

# **PMRN Administration for School Level 1, 2, and 3 Users**

**Presented by the  
Technical Projects Group  
Florida Center for Reading Research**



## This presentation will provide an overview of:

- Terms/Abbreviations
- Differences between version 2 of the PMRN and version 3 of the PMRN
- Managing Users
  - Creating Users
  - Providing Access
  - Creating Classes
  - Deleting Classes
  - Creating Periods
- Managing Students
  - Initial Roster – Survey 6
  - Enrolling Students
  - Assigning Students
  - Withdrawing Students
- Additional Surveys
- Reading Teachers vs. Resource Teachers
- Assigning Classes vs. Assigning Users
- Invalidating and Editing Scores

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### **This presentation will provide an overview of:**

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- Assigning Classes vs. Assigning Users

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

**[www.fcrr.org/pmrn/userguides.htm](http://www.fcrr.org/pmrn/userguides.htm)**



## Terms/Abbreviations

- UI – User Interface
- K-2 EST
  - Florida Assessments for Instruction in Reading K-2 Application
  - K-2 Electronic Scoring Tool
  - K-2 Scoring Tool
- 3-12 WAM
  - Florida Assessments for Instruction in Reading 3-12 Application
  - 3-12 Web-based Assessment Module
- PMRN
  - Progress Monitoring and Reporting Network

•Some common abbreviations are used throughout the presentation.

•UI – User Interface

•K-2 EST

•Florida Assessments for Instruction in Reading K-2 Application

•K-2 Electronic Scoring Tool

•K-2 Scoring Tool

•3-12 WAM

•Florida Assessments for Instruction in Reading 3-12 Application

•3-12 Web-based Assessment Module

## What is the PMRN?

The Progress Monitoring & Reporting Network (PMRN) is Florida's Web-based data management system for the reporting of student gains in reading.

The PMRN was developed and is maintained by the Florida Center for Reading Research (FCRR) on the behalf of the Florida Department of Education (FLDOE).

The PMRN was launched in 2002 to support Florida's reading initiatives. The PMRN is in its third version (PMRN v3).



### What is the PMRN?

Before continuing, we must first have a basic understanding of the PMRN.

## What is the PMRN?

The Universal Resource Locator (URL)  
(a.k.a. Web Address) is <https://pmrn.fcrr.org>.

Note the “S” in the https:// that leads the address. The “S” indicates that the website uses a Secure Socket Layer (SSL) and establishes a direct, encrypted connection between your computer and the host computer for the transmission of secure data.



## What is the PMRN?

The PMRN is available to all schools in Florida to report student performance on the Florida Assessments for Instruction in Reading (FAIR).

The form for registering to use the PMRN is linked from <http://www.fcrr.org/pmrn>. Registration is to be completed by the school's principal.



## What is the PMRN?

The Florida Assessments has two assessment tools:

- K-2 Electronic Scoring Tool (K-2 EST)
- 3-12 Web-based Assessment Module (3-12 WAM).

The PMRN is used to roster the K-2 and 3-12 applications and display the results of the assessments.



## PMRN v2 vs. v3

- New reports reflect the Florida Assessments for Instruction in Reading
- Core classes/teachers referred to as Reading classes/teachers
- Reading teacher may enter BS/PMT, BDI, TDI, and OPM scores
- Students may be organized into classes/periods for reports at the teacher and period levels
- Box & Whiskers no longer used
- Increased 508 (ADA) compliance
- No 90% rule
- Additional filters on the Active Header Menu (AHM)

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- New reports reflect the Florida Assessments for Instruction in Reading
- Core classes/teachers referred to as Reading classes/teachers
  - Teacher responsible for the delivery of reading instruction.
- Reading teacher may enter BS/PMT, BDI, TDI, and OPM scores
- Students may be organized into classes/periods for reports at the teacher and period levels
- Box & Whiskers no longer used
- Increased 508 (ADA) compliance
- Reports at teacher and period levels
- No 90% rule
  - In previous versions of the PMRN, in order for reports to be generated. 90% of the students

# What is an AHM?

The Active Header Menu (AHM) is found at the top of most reports. It allows the User to navigate between reports and filter the data that is displayed.

In the report below, it is AP3 and the teacher is filtering her second grade class so that the report only displays those students who have been in her class all year.

The screenshot shows a web interface for 'Progress Monitoring & Reporting Network: Reports'. The main report is titled 'Class Status Report' and is dated '5/19/2009 9:05 AM'. The filters are as follows:

District: Fsu Lab School	School: Sunshine School	Calendar: District-Wide
Grade: 2nd Grade	Teacher: Bracken, Jillian	Class: 02 - Bracken, Jillian - U
Student: All	School Year: 2008-2009	Assessment Period: 3
Assessment: Full Year Only Current Only	Task: All	Score Type: All

Below the filters, there is a link that says 'Click Here to Print this Report' and a 'Show Legend' link.

# What is an AHM?

The Active Header Menu also provides links to legends that help explain the report and a link for “printer friendly” version of the report.

The screenshot shows a web interface for 'Progress Monitoring & Reporting Network: Reports'. The main content is a 'Class Status Report' form with the following fields:

- District:** Fsu Lab School
- School:** Sunshine School
- Calendar:** District-Wide
- Grade:** 2nd Grade
- Teacher:** Bracken, Jillian
- Class:** 02 - Bracken, Jillian - U
- Student:** All
- School Year:** 2008-2009
- Assessment Period:** 3
- Assessment:** Full Year Only, Current Only
- Task:** All
- Score Type:** All

At the bottom of the form, there is a link: [Click Here to Print this Report](#). A [Show Legend](#) link is located at the bottom right of the report area.

## What are the levels of access?

The User Levels are:

- School Level 1
- School Level 2
- School Level 3
- School Level 4
- Reading Teacher
- Resource Teacher
- Data Entry Level
- Assessment Team Member
- Coach's Log User



## School Level 1 User

- A principal is the only School Level 1 (SL1) User at a school.
- SL1 Users have access to all information within a school's PMRN site.
- The SL1 User must Sign In and complete the School Configuration page at the beginning of the school year.
- SL1 Users are the only Users who have the ability to create and remove School Level 2 (SL2) and Coach's Log (CL) Users.



### School Level 1 User

- A principal is the only School Level 1 (SL1) User at a school.
- The FCRR identifies and assigns principals as SL1 Users.
- SL1 Users have access to all information within a school's PMRN site.
- The SL1 User must Sign In and complete the School Configuration page at the beginning of the school year.

## School Level 2 User

- Each school may only have one School Level 2 (SL2) User.
- The User is responsible for the day-to-day administration of the PMRN. This is usually the Reading/Literacy Coach.
- The User may also be the:
  - Assistant principal in charge of Curriculum
  - Curriculum Resource teacher
  - Standards Coach
- SL2 Users have the same PMRN access given to principals (School Level 1 Users), except the SL1 User has:
  - Access to the School Configuration pages
  - The ability to create and remove Coach's Log Users



### School Level 2 User

- Each school may have only one School Level 2 (SL2) User, who serves as the principal's designee.
- This User has the same PMRN access given to Principals except for the ability to access the School Configuration Pages and to create Coach's Log Users.
- The SL2 User is known as Reading / Literacy Coach.
  - At a school without a coach, this may be the assistant principal in charge of Curriculum, Curriculum Resource teacher, or Standards Coach.

## School Level 3 User

- There is only one School Level 3 (SL3) User at a school.
- The SL3 User assists the SL2 User with the administration of the PMRN.
- SL3 Users have access to all the student and class administration functions of the PMRN.
- Like the SL1 and SL2 Users, the SL3 Users may edit and invalidate scores.
- SL3 Users may only add new Users if creating a Reading or Resource class.
- SL3 Users have the ability to view reports for every student and every class in the school.



### School Level 3 User

- A School Level 3 (SL3) User is an individual assisting with the administration of the PMRN.
- The SL3 User assists the SL2 User with the administration of the PMRN.
- SL3 Users may edit and invalidate scores.
- The SL3 User can manage class rosters by adding, enrolling, removing, and withdrawing students.
- An SL3 User may only add new Users if creating a Reading or Resource class.

## School Level 4 User

- There are four School Level 4 (SL4) Users at a school.
- SL4 Users have the ability to view reports for every student and every class in the school.
- SL4 Users have no administrative functions.



### **School Level 4 User**

- There are four School Level 4 (SL4) Users at a school.
- SL4 Users have the ability to view reports for every student and every class in the school.
- SL4 Users have no administrative functions.

## Reading Teacher

- There is an unlimited number of Reading Teachers at a school.
- A student may only be assigned to one Reading Teacher during any given Assessment Period.
- Reading Teachers may only view the reports for students in his/her classes.
- Reading Teachers have no administrative functions.
- K-2 Reading Teachers may enter Broad Screen, Broad Diagnostic, Targeted Diagnostic, and Ongoing Progress Monitoring Scores for his/her students.
- 3-12 Reading Teachers may enter Ongoing Progress Monitoring Scores.



### Reading Teacher

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- Reading Teachers have no administrative functions.
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- 3-12 Reading Teachers may enter Ongoing Progress Monitoring Scores.

## Resource Teacher

- There is an unlimited number of Resource Teachers at a school.
- A student may be assigned to as many Resource Teachers as needed.
- Creating Resource Classes allows any teacher in the school to access a report that displays all the students that he/she teaches in a grade.
- Resource Teachers may only view the reports for students in his/her classes.
- Resource Teachers have no administrative functions.
- Resource Teachers may enter Ongoing Progress Monitoring Scores for his/her students.



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### Resource Teacher

- There is an unlimited number of Resource Teachers at a school.
- A student may be assigned to as many Resource Teachers as needed.
- Resource Teachers may only view the reports for students in his/her classes.
- Resource Teachers have no administrative functions.
- Resource Teachers may enter Ongoing Progress Monitoring Scores for his/her students.

## Data Entry Level User

- There may be four Data Entry Level (DEL) Users at a school.
- Data Entry Level Users enter scores into the PMRN through the User Interface if the student was not assessed using the K-2 Electronic Scoring Tool.



### **Data Entry Level User**

- There may be four Data Entry level users

## Assessment Team Member

- The Assessment Team Member (ATM) assists in the testing of students.
- There may be up to 15 Assessment Team Members per school.
- The ATM does not have access to the PMRN.
- The ATM may access the K-2 Electronic Scoring Tool for assessing students one-on-one.
- The ATM may retrieve a key and proctor students being assessed with the 3-12 Web-based Assessment Module.

