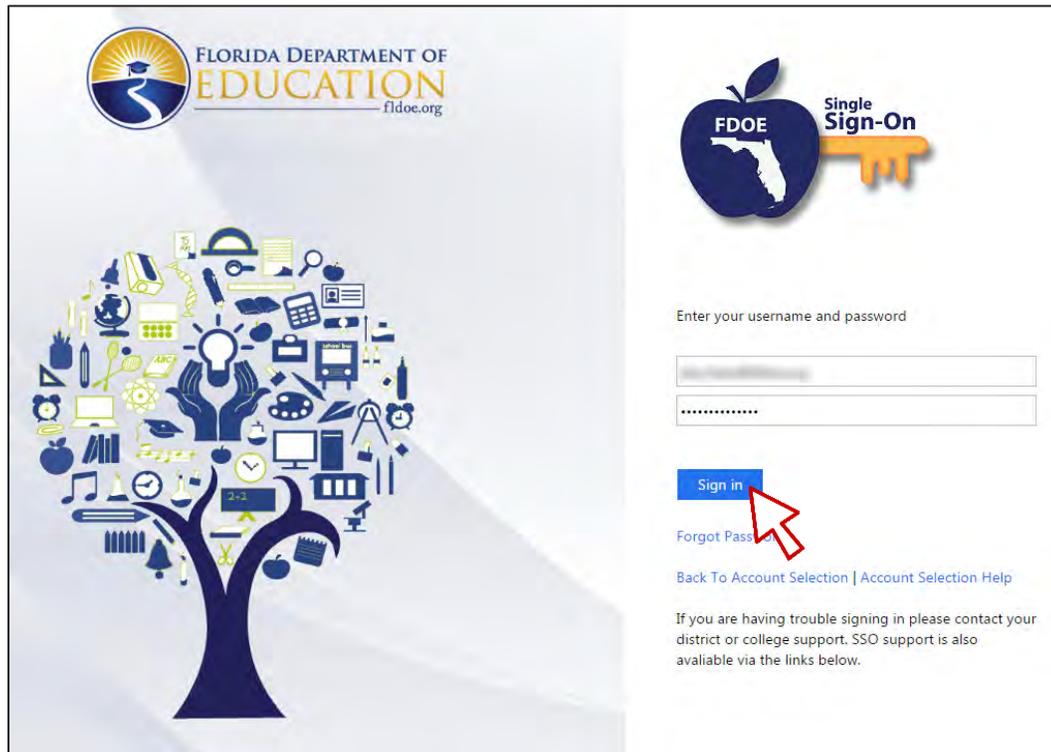
1. From <https://pmrn.fldoe.org> ▷ FDOE Single Sign-On section ▷ Log In:



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

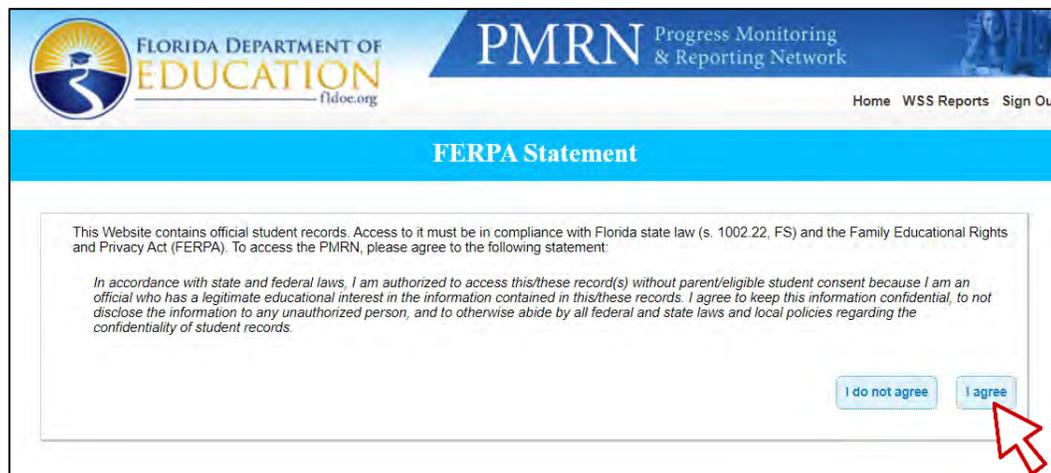


3. Enter **Username** and **Password** ▷ **Sign In**:



4. On validation, the PMRN system opens.

5. The PMRN system contains official student records. After signing in, users must agree to adhere to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Florida laws regarding access to and disclosure of these records. Review ▷ **I agree**:



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

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

FLORIDA DEPARTMENT OF EDUCATION **PMRN** Progress Monitoring & Reporting Network
fldoe.org Home WSS Reports Sign Out

User Access Level Selection

Please select one of the following:

District Name	School Name	Calendar	Access Level
<input checked="" type="radio"/> Hernando	ALL	ALL	District Administrator
<input type="radio"/> Other Than Florida Public Sch	ALL	ALL	District Administrator

Next

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

Home Page

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



1 Menu Bar

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

Home – Go to the Home page to display Function Tiles

Profile – Edit your contact information

News – Read relevant updates regarding the PMRN system

3-12 WAM – *not available for District users*

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

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

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

Sign Out – Maintain system security by closing your PMRN session

2 Username & Access Level Bar

Displays logged-in user and current access level.

3 Function Tiles

PMRN system sections relevant to the current user and access level. For District Administrators and Designees function tiles are:

- **DISTRICT Functions**
- **PMRN Registration**
- **SCHOOL Functions**

District User access level does not have access to the **PMRN Registration** tile.

Menu Bar Detail

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



Home

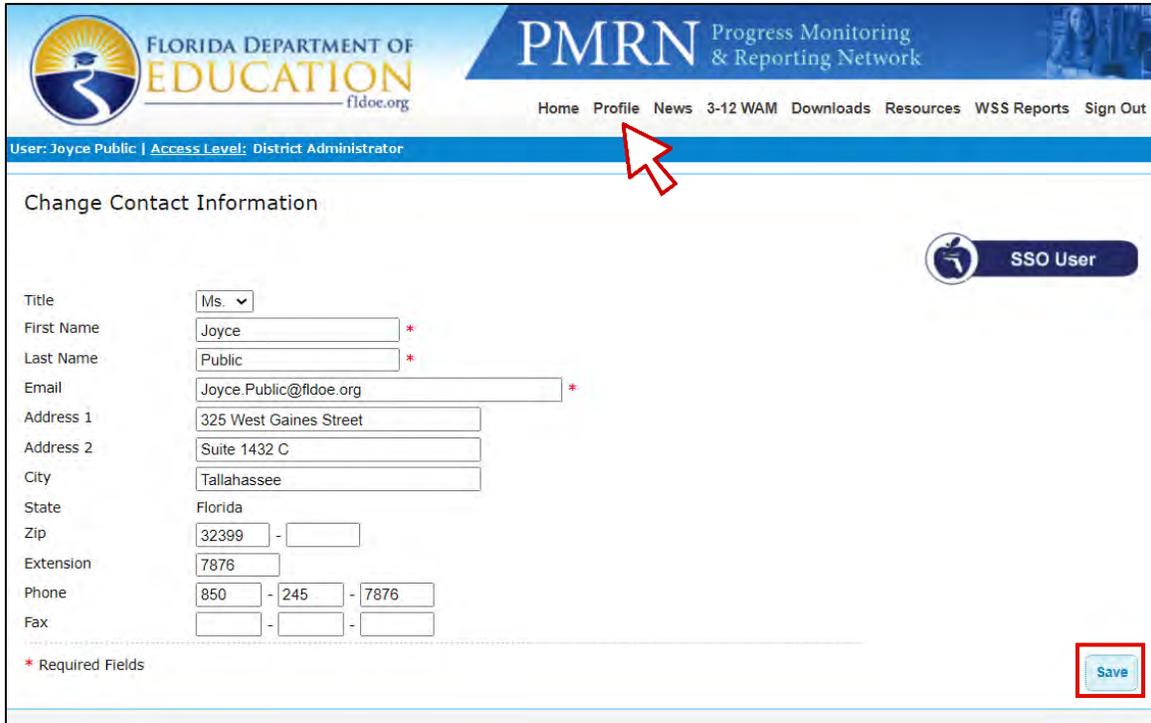
Home directs users to the Home Page to display function tiles relevant to the user's access level:



Profile

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

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



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top left is the Florida Department of Education logo. The top right features the PMRN logo and navigation links: Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation is a user status bar: "User: Joyce Public | Access Level: District Administrator". A red arrow points to the "Profile" link in the navigation menu. The main content area is titled "Change Contact Information" and contains a form with the following fields: Title (Ms.), First Name (Joyce), Last Name (Public), Email (Joyce.Public@fldoe.org), Address 1 (325 West Gaines Street), Address 2 (Suite 1432 C), City (Tallahassee), State (Florida), Zip (32399), Extension (7876), Phone (850 - 245 - 7876), and Fax. A red box highlights the "Save" button at the bottom right. A legend at the bottom left indicates that asterisks (*) denote required fields.

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

* Required Fields

SSO User

Save

News

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

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

The screenshot shows the PMRN web interface. At the top left is the Florida Department of Education logo. To its right is the PMRN logo and the text 'Progress Monitoring & Reporting Network'. A navigation bar below the logo contains links: Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation bar, the user's name 'Joyce Public' and access level 'District Administrator' are displayed. A large blue banner with the text 'News & Information' spans the width of the page. Below this banner, the section is titled 'News & Information' and contains a sub-section 'WAM Important Dates'. This section lists three assessment periods with their start and end dates: AP1 (July 31, 2020 to November 6, 2020), AP2 (November 9, 2020 to February 12, 2021), and AP3 (February 15, 2021 to June 11, 2021). In the bottom right corner of the page content area, there is a button labeled 'Next' which is highlighted with a red rectangular box. A red mouse cursor arrow is also pointing towards the 'News' link in the navigation bar.

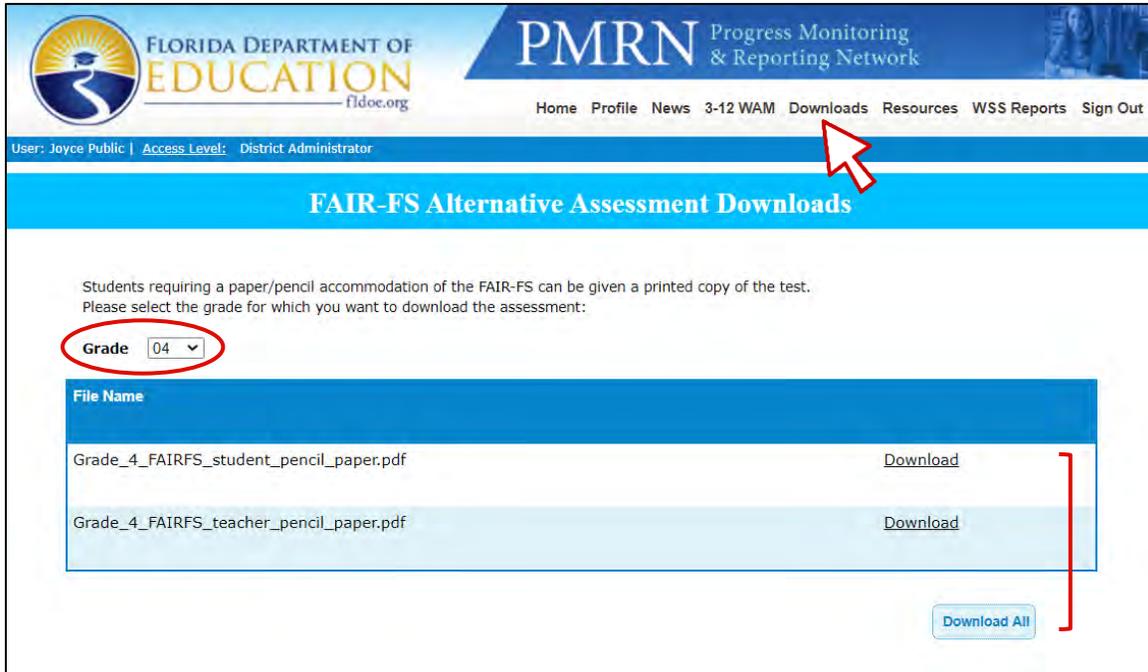
3-12 WAM

This page is not available to district-level users.

