

Administration of the 3-12 Web-Based Assessment Module (WAM)

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Master Trainer Schedule Breakdown

- **Elementary (K-5) Master Trainer PD Track**
- Day 1 Grades K-2 ~ How to Administer the Assessments
- Day 2 Grades K-2 ~ Instructional Implications
- Day 3 Grades K-2 ~ PMRN and Scoring Tool
 - PMRN Administration for School Level Users
 - K-2 Data Entry
 - K-2 Scoring Tool
- *Day 4 Grades 3-5 ~ All components
 - Part I: How to Administer the Assessments
 - Part II: Instructional Implications
 - Part III: PMRN
 - PMRN Administration for School Level Users
 - 3-12 Web-Based Assessment Module (WAM)
- **Secondary (6-12) Master Trainer PD Track**
- *Day 1 Grades 6-12 ~ All components
 - Part I: How to Administer the Assessments
 - Part II: Instructional Implications
 - Part III: PMRN
 - PMRN Administration for School Level Users
 - 3-12 Web Assessment Module (WAM)

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Master Trainer Schedule Breakdown

Elementary (K-5) Master Trainer PD Track

- Day 1 Grades K-2 ~ How to Administer the Assessments
- Day 2 Grades K-2 ~ Instructional Implications
- Day 3 Grades K-2 ~ PMRN and Scoring Tool
- *Day 4 Grades 3-5 ~ All components (How to Administer the Assessments, Instructional Implications, and PMRN).

Secondary (6-12) Master Trainer PD Track

- *Day 1 Grades 6-12 ~ All components (How to Administer the Assessments, Instructional Implications, and PMRN Reports).

* Please Note: Day 4 of 3-5 and Day 1 of 6-12 are identical trainings and participants may be combined for ease of training. When the material is presented at the teacher level, the instructional implications section may be more customized to the specific grade levels.

This presentation will provide an overview of the:

- 3-12 Web-Based Assessment Module (WAM)
- Daily Sign In Functions - School Key Retrieval
- WAM Manager Functions
- WAM Student Functions
- Reading Comprehension Task
- Maze Task
- Word Analysis Task
- WAM Task Flow

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**For more detailed information regarding
this presentation and the 3-12 WAM, please
download the PMRN User's Guides located
at:**

www.fcrr.org/pmrn/userguides.htm

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At this time, the User's Guide for version 2 of the PMRN is posted. Versions 2 and 3 are very similar and the v2 User's Guide will serve as a valuable resource. The User's Guide for version 3 will be available in the Fall 2009.

3-12 WAM Overview

- Online assessment module for students in grades 3 through 12.
- Administers appropriate tasks to the students and reports the data back to the PMRN, where reports are generated. The WAM will administer the following tasks:
 - Reading Comprehension
 - Maze
 - Word Analysis
- Audio tracks and video guide the students through the tasks, and varying audio feedback is played based on student performance on the tasks.
- Accessible by educators and students at registered schools. WAM Managers must have a valid PMRN User Name and Password, which he or she will use to generate a School Key. The students at the school will use the School Key to sign in to the WAM.

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- The students will work independently on all tasks utilizing computers.

3-12 WAM Technical Requirements

- **Software Requirements are:**
 - Internet Explorer 6.0 or later (Windows platform only)
 - Safari 2.0 or later (preferred for Mac users)
 - Mozilla Firefox version 1.5 or later (Mac or PC)
 - Flash Player 9.0 or later
 - JavaScript and Cookies enabled

- **Hardware Requirements are:**

	Minimum	Recommended
PC	Intel® Pentium® II 450MHz processor, 128MB of RAM, Screen Resolution of 1024 x 768	Intel® Pentium® III 1GHz or faster processor, 512MB of RAM, Screen Resolution of 1024 x 768 or higher
Mac	Intel Core™ Duo 1.33GHz processor PowerPC® G3 500MHz processor 128MB of RAM, Screen Resolution of 1024 x 768	Intel Core™ Duo 1.83GHz or faster processor; PowerPC® G4 1GHz or faster processor 512MB of RAM, Screen Resolution of 1024 x 768 or higher

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- For comparison, the requirements for the WAM are similar to those of FCAT Explorer.
- Students will also need headphones to complete the tasks.

Notes About the Key

- PMRN Users generate the School Key and provide it to the students in order to facilitate testing using the WAM.
- Students must have a valid School Key to sign in to the WAM.
- The Key is a unique sequence of alphanumeric values.
- Each school has a unique Key which will change on a daily basis.
- The Key will only be valid for the school day between 5:00AM and 5:30PM EST.

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- The Key is not case-sensitive and is not associated with the student session.
- This time frame is to allow for after school testing, and the 5:30PM cut off is to minimize the chance of students signing in to the WAM from home.
- This system was created to allow students to Sign In without being assigned a User Name and Password.

Sign In

- There are three main ways to Sign In to the WAM:
 - As a WAM Manager prior to student assessment in order to verify that the student lists are correct and to check the sound and animation on computers in the testing environment.
 - As a WAM Manager to generate the School Key on test day.
 - As a student.

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- Attendees may note that the next few slides may seem repetitive, but the slides describe each of the three processes in turn.

WAM Sign In Prior To Testing

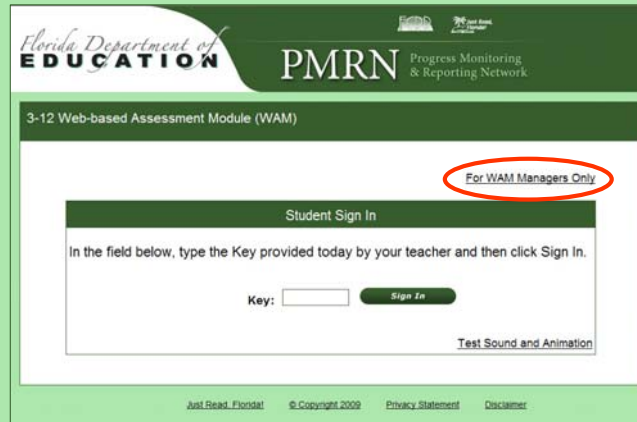
- Before the students enter the room and testing begins, Users should Sign In to the WAM in order to verify the students to be tested are all enrolled in the WAM.
- The following PMRN User Access Levels can sign in to the 3-12 WAM:
 - School Level 1, 2, 3, and 4 Users
 - Reading Level Users (Reading Teachers)
 - Resource Level Users (Resource Teachers)
 - Assessment Team Members

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- Any changes to User access should be made through the PMRN.