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### **Assessment Team Member**

- The Assessment Team Member (ATM) assists in the testing of students. There may be up to 15 Assessment Team Members per school.
- The ATM does not have access to the PMRN.
- The ATM may access the K-2 Electronic Scoring Tool for the assessing students one-on-one.
- The ATM may retrieve a key and proctor students being assessed with the 3-12 Web-based Assessment Module.

## Coach's Log User

- The Coach's Log User has access to the PMRN for reporting the Professional Development Log for Reading/Literacy Coaches.
- A Coach's Log User does not have access to student reports in the PMRN unless the User has multiple levels of access.
- There may be up to five Coach's Log Users at a school.

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### Coach's Log User

- The Coach's Log User has access to the PMRN for reporting the Professional Development Log for Reading/Literacy Coaches. The ATM does not have access to the PMRN.
- A Coach's Log User does not have access to student reports in the PMRN unless the User has multiple levels of access.
- There may be up to five Coach's Log Users at a school.

## First Sign In

- At the beginning of the school year, the principal, or SL1 User, is the only User of the PMRN. This User is created by the FCRR and must Sign In to create School Level Users and Coach's Log Users.
- Once added, SL2 and SL3 Users will receive their User Names and temporary Passwords for accessing the PMRN via E-mail.
- Start by accessing the PMRN by going to the PMRN Website at: <https://pmrn.fcrr.org>
- **Note the "s" in the address. This indicates the site is secure for the transmission of sensitive data.**

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### First Sign In

- At the beginning of the school year, the principal, or School Level 1 User, is the only User of the Progress Monitoring and Reporting Network (PMRN).
- This User is created by the Florida Center for Reading Research (FCRR).
  - User Name and Password are sent to the User to the E-mail address provided.
  - Identifier for principals are mailed in a letter at the beginning of the school year.
- Once added, SL 2 and 3 Users will receive via E-mail their User Names and temporary Passwords for accessing the PMRN.
- Start accessing the PMRN by going to the PMRN Website at:
  - <https://pmrn.fcrr.org>**
- Note the "s" in the address. This indicates the site is secure for the transmission of sensitive data.

**PMRN** Progress Monitoring & Reporting Network **PMRN Administration for School Level 1, 2, and 3 Users**

## New Username & Password Assignment for PMRN

from: pmrn@fcrr.org

Linsey Solzt:

You have been given access to Florida's Progress Monitoring and Reporting Network (PMRN), a Web-based data management system developed by the Florida Center for Reading Research (FCRR) to support Florida's reading initiatives. The reports generated by the PMRN are tools that can be used by educators to make informed decisions about reading instruction.

You may access the PMRN by going to the following Internet address:

<https://pmm.fcrr.org>.

To Sign In to the PMRN, use the following User Name and Password:

User Name: LINSEYS2  
Password: YQUCUQ

After you Sign In to the PMRN, you will be asked to change your Password. Please select a Password that is distinctive and easy for you to remember. The Password should consist of six digits and at least one number.

The PMRN contains confidential student data and can only be accessed by and shared with authorized Users. If you have received this message in error or are not able to follow the rules outlined by the Family Educational Rights and Privacy Act (FERPA), you are required to delete this message and not access the Website.

-----  
This message contains confidential and privileged information. If you are not the addressee or are not authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein and should delete this message.

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### **New User Name and Password**

When creating a new User or allowing access for a teacher, as soon as the School Level User clicks "Continue," an E-mail is sent to the new User at the E-mail address entered.

The E-mail contains the User's name and Temporary password.

Many teachers delete this E-mail, think that it is spam. Sometimes the User must look in their "Junk" folder for the message.

<https://pmrn.fcrr.org>

- Copyright
- Privacy Statement
- Disclaimer



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## Homepage

- <https://pmrn.fcrr.org>
- Copyright
- Privacy Statement
- Disclaimer

At the Sign In page:

- Type your User Name
- Type your (temporary) Password
- Click **Sign In**



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### Sign In Page

- At the Sign In page, type your User Name and Password and click **Sign In**.

PMRN Progress Monitoring & Reporting Network **PMRN Administration for School Level 1, 2, and 3 Users**

After reading the Family Education Rights and Privacy Act (FERPA) page, you must click **I Agree** to continue to the next page.

**Florida Department of EDUCATION** PMRN Progress Monitoring & Reporting Network

**PMRN Home**

- Sign In
- News
- Help
- Contact Us

**FERPA Statement**

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

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

© Copyright 2002-2009 | [Privacy Statement](#) | [Disclaimer](#)

**The PMRN contains official student records. The provisions of FERPA and Florida laws cover access to and disclosure of these records.**

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### FERPA Statement Page

- On the Family Education Rights and Privacy Act (FERPA) page, you must click **I Agree** to continue to the next page.
- The PMRN contains official student records. The provisions of FERPA and Florida laws cover access to and disclosure of these records.

**PMRN** Progress Monitoring & Reporting Network **PMRN Administration for School Level 1, 2, and 3 Users**

For security reasons, you must reset your Password upon Signing In for the first time.

Enter your Identifier and a new Password that you've selected. Re-enter your new Password and click **Submit**.

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## Reset Password Page

- For security reasons, you must reset your Password upon Signing In for the first time.
  - Enter your Identifier and a new Password that you've selected.
    - The Password must be at least six characters in length and have at least one number.
  - Re-enter your new Password and click **Submit**.
- For all Users except the SL1 User, the Identifier is the User's Social Security number or an alternate unique Identifier generated by the PMRN.

# Forgot Password?



On the PMRN Homepage, click **Forgot Your Password?**

## Forgot your Password?

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

PMRN Progress Monitoring & Reporting Network **PMRN Administration for School Level 1, 2, and 3 Users**

- Enter your E-mail address.
- Click **Submit**
- The Password will be sent to the E-mail address entered if it is matched to a User in the PMRN database.
- After using the **Forgot Your Password?** function, you will need to reset your Password the next time you Sign In.
- If the E-mail address that you enter does not match an E-mail address in the database, an error message will display.
- If the E-mail address that you enter matches the E-mail address of more than one User in the database, an error message will display.

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### Forgot your Password?

- If you forget your Password in the future, click **Forgot Your Password?** on the Sign In page.
- Follow the onscreen instructions to enter your E-mail address on the page that is displayed. Click **Submit**.
  - If the E-mail address entered is matched to a User in the PMRN database, the Password will be sent to that E-mail address.
- After using the **Forgot Your Password?** function, you will need to reset your Password the next time you Sign In.

For security reasons, you must reset your Password upon Signing In for the first time.

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### Reset Password Page

- For security reasons, you must reset your Password upon Signing In each time the User Name and Password are requested.
- The initial Identifier for a User is their Social Security number. We understand that although the PMRN is a secure site that uses the same encryption technology as financial institutions, there are concerns about entering Social Security on the Website.
- School Level Users have an alternate Identifier that can be used.

# Sign In Information for the PMRN Application

from: pmrn@fcrr.org

The User Name and Password you requested to access the Progress Monitoring and Reporting Network (PMRN) are:

User Name: CAROLYNL3  
Password: PENNY8

If you need additional assistance, please contact the PMRN Help Desk at helpdesk@fcrr.org or (850) 644-0931, on school days between 8:00 AM and 5:00 PM (ET).

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This message contains confidential and privileged information. If you are not the addressee or are not authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein and should delete this message.

## Forgotten User Name and Password

Upon sign In, a User must reset their Password to a new and unique Password if they request the current User Name and Password to be sent to them or if the School Level User clicks the "Send User Name and Password" link.

## Alternate Identifier

- SL1 and SL2 Users have access to an Identifier that can be used in place of the Social Security number.
- User may request this number from the Principal or Reading Coach.
- School Level Users access the PMRN Unique ID by Signing In to the PMRN, selecting the **Users** tab, and clicking on the name of the User.

Sunshine School District-Wide

School Reports	Reading Class Reports	Resource Class Reports								
<table border="1"> <tr> <td>PMRN Unique ID</td> <td>IM1X7MT7Q</td> </tr> <tr> <td>Identifier *</td> <td>.....</td> </tr> <tr> <td>First Name *</td> <td>Karl</td> </tr> <tr> <td>Last Name *</td> <td>Hook</td> </tr> </table>			PMRN Unique ID	IM1X7MT7Q	Identifier *	.....	First Name *	Karl	Last Name *	Hook
PMRN Unique ID	IM1X7MT7Q									
Identifier *	.....									
First Name *	Karl									
Last Name *	Hook									



### Alternate Identifier

- SL1 and SL2 Users have access to an Identifier that can be used in place of the Social Security number.
- User may request this number from the Principal or Reading Coach.
- School Level Users access the PMRN Unique ID by Signing In to the PMRN, selecting the "Users" tab, and clicking on the name of the User.

**PMRN** Progress Monitoring & Reporting Network **PMRN Administration for School Level 1, 2, and 3 Users**

Congratulations! You have completed the Sign In process and have reached your Home Page.

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## Home Page

- Congratulations! You have completed the Sign In process and have reached your Home Page.
- Each Level of User has a different Home Page that provides access to different types and levels of reports.
- A School Level User has access to reports for all teachers, classes, and students in the school.

## Timeout Rule

- For security purposes, the PMRN has a 20 minute timeout rule.
- If the server is not accessed within a 20 minute period, the user is disconnected.
- Typing is not considered an activity.
- The page must be refreshed or a new page accessed.



**Please Sign In**

**User Name:**

**Password:**

**Sign In**

[Forgot Your Password?](#)

✖ Please review the message (s) below.

Your session has timed out.

### Time Out

- For security purposes, the PMRN has a 20 minute timeout rule.
- If the server is not accessed within a 20 minute period, the User is disconnected.
- Typing is not considered an activity.
- The page must be refreshed or a new page accessed.