Downloads

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

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



The screenshot shows the PMRN (Progress Monitoring & Reporting Network) interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN logo. The user is logged in as "Joyce Public" with the role of "District Administrator". The main heading is "FAIR-FS Alternative Assessment Downloads". Below this, there is a message: "Students requiring a paper/pencil accommodation of the FAIR-FS can be given a printed copy of the test. Please select the grade for which you want to download the assessment:". A dropdown menu for "Grade" is set to "04". Below the dropdown is a table with two rows of files, each with a "Download" link. A red arrow points to the "Downloads" link in the top navigation bar. A red bracket highlights the "Download" links for both files in the table. A "Download All" button is located at the bottom right of the table.

File Name	Download
Grade_4_FAIRFS_student_pencil_paper.pdf	Download
Grade_4_FAIRFS_teacher_pencil_paper.pdf	Download

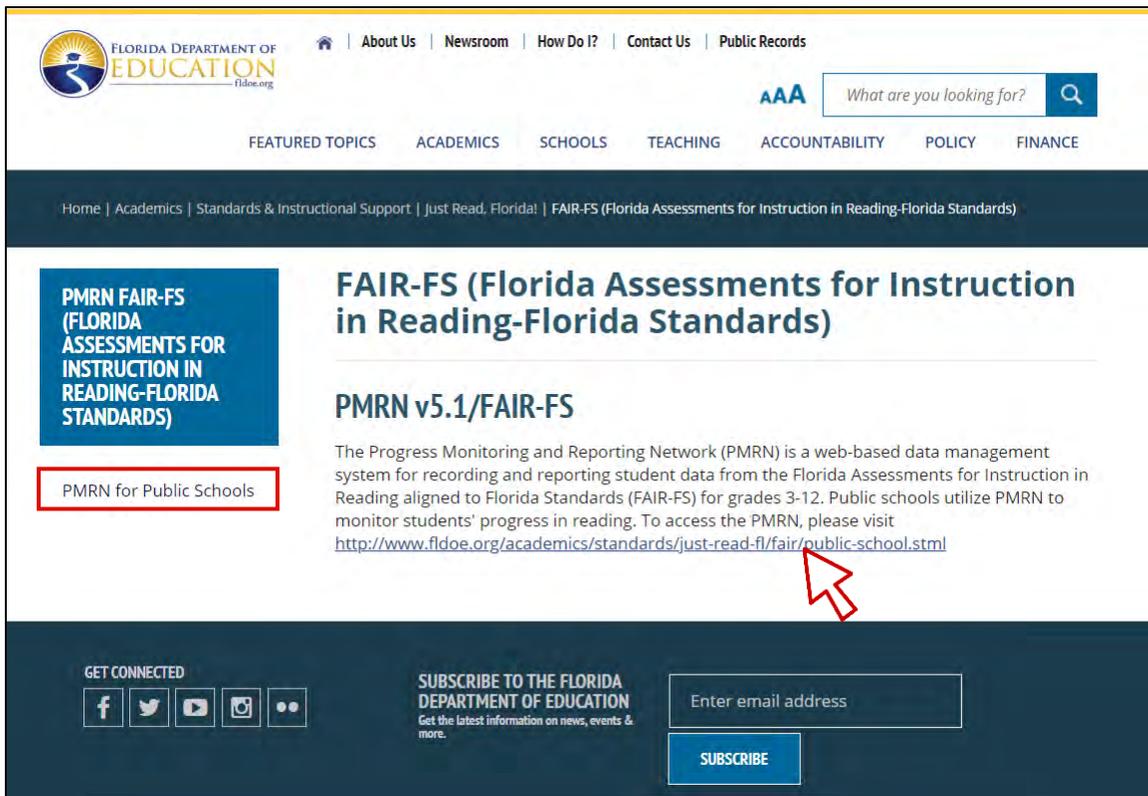
[Download All](#)



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

Resources

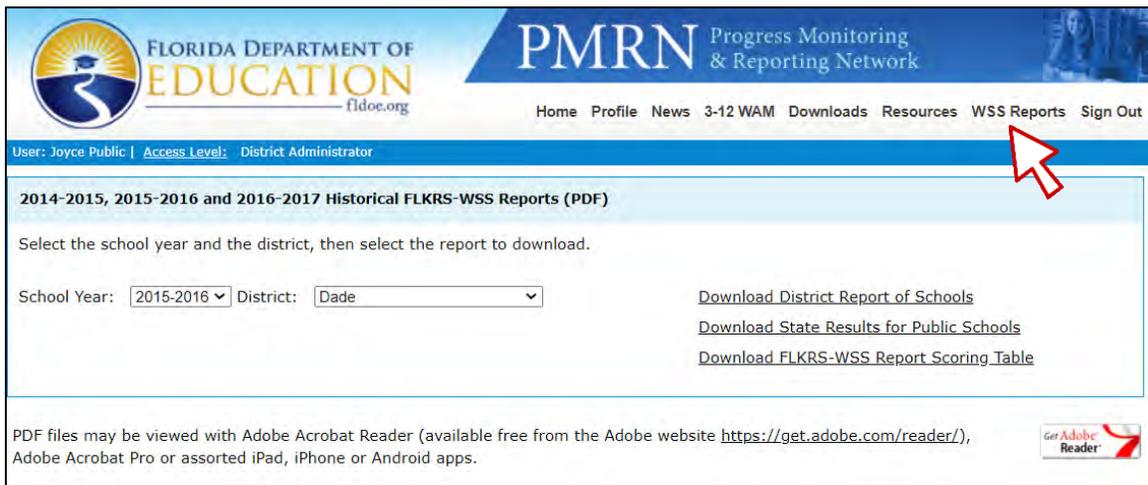
This page opens a new browser tab for the *Just Read, Florida!* website where various resources are available for public schools. Select **PMRN for Public Schools** or the full link to begin:



The screenshot shows the Florida Department of Education website. The header includes the logo, navigation links (About Us, Newsroom, How Do I?, Contact Us, Public Records), and a search bar. Below the header, there are featured topics and a breadcrumb trail: Home | Academics | Standards & Instructional Support | Just Read, Florida! | FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards). The main content area features a blue box with the text 'PMRN FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)'. Below this, a red box highlights the link 'PMRN for Public Schools'. To the right, the title 'FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)' is displayed, followed by the sub-heading 'PMRN v5.1/FAIR-FS'. The text describes the PMRN system and provides a link: <http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.stm>. A red mouse cursor points to this link. The footer contains social media icons, a subscription form, and the Florida Department of Education logo.

WSS Reports

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



The screenshot shows the PMRN Progress Monitoring & Reporting Network website. The header includes the Florida Department of Education logo, the PMRN logo, and navigation links (Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, Sign Out). The user is logged in as 'Joyce Public' with 'Access Level: District Administrator'. The main content area features a blue box with the text '2014-2015, 2015-2016 and 2016-2017 Historical FLKRS-WSS Reports (PDF)'. Below this, there is a form to select the school year and district, and three download links: 'Download District Report of Schools', 'Download State Results for Public Schools', and 'Download FLKRS-WSS Report Scoring Table'. A red mouse cursor points to the 'WSS Reports' link in the navigation menu. The footer contains a note about PDF files and the Adobe Reader logo.

Sign Out

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



User Name & Access Level Detail

The logged-in user's name and current access level display in the blue bar below the main menu. The access level in use determines the functionality available within the **PMRN** system.

If users have more than one access level, **Access Level** is a hyperlink.

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



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

FLORIDA DEPARTMENT OF EDUCATION fdoe.org

PMRN Progress Monitoring & Reporting Network

Home WSS Reports Sign Out

User Access Level Selection

Please select one of the following:

District Name	School Name	Calendar	Access Level
<input checked="" type="radio"/> Sample Florida	ALL	ALL	District Administrator
<input type="radio"/> Other Than Florida Public Sch	ALL	ALL	District Administrator

Next

Function Tiles Detail



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

Access Level	DISTRICT Functions	PMRN Registration	SCHOOL Functions
District Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District Designee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
District User view access only	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>



Note: If a PMRN user has multiple access levels and/or locations, keep in mind that the Function Tile display is matched to the current-session access level. If you are both District User and District Administrator, for example, you may wish to have a more simplified Function Tile display. Selecting District User access level will accomplish the task! To return to the Function Tile display including PMRN Registration tile, click **Access Level** hyperlink > choose District Administrator access level.

DISTRICT Functions Tile

The **DISTRICT Functions** tile provides access to district-wide reports and features to manage district-level user tasks such as:

- Viewing and downloading district-wide registration, WAM and Coach’s Log reports and data files:

Report Title	Description	Update Schedule	New Reports Available
District Registration Report	List of all registered schools and summary information: registration date, school start date, registered by and registered grades by school	Real Time Update	
District Coach’s Log Report	Aggregate report of the information gained from the submission of Coach’s Log hours (summary of coach activities within named task categories)	Historical Reports 2015-2016 & 2014-2015	
WAM District Missing Score Report	Aggregate report of WAM assessment tasks not started (NS), started (S) and completed (C) by grade level and school	Weekly Update	Each Monday
WAM District Report	Aggregate report of FAIR-FS scores by grade level and school	Weekly Update	Each Monday
WAM District Text or CSV File	Student data file including demographics and FAIR-FS scores	Weekly Update	Each Monday
WAM School Keys	Alphabetical listing of all district school daily WAM keys by School Number and Name	Keys expire each day at 7:00 p.m. EST	

- Deleting and Adding new district users
- Modifying (+/-) user access level(s) for existing district users

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) web application interface. At the top, there is a navigation bar with the Florida Department of Education logo and the PMRN logo. Below the navigation bar, the user is logged in as 'Joyce Public' with 'District Administrator' access level. The main content area is titled 'Other Than Florida Public Sch' and contains a 'District Reports' tile. The tile has a 'Users' tab selected. Below the tab, there is a 'Select a Year' dropdown menu set to '2020-2021'. A table lists the following reports:

Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

PMRN Registration Tile

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

- Reviewing a list of unregistered schools
- Completing registrations for unregistered schools, adding demographic information, School Start Date and Grades to be assessed in the PMRN system
- Reviewing school registrations, registration dates, school start dates, original registration author and grades registered
- Adding new public or Department of Juvenile Justice (DJJ) schools to the PMRN system



The screenshot shows the PMRN registration interface. At the top, there is a header with the Florida Department of Education logo and the PMRN logo. Below the header is a blue banner that reads "Public School Registration for 2020-2021". The main content area is titled "Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS) for Grades 3-12". Below this title, there is a instruction: "Provide the details below to register your school. Fields marked with * are required." The form is divided into three sections: 1. School Information, 2. School Administrator(s), and 3. School Start Date (First Student Instructional Day). Section 1 includes fields for School, School Number, District, Address, Phone, and Fax. Section 2 lists current users with the school administrator access level. Section 3 includes fields for School Start Date and Confirm School Start Date, both with date pickers set to 07/31/20.

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

2. School Administrator(s)

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

Name: Joyce Public Name: Peter Mccabe

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

3. School Start Date (First Student Instructional Day)

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

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



Note: PMRN registration tasks can also be performed by the principal at each school. Additional detail provided in the PMRN School User Guide and on the PMRN Resources page (<http://www.fldoe.org/academics/standards/just-read-fl/fair/public-school.shtml>), see *Overview of Public School Registration* PDF.

SCHOOL Functions Tile

The **SCHOOL Functions** tile enables all district-level users to create and view reports related to each school, teacher, class, student, school user, class period, review survey status and obtain school daily WAM Key(s). Specific **SCHOOL Functions** tasks include:

- Creating school-specific WAM School, Teacher, Class, Student and Missing Score Reports

Report Title	Description	Update Schedule	New Reports Available
WAM School Report	Aggregate report of WAM assessment scores by school and AP grouped by grade and class period	Overnight Update	7:00 a.m. EST
WAM School Text or CSV File	Data file of WAM assessment scores by school and student including demographic data	Weekly Update	Each Monday
WAM Missing Score Report	Aggregate report of current AP WAM assessment task completion by school, grade level, teacher and/or class section in grade and student order	Overnight Update Real Time if rosters are in sync	7:00 a.m. EST
WAM Teacher Report	Aggregate report of WAM assessment scores by school, year, AP, teacher and/or class section grouped by grade and class period	Overnight Update	7:00 a.m. EST
WAM Class Report	Aggregate report of WAM assessment scores by school, year, AP, grade, teacher and/or class section displayed in student order	Overnight Update	7:00 a.m. EST
WRT, VKT, RCT and SKT Task Ability Reports	Aggregate report of WAM assessment scores by school, year, AP, grade, teacher and/or class section displayed in descending score order	Overnight Update Real Time if rosters are in sync	7:00 a.m. EST
WAM Parent Letter	Student-specific customizable Parent Letter populated with FAIR-FS assessment results and suggested activities	Real Time Update	
WAM Student Ability Score Reports	Student-specific summary report of (up to) three years' PLS and FAIR-FS task scores for each AP	Real Time Update	
WAM Student Report	Student-specific summary report of one year's FAIR-FS task ability scores, with date/time stamp, percentile rank and PLS for specified AP	Real Time Update	

- Managing school users and PMRN access levels
- Managing class periods and rosters
- Manage student enrollment, demographic attributes and grade level assignment
- Viewing Survey Status and searching your Survey 8 import for students and teachers
- Accessing the daily WAM Key

PART II. PMRN DAILY REFERENCE

HOME



Location:
PMRN Home ▷ **User Access Bar**

For District Access Levels:
ALL



Change Current Access Level Logon

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



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



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

District Name	School Name	Calendar	Access Level
Sample Florida	ALL	ALL	District Administrator
Other Than Florida Public Sch	ALL	ALL	District Administrator

2. New Access Level displays in the blue User Name and Access Level bar.



Note: Access Level determines the **Home** function tiles available to the user, e.g., the **PMRN Registration** tile is available at the District Administrator and District Designee levels only.