- To obtain the School Key, the WAM Manager must access the 3-12 WAM Home Page at <https://312.pmrn.fcrr.org>.
- At the WAM Home Page, click on the **For WAM Managers Only** link, which will display the WAM Manager Sign In page.



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•Notice the “s” after “http.” This indicates that the site is secure for the transmission of sensitive data. This site has the same level of security as the PMRN.

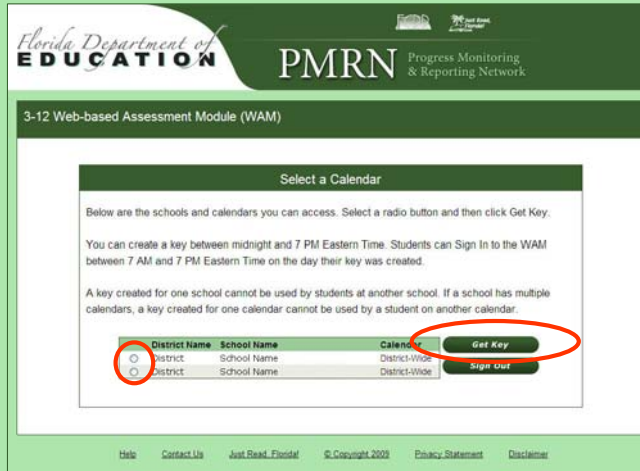
- The User will enter his or her User Name and Password and click **Sign In**.
- If assigned to only one school and calendar, the User will be taken directly to the Key Retrieval page. The User is taken to the School or Calendar Selection page if he or she is assigned to more than one school or calendar.

The screenshot shows the 'Manager Sign In' interface. At the top, it features the Florida Department of Education logo and the PMRN title. Below the title, there are instructions: 'In the fields below, type your User Name and Password. Click Sign In.' and 'If you do not know your User Name, contact your school's Reading Coach or Principal.' A link for 'Forgot Your Password?' is also present. The form contains two input fields: 'User Name:' and 'Password:'. To the right of the 'User Name' field is a dark green 'Sign In' button, which is circled in red. Below the form, there are links for 'Help', 'Contact Us', 'Just Read, Florida!', '© Copyright 2009', 'Privacy Statement', and 'Disclaimer'.

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•If you've forgotten your Password, please click the **Forgot Your Password?** link and follow the instructions displayed. Please note that this Forgot Password page is shared with the PMRN.

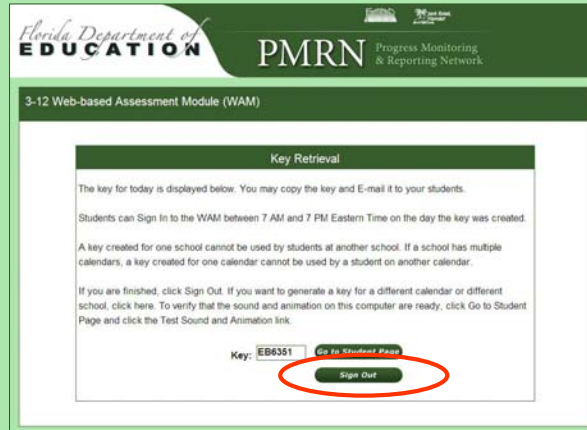
- On the School or Calendar Selection page, click the radio button that corresponds to the correct school and calendar, and then press the **Get Key** button.



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- Most Users will not see this screen.
- This selection screen is similar to the selection screen viewed by PMRN Users with multiple access levels or that serve multiple schools.

- The Key Retrieval Page is displayed, along with the School Key. The School Key may be copied.
- Press the **Sign Out** button and click the word **here** on the next page to return to the WAM Home Page.



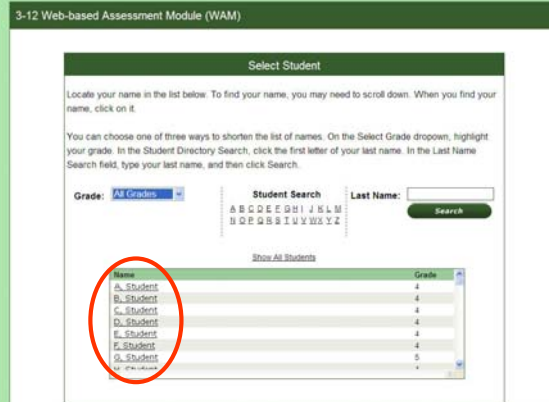
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•Users are reminded of the School Key rules.

•Note that the slide says that students can Sign In to the WAM between 7 AM and 7 PM Eastern Time. This has been changed to between 5 AM and 5:30 PM Eastern Time. This was changed based on feedback from the schools in the Pilot study.

- Before testing begins, teachers or the Reading Coach should use the Key to view the list of students at the school and verify that the students to be assessed can access the WAM. To view the list of students:
 - Click **For WAM Managers Only** and Sign In.
 - Copy the Key
 - Click **Go to Student Page**.
 - Enter the Key to Sign In to the WAM
 - Confirm that all students scheduled to use the WAM appear on the list of students.



* Students can be searched by different methods on the Student Selection page, including: Grade Level, Last Name, and by the First Letter of his or her last name.