# Profile

- The **Profile** link is found on the left side of the page.
- From the Profile, a User may
  - Change their salutation on the Parent Letters
  - Change their first or last name for reports
  - Change the phone number on the Parent Letters
  - Update their E-mail address
  - Change their Password
- Changing the name for the reports does not change the User Name

The screenshot shows a user interface for 'User: Karl Hook | Access Level: School Level 2'. On the left sidebar, the 'Profile' link is circled in red. The main content area is divided into two sections: 'Change Contact Information' and 'Change Password'. In the 'Change Contact Information' section, a dropdown menu for 'Title' is open, showing options 'N/A', 'Mr.', 'Mrs.', and 'Dr.', with 'N/A' selected and circled in red. Below this are input fields for 'First Name', 'Last Name', 'Email', 'Address 1', 'Address 2', 'City', 'State' (set to Florida), 'Zip', 'Extension', 'Phone', and 'Fax'. The 'Change Password' section includes a 'Sign In' field with the value 'JUANITAR2', an 'Identifier' field, and three password input fields: 'Current Password', 'New Password', and 'Re-type New Password', all of which are circled in red.

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## Profile

- The Profile link is found on the left side of the page.
- From the Profile, a User may
  - Change their salutation on the Parent Letters
  - Change their first or last name for reports
  - Change the phone number on the Parent Letters
  - Update their E-mail address
  - Change their Password
- Changing the name for the reports does not change the User Name

## Providing Users Access to the PMRN

- Reading Teachers are rostered in the PMRN through FLDOE's Survey 6.
- In Survey 6, the set of teachers who have a Reading Class is sent by the district.
- The file contains:
  - District
  - School
  - Teacher First Name
  - Teacher Last Name
  - Teacher Identifier (usually the SSn)
  - The list of students in the class
- In Survey 6, the set of teachers who have a Reading Class is sent by the district.
- The file does **NOT** contain the E-mail address of the User.
- The teachers who have been provided access to the PMRN have an Access Level and the "Send User Name and Password" link to the right of their name.

User	Access Level	Send User Name and Password
Barber, Cindy		<a href="#">Send User Name and Password</a>
Barber, Cindy	Data Entry Level	<a href="#">Send User Name and Password</a>
Beatch, Amanda		
Beattie, Ashley		
Birard, Chris		
Borzella, Sandy		
Bracken, Jillian	Reading Level	<a href="#">Send User Name and Password</a>
Bracken, Jillian	Resource Level	<a href="#">Send User Name and Password</a>
Brink, Megan	Reading Level	<a href="#">Send User Name and Password</a>
Broome, Monica	Reading Level	<a href="#">Send User Name and Password</a>
Brown, Dave	Assessment Team Member	<a href="#">Send User Name and Password</a>
Brown, David	Resource Level	<a href="#">Send User Name and Password</a>
Brown, Demetrius	Reading Level	<a href="#">Send User Name and Password</a>
Brown, James	Assessment Team Member	<a href="#">Send User Name and Password</a>
Brymer, Trevea	School Level 4	<a href="#">Send User Name and Password</a>
Calhoun, Terri	Reading Level	<a href="#">Send User Name and Password</a>
Childs, James	Reading Level	<a href="#">Send User Name and Password</a>

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### Providing Users Access to the PMRN

- Reading Teachers are rostered in the PMRN through FLDOE's Survey 6.
- In survey 6, the set of teachers who have a Reading Class is sent by the district.
- The file contains:
  - District
  - School
  - Teacher First Name
  - Teacher Last Name
  - Teacher Identifier (usually the SSn)
  - The list of students in the class.
- In survey 6, the set of teachers who have a Reading Class is sent by the district.
- The file does **NOT** contain the E-mail address of the User.
- The teachers who have been provided access to the PMRN have an Access Level and the **Send User Name and Password** link to the right of their name.
- Teacher without the link to the right of their name do not have access to the PMRN.
- Note that the School Level User may click on the **Send User Name and Password** link to send E-mails to Users. If clicked, the aforementioned E-mail will be sent to the User at the E-mail provided. The User will need to change their Password again.

## Providing Users Access to the PMRN

To provide a User with access to the PMRN, the School Level User will:

- Select the **Users**
- Click on the name of the User
- Enter the User's E-mail address
- Click the boxes for the Access Level (left side) and to allow access (right side)
- Click **Submit** and **Continue**

As soon as the School Level User clicks the **Continue** button, an E-mail will be sent to the E-mail address provided and, if the E-mail address is correct, the new User will receive the E-mail with the User Name and temporary Password.

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### Providing Users Access to the PMRN

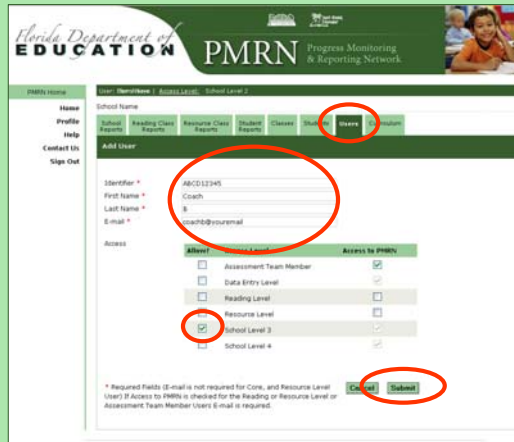
•To provide a User with access to the PMRN, the School Level User will:

- Select the **Users** tab
- Click on the name of the User
- Enter the User's E-mail address
- Click the boxes for the Access Level (left side) and to allow access (right side)
- Click **Submit** and **Continue**

•As soon as the School Level User clicks the **Continue** button, an E-mail will be sent to the E-mail address provided and the new User will receive the E-mail with the User Name and temporary Password, if the E-mail address is correct.

# Creating Users

- SL1 and SL2 Users may add new Users including: School Level Users, Data Entry Level Users, Reading Teachers, Resource Teachers, and Assessment Team Members
  
- To add Users:
  - Select the **Users** tab
  - Click **Add User**
  - Fill in the information boxes
  - Click the **Access** boxes for the appropriate Access Level(s)
  - Click **Submit**
  - Confirm and click **Continue**



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## Creating Users

- SL1 and SL2 Users may add new Users, including other School Level Users, Data Entry Level Users, Reading teachers, Resource teachers, and Assessment Team Members.
  
- To add Users, please follow these steps to complete the process:
  - From your School Level Home Page, click the **Users** tab.
  - Click **Add User**.
  - Fill in the boxes on the screen including Identifier, First Name, Last Name, and E-mail address.
  - Click the **Access** box(es) to assign the User the appropriate Access Level(s).
  - When you have filled in the boxes needed, click **Submit**.
  - The new User's name, E-mail address, and Access Level will be displayed.
    - If there is an error, click **Cancel**, which will return you to the list of School Users
    - If the information is correct, click **Continue**.
  
- The PMRN automatically sends the User Name and temporary Password to the E-mail address entered.

# User Access Levels

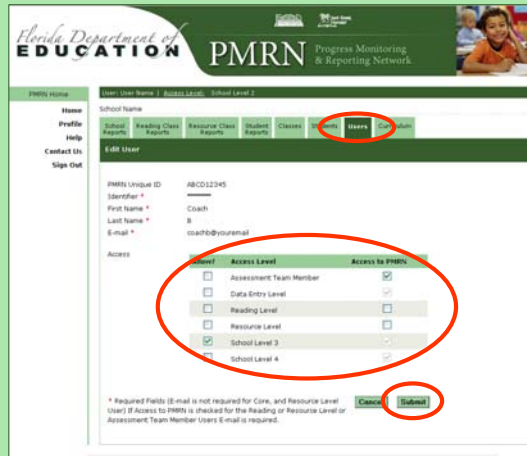
Access Level	Number allowed	Who	Notes	Can Access K-2 Scoring Tool	Can Generate Key for 3-12 WAM
School Level 1 (SL1)	1	Principal	Assigns Users, Manages Classes/Periods, Views School Reports	✓	✓
School Level 2 (SL2)	1	Reading Coach	Assigns Users, Manages Classes/Periods, Views School Reports, Edit Scores	✓	✓
School Level 3 (SL3)	1	2 <sup>nd</sup> Reading Coach or an individual assisting with PMRN administration	Manages Classes/Periods, Views School Reports, Edit Scores	✓	✓
School Level 4 (SL4)	4	School Administrator or an individual who needs access to school-wide reports	Views School Reports		✓
Coach's Log (CL)	5	Reading Coach	Enters Coach's Log Hours and Narratives		
Data Entry Level (DEL)	4	Data Entry Level	Enters Scores from the FAIR on the Data Entry page, Administers the FAIR using the K-2 EST or 3-12 WAM	✓	✓
Reading Teachers (RT)	unlimited	Teacher that delivers primary Reading instruction	Views Class/Student Reports, Assesses students, Can enter scores for their class through PMRN	✓	✓
Resource Teachers (RT)	unlimited	Teacher that provides intervention or extra support	Views Class/Student Reports, Assesses students, Can enter Ongoing Progress Monitoring scores through PMRN		✓
Assessment Team Member (ATM)	unlimited	Any individual who needs to test students on the K-2 EST or 3-12 WAM	Administers the FAIR using the K-2 EST or 3-12 WAM	✓	✓

- This chart provides the list of access levels available at the school and recommends who should have each level, the number of persons that can have the level of access, the reports that can be accessed, and the applications that can be accessed.

# Deleting Users / Removing Access Levels

To delete Users or remove Access Levels from a User at your school:

- Select the **Users** tab.
- Click the name of the User
- Uncheck the **Access** box(es) that correspond to the Access Level(s) that should be removed.
- To delete the User, uncheck all boxes.
- Click **Submit**
- Confirm and click **Continue**



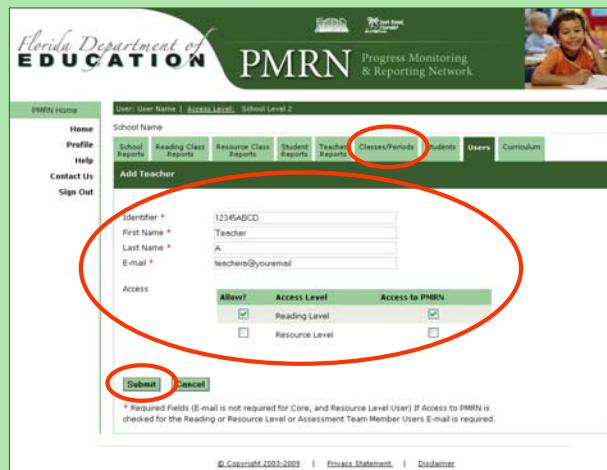
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## Deleting Users / Removing Access Levels

- Begin by clicking the **Users** tab.
- Click the name of the User you want to delete or remove Access for.
- When the information for the User is displayed, uncheck the Access box corresponding to the current Access Level(s) that should be removed.
- If all Access Levels are removed, the User will no longer have access to the PMRN.
- Click **Submit**.
- To confirm the deletion, click **Continue**.