Update User Profile Information

Any PMRN user may edit his or her profile. Edits may include changes to last name, email address, physical address, telephone or fax numbers.



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

The screenshot shows the PMRN user profile update interface. At the top, there is a navigation menu with links for Home, Profile, News, 3-12 WAM, Downloads, Resources, WSS Reports, and Sign Out. Below the navigation menu, the user's current information is displayed: User: Joyce Public | Access Level: District Administrator. The main content area is titled 'Change Contact Information' and contains a form with the following fields:

- Title: Ms. (dropdown menu)
- First Name: Joyce (text input, marked as required with a red asterisk)
- Last Name: Public (text input, marked as required with a red asterisk)
- Email: Joyce.Public@fldoe.org (text input, marked as required with a red asterisk)
- Address 1: 325 West Gaines Street (text input)
- Address 2: Suite 1432 C (text input)
- City: Tallahassee (text input)
- State: Florida (dropdown menu)
- Zip: 32399 (text input)
- Extension: 7876 (text input)
- Phone: 850 - 245 - 7876 (text input)
- Fax: (text input)

A red mouse cursor points to the 'Profile' link in the navigation menu. A red box highlights the 'Save' button at the bottom right of the form. A legend at the bottom left of the form indicates that fields with a red asterisk are required.

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



Note: If your district has changed its email domain, e.g., from address@myschool.org to address@mydistrict.org and has hundreds of PMRN Profiles to update, consider contacting the **IEN Help Desk** via email at IENHELP@fldoe.org or by phone at 855-814-2876 for assistance.

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



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



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



Access WAM Manager

The District Administrators, District Designees and District Users do not have sufficient rights to access the **3-12 WAM** menu option and will see only this message if **3-12 WAM** is selected:



Select **OK** to dismiss notice.



Note: The **3-12 WAM** link is available to the following access levels:

- School Administrator
- School Designee
- Reading Teacher
- Resource Teacher
- Assessment Team Member



Download Paper & Pencil FAIR-FS Alternative Assessments

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



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

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

PMRN Progress Monitoring & Reporting Network

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

User: Joyce Public | Access Level: District Administrator

FAIR-FS Alternative Assessment Downloads

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

Grade: 04

File Name	
Grade_4_FAIRFS_student_pencil_paper.pdf	Download
Grade_4_FAIRFS_teacher_pencil_paper.pdf	Download

[Download All](#)

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

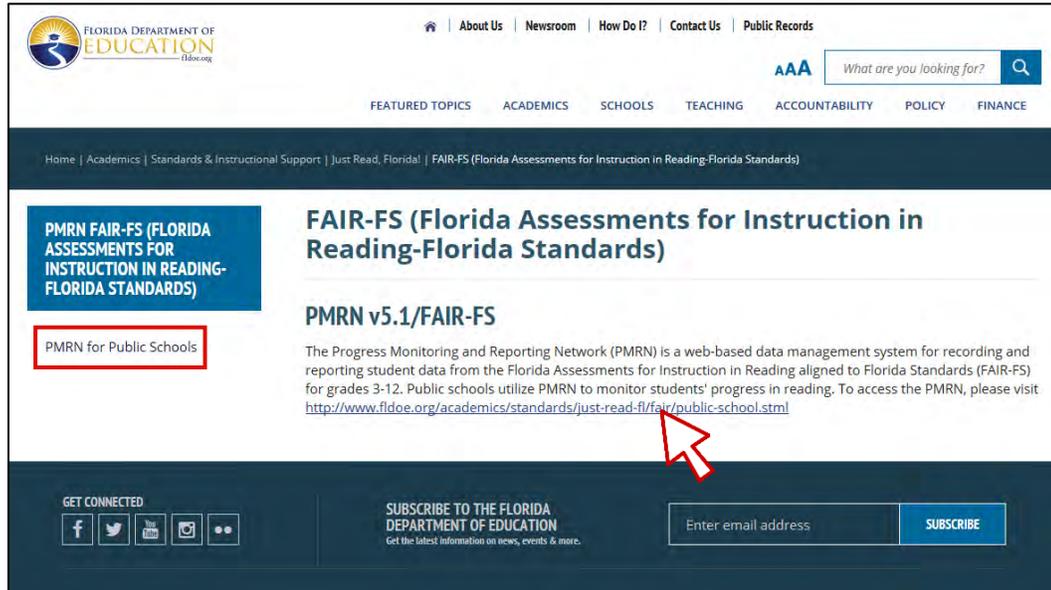


Note: Alternative assessment scores are not recorded in the PMRN system and are therefore not available to PMRN progress monitoring activities and reports.

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



1. **PMRN Home** ▷ **Resources**
2. The Department of Education's *Just Read, Florida!* PMRN webpage launches:



3. Select **PMRN for Public Schools** ▷ See information related to the administration of the FAIR-FS assessments and PDF links to PMRN Guides.

Download Historical FLKRS-WSS District Reports

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



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

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

PMRN Progress Monitoring & Reporting Network

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

User: Joyce Public | Access Level: District Administrator

2014-2015, 2015-2016 and 2016-2017 Historical FLKRS-WSS Reports (PDF)

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

School Year: 2015-2016 District: Dade

[Download District Report of Schools](#)
[Download State Results for Public Schools](#)
[Download FLKRS-WSS Report Scoring Table](#)

PDF files may be viewed with Adobe Acrobat Reader (available free from the Adobe website <https://get.adobe.com/reader/>), Adobe Acrobat Pro or assorted iPad, iPhone or Android apps.

Get Adobe Reader

Sign Out Securely

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



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

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

PMRN Progress Monitoring & Reporting Network

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

User: Joyce Public | Access Level: District Administrator

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



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

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

DISTRICT Functions Tile

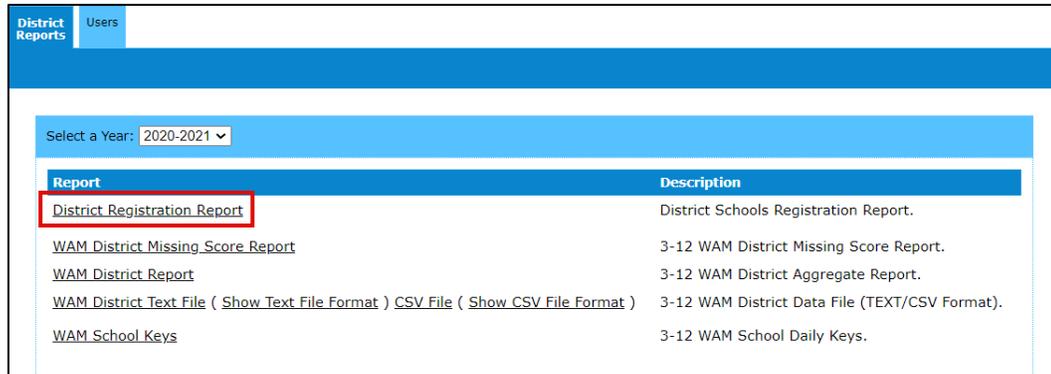
Location: **DISTRICT Functions** ▷ **District Reports**

For District Access Levels: **ALL** 

View District Registration Report

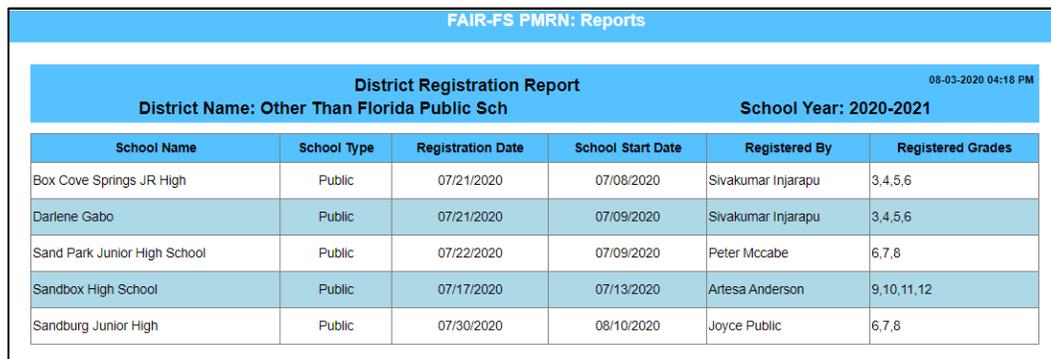


1. **PMRN Home** ▷ **DISTRICT Functions** tile ▷ **District Reports** tab
2. Select a **Year** ▷ **District Registration Report**:



Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

3. Report opens in a new browser window:



FAIR-FS PMRN: Reports					
District Registration Report					
District Name: Other Than Florida Public Sch				School Year: 2020-2021	
School Name	School Type	Registration Date	School Start Date	Registered By	Registered Grades
Box Cove Springs JR High	Public	07/21/2020	07/08/2020	Sivakumar Injarapu	3,4,5,6
Darlene Gabo	Public	07/21/2020	07/09/2020	Sivakumar Injarapu	3,4,5,6
Sand Park Junior High School	Public	07/22/2020	07/09/2020	Peter McCabe	6,7,8
Sandbox High School	Public	07/17/2020	07/13/2020	Artesa Anderson	9,10,11,12
Sandburg Junior High	Public	07/30/2020	08/10/2020	Joyce Public	6,7,8



Note: Only schools with completed registration display in the District Registration Report.

Download WAM District Missing Score Report



1. PMRN Home ▷ DISTRICT Functions tile ▷ District Reports tab
2. Select a Year ▷ WAM District Missing Score Report:

District Reports
Users

Select a Year: 2020-2021 ▼

Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

3. Browser launches a new window ▷ Follow browser-specific instructions to open the file (CSV)
4. Report contains data for current year, current AP:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SchoolID	SchoolName	GradelID	WRT_NS	WRT_S	WRT_C	VKT_NS	VKT_S	VKT_C	RCT_NS	RCT_S	RCT_C	SKT_NS	SKT_S	SKT_C
2	1056842	Sandbox High School	9	10	1	2	11	1	1	12	0	1	12	0	1
3	1056842	Sandbox High School	10	9	0	1	9	0	1	9	0	1	9	1	0
4	1056842	Sandbox High School	11	10	0	1	10	1	0	11	0	0	11	0	0
5	1056842	Sandbox High School	12	16	0	0	16	0	0	16	0	0	16	0	0
6	1306836	Sand Park Junior High School	6	4	0	11	4	0	11	4	1	10	11	0	4
7	1306836	Sand Park Junior High School	7	8	0	6	8	0	6	8	0	6	9	1	4
8	1306836	Sand Park Junior High School	8	14	0	0	14	0	0	14	0	0	14	0	0

Prior year reports contain data for AP3 of selected year only.