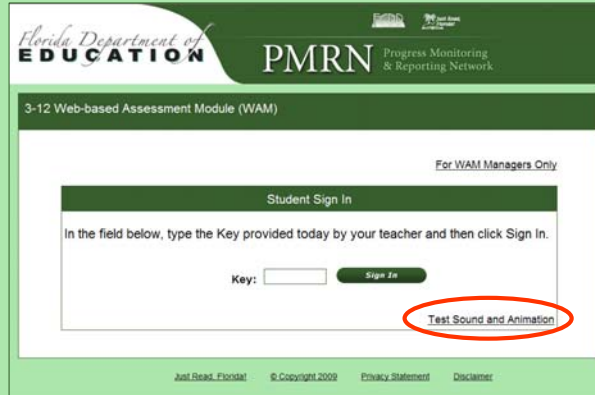
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- It is important the class rosters are corrected before test day so that students do not need to be added on the day of testing.
- Teachers should use the Key to view the list of students at the school and to verify that the students to be assessed can access the tasks.
- To view the list of students:
 - Access the 3-12 WAM located at <https://312.pmrn.fcrr.org>.
 - Click on the **For WAM Managers Only** link and Sign In using your PMRN User Name and Password.
 - Click the **Go to Student Page** button to go to the WAM Home Page, where you will see the list of students.
- Confirm that all students scheduled to use the WAM appear on the list.
- For complete accuracy, please refer to the class lists of students that you printed earlier from the PMRN.
- Students Sign In to 3-12 WAM by entering the School Key, which should be provided to them by their test proctor.
- Students can be searched by different methods on the Student Selection page, including: Grade Level, Last Name, and by the First Letter of his or her last name. These search options are the same as the PMRN and should be familiar to PMRN Users. Partial last names can be entered for search.
- These search options are the same options as the PMRN.

Sound and Animation Check

- To verify that sound and animation function properly, an administrator may wish to check the computers on the day before their students are assessed. To do this:
 - On the WAM Home Page, click **Test Sound and Animation**.
- The WAM will then determine whether or not a correct version of Flash is installed on the computer.
- The administrator will also be able to determine that the sound works correctly and that headphones or speakers are set up correctly.

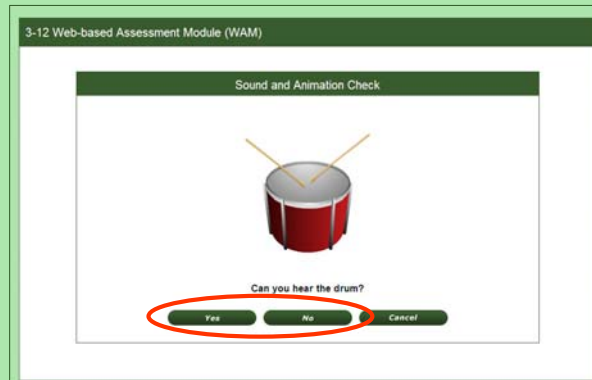


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- This process may be repeated during testing day by the administrator and will be repeated once the students Sign In.
- One thing to consider doing is testing the Sound and Animation Check on a day prior to the test day. Then, indicate working computers by doing something such as hanging headphones on the computer.

- If a correct version of Flash is installed, an image of a drum will appear on the page and the User will hear the sound of a beating drum.
 - If you can see and hear the drum, click **Yes**. You will be returned to the WAM Home Page.
 - If you are still having a problem viewing and hearing the drum, click **No**. You will be taken to the Try Again – Speakers page.

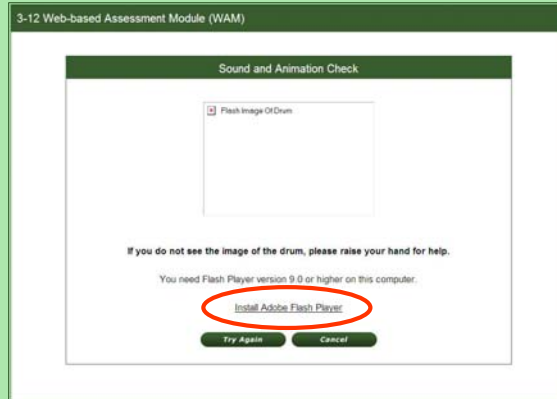


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- This process may be repeated during testing day by the administrator and will be repeated once the students Sign In.

- Click the **Try Again** button, and the Sound and Animation page will reload and attempt to verify that the correct version of Flash has been installed.
- To install the correct version of the Flash Player, click the **Install Adobe Flash Player** link.
- Once you have downloaded the correct Flash Player, click the **Try Again** button. The page will refresh and the drum will display.



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•You may see this message: “Please raise your hand for help. You need Flash Player version 9.0 or higher on this computer.”

•Note that all error messages are student-friendly with directions for the student to raise their hand for help.

WAM Manager Functions – Test Day

- The following PMRN User Access Levels can sign in to the 3-12 WAM:
 - School Level 1, 2, 3, and 4 Users
 - Reading Teachers
 - Resource Teachers
 - Assessment Team Members

- To sign in, access the 3-12 WAM located at:
<https://312.pmrn.fcrr.org>

- **Notice the “s” after “http.” This indicates that the site is secure for the transmission of sensitive data.**

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- This information may seem repetitive, but it is intended to demonstrate what will happen on the different days.

- Enter your PMRN User Name and Password, and then click **Sign In**.
- Your PMRN Password must be reset in the PMRN before Signing In to the WAM.

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•If you've forgotten your User Name or Password, please click the **Forgot Your Password?** link and follow the instructions displayed.

Selection of School or Calendar

- If you are assigned to more than one school or calendar, you will be taken to the School or Calendar Selection page.
- Click the radio button that corresponds to the correct school and calendar, and click the **Get Key** button.

Florida Department of EDUCATION PMRN Progress Monitoring & Reporting Network

3-12 Web-based Assessment Module (WAM)

Select a Calendar

Below are the schools and calendars you can access. Select a radio button and then click Get Key.

You can create a key between midnight and 7 PM Eastern Time. Students can Sign In to the WAM between 7 AM and 7 PM Eastern Time on the day their key was created.

A key created for one school cannot be used by students at another school. If a school has multiple calendars, a key created for one calendar cannot be used by a student on another calendar.