A teacher can also be added by the School Level User by:

- Selecting the **Classes/Periods** tab.
- Clicking the **Add Teacher** button.
- Filling in the information boxes.
- Checking the Access boxes corresponding to the appropriate Access Level(s).
- Clicking **Submit**.
- Confirming and clicking **Continue**.



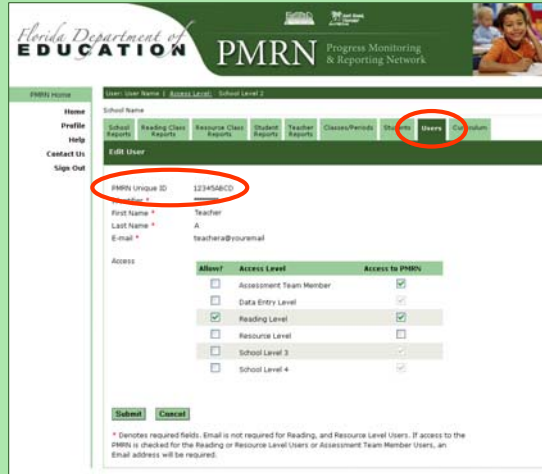
**If you need to add a teacher:**

- Click the **Classes/Periods** tab.
- Click the **Add Teacher** button.
- Fill in the boxes on the screen including Identifier, First Name, Last Name, and E-mail address.
- Check the Access box(es) corresponding to the appropriate Access Level(s).
- When you have filled in the boxes needed, click **Submit**.
- The new User's name, E-mail address, and Access Level will be displayed.
  - If there is an error, click **Cancel**, which will return you to the list of School Users.
- If the information is correct, click **Continue**.
- The PMRN will send a User Name and temporary Password to to the E-mail address entered for this teacher.

Again, the SL1 and SL2 Users may provide Users with an alternate Identifier, also known as the PMRN Unique ID, which is generated by the PMRN.

To find a User's PMRN Unique ID:

- After Signing In to the PMRN, click the **Users** tab.
- Click the name of the User.
- The PMRN Unique ID is listed on this page and may be given to the User in order to allow them to Sign In to the PMRN.



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- SL1 and 2 Users may provide Users with an alternate Identifier, also known as the PMRN Unique ID, which is generated by the PMRN.
- To find a User's PMRN Unique ID:
  - Click the **Users** tab.
  - Click the name of the User.
  - The PMRN Unique ID is listed on this page and may be given to the User if they do not wish to enter their Social Security number to Sign In to the PMRN.

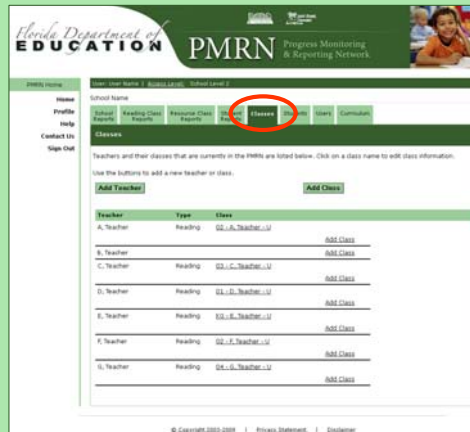
# Classes

When students are added to the PMRN through the import of Survey 6, they are associated with a teacher but are not assigned to a class.

The class name will be similar to

06 – Hook, Karl – U

- the first two characters are the grade
- followed by the teacher's last and first names
- the letter "U" indicates that these students are not assigned to a period
- the letters A-H could follow the name of the class to indicate a specific grouping of students



If you need to add a teacher, please follow the procedures given in the previous slides.

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## Creating Classes

- Before creating classes, begin by reviewing the list of teachers at your school under the **Classes/Periods** tab.
- At the beginning of the school year, the PMRN assigns teachers and students to your school based on data your District sent to the FCRR.
- Verify that your teacher list is correct under the **Classes/Periods** tab before you begin work on your class lists.
- You will need:
  - A list of teachers at your school and the grade level(s) at which they are delivering reading instruction.
  - Social Security numbers for new teachers, which will serve as the User's Identifier.
  - Correct E-mail addresses for teachers, which will be used to give them access to the PMRN.
- From your Home page, click the **Classes/Periods** tab. Review the classes and teachers that are already listed to confirm that the pairing of class and teacher are correct.

# Creating Classes

Before creating classes, begin by reviewing the list of teachers at the school under the **Classes/Periods** tab. Verify that the teacher list is correct before working on the class lists.

**Needed:**

- A list of teachers at the school and the grade level(s) at which they are delivering reading instruction.
- Social Security numbers for new teachers, which will serve as the User's Identifier.
- E-mail addresses for teachers, which will be used to give the teacher access to the PMRN.



If you need to add a teacher, please follow the procedures given in the previous slides.

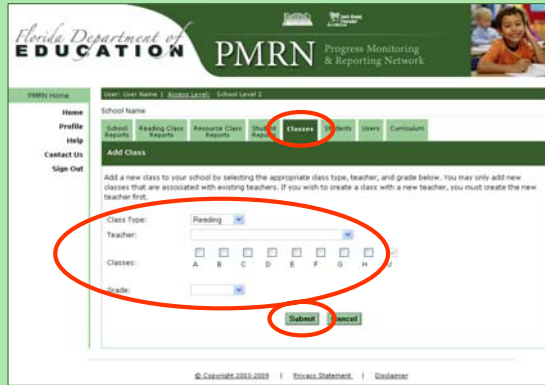
## Creating Classes

- Before creating classes, begin by reviewing the list of teachers at your school under the **Classes/Periods** tab.
- At the beginning of the school year, the PMRN assigns teachers and students to your school based on data your District sent to the FCRR.
- Verify that your teacher list is correct under the **Classes/Periods** tab before you begin work on your class lists.
- You will need:
  - A list of teachers at your school and the grade level(s) at which they are delivering reading instruction.
  - Social Security numbers for new teachers, which will serve as the User's Identifier.
  - Correct E-mail addresses for teachers, which will be used to give them access to the PMRN.
- From your Home page, click the **Classes/Periods** tab. Review the classes and teachers that are already listed to confirm that the pairing of class and teacher are correct.

To begin, click the **Classes/Periods** tab, and review the classes and teachers already listed to confirm that the pairings are correct.

If you need to add a new class:

- Select the **Classes/Periods** tab.
- Click the **Add Class** button.
- Choose whether the class is Reading or Resource in the drop-down menu.
- Choose the teacher's name in the drop-down menu.
- Click the box(es) corresponding to the Periods associated with this class.
- Choose the class grade level in the drop-down menu.
- Click **Submit**.



Survey 6 matches students with the Responsible Instructor of Reading, but it does not group students by class periods. By default, students are listed as unassigned (U) and may be added to periods manually.

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**To add a new class, please follow these steps:**

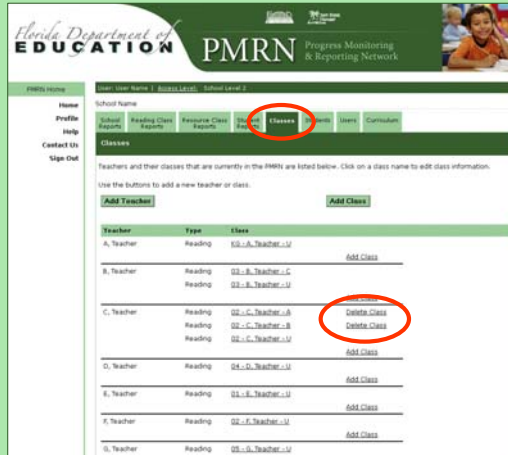
- Select the **Classes/Periods** tab.
- Click the **Add Class** button.
- Click the **V** on the first drop-down menu.
  - Drag your mouse down to highlight either *Reading* or *Resource*.
- Click the **V** on the second drop-down menu.
  - Drag your mouse down to highlight the teacher's name that will teach this class.
- Indicate the Periods that will be associated with this class by clicking the box(es) that correspond to each Period.
- Click the **V** on the third drop-down menu.
  - Drag your mouse down to highlight the grade level for the class.
- Click **Submit**.
- You will now see the Class name, Grade, and Teacher you just selected.
- To continue adding classes, click the **Classes/Periods** tab and follow the directions for adding a class.
- In regards to assigning students to periods, Survey 6 matches students with the Responsible Instructor of Reading, but it does not group students by periods in classes.
- By default, students are listed as unassigned (U) and may be added to periods manually.

# Deleting Classes

Only classes or periods that have no students assigned can be deleted. If the class or period you wish to delete contains students, those students must be removed from the class or period first.

To delete a class or period:

- From your SL Home Page, select the **Classes/Periods** tab.
- Click **Delete Class** to the right of the class name or period you wish to delete and confirm.



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## Deleting Classes

- Only classes without students assigned can be deleted.
- If the class you wish to delete contains students, those students must be removed from the class first.
- To delete a class, please follow these steps:
  - From your Home Page, select the **Classes/Periods** tab.
  - Click **Delete Class** to the right of the class name that you wish to delete and confirm.

## Managing Students – Initial Roster-Survey 6

- The PMRN database is populated with students and teachers. Students are paired with teachers as assigned by the District in the data file.
- Districts submit their data to the Florida Department of Education (FLDOE).
- FLDOE processes the data and removes any invalid records.
- Students and teachers are created in the schools in the PMRN from the Student Demographic File and Staff Demographic File.
- Students without a Responsible Instructor are removed.
- Classes are created based on the information in the files.
- **It is very important that the District office be notified as to which teacher a student should be assigned, as the PMRN has no control over this.**

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### Managing Students

#### Initial Roster – Survey 6

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- FLDOE processes the data and removes any invalid records.
- Students and teachers are created in the schools in the PMRN from the Student Demographic File and Staff Demographic File.
- Students without a Responsible Instructor are removed.
- Classes are created based on the information in the files.

**It is very important that the District office be notified as to which teacher a student should be assigned, as the PMRN has no control over this.**

# Managing Students – Initial Roster-Survey 6

- For SY0910, the FCRR will receive Survey 6 data for import into the PMRN on:
  - July 31
  - August 21
  - September 11
  - September 25
- The Import will be complete within one week.
- The Survey 6 data is provided by the district. The FCRR nor the PMRN adds, deletes, or moves students, teachers, or classes.
- Only those students in the Student Demographic file who have a Responsible Instructor of Reading listed and have the teacher in the Staff Demographic file will be imported.
- All students listed in the Student Demographic file who have a Responsible Instructor of Reading listed and have the teacher in the Staff Demographic file will be imported.