Create WAM District Report



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

District Reports Users

Select a Year: 2020-2021 ▼

Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

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

FAIR-FS PMRN: Reports

WAM District Report

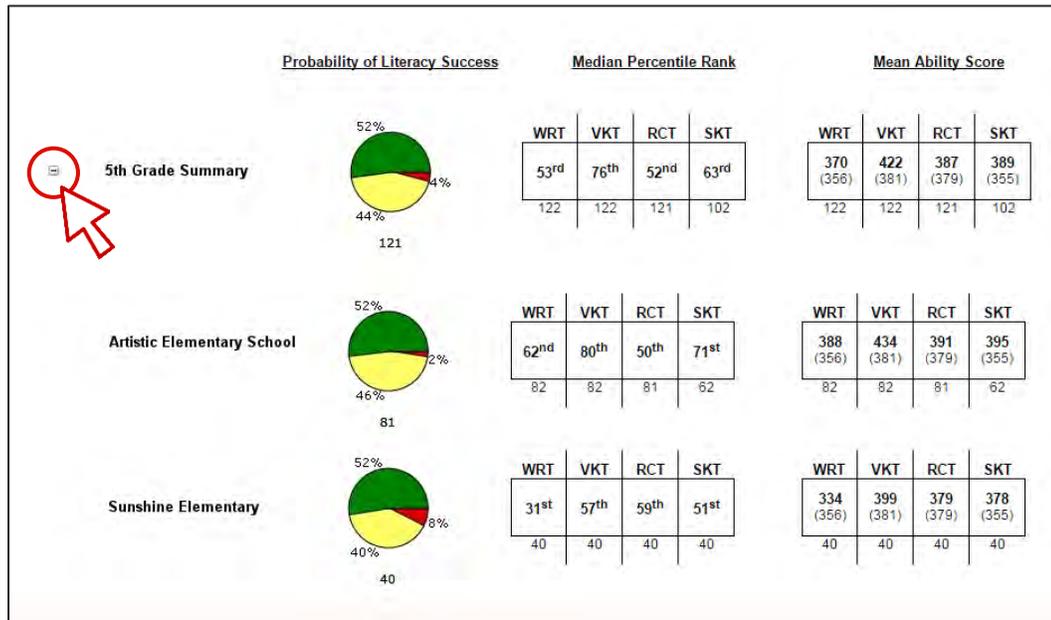
District: Other than FL Put ▼ School: All ▼ School Year: 2020 - 2021 ▼

Calendar: All ▼ AP: 1 ▼ Grade Range: All ▼

Teacher: All ▼ Class-Section: No Item Available ▼ Student(s): All ▼

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

5. Report is organized by **Grade Summary**. Expand/collapse using the **+/-** button to the left of each **Grade Summary** to show school detail:





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

Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

- a. Data File – **WAM District Text File** or **CSV File** ▷ new window launches ▷ Follow browser-specific instructions to open the file
- b. Data File Formats – **(Show Text File Format)** or **(Show CSV File Format)**; these files describe each field, file position, field type and acceptable values for each:
 - i. **(Show Text File Format)** ▷ PDF launches in a new window:

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

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

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

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

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

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

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



1. PMRN Home ▷ **DISTRICT Functions** tile ▷ **District Reports** tab
2. Confirm current **Year** ▷ **WAM School Keys:**

The screenshot shows the 'District Reports' interface. At the top, there are tabs for 'District Reports' and 'Users'. Below the tabs is a 'Select a Year:' dropdown menu set to '2020-2021'. A table lists several reports with their descriptions. The 'WAM School Keys' report is highlighted with a red box.

Report	Description
District Registration Report	District Schools Registration Report.
WAM District Missing Score Report	3-12 WAM District Missing Score Report.
WAM District Report	3-12 WAM District Aggregate Report.
WAM District Text File (Show Text File Format) CSV File (Show CSV File Format)	3-12 WAM District Data File (TEXT/CSV Format).
WAM School Keys	3-12 WAM School Daily Keys.

3. Report opens in a new window to display a list of all district schools to show **School Number**, **School Name** and current **WAM Key**
4. **Click to Print.**



Note: Reading teachers and other non-administrative school users may generate a WAM Key for a specific school using **Menu** ▷ **3-12 WAM** ▷ **Generate Key.**



View Current User List



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

District Reports		Users	
Sort by User Name or Access Level . Click a User Name to edit that User.			
Add User			
User	PMRN Unique Id	Access Level	
Ainslee, Bart	SAMPLE01	District Administrator	
Grant, David	SAMPLE02	District Administrator	
Grant, David	SAMPLE02	District User	
Inge, Sarah	SAMPLE03	District Administrator	
Inge, Sarah	SAMPLE03	District User	
Public, Joyce	SAMPLE04	District Administrator	
Public, Joyce	SAMPLE04	District Designee	
Public, Joyce	SAMPLE04	District User	

View Individual District User Detail



2. From the **Users** tab ▷ Choose **User** name ▷ Review **PMRN Unique ID, First Name, Last Name, Email** and **Access Level(s)**:

District Reports		Users										
PMRN Unique ID	SAMPLE04											
Identifier *	*****											
First Name *	Joyce											
Last Name *	Public											
E-mail *	Joyce.Public@fldoe.org											
Access	<table border="1"> <thead> <tr> <th>Allow?</th> <th>Access Level</th> <th>Access to PMRN</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>District Designee</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>District User</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			Allow?	Access Level	Access to PMRN	<input checked="" type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	District User	<input type="checkbox"/>
Allow?	Access Level	Access to PMRN										
<input checked="" type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>										
<input checked="" type="checkbox"/>	District User	<input type="checkbox"/>										
Submit Cancel												
* Denotes required fields.												

Modify User Access Level



3. From the **Users** tab ▷ User Record, see **Access** section. Specify **Access**:
 - a. Check box(es) to Add **Allow?** ▷ **Submit** ▷ **“You have changed this User’s information. Please verify that the information below is correct.”** message appears ▷ Review and **Continue** ▷ **“User information was updated successfully.”** message confirms ▷ Verify in the **Users** tab
 - b. Uncheck box(es) to Remove **Allow?** ▷ **Submit** ▷ **“You have changed this User’s information. Please verify that the information below is correct.”** message appears ▷ Review and **Continue** ▷ **“User information was updated successfully.”** message confirms ▷ Verify in the **Users** tab



Note: A single access level must have both **Allow?** and **Access to PMRN** checked in order to enable the **PMRN** system user.

Delete a District User



4. Uncheck ALL **Allow?** checkboxes ▷ **Submit**:

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	District Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	District Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	District User	<input checked="" type="checkbox"/>

* Denotes required fields.

5. **“You have removed the last access level from this User. Continuing this action will delete this User.”** message appears ▷ Review and **Continue** to confirm ▷ **“User information was updated successfully.”** message confirms
6. Verify that the user no longer appears in the **Users** tab.



Add a New District User



1. **PMRN Home** ▷ **DISTRICT Functions** tile ▷ **Users** tab
2. **Add User:**

District Reports | **Users**

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. Filter By: All

[Add User](#)

User	PMRN Unique Id	Access Level
Abbott, Carey	ASAMPLE01	District User
Dean, Forrest	ASAMPLE02	District Administrator

3. Enter **ID, First Name, Last Name, Email** or **Identifier** information ▷ **Search**
4. Confirm user information ▷ Select corresponding radio button ▷ **Add SSO User:**

District Reports | **Users**

Search for Users in the PMRN

Locate a User in the PMRN by entering the **Name, Identifier, District ID** or **Email** into the respective fields.

Local ID: First Name: Last Name:

E-mail: Identifier:

[Search](#)

Results: 2

First Name	Last Name	E-mail	LocalID	SSOID
Aaron	Public	aaron.p@sampleschool.org		SMPL1
Teresa	Public	teresapublic@exampleschool.net		SMPL2

[Add SSO User](#)

5. Choose **Allow?** checkboxes to add **Access Level(s)** ▷ **Submit** ▷ **“You have changed this User’s information. Please verify that the information below is correct.”** message appears ▷ Review and **Continue** ▷ **“User information was updated successfully.”** message confirms
6. Verify in the **Users** tab.

PMRN Registration Tile

Overview

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

Tasks by Access Level

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



View a List of Registered Schools



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



2. **Registered Schools** tab:

School Name	School Number	Registration Date	School Start Date	Registered By	Registered Grades
Box Cove Springs JR High	990021	07/21/2020	07/08/2020	SIVAKUMAR INJARAPU	3,4,5,6
Darlene Gabo	999907	07/21/2020	07/09/2020	SIVAKUMAR INJARAPU	3,4,5,6
Sand Park Junior High School	990361	07/22/2020	07/09/2020	Peter Mccabe	6,7,8
Sandbox High School	990341	07/17/2020	07/13/2020	Artesa Anderson	9,10,11,12
Sandburg Junior High	990391	07/30/2020	08/10/2020	Joyce Public	6,7,8

Modify a School Registration

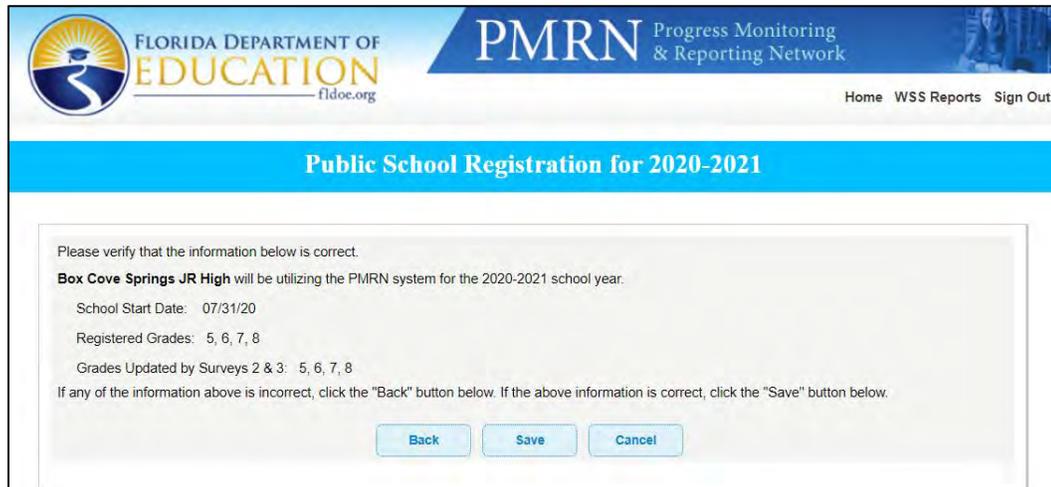


1. **PMRN Home** ▷ **PMRN Registration** tile ▷ **Registered Schools** tab
2. Choose **School Name** ▷ The FAIR-FS School Registration form opens. Note that the form is divided into five sections:
 - a. School Information – To modify this information, contact IENHelpDesk.
 - b. School Administrator(s) – This information cannot be modified within this form. Following completed school registration, complete Add a School Administrator instructions to add or go to **SCHOOL Functions** tile ▷ **Users** tab to modify the existing administrator(s).

- c. School Start Date (First Student Instructional Day) – Enter and confirm the first instructional date of the School Year.
- d. Grades to be Assessed – Check to add grades or uncheck to remove grades for the FAIR-FS testing ▷ **Yes** or **No** for students to be updated by Survey 2 & 3.
- e. Acknowledgement – Check box to acknowledge.

3. **Submit**

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



- a. To modify ▷ **Back**.
- b. To finalize registration ▷ **Save**.
 - i. **“Thank you for registering to use the PMRN system for the 2020-2021 school year. A confirmation will be sent to your email. Click Continue to return to the home page.”** message confirms ▷ **Continue**:



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



Register a School



1. **PMRN Home** ▷ **PMRN Registration** tile ▷ **Unregistered Schools** tab:

School Name	School Number
Bay Breeze Elementary	991001
Gulf Breeze High School	999002
Sandburg Junior High	990391
Tall Pines Middle School	999018

2. Choose **School Name** of unregistered school ▷ the School Registration form opens. Note that the form is divided into five sections:

- a. School Information:

1. School Information					
School	Sandburg Junior High	School Number	990391	District	Other Than Florida P
Address	325 W. Gaines St., Tallahassee, FL - 32399				
Phone	850-245-7876	Fax	850-245-5105		

- i. School Name, Number, District, Address, Phone and Fax are preloaded from the FDOE Master School Identification (MSID) file.
- ii. Review ▷ Contact [IEN HelpDesk](#) (email or 855-814-2876) to modify.

b. School Administrator(s):

- i. Users with School Administrator access level are listed. If no School Administrator is specified, complete the school registration process. Following completed registration, complete Add a School Administrator instructions.

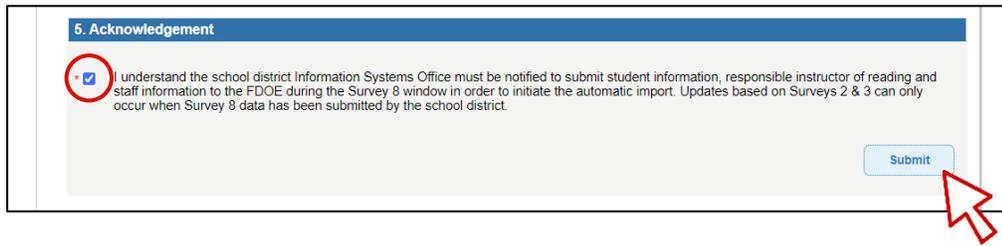
c. School Start Date:

- i. Enter **School Start Date (First Student Instructional Day)** ▷ Re-enter to confirm.

d. Grades to be Assessed:

- i. Check box(es) to enable the FAIR-FS assessment for selected grades
- ii. Select **Yes** or **No** for students to be updated by Survey 2 & 3.