District Name	School Name	Calendar	Get Key
<input type="radio"/> District	School Name	District-Wide	<input type="button" value="Get Key"/>
<input type="radio"/> District	School Name	District-Wide	

Home Contact Us Just Read Florida © Copyright 2009 Privacy Statement Disclaimer

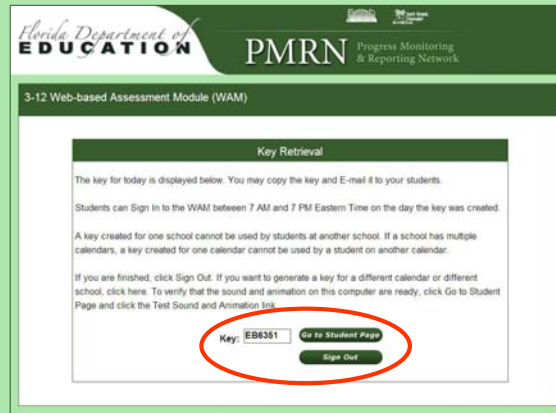
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- Most Users will not see this page.
- This selection screen is similar to the selection screen viewed by PMRN Users with multiple access levels or that serve multiple schools.

Retrieval of School Key

- Your School Key will be displayed on the Key Retrieval page. The School Key may be copied.
 - Click **Sign Out** to return to the WAM Manager Sign In page.
 - Click **Go to Student Page** to go to the WAM Home Page.



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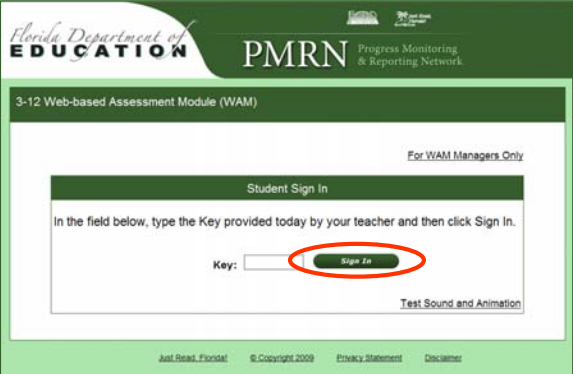
Retrieval of School Key

- Your School Key will be displayed on the Key Retrieval page. The School Key may be copied.
- For reference, you may wish to write the key on a surface board near the computers the students are using.
 - The students will need to enter the Key in order to Sign In.
- Click the **Sign Out** button to return to the WAM Manager Sign In page.
- Click the **Go to Student Page** button to go to the WAM Home Page.

PMRN Progress Monitoring & Reporting Network 3-12 Web-based Assessment Module (WAM)

WAM Student Functions

- Students will need to access the 3-12 WAM using the School Key given the day they Sign In. To Sign In, students must enter the School Key and click **Sign In**.



- Students have three attempts to sign in to the WAM. After the third failed attempt, the student will have to close the browser window and re-open the WAM Home Page to Sign In.

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WAM Student Functions

- Students will need to access the 3-12 Web Assessment Module located at <https://312.pmrn.fcrr.org>.
- Notice the “s” after “http.” This indicates that the site is secure for the transmission of sensitive data.**
- Students will use the School Key given the day they Sign In to the 3-12 WAM.
 - For reference, please write the School Key on a surface board near the computers the students are using.
- Students will then enter the School Key in the space provided and click the **Sign In** button.
- Students have three attempts to Sign In to the WAM.
 - After the third failed attempt, the student will have to close the browser window and re-open the WAM Home Page to Sign In.
- Note that the students must go through the Sound and Animation Check to proceed to the tasks.**

Name Selection and Confirmation

- The Student Selection page contains a list of students with their corresponding grade levels. The student will locate his or her name in the list and click the hyperlink.

3-12 Web-based Assessment Module (WAM)

Select Student

Locate your name in the list below. To find your name, you may need to scroll down. When you find your name, click on it.

You can choose one of three ways to shorten the list of names. On the Select Grade dropdown, highlight your grade. In the Student Directory Search, click the first letter of your last name. In the Last Name Search field, type your last name, and then click Search.

Grade: All Grades

Student 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

Show All Students

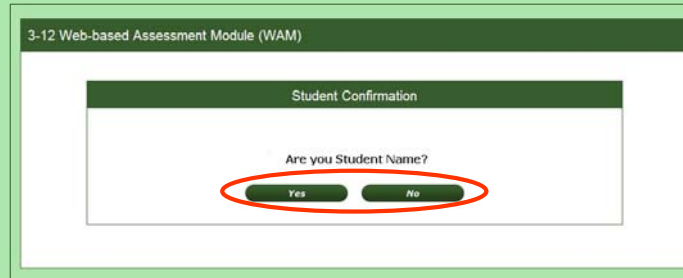
Name	Grade
A_Student	4
B_Student	4
C_Student	4
D_Student	4
E_Student	4
F_Student	4
G_Student	5
H_Student	4

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- These search options are the same options as the PMRN.

- A Student Confirmation page is displayed with a message stating, “Are you (Student Name)?”
 - If the student’s name is correct, he or she should click **Yes**.
 - If the student’s name is not correct, he or she should click **No**. The student will be returned to the Student Selection page.



- If the PMRN has any information about the student’s middle name (first initial or full middle name), it will be displayed here. This is to identify the difference between students that have the same first and last name in a large school.

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•Note that the middle name or initial of the student will be displayed to help identify students in large schools that may share the same first and last name.

Birth Date and Identity Verification

- On the Student Birth Date Selection page, the student should enter his or her date of birth by choosing the drop-down boxes corresponding to the correct Month, Day, and Year.

The screenshot displays the '3-12 Web-based Assessment Module (WAM)' interface. At the top right, there is a field for 'Student Name'. Below this is a 'Select Birth Date' section containing three drop-down menus: 'Month' (set to January), 'Day' (set to 1), and 'Year' (set to 2003). A green 'Start' button is located below the form and is circled in red.

- After entering the birth date, the student should click the **Start** button. If the birth date entered is incorrect, the student will receive an error message instructing him or her to ask for assistance.

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- It may be helpful for Users to have a class roll with birth dates available to help students if they need assistance.

Task Descriptions

- The Reading Comprehension (RC) Broad Screen / Progress Monitoring Tool (BS/PMT) is an adaptive reading comprehension task administered as an initial screen to all students enrolled in the PMRN in grades 3-12.
- The Maze Targeted Diagnostic Inventory (TDI) is a timed text reading efficiency task where students are required to complete sentences by selecting missing words.
- The Word Analysis (WA) TDI is an adaptive task where students are asked to spell a series of five to thirty words.