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## Managing Students

### Initial Roster – Survey 6

- For SY0910, the FCRR will receive Survey 6 data for import into the PMRN on:
  - July 31
  - August 21
  - September 11
  - September 25
- The Import will be complete within one week.
- The Survey 6 data is provided by the district. The FCRR nor the PMRN adds, deletes, or moves students, teachers, or classes.
- Only those students in the Student Demographic file who have a Responsible Instructor of Reading listed and have the teacher in the Staff Demographic file will be imported.
- All students listed in the Student Demographic file who have a Responsible Instructor of Reading listed and have the teacher in the Staff Demographic file will be imported.

## Enrolling Students

There are two ways for SL1, SL2, and SL3 Users to enroll a student into the school:

- Enroll the students into the school without assigning them into a class.
- Enroll the student into the school and assign the students to a class.
  
- To locate a student in the PMRN database you must have:
  - The Student's Identifier, which is their Social Security number followed by an X, or their alias (10-digit number assigned by the FIRST Florida School District in which the student was enrolled).

**OR**

- The student's First Name, Last Name, and Birth Date.

Please have this information on each student before you begin enrolling.



### Enroll Students

- There are two ways for School Level 1, 2, and 3 Users to put a student in a class:
  - Enroll the students into the School
  - Assign the students to the class
- To locate a student in the PMRN database you must have:
  - The student's Identifier or alias (10-digit number assigned by the FIRST Florida School District in which the student was enrolled).
  - OR Their First Name, Last Name, and Birth Date.
- It is important to have this information on each student before you begin.
- You will want to ensure spelling is correct.

To enroll students:

- Select the **Students** tab.
- Click the **Enroll a Student** button.
- Type in either the student's Identifier **OR** their First Name, Last Name, and Birth Date.
- Click **Search**.
- If a student is returned in the search, select the student and click **Next**. The student will be enrolled.
- If the student is not returned, click the **radio button** to the left of "I want to enroll a new student."
- Click **Next**.

The screenshot shows the PMRN Administration interface for School Level 2. The 'Students' tab is selected. The search form includes fields for Identifier (10 digits), First Name, Last Name, and Birthdate (MM/CC/YYYY). A 'SEARCH' button and a 'CANCEL' button are visible. Below the search form, there is a message: "Your search did not match any students." and a radio button labeled "I want to enroll a new student." A 'NEXT' button is located at the bottom right of the form.

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**To Enroll students, please follow these steps:**

- From your Home Page, begin by selecting the **Students** tab.
- Click the **Enroll a Student** button.
- Type in either:
  - The student's *Identifier*, which is their Social Security number followed by an X, or their alias.
  - OR their *First Name, Last Name, and Birth Date*.
- Click **Search**.
- If the student you wish to add is not returned in the search, click the **radio button** to the left of "I want to enroll a new student."
- Click **Next**.

- Fill in required information on the screen.
- Select the appropriate *Grade* and *Gender* from the drop-down menus.
- \* At this point the grade level can be changed.
- Click **Add**.

The screenshot shows the 'Enroll Student in School' form in the PMRN system. The form includes the following fields and options:

- Identifier\*: 36756234 (circled in red)
- First Name: Sammy
- Middle Name: D
- Last Name: Student
- Birthdate\*: 12/20/2000
- Grade\*: 3rd (dropdown menu, circled in red)
- Gender\*: M (dropdown menu, circled in red)

At the bottom right of the form, there are two buttons: 'Add' (circled in red) and 'Cancel'. A red asterisk indicates that the Identifier, Birthdate, Grade, and Gender fields are required.

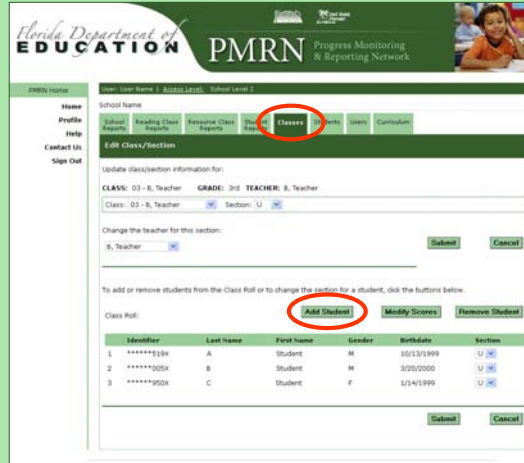
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- Fill in the required information on the screen.
- Select the appropriate *Grade* and *Gender* from the drop-down menus.
- At this point the grade level can be changed.
- Click **Add**.
- You will return to the Class List page, where you will need to assign the student to the appropriate class.

# Assigning Students to a Class

To add a student to a class:

- Select the **Classes/Periods** tab.
- Click the name of the class.
- Click **Add Student**.



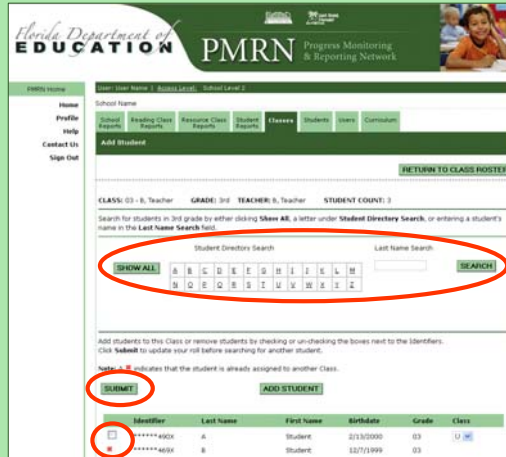
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## Assign Students to a Class

- Before assigning a student to a class in the PMRN, you must check the student list to see if the student is already enrolled or assigned to another class.
- To do this, please follow these steps:
  - From your Home Page, please select the **Classes/Periods** tab.
  - Click the name of the class in which you want to add a student.
  - When the class list is displayed, ensure the correct class in which you wish to add the student is showing in the box on the top right of the page.
  - Click **Add Student**.

To search for the student, use one of the following methods:

- Type the student's last name and click **Search**.
- Click on the first letter of the student's last name.
- Click the **Show All** button.



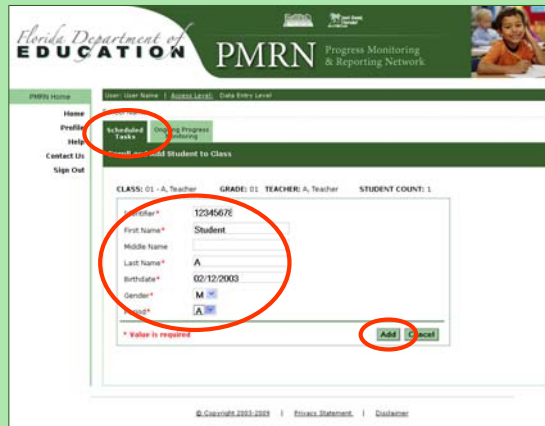
- Beside each student's name is an indicator of their current status:
  - A red **X** shows the student is assigned to another class.
  - A checked box shows the student is already assigned to the class.
  - An empty box shows the student can be added.
- To add one or more students to this class:
  - Click the box(es) in front of their name(s) and click **Submit**.

- Ensure the correct teacher's class name is at the top of the page.
- Use one of the following methods to search for the student:
  - Type the student's last name and click **Search**.
  - Click on the first letter of the student's last name
  - If there are fewer than 250 students in a grade, there will be a **Show All** button to click to display all students for this grade.
    - Beside each student's name is an indicator of their current status at your school.
      - A red "X" shows the student is assigned to another class.
        - To add this student to the new class, you must first remove the student from his or her current class.
      - A checked box shows the student is already assigned to the class selected.
      - An empty check box indicates that the student can be added to the class.
- To add one or more students to this class, click the box(es) in front of their name(s).
- Click **Submit**.
- If you did not find your student, you will need to enroll them into the PMRN following the instructions listed for enrolling a student.

Enrolling students to classes as a Data Entry Level (DEL) User places the students in classes at grade level.

To enroll students in K-2 as a DEL User:

- From your DEL Home Page under the **Scheduled Tasks** tab, select the name of the class in which you would like to enroll the student.
- Click the **BS/PMT** tab.
- Click **Add Student**.
- Search for the student using the instructions shown in the previous slides.
- Fill in required information on the screen.
- Select the appropriate *Gender* and *Period* from the drop-down menus.
- Click **Add**.



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### Enrolling Students as a Data Entry Level User (K-2 Students Only)

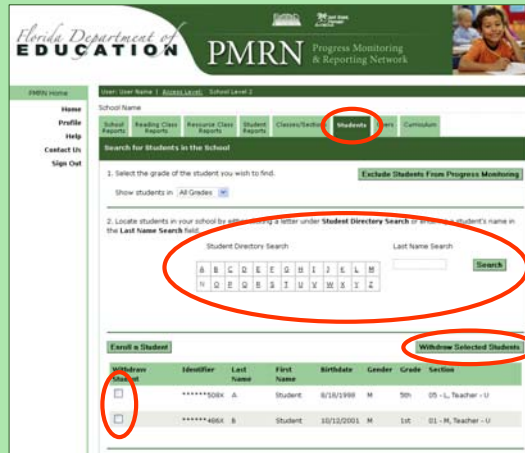
- Enrolling students to classes as a Data Entry Level (DEL) User places the students in classes at grade level.
- To enroll students as a DEL User:
  - From your DEL Home Page under the **Scheduled Tasks** tab, select the name of the class in which you would like to enroll the student.
  - Once the class roster is listed, click on the **BS/PMT** tab.
  - Click **Add Student**.
  - Type in either:
    - The student's *Identifier*, which is their Social Security number followed by an X, or their alias
    - OR their *First Name, Last Name, and Birth Date*.
  - Click **Search**.
  - If the student you wish to add is not returned in the search, click the **radio button** to the left of "I want to enroll a new student."
  - Click **Next**.
  - Fill in the required information on the screen. Select the appropriate *Gender* and *Period* from the drop-down menus.
  - Click **Add**.

# Withdrawing Students

Only an SL1, SL2, or SL3 User can withdraw a student from the school in the PMRN.