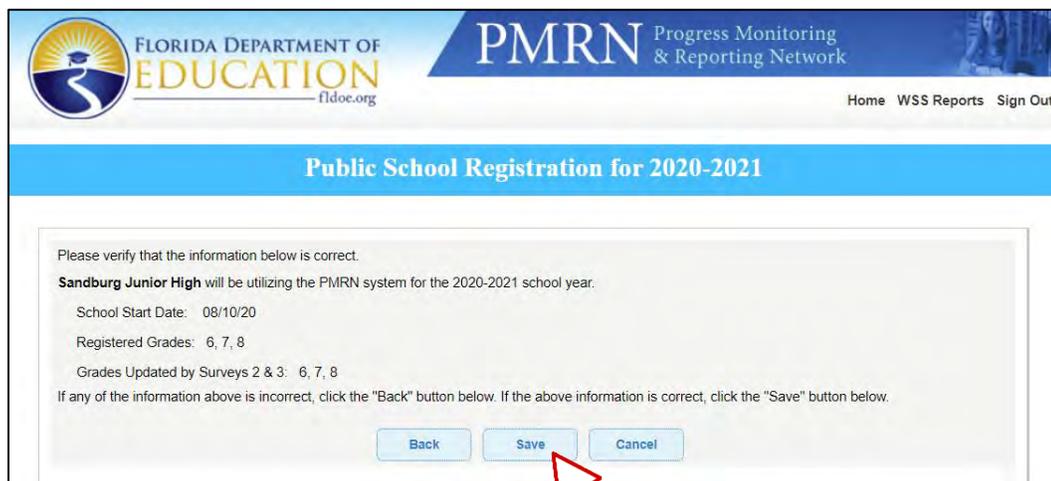
e. Acknowledgement:



- i. Check box to acknowledge

3. **Submit**

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



- a. To modify ▷ **Back.**

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

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

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



Add a School Administrator

If, during school registration, you noted a lack of any designated School Administrators, add at least one for best results:



1. When registration is complete, new School Administrator access must be granted from the **SCHOOL Functions** tile ▷ **Users** tab
2. Select Username to open user record ▷ See **Access** section. Note two columns of checkboxes: **Allow?** and **Access to PMRN**. Both checkboxes must be checked to enable an individual access level.
3. On the School Administrator access level row, click to check **Allow?** box, confirm that **Access to PMRN** box is checked (and if not, check it!) ▷ **Submit**
4. **"You have changed this User's information. Please verify that the information below is correct."** message appears ▷ Review and **Continue**
5. **"User information was updated successfully."** message confirms
6. Verify in the **Users** tab.



Add Schools to the District

A school must be added to the list of schools in the PMRN system prior to registration. Check the Unregistered Schools and Registered Schools tabs to determine whether a school is in the PMRN system.



1. **PMRN Home** ▷ **PMRN Registration** tile ▷ **Add Schools** tab
2. Select **School Type** ▷ **School Name** ▷ select School
3. Complete required fields ▷ **Submit**:

The fields marked with * are required.

Add School [[Back to School Registration](#)]

*District: Other Than Florida Public Sch

*School Type: Public DJJ

*School Name: BEST RESULTS MIDDLE SCHOOL

**School Number: SMPL12

School Address: 325 W. Gaines St.

City: Tallahassee

State: Florida

Zip: 32399 - 0400

Phone: (850) 245 - 7876

Fax: (850) 245 - 5105

[Submit](#)

4. **“New School added successfully.”** message confirms successful add
5. **Unregistered Schools** tab ▷ Select **School Name**
6. Complete **Register a School** steps.

SCHOOL Functions Tile

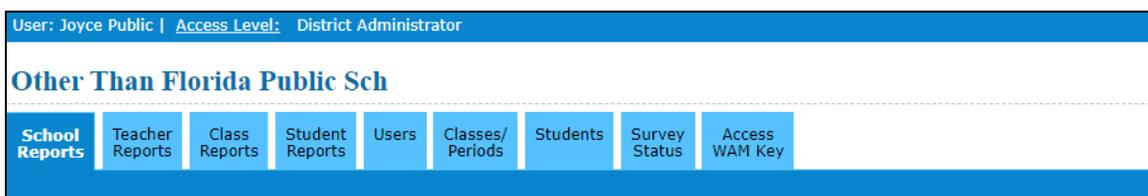
Overview

The **SCHOOL Functions** tile provides access to each school within the district. This includes access to school-level Teacher, Class and Student Reports tabs. It also includes features to manage school-level tasks such as assigning access levels to users, managing classes/periods, managing students, viewing Survey 8 data import status and accessing the daily school WAM Key. While district-level users can perform school-level tasks, these tasks can also be performed by school administrators and school designees.



Tab Display Differences

District Administrator and District Designee access levels:



District User access level:





Location:
SCHOOL Functions ▷ **School Reports**

For District Access Levels:
ALL (if view or create)
District Administrator (if edit)
District Designee (if edit)



View Assessment Calendar



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

School Reports | Teacher Reports | Class Reports | Student Reports | Users | Classes/Periods | Students | Survey Status | Access WAM Key

Select a Year: 2020-2021 ▼

Select a School: Sand Park Junior High School ▼

Assessment Calendar

[Edit School Registration](#)

[WAM School Report](#)

[WAM School Text File \(Show Text File Format \) CSV File \(Show CSV File Format \)](#)

[WAM Missing Score Report](#)

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

School Reports | Teacher Reports | Class Reports | Student Reports | Users | Classes/Periods | Students | Survey Status | Access WAM Key

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
 Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WAM Important Dates

AP1 Start Date: July 9, 2020
AP1 End Date: November 6, 2020

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

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



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

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



Note: Editing school registrations is limited to District Administrators, District Designees and School Administrators with Principal designation.

Create WAM School Report



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

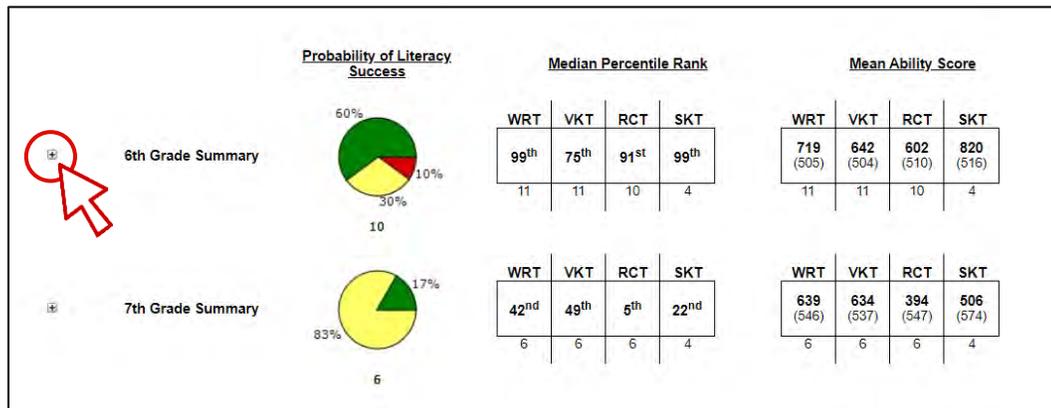
The screenshot shows the 'School Reports' tab selected in the top navigation bar. Below the navigation bar, there are two dropdown menus: 'Select a Year:' with '2020-2021' selected, and 'Select a School:' with 'Sand Park Junior High School' selected. A list of report options is displayed below, with 'WAM School Report' highlighted by a red box. Other options include 'Assessment Calendar', 'Edit School Registration', 'WAM School Text File (Show Text File Format) CSV File (Show CSV File Format)', and 'WAM Missing Score Report'.

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

The screenshot shows the 'FAIR-FS PMRN: Reports' window with the 'WAM School Report' sub-header. The window contains several dropdown menus for configuration: 'District:' (Other than FL Put), 'School:' (Sand Park Junior), 'School Year:' (2020 - 2021), 'Calendar:' (District-Wide), 'AP:' (1), 'Grade Range:' (All), 'Teacher:' (All), 'Class-Section:' (empty), and 'Student(s):' (All). At the bottom, there are three buttons: 'Click to Print', 'Show Report' (with a red mouse cursor pointing to it), and 'Show Legend'.

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

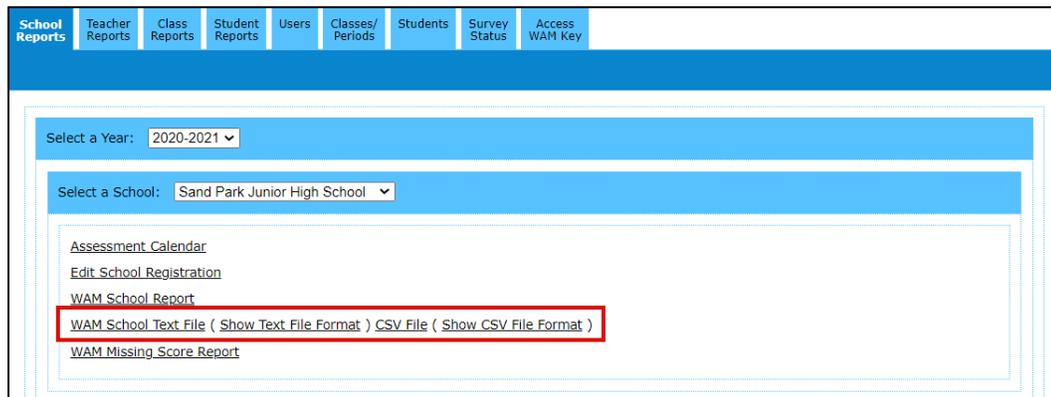
- Report is organized by **Grade Summary**. Expand/collapse grades to show class period detail using **+/-** button to the left of each **Grade Summary**:



Download WAM School Data File



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



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

- b. Data File Description – (**Show Text File Format**) or (**Show CSV File Format**); these files describe each field, file position, field type and field acceptable values for each filetype
- i. (**Show Text File Format**) ▷ PDF launches in a new window:

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

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

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

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

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

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

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

Create WAM Missing Score Report



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

The screenshot shows the 'School Reports' tab selected in the top navigation bar. Below the navigation bar, there are two dropdown menus: 'Select a Year:' set to '2020-2021' and 'Select a School:' set to 'Sand Park Junior High School'. A list of report options is displayed below, with 'WAM Missing Score Report' highlighted by a red rectangular box. Other options include 'Assessment Calendar', 'Edit School Registration', 'WAM School Report', and 'WAM School Text File (Show Text File Format) CSV File (Show CSV File Format)'.

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

The screenshot shows the 'WAM Missing Score Report' form with the following fields and values: District: 'Other than FL Put', School: 'Sand Park Junior', School Year: '2020 - 2021', Calendar: 'District-Wide', AP: '1', Grade Range: '7th Grade', Teacher: '7, Carter, Yolanda', Class-Section: '07 - Carter, Yolan', and Student(s): 'All'. At the bottom of the form, there are three buttons: 'Click to Print', 'Show Report' (which is highlighted with a red mouse cursor), and 'Show Legend'.