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- These tasks were described in more detail in the previous presentations.

Administration of Tasks

- The student will follow the instructions for the WAM Tasks he or she is to complete.
- In the WAM, a **Read Comments CC** button is available at the bottom of each screen. When audio is played, clicking this button will display the equivalent text.
- If a student has previously navigated through the instructions during an assessment period, a **Skip Instructions** button will be available to the student. Clicking this button will move the student directly to the task.

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- If any Task beyond the BS/PMT is required for the student, the student must Sign Out and Sign In again in order to proceed to the Task.
 - Tasks are assigned based on the WAM Task Workflow.
- If the RC screen is complete and no other tasks are required, the student will be presented with an option to take the Maze Task or the Word Analysis Task.
- CC=Closed captioned
- Teachers are not very involved in the assessments with the WAM.

Reading Comprehension (RC) Task – Important Steps

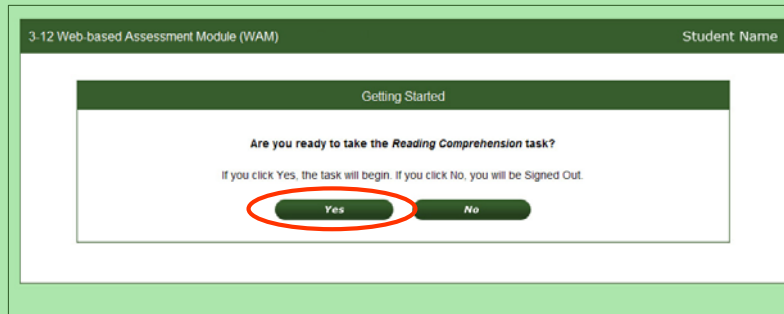
- The score data assists teachers with predicting the probability of the student success on the reading portion of the Florida Comprehensive Assessment Test (FCAT).
- The WAM will administer the RC Task to all 3-12 students enrolled in the PMRN at regular intervals three times per year (Assessments 1, 2, and 3).

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- The attendees of this presentation saw the detailed steps of the Reading Comprehension Task in the previous presentations. This is just a quick review.

- After Signing In to the PMRN using the School Key and confirming his or her identity, the student will be taken to the RC task.
- When he or she is ready to begin, the student will click the **Yes** button.

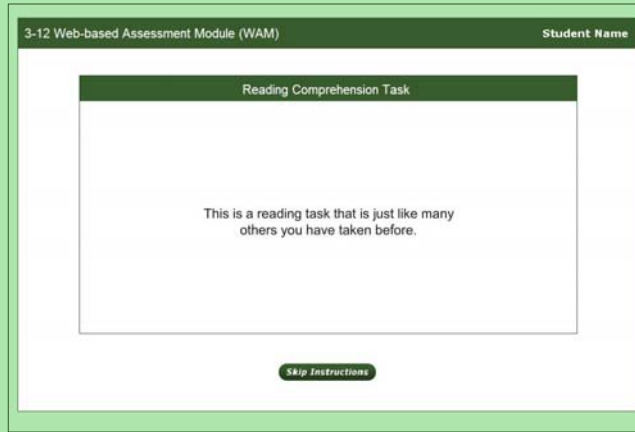


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- The page will display the name of the task.

- The student will then encounter the Introduction and Practice Passage pages.
- Audio tracks and corresponding text will guide the student through the instructional pages to familiarize him or her with the functionality of the RC Task.



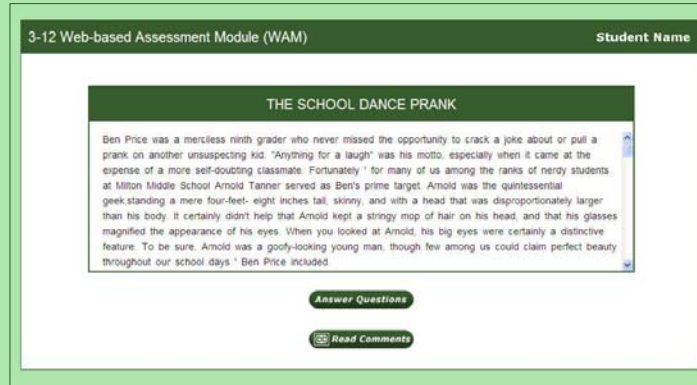
- When the student is ready to begin the RC Task, he or she will click the **Next** button.

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- The student is guided through the tasks by the application itself.
- It is very important that the student keeps his or headphones on throughout the tasks, since audio tracks can play at any time.

- The first passage displayed to the student is chosen based on the grade of the student and on information about the student's previous performance in reading.
- The student's grade, previous year's FCAT score, and the FCAT Success Probability (FSP) from any RC screen previously administered are used as indicators of the student's previous reading performance.



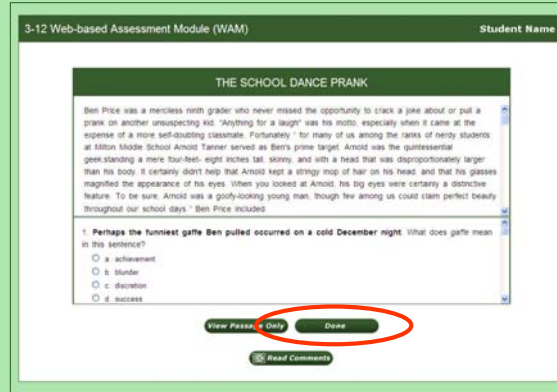
- A WAM Task Timeout Confirmation page will appear if there is no activity for twenty minutes. Following a timeout due to inactivity, the student will return to the WAM Home Page and will have to Sign In again to continue with the assigned task(s).

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- The number and difficulty of passages are determined by the student's performance on the first passage.
- A WAM Task Timeout Confirmation page with the message, "Your Session has timed out. Please **Sign In** to continue," will appear if there is no computer activity for thirty minutes.
- Please click the **Sign In** link, and you will be directed to the WAM Home Page.
- Note that the timeout is performed for security reasons.
- The timeout was increased from ten minutes to twenty minutes based on feedback from schools in the Pilot study.