To withdraw a student:

- Select the **Students** tab.
- Select *All Grades* or the student's grade from the drop-down menu.
- Click the letter that is the first letter of the student's last name, or type the student's last name in the box.
- Click **Search**.
- Click the check box(es) that belong to the student(s).
- Click **Withdraw Selected Students**.
- Confirm and click **Continue**.



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## Withdrawing Students

- Only a School Level 1, 2, or 3 User can withdraw a student from the school in the PMRN.
- To withdraw a student from your school within the PMRN, please follow these steps:
  - From your Home Page, select the **Students** tab.
  - From the drop-down menu, select either **All Grades**, or the student's specific grade.
  - Select the grade.
  - Click either the *letter* that is the first letter of the student's last name or type the student's last name in the box.
  - Click **Search**.
  - If there are fewer than 250 students in the grade you selected, you will also see a **Show All** button, which will display all students in the grade.
  - When a list of students is retrieved, click the check box(es) that belong to the student(s) you wish to withdraw.
  - Click the **Withdraw Selected Students** button.
  - Ensure this is the student(s) you want to withdraw from your school.
  - Confirm and click **Continue**.

# Additional Surveys

Surveys 2, 3, and 5 are submitted to the PMRN. Surveys 2 and 3 add students to rosters. Survey 2, imported in late November, is based on students enrolled during the first week of October. Survey 3 is based on enrollment during the first week of February.

On the Registration page, principals choose whether to have students added by the Survey data or not. To do this:

- Locate Section 4, *Grades to be Progress Monitored*, on the school's Registration page.
- Click the **Yes** or **No** radio button next to *Students Added by Survey Data?* Clicking **Yes** will add students in the school but will not assign them to classes.
- Complete the remaining information.
- Click **Submit**.

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## Additional Surveys

- FTE Surveys 2, 3, and 5 are Submitted to the PMRN.
- Surveys 2 and 3 add students to rosters.
  - Survey 2, imported in late November, is based on students enrolled during the first week of October.
  - Survey 3 is based on enrollment during the first week of February.
- On your school's Registration page in the PMRN, it is very important to choose whether to have your students added by the Survey data or not.
- To do this, please perform the following instructions:
  - On your school's PMRN Registration page, locate Section 4, "Grades to be Progress Monitored."
  - Under "Students Added by Survey Data?," click the **Yes** or **No** radio button next to each grade level.
    - If **Yes** is selected, students will be added to the school (but not to classes) based on the Survey information, and demographic information for all students will be updated.
      - Clicking **Yes** will add students to the list of students in the school but will not assign them to classes.
      - If **No** is selected, no students will be added to the school, but demographic information will be updated for all students.
  - Complete the remaining information on the page, and click **Submit**.
- Until the survey arrives to the PMRN, the Exclusion List for students will not be available.

## Reading Teacher vs. Resource Teacher

- Reading teachers:
  - Provide primary reading instruction to a class.
  - Can view reports for their class(es) and the individual students in his or her class.
  - Are initially created by Survey 6.
- Resource teachers:
  - Provide additional instruction beyond the reading class.
  - Can view reports for their students and their class.
  - Must be added manually to the PMRN by the SL1, SL2, or SL3 User.
- Reading teachers assigned to the school after the beginning of the school year must be created by the SL1, SL2, or SL3 User.
- A student may be enrolled in only one Reading class, but multiple Resource classes.
- Any teacher who would benefit from viewing the reports may have a Resource class created and the student assigned.

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### Reading Teachers vs. Resource Teachers

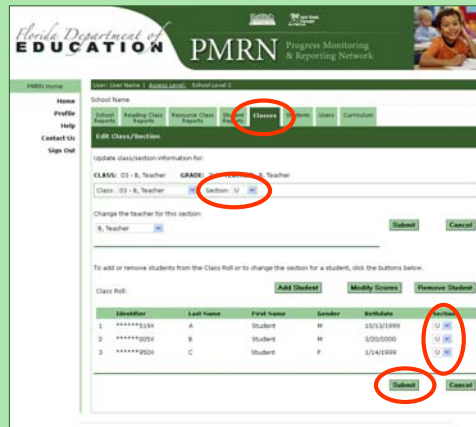
- Reading teachers, or Reading Level Users in the PMRN, are teachers who provide primary reading instruction to a class of students.
  - They can view reports for their class(es) and the individual students in his or her class(es).
- Resource teachers, or Resource Level Users in the PMRN, are teachers who provide additional instruction beyond the reading class.
  - They can view reports for their students and their class.
- While Reading teachers are created initially by Survey 6, Resource teachers must be added manually to the PMRN by the School Level 1, 2, or 3 User at their school.
- Any Reading teachers coming in after the beginning of the school year must be created by the SL1, SL2, or SL3 User.
- A student may be enrolled in only one Reading class, but multiple Resource classes.
- Any teacher who would benefit from viewing the reports may have a Resource class created and the student(s) assigned.

# Assigning Classes vs. Assigning Users

In the PMRN, classes can be broken down into periods, listed A through H and U (Unassigned).

To group students into class periods:

- Click the **Classes/Periods** tab.
- Click the name of the class.
- Choose **ALL** in the Period drop-down menu.
- Choose the period for each student via the Period drop-down menus to the right of their information.
- Click **Submit**.



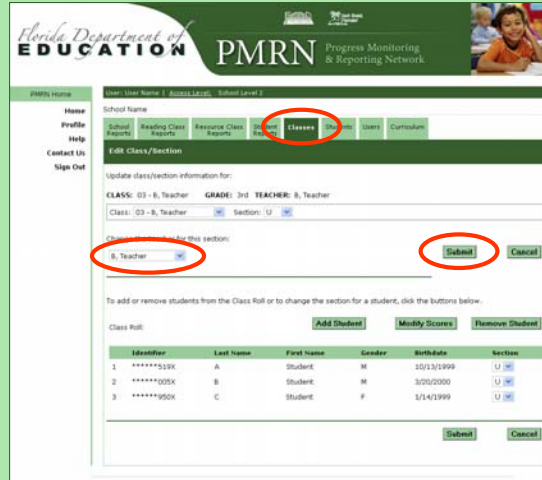
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## Assigning Classes vs. Assigning Users

- In Version 3.0 of the PMRN, classes can now be broken into periods.
- These class periods will be listed as A through H and U (Unassigned).
  - By default, all students will be assigned to the U period.
- School Level 1, 2, and 3 Users will be able to group students in periods A through H under the **Classes/Periods** tab.
- To group students into class periods, please follow these instructions:
  - From your Home Page, select the **Classes/Periods** tab.
  - Click the name of the class which contains the students you would like to group by period.
  - Click the **V** in the *Period* drop-down menu at the top of the page and highlight **ALL**.
  - Each student will have a *Period* drop-down menu to the right of their information.
  - Click the **V** in the drop-down and highlight the period to which you wish the student to be assigned.
  - Click **Submit**.

Classes may be re-assigned to another teacher without removing and adding each individual student. To assign a class to another teacher:

- From the SL Home Page, select the **Classes/Periods** tab.
- Click the name of the class.
- Select the name of the teacher that will be assigned to this class via the drop-down menu under *Change the teacher for this section*.
- Click **Submit**.



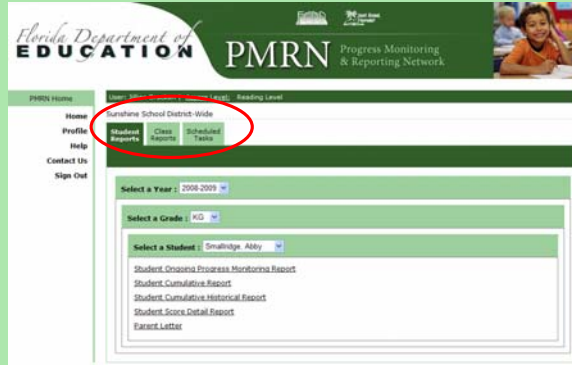
Slide 59

- Classes may be re-assigned to another without removing and adding each individual student.
- To assign a class to another teacher:
  - From your Home Page, select the **Classes/Periods** tab.
  - Click the name of the class.
  - Under *Change the teacher for this section*, select the name of the teacher that will be assigned to this class via the drop-down menu.
  - Click **Submit**.

# Reading Teacher Navigation

Reading Teachers have a different navigation schema than the School Level Users.

- Student Reports
- Class Reports
- Scheduled Tasks



Slide 60

## Reading Teacher Navigation

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

# Task Summary

As students complete the tasks, circles that indicate the progress of the student are generated and filled. An open circle indicates that the assessment is required and has not been completed, a partially filled circle indicates the task is required and is in progress, and a filled circle indicates that the task is complete.

Add Student		Assessment Progress		
Student	BS/PMT	BDI	TDI	
Boyles, Kylee	●	◐	●	
Brotherton, Cole	●	◐	○	
Burgess, Zoe	●	◐	●	
Buzzo, Alexis	●	○	○	
Capili, Marl Aeron	●	○	○	
Carvalho, Camilla	○	○		

Slide 61

## Task Summary

- As students complete the tasks, circles that indicate the progress of the student are generated and filled.
  - An open circle indicates that the assessment is required and has not been completed,
  - A partially filled circle indicates the task is required and is in progress,
  - A filled circle indicates that the task is complete.
- Data Entry Level Users also have access to this Summary Page.

# Class Status Report

The Class Status Report is also a useful tool for monitoring the progress of the assessments. As students complete the tasks, the PRS/FSP and task scores are populated. This example is a second grade class.

Class List	PRS	Reading Comprehension			Listening Comp.	Spelling	Vocabulary
		Passage #	Eluency (WCPM)	Percent Accuracy	Total Correct (out of 5)	Total Correct (out of 5)	Spelling Percentile Rank
Bovles, Kylee	31%	1.1			5		88 <sup>th</sup>
Brotherton, Cole	68%	1.1					
Burgess, Zoe	14%	2.1			5		
Buzzo, Alexis	69%						
Capili, Marl Aeron	99%						
Carvalho, Camilla							

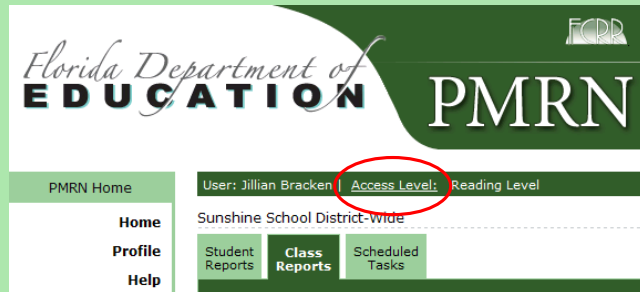
Slide 62

## Class Status Report

- The Class Status Report is also a useful tool for monitoring the progress of the assessments. As students complete the tasks, the PRS/FSP and task scores are populated. This example is a second grade class.