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

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

<u>Grade ID</u>	<u>FLEID</u>	<u>StudentName</u>	<u>WRT</u>	<u>VKT</u>	<u>RCT</u>	<u>SKT</u>	<u>ORT</u>
7	TD000000915882	Jeffers, Amelia	○	○	○		
7	TD000000202813	Jefferson, Katria	○	○	○		
7	TD000000869909	Kincaid, Nia	●	●	●	●	
7	TD000000715248	Marin, Jill	●	●	●		
7	TD000001921933	Maximilian, Homer	●	●	●	●	
7	TD000000513049	Miller, Katherine	●	●	●	●	
7	TD000000861101	Morehead, Alanna	○	○	○		
7	TD000000710209	Mosel, Kathy	●	●	●	●	●
7	TD000000753652	O'Brien, Shay	○	○	○		

Missing Score Report Key

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



Create WAM Teacher Report



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

The screenshot shows the 'Teacher Reports' navigation menu with the following options: School Reports, **Teacher Reports**, Class Reports, Student Reports, Users, Classes/Periods, Students, Survey Status, and Access WAM Key. Below the menu, there are two dropdown menus: 'Select a Year' (set to 2020-2021) and 'Select a School' (set to Sand Park Junior High School). A table below these menus lists two report options:

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

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

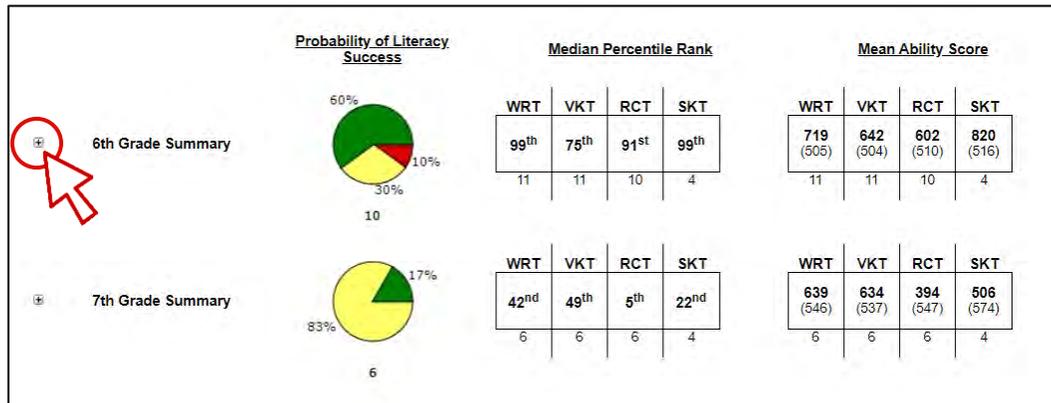
The screenshot shows the 'WAM Teacher Report' configuration window with the following fields and options:

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

At the bottom of the window, there are three buttons: [Click to Print](#), **Show Report** (with a red arrow pointing to it), and [Show Legend](#).

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

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



Create WAM Missing Score Report



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

The screenshot shows the 'Teacher Reports' tab in the PMRN interface. A dropdown menu is open, showing a list of reports. The 'WAM Missing Score Report' is highlighted with a red box. The report description is '3-12 WAM Assessments Missing Score Report.'

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

The screenshot shows the 'WAM Missing Score Report' configuration window. The filters are set as follows: District: Other than FL Put, School: Sand Park Junior, School Year: 2020 - 2021, Calendar: District-Wide, AP: 1, Grade Range: 7th Grade, Teacher: 7, Carter, Yolanda, Class-Section: 07 - Carter, Yolanda, Student(s): All. The 'Show Report' button is highlighted with a red mouse cursor.

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

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

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

Missing Score Report Key

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



Location:
SCHOOL Functions ▷ **Class Reports**

For District Access Levels:
ALL



Create WAM Class Report



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

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

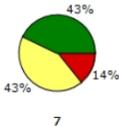
3. Report window launches ▷ Use the Active Header Menu drop-downs to select **School**, **School Year**, **Calendar**, **AP**, **Grade Range**, **Teacher** and **Class-Section** ▷ **Show Report**:

The screenshot shows a web form titled "FAIR-FS PMRN: Reports" with a sub-header "WAM Class Report". The form contains several dropdown menus and buttons. The "District" dropdown is set to "Other than FL Put". The "School" dropdown is set to "Sand Park Junior". The "School Year" dropdown is set to "2020 - 2021". The "Calendar" dropdown is set to "District-Wide". The "AP" dropdown is set to "1". The "Grade Range" dropdown is set to "6th Grade". The "Teacher" dropdown is set to "6, Carter, Yolanda". The "Class-Section" dropdown is set to "06 - Carter, Yolan". The "Student(s)" dropdown is set to "All". At the bottom of the form, there are three buttons: "Click to Print", "Show Report", and "Show Legend". A red mouse cursor is pointing to the "Show Report" button.

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

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

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



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

7

<p>Class Report Key</p> <p>WRT Word Recognition Task</p> <p>VKT Vocabulary Knowledge Task</p> <p>RCT Reading Comprehension Task</p> <p>SKT Syntactic Knowledge Task</p> <p>PLS Probability of Literacy Success</p>	<p>Additional Report Information</p> <p>An asterisk(*) - Indicates that the student's score was achieved while the student was enrolled in a different school during the selected Assessment Period.</p> <p>A Blank Score - Indicates that the student has not taken any assessments during the selected Assessment Period.</p> <p>Missing PLS Score - A student must complete the RCT task before the system can calculate the PLS.</p>
---	---

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



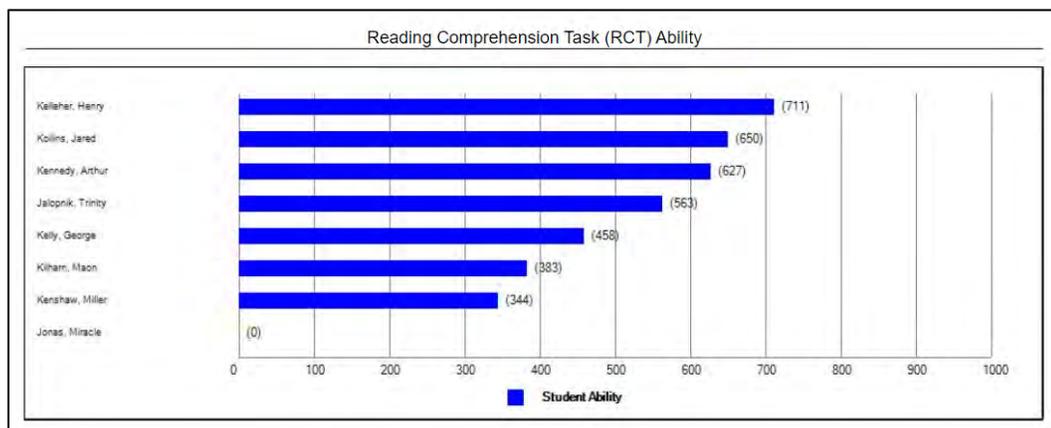
1. PMRN Home ▷ SCHOOL Functions tile ▷ Class Reports tab
2. Select a Year ▷ School ▷ Task Ability:

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

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

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

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





Create WAM Parent Letter



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

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

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

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

[Print Parent Letter](#)

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

Dear Parent(s):

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

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

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

Create WAM Student Ability Score Reports



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

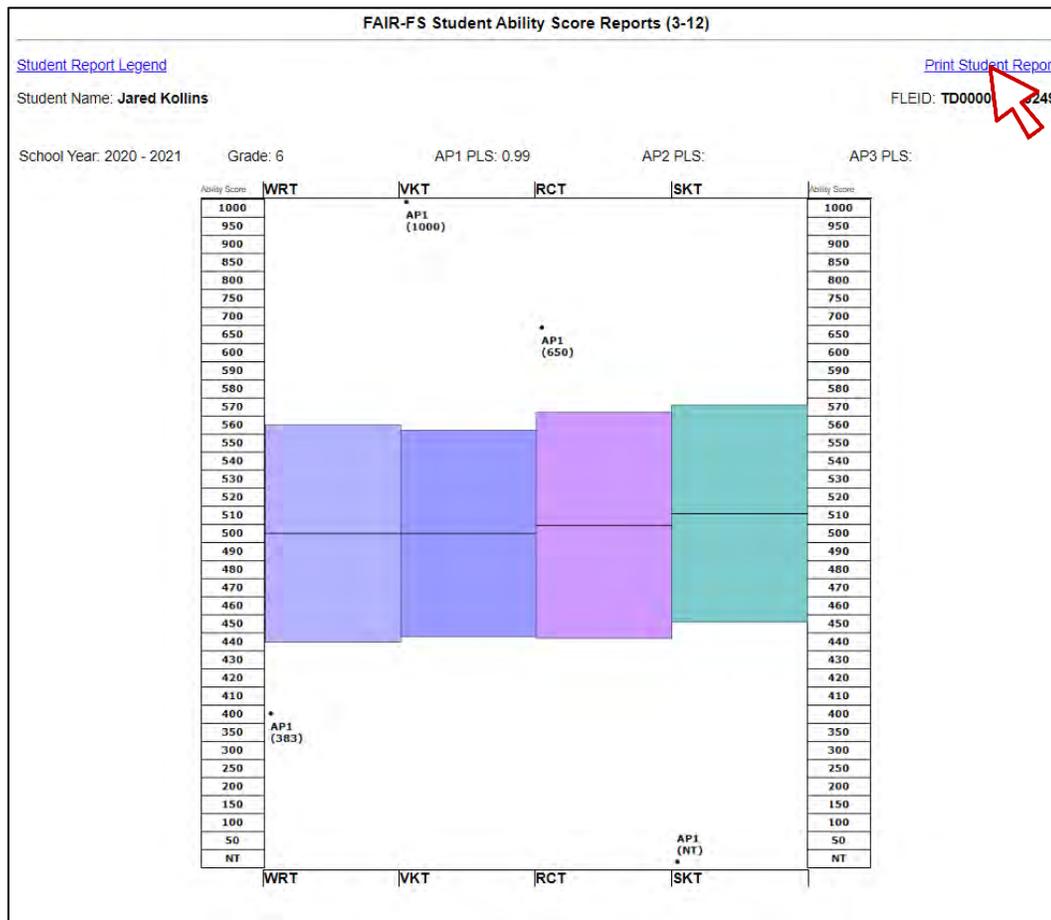
The screenshot shows the 'Student Reports' tab in the PMRN system. The interface includes several dropdown menus for filtering reports:

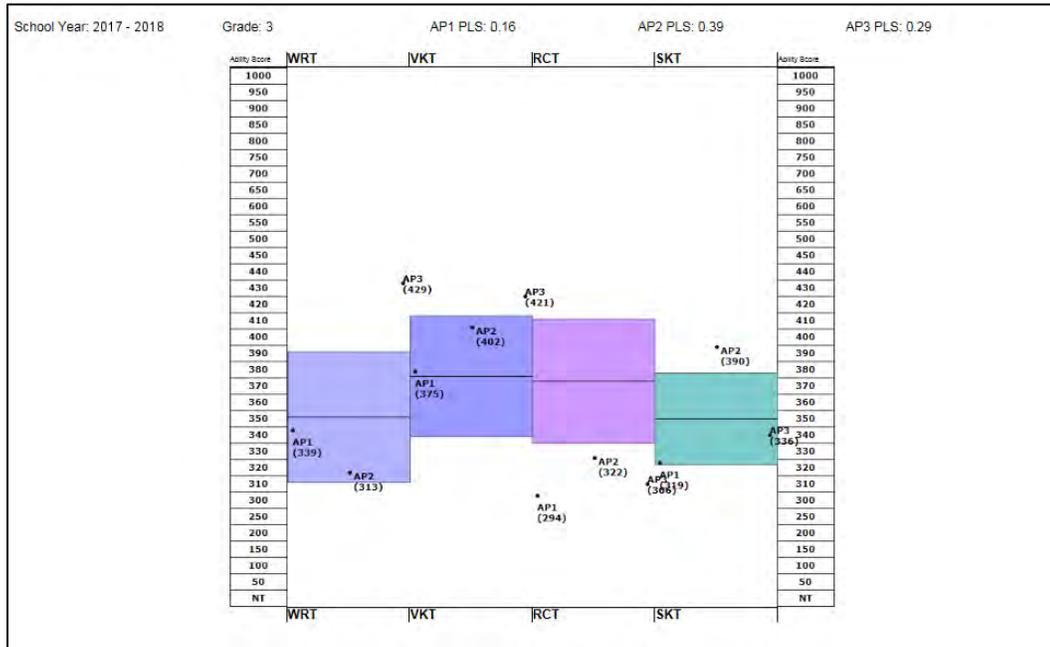
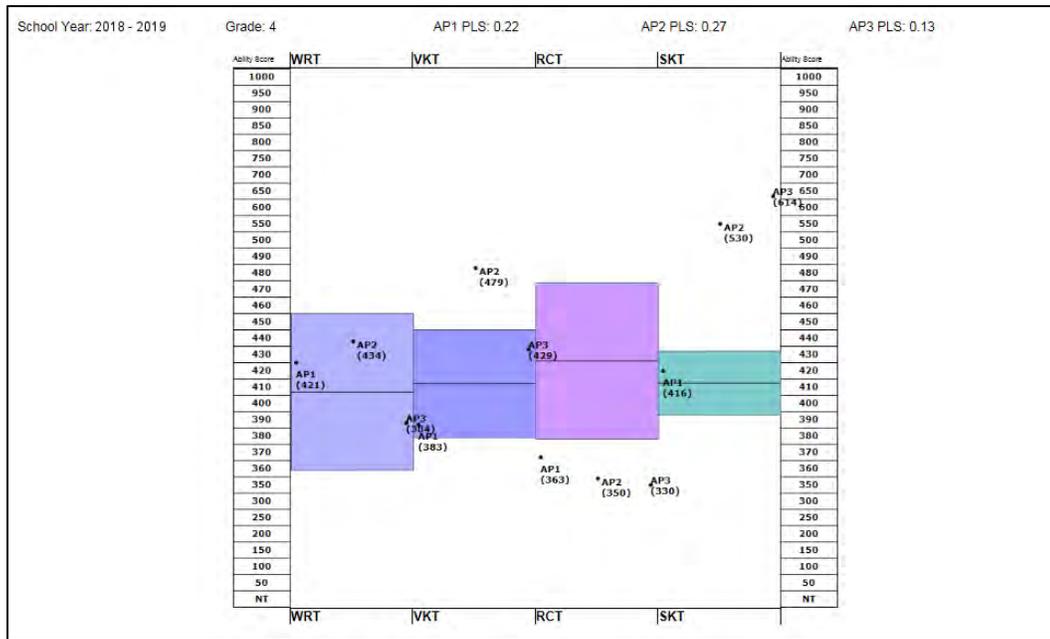
- Select a Year : 2020-2021
- Select a School : Sand Park Junior High School
- Select a Grade : 6th
- Select a Student : KOLLINS, JARED

Below the filters is a table with two columns: 'Report' and 'Description'. The 'WAM Student Ability Score Reports' option is highlighted with a red box.