- The student will be administered between one and three passages.
- At the end of each passage, the student must answer a series of questions by clicking the **Answer Questions** button and selecting radio buttons to indicate the correct answers. There will be between six and nine questions per passage.



- Once he or she is finished answering the questions, the student should click the **Done** button. If all questions have not been answered, the student will be asked to answer all of the questions.

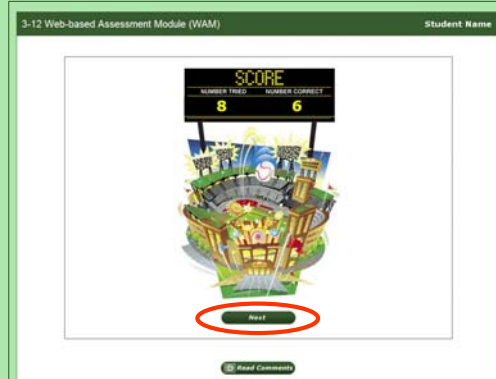
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- The questions relate to the passages and are implicit and explicit.
- Not** all students will encounter the same passages due to the adaptive nature of the Task.

- After each passage, the student will be taken to the Scoreboard page, which displays the number of questions attempted and the number of questions answered correctly.



- If the student is required to take additional passages, he or she will click **Next**.
- If the student has successfully completed the passages, he or she will click **Done**.

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- If the student has an FSP greater than .84 (>.84), the required testing for the student is complete.
- There are now three options for the student, which include:
 - The student's tasks are complete.
 - The student will be required to take the Maze Task during this session or another session.
 - The teacher will assign optional tasks and the student will take them.

- After the student completes the Reading Comprehension task, the student will be taken to a page that displays one of the following messages:
 - “You have completed the required Reading Comprehension task. If you will be taking the optional Maze or Word Analysis task, as assigned by your teacher, click the **Go** button to continue. If you are not assigned the optional tasks by your teacher, click the **Sign Out** button.”
 - “You have completed the Reading Comprehension task. You now must take the Maze task. Click the **Go** button to continue to the Maze during this session. If the Maze task will be completed in another session, click the **Sign Out** button.”
 - “You have completed the Reading Comprehension task. You must now take the Maze and Word Analysis tasks. Click the **Go** button to continue to the Maze and Word Analysis during this session. If the Maze and Word Analysis tasks will be completed in another session, click the **Sign Out** button.”
- The messages are based on the WAM Task Flow provided at the end of this presentation.

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- These messages are the exact ones for the application.
- Previously, there was a requirement to Sign Out after completing the Reading Comprehension. This is no longer the case; the student can now move directly to the next task(s).

Maze Task – Important Steps

- The Maze Targeted Diagnostic Inventory (TDI) is a timed text reading efficiency task that is administered to students in grades 3-12.
- Students must take the Maze TDI if:
 - Their FCAT Success Probability (FSP) is less than .85 (<.85).
 - They were administered the Maze Task during a prior assessment period.
 - It is the 3rd Assessment Period – all students must take the Maze.
- The WAM administers the Maze Task at regular intervals three times per year (Assessments 1, 2, and 3) to the students that meet the above criteria.
- The Maze Task is optional for those students not required to take it for one of the reasons listed above.
- The student is not expected to finish the Maze task in the time allotted. If the student does finish before the three minutes has passed, the student's score will be pro-rated.

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- Students must take the Maze TDI if their FCAT Success Probability (FSP) is less than .85 (<.85), if they were administered the Maze Task during a prior assessment period, or if it is the 3rd Assessment Period.
- The Maze Task may also be administered to students not required to take it.
 - Students who take the optional Maze Task are not required to take the task during subsequent assessments.
- There is more information about the Maze Task in the presentations about the Assessments. This is just a quick review.

- After completion of the Reading Comprehension task, the student will be prompted to continue to the Maze task.
- To begin, the student will click the **Yes** button to continue to the Maze task.

3-12 Web-based Assessment Module (WAM) Student Name

Getting Started

Would you like to take the Maze task?

If you click Yes, the task will begin. You will be given the choice to either take the Word Analysis task or Sign Out.

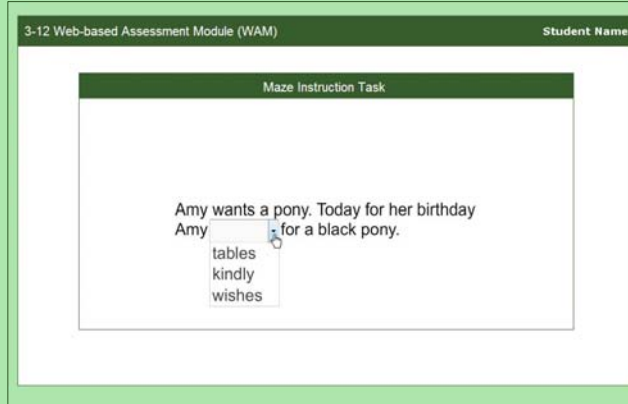
Yes No

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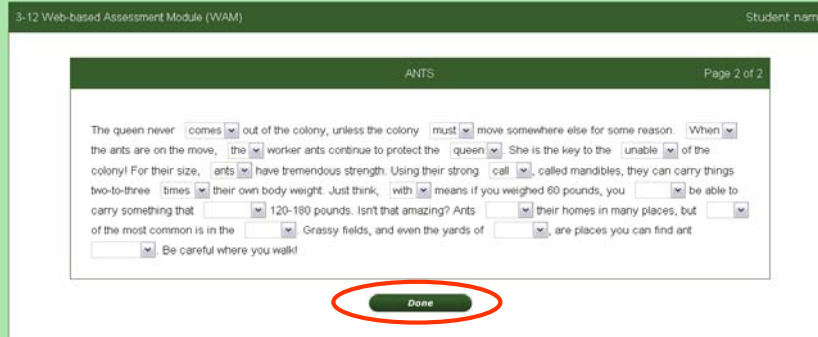
•Users are required to Sign Out after the administration of the Reading Comprehension because the RC task is the longest of the three tasks available in the WAM, usually taking around 30-45 minutes to administer.

- The student will first encounter the Introduction and Practice Passage pages. Audio tracks and video will guide the student through these pages.