# Navigating Between Access Levels

On the navigation page, on the bar above the school name, Users who have more than one access level will have a hyperlink. Using the hyperlink, they can navigate between access levels without Signing Out and Signing back In to the PMRN.



Slide 63

## Navigating Between Access Levels

- On the navigation page, on the bar above the school name, Users who have more than one access level will have a hyperlink. Using the hyperlink, they can navigate between access levels without Signing Out and Signing back In to the PMRN.

# Multiple Access Levels

Users with more than one access level or serve more than one school or calendar will have a selection page just after the FERPA statement and the News page. By selecting a radio button and clicking **Next**, the User can access their different roles.

District Name	School Name	Calendar	Access Level
<input type="radio"/>	Sunshine School	District-Wide	Reading Level
<input type="radio"/>	Sunshine School	District-Wide	Resource Level

## Multiple Access Levels

- Users with more than one access level or serve more than one school or calendar will have a selection page just after the FERPA statement and the News page. By selecting a radio button and clicking **Next**, the User can access their different roles.

## Managing Score Data

Teachers and Data Entry Level User may enter scores and modify them until they are Submitted. Once the **Submit** button is clicked, only a school level administrator (School Levels 1, 2, and 3) may edit or Invalidate scores.

Slide 65

### Invalidating K-2 Scores

- Scores received via the K-2 Electronic Scoring Tool (EST) cannot be edited.
- Scores received from the K-2 EST can be invalidated in the PMRN.
- Scores entered through the Data Entry Page cannot be invalidated, only edited.
- When scores are invalidated, any scores after the invalidated score in the task flow are permanently deleted. A task whose scores are invalidated or deleted must be administered again.
- Possible reasons for score invalidation include, but are not limited to:
  - Incorrect administration of the tasks.
  - The student did not perform at the expected level due to external circumstances or stress.
  - The wrong student was assessed.

## Invalidating K-2 Scores

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- Possible reasons for score invalidation include, but are not limited to:
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  - The student did not perform at the expected level due to external circumstances or stress.
  - The wrong student was assessed.

Slide 66

### Invalidating K-2 Scores

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- Possible reasons for score invalidation include, but are not limited to:
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  - The student did not perform at the expected level due to external circumstances or stress.
  - The wrong student was assessed.

## Invalidating K-2 Scores (continued)

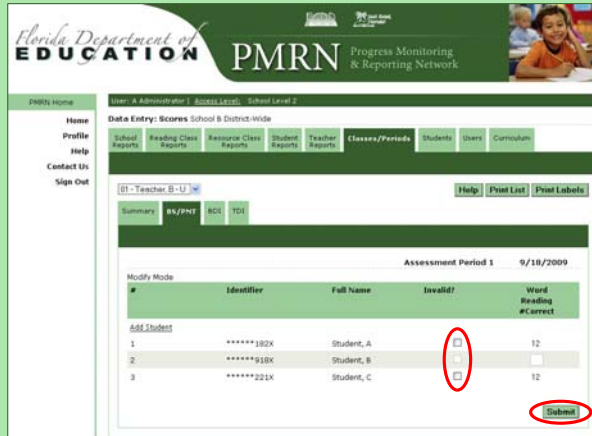
- Only SL1, SL2, or SL3 Users can invalidate scores in the PMRN.
  - Begin by Signing In to the PMRN as an SL1, SL2, or SL3 User.
  - Select the **Classes/Periods** tab.
  - Click the Class or Period in which a score is to be invalidated.
  - Click the **Modify Scores** button.
  - Click the type of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



- 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
  - Click the type of score to be invalidated (BS/PMT, BDI, TDI)
  - Check the *Invalid?* box for each student for whom a score is to be invalidated
  - Click the **Submit** button

# Invalidating K-2 Scores (continued)

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



Slide 68

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

## Invalidating K-2 Scores (continued)

Please note that Student B in the screenshot below cannot have the BDI scores invalidated because no scores have been entered. Students also cannot have scores invalidated if they are entered through the PMRN Data Entry Page.

01 - Teacher, B - U | Help | Print List | Print Labels

Summary | BS/PNT | BDI | TDI

Assessment Period 1 9/18/2009

Modify Mode

#	Identifier	Full Name	Invalid?	Word Reading #Correct
<a href="#">Add Student</a>				
1	*****182X	Student, A	<input type="checkbox"/>	12
2	*****918X	Student, B	<input checked="" type="checkbox"/>	
3	*****221X	Student, C	<input type="checkbox"/>	12

Submit

- Please note that Student B in the screenshot below cannot have the BDI scores invalidated because no scores have been entered. Students also cannot have scores invalidated if they are entered through the PMRN Data Entry Page.

## Invalidating 3-12 Scores

- Scores received via the 3-12 Web Based Assessment Module (WAM) cannot be edited.
- Scores received from the 3-12 WAM can be invalidated in the PMRN.
- When scores are invalidated, any scores after the invalidated score in the task flow are permanently deleted. A task whose scores are invalidated or deleted must be administered again.
- 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 or stress.
  - The incorrect student was assessed.

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### Invalidating 3-12 Scores

- Scores received via the 3-12 Web Based Assessment Module (WAM) cannot be edited.
- Scores received from the 3-12 WAM can be invalidated in the PMRN.
- When scores are invalidated, any scores after the invalidated score in the task flow are permanently deleted. A task whose scores are invalidated or deleted must be administered again.
- 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 or stress
  - The incorrect student was assessed

## 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.

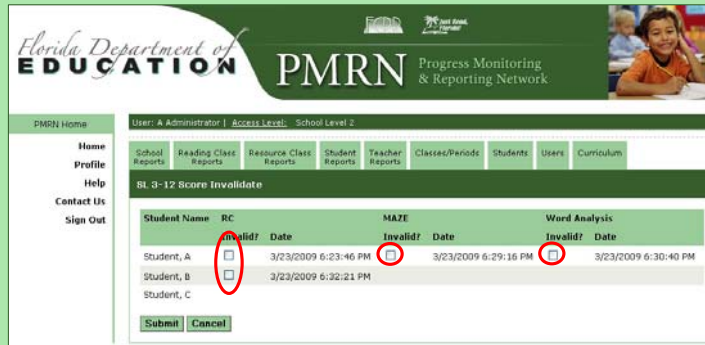


- Only SL1, SL2, or SL3 Users can invalidate scores in the PMRN.
  - Begin by Signing in to the PMRN as an SL1, SL2, or SL3 User
  - Select the **Classes/Periods** tab
  - Click the Class or Period in which a score is to be invalidated
  - Click the **Modify Scores** button
  - Check the *Invalid?* box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

## 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.
- Note that in 3-12, both score types (BS/PMT and TDI) are grouped under a single tab.

## 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 shows the PMRN administration interface. The page title is "SL 3-12 Score Invalidate". The user is identified as "User: A Administrator | Access Level: School Level 2". The navigation menu includes: Home, Profile, Help, Contact Us, and Sign Out. The main content area has a table with the following data:

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 6:30:40 PM
Student, B	<input type="checkbox"/>	<input type="checkbox"/>	3/23/2009 6:32:21 PM		
Student, C	<input type="checkbox"/>				

Buttons for "Submit" and "Cancel" are located at the bottom of the table.

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- 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.

## Invalidating Scores (continued)

Again, it is VERY important to remember that when a task is invalidated, any Submitted scores that occur after the invalidated task in the task flow will be deleted permanently.

This rule applies to scores in both K-2 and 3-12.

- Again, it is VERY important to remember that when a task is invalidated, any Submitted scores that occur after the invalidated task in the task flow will be deleted permanently.
- This rule applies to scores in both K-2 and 3-12.

## K-2 Data Editing – Overview

- SL1, SL2, and SL3 Users may edit and modify student scores in the PMRN.
- The PMRN keeps track of all edits to student scores.
- Users cannot delete scores; Scores can only be changed.
- There are three types of tasks available for editing on the K-2 Data Editing Pages:
  - BS/PMT – Broad Screen/Progress Monitoring Tool
  - BDI – Broad Diagnostic Inventory (includes vocabulary and spelling)
  - TDI – Targeted Diagnostic Inventory
- Most tasks in the K-2 Data Editing Pages appear in the same format. This common display will be covered across the next few slides.
- Reading Comprehension (RC) and Spelling are mentioned separately, after the common format – RC because of the complexity of the task and Spelling because it is group administered.
- It is important to remember that the prescribed task flow is programmed into the PMRN and the scores available for editing are based not only on what scores have been entered for the student, but also on the student's performance on previous tasks.

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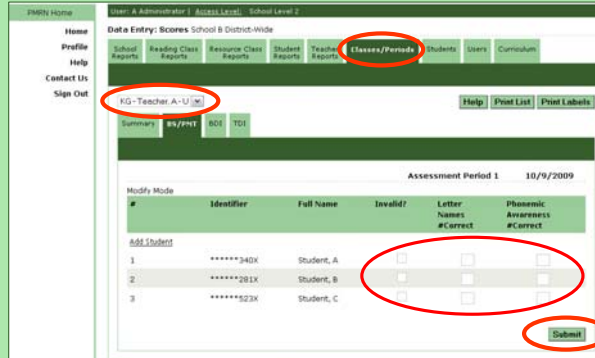
### K-2 Editing - Overview

- SL1, SL2, and SL3 Users may also edit and modify student scores in the PMRN.
- The PMRN keeps track of all edits to student scores.
- Users cannot delete scores. Scores can only be changed.
- There are three types of tasks available for editing on the K-2 Data Editing Pages:
  - BS/PMT – Broad Screen/Progress Monitoring Tool
  - BDI – Broad Diagnostic Inventory (includes vocabulary and spelling)
  - TDI – Targeted Diagnostic Inventory
- Most tasks in the K-2 Data Editing Pages appear in the same format. This common display will be covered across the next few slides.
- Reading Comprehension (RC) and Spelling are mentioned separately, after the common format – RC because of the complexity of the task and Spelling because it is group administered.
- It is important to remember that the prescribed task flow is programmed into the PMRN and the scores available for editing are based not only on what scores have been entered for the student, but also on the student's performance on previous tasks.