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

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





4. **Print Student Report.**

Create WAM Student Report



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

The screenshot shows the 'Student Reports' tab in the PMRN system. The navigation path is: School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, Students, Survey Status, Access WAM Key. The filters are: Select a Year: 2020-2021, Select a School: Sand Park Junior High School, Select a Grade: 6th, and Select a Student: KOLLINS, JARED. Below the filters is a table of reports:

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

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

The screenshot shows the 'FAIR-FS Student Report (3-12)' window. The 'Assessment Period' is set to 'Assessment 1'. A 'Print Student Report' button is visible in the top right corner, with a red arrow pointing to it. The report details are:

School Year: 2020-2021
Assessment Period: 1
Grade: 6
Student: Jared Kollins
FLEID: TD00000715249

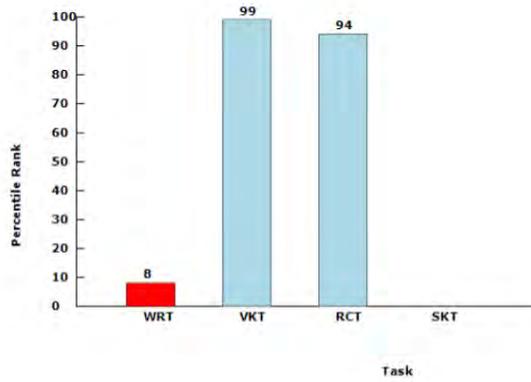
[Student Report Legend](#)

Below indicates the time when the student completed each task

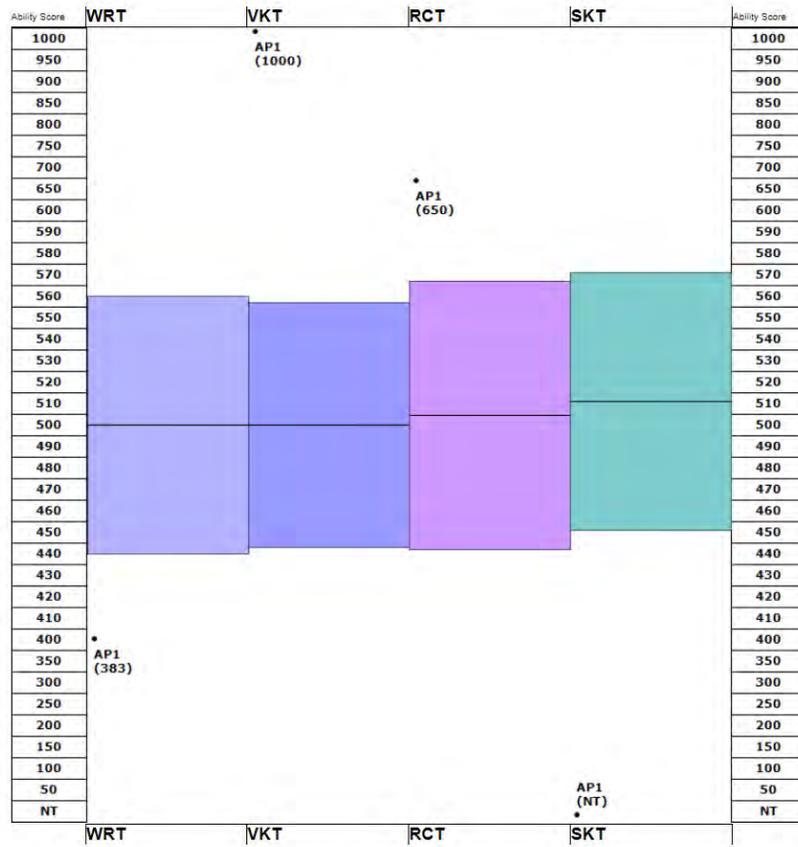
WRT	7/24/2020 12:04:25 PM
VKT	7/24/2020 12:05:27 PM
RCT	7/24/2020 12:07:30 PM

Percentile Ranks

What skills are strengths and weaknesses for Jared Kollins



Ability Scores



Probability of Literacy Success

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

Open Response Task (If Administered)

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

Student Report Key

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

4. Print Student Report.



View Current User List



1. PMRN Home ▷ **SCHOOL Functions** tile ▷ **Users** tab
2. Select **School**:

FLORIDA DEPARTMENT OF EDUCATION
 fdoe.org

PMRN Progress Monitoring & Reporting Network

User: Joyce Public | Access Level: District Administrator

School Functions

District: Other Than Florida Public Sch
 School: Sand Park Junior High School: 990361

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

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. Filter By: All

User	PMRN Unique Id	Access Level
Carter, Yolanda	B7CA4P82A	School Designee
Carter, Yolanda	B7CA4P82A	School Reports User
Carter, Yolanda	B7CA4P82A	Reading Teacher
Carter, Yolanda	B7CA4P82A	Resource Teacher
Grade3, Teacher	D4TD3Q21A	SSO credentials are missing for this user
Grade4, Teacher	T0LM4J32C	SSO credentials are missing for this user

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



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

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status	Access WAM Key
PMRN Unique ID		B7CA4P82A						
Identifier *		*****						
First Name *		Yolanda						
Last Name *		Carter						
E-mail *		Yolanda.Carter@fidoesandpark.org						
Access								
Allow?	Access Level	Access to PMRN						
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	Reading Teacher	<input checked="" type="checkbox"/>						
<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>						
<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>						
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>						
* Denotes required fields.								

4. To modify:

- Check box(es) to add access or Uncheck box(es) to remove access under **Allow?**
- Submit** ▷ **“You have changed this User’s information. Please verify that the information below is correct.”** message appears ▷ Review and **Continue**
- “User information was updated successfully.”** message confirms.
- Verify in the **Users** tab listing.



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

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



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

View Current Class Period List



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

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status	Access WAM Key																														
<p>To add a class/period, select the "Add Class/Period" link for a teacher.</p> <p>To delete a class/period, remove all students from the class/period (a class/period with student enrollment cannot be deleted). Then, select the "Delete Class/Period" link.</p> <table border="1"> <thead> <tr> <th>Teacher</th> <th>Type</th> <th>Class/Period</th> <th>Student Count</th> <th></th> </tr> </thead> <tbody> <tr> <td>Carter, Yolanda</td> <td>Reading</td> <td>06 - Carter, Yolanda</td> <td>7</td> <td>Add Class/Period</td> </tr> <tr> <td>Carter, Yolanda</td> <td>Reading</td> <td>06 - Carter, Yolanda</td> <td>8</td> <td></td> </tr> <tr> <td>Carter, Yolanda</td> <td>Reading</td> <td>07 - Carter, Yolanda</td> <td>9</td> <td>Add Class/Period</td> </tr> <tr> <td>Carter, Yolanda</td> <td>Reading</td> <td>07 - Carter, Yolanda</td> <td>5</td> <td></td> </tr> <tr> <td>Carter, Yolanda</td> <td>Resource</td> <td></td> <td></td> <td>Add Class/Period</td> </tr> </tbody> </table>									Teacher	Type	Class/Period	Student Count		Carter, Yolanda	Reading	06 - Carter, Yolanda	7	Add Class/Period	Carter, Yolanda	Reading	06 - Carter, Yolanda	8		Carter, Yolanda	Reading	07 - Carter, Yolanda	9	Add Class/Period	Carter, Yolanda	Reading	07 - Carter, Yolanda	5		Carter, Yolanda	Resource			Add Class/Period
Teacher	Type	Class/Period	Student Count																																			
Carter, Yolanda	Reading	06 - Carter, Yolanda	7	Add Class/Period																																		
Carter, Yolanda	Reading	06 - Carter, Yolanda	8																																			
Carter, Yolanda	Reading	07 - Carter, Yolanda	9	Add Class/Period																																		
Carter, Yolanda	Reading	07 - Carter, Yolanda	5																																			
Carter, Yolanda	Resource			Add Class/Period																																		

Add a New Class Period



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

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

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

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

Add Class/Period

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

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

Class Type: Reading

Teacher: McCabe, Peter

Grade: 8th Grade

Periods: A B C D E F G H U

Submit Cancel

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

Add a Student to a Class Period



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

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

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

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

Edit Class/Period

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

View Class: 08 - Mccabe, Peter Period: U

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

Add Student to Class
Remove Student from Class

There are no students in this Class.

Submit
Cancel

3. Search for Students:

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

- Show All** – View a list of all currently enrolled Class/Period Grade students
- Student Directory Search** – Select first letter of Last Name
- Last Name Search** – Enter Last Name ▷ **Search**

5. Results load below search (**Show All** results below). Note the left-most column indicating current class/period status:

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

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

Enroll Student Submit

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

Enroll Student Submit

- a. Currently assigned to this teacher
 - i. Use Period drop-down to assign to a different class/period
- b. ✖ Currently assigned to another teacher
 - i. Remove from current teacher's classperiod prior to add, see [Remove a Student from a Class Period](#) instructions
- c. Not currently assigned
 - i. Select box(es) to the left of student FLEID(s) you wish to add ▷ Select **Period** ▷ **Submit**
 - ii. **"Student(s) added to class successfully."** message confirms ▷ Student count updates ▷ **Return to Class Roster.**

Remove a Student from a Class Period



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

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

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

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

Edit Class/Period

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

View Class: Period:

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

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

3. Current roster loads:

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

Remove Student from Class Return to Class Roster

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

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

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

Submit

All show as Currently assigned to this teacher

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

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

Remove Student from Class Return to Class Roster

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

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

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

Submit



5. **"Student(s) removed successfully."** message confirms ▷ Student count updates

6. **Return to Class Roster.**

Move Class Roster(s)

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

To move all class periods from one teacher to another:



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

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

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

Move Class Roster:

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

Move Class From: Wade, Theresa Aka Tee

Move Class to:

- a. Only teachers without existing class/periods appear in the Move Class To drop-down. To move students to a teacher with existing classes, remove them from the current class period, then add.
3. **“The class has been successfully updated.”** message confirms move
 4. Updated class roster for new class period displays ▷ Review **Classes/Periods** tab to confirm.

Delete a Class Period

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



1. PMRN Home ▷ SCHOOL Functions tile ▷ **Classes/Periods** tab
2. Select a **School**
3. Locate **Teacher** ▷ Find class/period ▷ **Delete Class/Period**:

Teacher	Type	Class/Period	Student Count	
Mccabe, Peter	Reading	<u>08 - Mccabe, Peter - U</u>	3	Add Class/Period
Orsi, Joyce	Reading	<u>08 - Orsi, Joyce - A</u>	7	
	Reading	<u>08 - Orsi, Joyce - B</u>	0	Delete Class/Period
	Reading	<u>08 - Orsi, Joyce - U</u>	3	Add Class/Period
Pilly, Polly	Reading	<u>06 - Pilly, Polly - A</u>	0	Delete Class/Period
	Reading	<u>06 - Pilly, Polly - B</u>	0	Delete Class/Period

4. **“Period was successfully deleted.”** message confirms.