- When the student is ready to continue to the Maze task, he or she will click the **Next** button.

- The student will be administered two passages that contain missing words. The student must fill in each missing word by choosing from three choices provided in a drop-down box for each blank.



- When the student is finished with the page of items, he or she will click the **Next** button to continue to the next page.
- On the last page when the student finishes the items, he or she will click **Next** to continue to the next passage.
- After completing the second passage, the student will click the **Done** button.

- The passages displayed to the student are pre-determined based on the assessment period or the grade level of the student.
- If the student does not finish the passages in the three-minute time limit, he or she will automatically be taken to the Scoreboard page, which will display his or her results.
- If the student attempts to click the **Next** or **Done** button before 75% of the items have been completed, a pop-up message will read, "Please do all the items."

- After each passage the student will be taken to the Scoreboard page, which displays the number of items the student attempted and the number of questions he or she answered correctly.



- If the student has successfully completed the passages, he or she will click **Done**.

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•A student who completes both passages and has an FSP greater than .84 (>.84) is not required to complete any further tasks.

Word Analysis Task – Important Steps

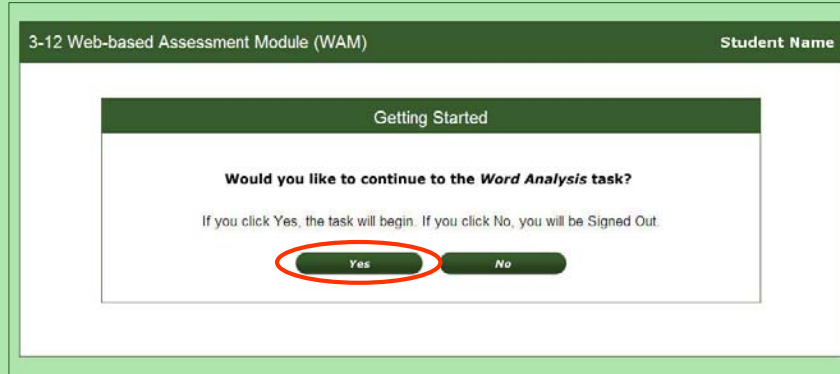
- The Word Analysis (WA) Task is an adaptive task where students are asked to spell a series of five to thirty words.
- The first five words are pre-determined based on grade level and the remaining words are chosen based on the student's performance on the first five words.
- The WAM administers the Word Analysis Task at regular intervals three times per year (Assessments 1, 2, and 3).
- Students must take the WA Task if their FCAT Success Probability (FSP) is less than .85 (<.85).
- The WA Task is optional for all students with an FSP greater than .84 (>.84).

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- Students may continue directly from the Maze Task to the WA Task or come back at another time.
- Students are able to take a maximum of 30 words.
- The attendees of these presentations saw the detailed steps of the Word Analysis Task in the other presentations. This is just a quick review.

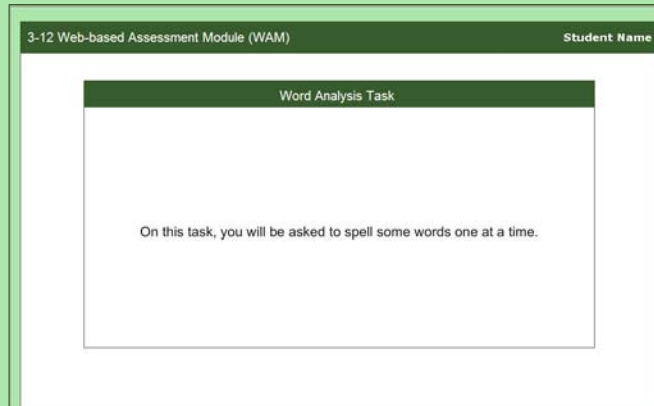
- If the student is not completing the WA Task directly after the Maze Task, the student will have to Sign In to the 3-12 WAM using the School Key that was provided by the WAM Manager.



- After Signing In to the WAM and confirming his or her identity, the student will click the **Yes** button to continue to the WA task.

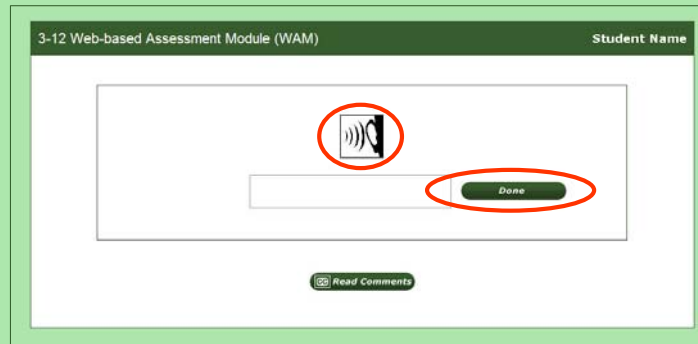
- Confirmation will be given to the student as to which task he or she is about to take.
- In most cases, students will take the Maze and Word Analysis Task on the same day.

- The student will first encounter the Introduction and Practice pages.
- Audio tracks and text will guide the student through the instructional pages.



- When the student is ready to continue to the WA Task, he or she will click the **Next** button.

- The student will click the **Ear** graphic button to hear each word and example sentence. The **Ear** graphic may be pushed multiple times.
- The student will then type the word in the box.
- The student will click **Done** or press the **Enter** key, which will take him or her to the next word.



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- If the student does not respond in a timely manner, he or she will be prompted by the application.

- A WAM Task Timeout Confirmation page will appear if there is no activity for five minutes. The student will see the message:

“Your Session has timed out. Please **Sign In** to continue.”
- The student must Sign In again and the WA Task will restart at the Introduction page. After completion of the introduction and instructions, the student will be taken back to the last word that was provided. The **Skip Instructions** button will be active.

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- After completing the required number of words, the student will receive a scoreboard that is similar to the scoreboard of the other tasks.



- Once the student has successfully completed the WA Task, the required assessments are complete and the student will click the **Done** button and sign out via the Sign Out page and return to the WAM home page.