View Current Students by Grade



1. PMRN Home ▷ **SCHOOL Functions** tile ▷ **Students** tab
2. Select a **School**
3. Choose a grade level ▷ **Show All**:

4. Results display at bottom:

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000007260933	Jalopnik	Trinity	11/19/2008	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		Jeffries	OShea	5/8/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		Jenkins	Harley	11/12/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		Jonas	Miracle	6/9/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>		Jones	Charles	3/10/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000008042246	Kelleher	Henry	8/23/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000880565	Kelly	George	9/12/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000008043346	Kennedy	Arthur	10/10/2008	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>		Kenshaw	Miller	8/19/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000767291	Kilharn	Maon	12/21/2008	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000715249	Kollins	Jared	2/24/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000352131	Patrick	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000273411	Patterson	Sian	9/9/2009	F	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000262421	Stewart	Ad	3/17/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD00000865630	Taylor	Petra	1/10/2009	F	6th	06 - Carter, Yolanda

Search the Student Directory



1. PMRN Home ▷ SCHOOL Functions tile ▷ Students tab
2. Select a **School**
3. Choose **Student Directory Search** or **Last Name Search**:

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000000352131	Patrick	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000273411	Patterson	Sian	9/9/2009	F	6th	06 - Carter, Yolanda

- a. Student Directory Search – Select first letter of Last Name
 - b. Last Name Search – Enter Last Name ▷ **Search**
4. Results load below search.



Note: Using **Student Directory Search** options in combination is an easy way to quickly narrow your search results in large datasets, e.g., **6th Grade** students with last names starting with **Pa** as shown in the screen shot!

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

Enroll a Student



1. PMRN Home ▷ SCHOOL Functions tile ▷ Students tab
2. Select a School
3. Enroll a Student:

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

Search for Students in the School

1. Select the grade of the student you wish to find.
Show students in

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

Student Directory Search

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

Last Name Search

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

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

PMRN Database Search

Search By:

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

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

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

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

I want to enroll a new student.

6. Review and/or update **Grade** information as needed ▷ **Enroll in School:**

The screenshot shows a web interface for enrolling a student. At the top, there is a navigation bar with tabs for School Reports, Teacher Reports, Class Reports, Student Reports, Users, Classes/Periods, **Students**, Survey Status, and Access WAM Key. Below this is a blue header for 'Enroll Student in School'. The main content area is titled 'Verify the grade for the student' and contains a form with the following fields:

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

At the bottom right of the form, there are two buttons: 'Enroll in School' and 'Cancel'. A red mouse cursor is pointing at the 'Enroll in School' button.

7. **“Student enrolled successfully.”** message confirms and you are returned to the Students tab.



Note: Only use the **I want to enroll a new student** radio button on the left if your search yields no matching results! If a student has an ID, but is enrolled again, duplicates are created and (most importantly) assessment history is split.

Withdraw a Student



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

Search for Students in the School

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

Show students in

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

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

Last Name Search: Search

Enroll a Student Withdraw Selected Students

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input checked="" type="checkbox"/>	TD000001297837	Brooke	Diana	12/12/2006	F	7th	

4. **“You have asked to withdraw students.”** message appears ▷ Verify and **Continue**:

Withdraw Students

i You have asked to withdraw students.

Selected students for withdrawal:

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

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

Continue Cancel

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



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

- a. **Show All** – View a list of all currently enrolled students
 - b. **Student Directory Search** – Select first letter of Last Name
 - c. **Last Name Search** – Enter (full or partial) Last Name ▷ **Search**
5. Results load below search ▷ Select **Last Name** to view student information:

Withdraw Student	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000000352131	<u>Patrick</u>	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000273411	Patterson	Sian	9/9/2009	F	6th	06 - Carter, Yolanda

Update Student Attributes



6. Within the student record:

Student Information

Student Attributes

PMRN ID 9117382
FLEID * TD000000273411
First Name* Sian
Middle Name
Last Name* Patterson
Birthdate* 09/09/2009
Gender F
Modified Task Flow Eligible Not Eligible

* Required fields

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

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

Change Student Grade Level



b. Grade Level - Select **Grade** level ▷ **Change** ▷ **“You have selected to change this Student’s grade to grade <#>. Click Continue to confirm.”** message confirms selection
▷ **Continue**

7. Student Information page appears with updated information.

Modified Task Flow

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

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

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



Location:
SCHOOL Functions ▷ **Students**

For District Access Levels:
District Administrator or District Designee



Identify Students for Modified Task Flow

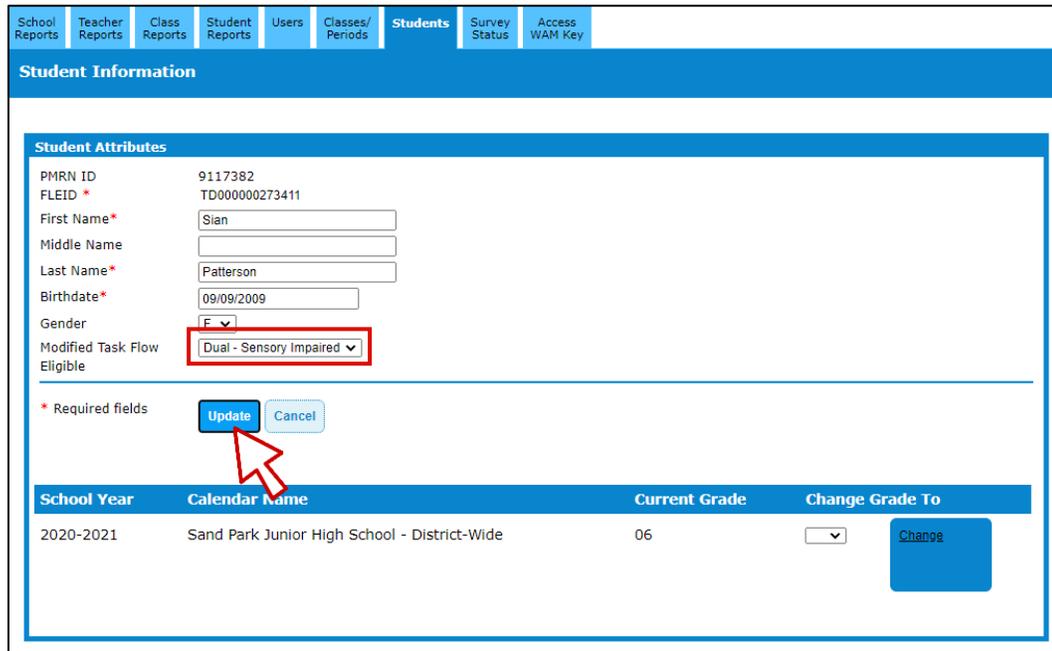


1. **PMRN Home** ▷ **SCHOOL Functions** tile ▷ **Students** tab
2. Select a **School**
3. (Optional) Select **Grade** level ▷ Select first letter of Last Name or enter student Last Name
▷ **Search**
4. Select **Last Name** to open student record:

<input type="checkbox"/>	FLEID	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	TD000000352131	Patrick	Alan	4/1/2009	M	6th	06 - Carter, Yolanda
<input type="checkbox"/>	TD000000273411	Patterson	Sian	9/9/2009	F	6th	06 - Carter, Yolanda



5. Select the appropriate ESE indicator from the **Modified Task Flow Eligible** drop-down 
Update:



The screenshot shows the 'Student Information' page with the following details:

- PMRN ID: 9117382
- FLEID *: TD000000273411
- First Name*: Sian
- Middle Name: (empty)
- Last Name*: Patterson
- Birthdate*: 09/09/2009
- Gender: F
- Modified Task Flow Eligible: Dual - Sensory Impaired (highlighted with a red box)

Below the form, there are 'Update' and 'Cancel' buttons. A red arrow points to the 'Update' button. At the bottom, there is a table with the following data:

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

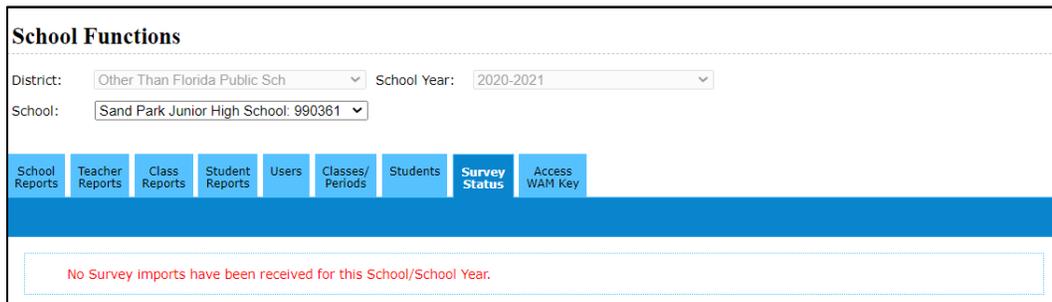
6. **“Student updated successfully.”** message confirms.



Review Current Import Information



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



School Functions

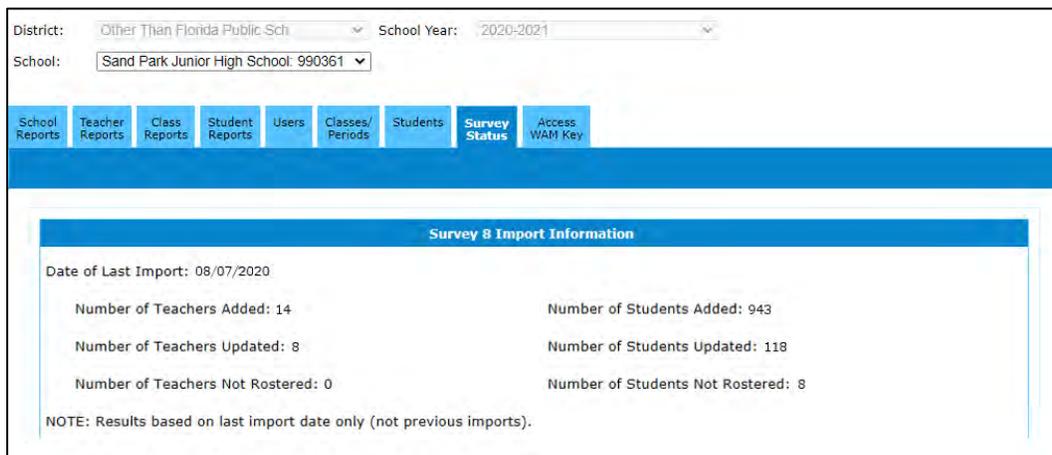
District: Other Than Florida Public Sch School Year: 2020-2021

School: Sand Park Junior High School: 990361

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

No Survey imports have been received for this School/School Year.

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



District: Other Than Florida Public Sch School Year: 2020-2021

School: Sand Park Junior High School: 990361

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

Survey 8 Import Information

Date of Last Import: 08/07/2020

Number of Teachers Added: 14	Number of Students Added: 943
Number of Teachers Updated: 8	Number of Students Updated: 118
Number of Teachers Not Rostered: 0	Number of Students Not Rostered: 8

NOTE: Results based on last import date only (not previous imports).



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

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

Search the Import for a Student



4. In the Student Details section of the **Survey Status** tab:
 - a. Enter at least two letters of **Student Last Name**
 - b. Enter at least two letters of **Student First Name** (optional)
 - c. **Search:**

Student Details

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

Student Last Name: Student First Name (optional):

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

Search the Import for a Teacher



5. In the Teacher Details section of the **Survey Status** tab:
 - a. Enter at least two letters of **Teacher Last Name**
 - b. **Search:**

Teacher Details

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

Teacher Last Name:

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



Access WAM Key



1. **PMRN Home** ▷ **SCHOOL Functions** tile ▷ **Access WAM Key** tab
2. Select a **School**
3. Today's **Assessment Key** is provided:

School Functions

District:

School:

School Reports	Teacher Reports	Class Reports	Student Reports	Users	Classes/Periods	Students	Survey Status	Access WAM Key
----------------	-----------------	---------------	-----------------	-------	-----------------	----------	---------------	-----------------------

Assessment Key

Today's assessment key is displayed below.

MU1285

The assessment key is effective today for this school only from 6:30 AM to 7:00 PM EST.

Please provide this key to students to sign in to the WAM at <https://wam.fldoe.org>.

CONCLUSION

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

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



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

As always, District- and School-level users may contact the Help Desk at IENHelp@fldoe.org or (Toll Free) 855-814-2876 for your PMRN support needs.

CONTACT INFORMATION

Just Read, Florida!

325 West Gaines Street, Suite 1432

Tallahassee, Florida 32399-0400

On the web: <http://www.fldoe.org/academics/standards/just-read-fl/>

Email: JustRead@fldoe.org

Telephone: 850-245-0503

Fax: 850-245-5105

Contact: Amy Hand

Just Read, Florida!

FAIR-FS Tier 2 Support

Telephone: 850-245-7876

Email: amy.hand@fldoe.org

FDOE Help Desk (District and School Users)

Email: IENHelp@fldoe.org

Telephone (Toll Free): 855-814-2876



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

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

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

PMRN 5.1

District User Guide



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

2020-2021