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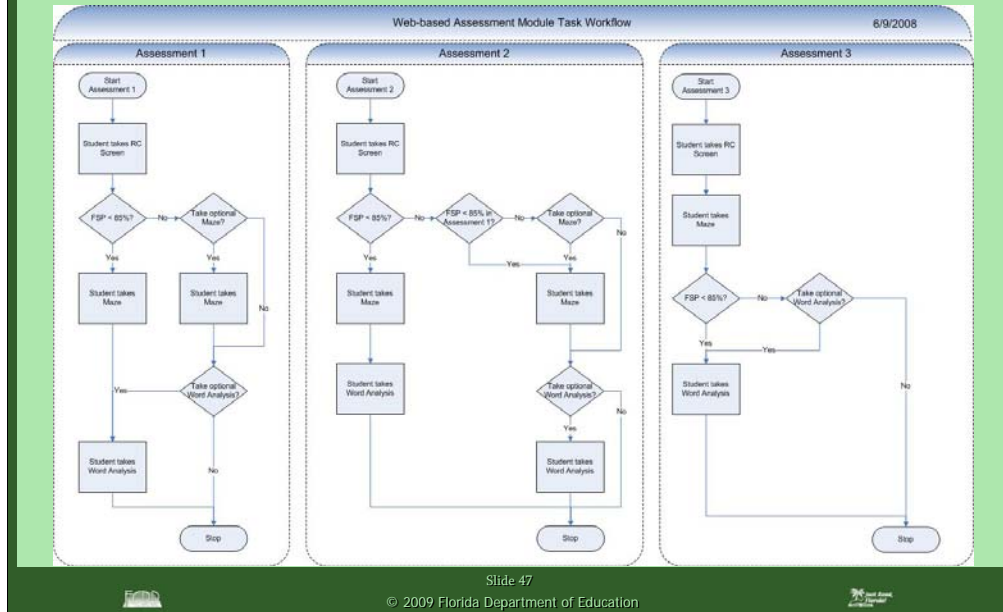
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Final Notes about WAM Administration

- During WAM task administration, no other browser windows should be open on the student's computer. If the student leaves the browser window where the WAM is active, a red X will appear on the screen. If the student is on the WA task, the current WA question will be marked incorrect. This rule was put into place to prevent students from using online dictionaries or other websites to determine how to spell words correctly.
- It is also important that students do not use the "forward" and "back" buttons on the browser during task administration. Due to the large amounts of information transferred between the PMRN and the WAM, as well as the audio and video components, the WAM will not work correctly if these buttons are used to navigate through the application.

WAM Task Flow



•Refer participants to handout:

•Assessment 1: All students take the RC Screen, and those who receive an FSP of less than .85 are required to take the Maze and Word Analysis tasks. Those students with an FSP of .85 or greater have the option of taking the Maze and Word Analysis tasks.

•Assessment 2: All students take the RC Screen, and those who receive an FSP of less than .85 are required to take the Maze and Word Analysis tasks. Those students with an FSP of .85 or greater AND who took Maze in the 1st assessment are required to take Maze and have the option of taking Word Analysis during this assessment period. Those students with an FSP of .85 or greater who did not take the Maze task during the 1st assessment have the option of taking Maze and Word Analysis.

•Assessment 3: All students take the RC screen and the Maze task. Those students with an FSP of less than .85 are required to take Word Analysis. Those students with an FSP of .85 or greater have the option of taking Word Analysis.

Invalidating 3-12 Scores

- Scores in the PMRN that are received from the WAM cannot be edited.
- Scores can be invalidated in the PMRN.
- When scores are invalidated, any scores that occur after the invalidated score in the task flow will be kept.
- Possible reasons for score invalidation include, but are not limited to:
 - Technical Issues
 - The student did not perform at the expected level due to external circumstances
 - The incorrect student was assessed

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- Score invalidations are kept track of by the FCRR.
- Invalidations can only be performed by SL1, 2, and 3 Users.

Invalidating 3-12 Scores (continued)

- Only SL1, SL2, or SL3 Users can invalidate scores in the PMRN.
 - Begin by signing in to the PMRN as an SL1, SL2, or SL3 User
 - Select the **Classes/Periods** tab
 - Click the Class or Period in which a score is to be invalidated
 - Click the **Modify Scores** button
 - Check the *Invalid?* box for each student for whom a score is to be invalidated
 - Click the **Submit** button

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•Note that scores can be invalidated more than one at time.

Invalidating 3-12 Scores (continued)

- In the image below, the *Invalid?* checkboxes and the **Submit** buttons are circled.
- Note that in 3-12, both score types (BS/PMT and TDI) are grouped under a single tab.



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- In the image below, the *Invalid ?* checkboxes and the **Submit** buttons are circled.

Invalidating 3-12 Scores (continued)

- Please note that Student C in the screenshot below cannot have scores invalidated because no scores have been entered. Also, Student B cannot have Maze and/or Word Analysis scores invalidated because the student did not take these tasks.

The screenshot displays the 'SI 3-12 Score Invalidate' page in the PMRN system. The page header includes the Florida Department of Education logo and the PMRN title. A navigation menu is visible on the left. The main content area shows a table for invalidating scores for three students: Student A, Student B, and Student C. Student C's name is circled in red. The table columns are Student Name, RC, MAZE, and Word Analysis, each with 'Invalid?' and 'Date' sub-columns. Student A has scores for all three categories. Student B has a score for RC. Student C has no scores.

Student Name	RC	MAZE		Word Analysis	
		Invalid?	Date	Invalid?	Date
Student, A	<input type="checkbox"/>	<input type="checkbox"/>	3/23/2009 6:23:46 PM	<input type="checkbox"/>	3/23/2009 6:29:16 PM
Student, B	<input type="checkbox"/>	<input type="checkbox"/>	3/23/2009 6:32:21 PM	<input type="checkbox"/>	3/23/2009 6:30:40 PM
Student, C	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

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Technical Projects Group

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227 North Bronough Street, Suite 7250
Tallahassee, FL 32301**

**(850) 644-0931 (Voice)
(850) 645-1700 (Fax)**

**helpdesk@fcrr.org
www.fcrr.org/pmrn/**

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The PMRN Help Desk is open on School Days from 8 AM to 4:30 PM EST.