## K-2 Data Editing – General Rules

- Each Tab will show the applicable tasks for the type of tasks selected - BS/PMT, BDI, or TDI. Use the drop-down menu circled below to navigate between the different tasks under each task type.

- To edit scores:
  - From your SL Home Page, click the **Classes/Periods** tab.
  - Click the class whose scores need to be edited.
  - Click **Modify Scores**.
  - Edit the students' scores that are in the boxes on the page and click **Save** or **Submit**.



- The User may change the class he or she is editing by choosing a different class on the drop-down menu in the top left of the screen.

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### K-2 Data Editing – General Rules

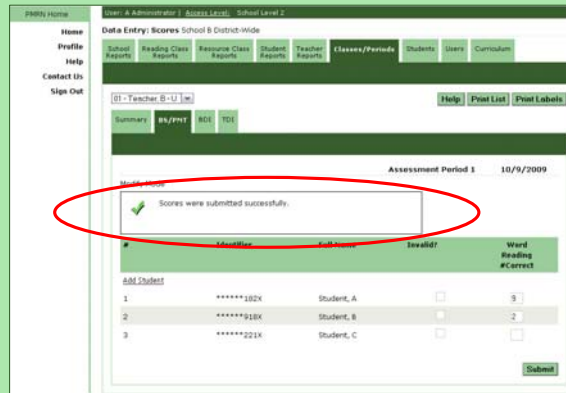
•Each Tab will show the applicable tasks for the type of tasks selected - BS/PMT, BDI, or TDI. Use the drop-down menu circled below to navigate between the different tasks under each task type.

•To edit scores:

- From your SL Home Page, click the **Classes/Periods** tab.
- Click the class whose scores need to be edited.
- Click **Modify Scores**.
- Edit the students' scores that are in the boxes on the page and click **Save** or **Submit**.
- The User may change the class he or she is editing by choosing a different class on the drop-down menu in the top left of the screen.

## K-2 Data Editing – General Rules

After the scores have been edited successfully, the User will receive a success message.

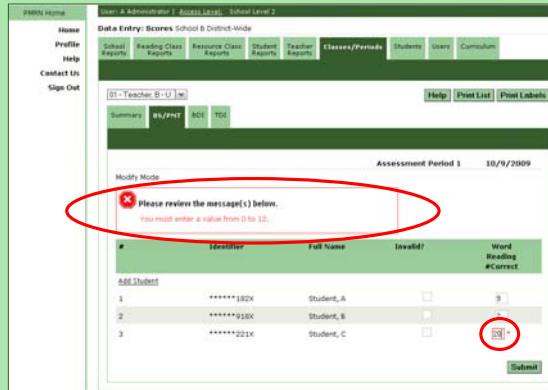


Slide 77

- After the scores have been edited successfully, the User will receive a success message.

## K-2 Data Editing – General Rules

If the scores entered are too high and the User attempts to **Save** or **Submit** them, the PMRN will not accept the scores and it will display an informational message. The error message will display the acceptable range for the score that the User was attempting to enter and the score box will be marked in **red**.



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- If the scores entered are too high and the User attempts to **Save** or **Submit** them, the PMRN will not accept the scores and it will display an informational message. The error message will display the acceptable range for the score that the User was attempting to enter and the score box will be marked in **red**.

## K-2 Data Editing – General Rules

Some tasks have error analysis, which allows the Users to indicate which specific items the students missed and which items the students got correct instead of just entering a number. Error Analysis is always optional.

The screenshot shows the PMRN Data Entry interface for 'Scores School B District-Wide'. The task selected is 'Letter Name Knowledge - Upper Case'. The 'Error Analysis?' section has a 'Yes' radio button selected. Below this is a table for 'Item Incorrect' with columns for 'Identifier', 'Student Name', 'Invalid', 'Total Correct', and checkboxes for 'B', 'O', 'S', 'X', 'A', 'Z', 'C', 'W'. A red circle highlights the checkboxes for 'S', 'A', and 'Z' for the first student entry.

Identifier	Student Name	Invalid	Total Correct	B	O	S	X	A	Z	C	W
1 *****940X	Student, A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 *****281X	Student, B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 *****523X	Student, C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Slide 79

- Some tasks have error analysis, which allows the Users to indicate which specific items the students missed and which items the students got correct instead of just entering a number. Error Analysis is always optional.

## K-2 Data Editing – General Rules

Tasks that require multiple pieces of information, such as number implicit correct and explicit correct for Listening Comprehension, will require all pieces of information to be entered before the student's scores can be **Saved** or **Submitted**.

The screenshot shows the PMRN data entry interface. At the top, it says "Data Entry: Scores School B District-Wide". Below that, there are navigation tabs for "School Reports", "Reading Class Reports", "Resource Class Reports", "Student Reports", "Teacher Reports", "Classes/Periods", "Students", "Users", and "Curriculum". The current view is for "KG - Teacher A-U". There are buttons for "Help", "Print List", and "Print Labels". Below that, there are tabs for "Summary", "SS/PMT", "RDS", and "TDE". A dropdown menu shows "Select a Task: Listening Comprehension". The "Assessment Period 1" is "10/9/2009". The table below has columns: "Identifier", "Student Name", "Invalid?", "Passage Grade Level", "Passage Number", "Implicit Correct", and "Explicit Correct". There are three rows of data for "Student\_A", "Student\_B", and "Student\_C". A red circle highlights the "Implicit Correct" and "Explicit Correct" columns for all three students.

Identifier	Student Name	Invalid?	Passage Grade Level	Passage Number	Implicit Correct	Explicit Correct
*****340X	Student_A	<input type="checkbox"/>	100	100	<input type="checkbox"/>	<input type="checkbox"/>
*****281X	Student_B	<input type="checkbox"/>	100	100	<input type="checkbox"/>	<input type="checkbox"/>
*****523X	Student_C	<input type="checkbox"/>	100	100	<input type="checkbox"/>	<input type="checkbox"/>

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- Tasks that require multiple pieces of information, such as number implicit correct and explicit correct for Listening Comprehension, will require all pieces of information to be entered before the class student's scores can be **Saved** or **Submitted**.

## K-2 Data Editing – General Rules

Tasks that require the User to indicate which passage was used to assess the student will have the passage grade level and passage number drop-downs populated with the only available options.

The screenshot shows the PMRN Data Entry interface for 'School B District-Wide'. The 'Classes/Periods' tab is selected. The task is 'Reading Comprehension' and the assessment period is '10/9/2009'. A table lists three students: Student A, Student B, and Student C. Each row has a 'Passage Number' column with a drop-down menu. The drop-down menu for Student A is circled in red, showing options 1, 2, 3, 4, 5, and 6.

Identifier	Student Name	Invalid?	Passage Grade	Passage Number	Admin Stop?	# Errors	Time (Seconds)	# Words Read	Implicit Correct	Explicit Correct
*****182X	Student, A	<input type="checkbox"/>	1	1	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
*****918X	Student, B	<input type="checkbox"/>	1	1	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
*****221X	Student, C	<input type="checkbox"/>	1	1	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

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- Tasks that require the User to indicate which passage was used to assess the student will have the passage grade level and passage number drop-downs populated with the only available options.

## K-2 Data Editing – General Rules

Stops are indicated by putting a check mark in the box under the *Item Stop* column header. When a stop is indicated as having occurred for a student, a score cannot be entered for the task.

The screenshot shows the PMRN administration interface. At the top, it displays 'User: A Administrator | Access Level: School Level 2'. Below this is a navigation menu with options like 'Home', 'Profile', 'Help', 'Contact Us', and 'Sign Out'. The main content area is titled 'Data Entry: Scores School B District-Wide' and includes a sub-menu with 'School Reports', 'Reading Class Reports', 'Resource Class Reports', 'Student Reports', 'Teacher Reports', 'Classes/Periods', 'Students', 'Users', and 'Curriculum'. The current view is for 'KG - Teacher A-U' and 'Phoneme Blending' under 'Assessment Period 1' on '10/9/2009'. A table with the following columns is shown: #, Identifier, Student Name, Invalid?, Item Stop, and Number Correct. The 'Item Stop' column for the first row (Student A) has a checkbox that is checked and circled in red. A 'Submit' button is located at the bottom right of the table.

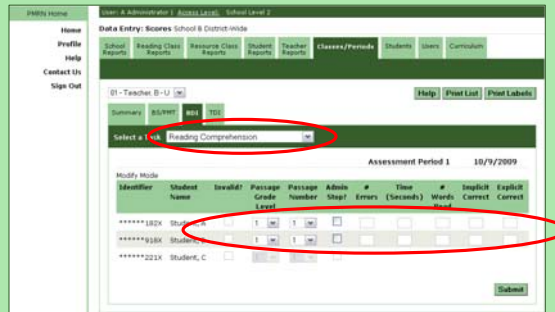
#	Identifier	Student Name	Invalid?	Item Stop	Number Correct
1	*****340X	Student, A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	*****291X	Student, B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	*****523X	Student, C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Stops are indicated by putting a check mark in the box under the *Item Stop* column header. When a stop is indicated as having occurred for a student, a score cannot be entered for the task.

## K-2 Data Editing – Reading Comprehension

- To edit scores for Reading Comprehension, begin by selecting “Reading Comprehension” in the drop-down underneath the **BDI** tab for 1<sup>st</sup> or 2<sup>nd</sup> grade.
- Users must indicate the Passage Grade Level, Passage Number, the Number of Errors, the Time it took the student to complete the passage, the Number of words read, and the Number of Implicit questions and Explicit questions correct on the questions following the passage.
  - This full set of information must be entered for each student before the scores can be Submitted for that student.



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## K-2 Data Editing – Reading Comprehension

- To edit scores for Reading Comprehension, begin by selecting *Reading Comprehension* in the drop-down underneath the **BDI** tab for 1<sup>st</sup> or 2<sup>nd</sup> grade.
- Users must indicate the Passage Grade Level, Passage Number, the Number of Errors, the Time it took the student to complete the passage, the Number of words read, and the Number of Implicit questions and Explicit questions correct on the questions following the passage.
  - This full set of information must be entered for each student before the scores can be Submitted for that student.

## K-2 Data Editing – Spelling

The Spelling task is the only group-administered task in the Florida Assessments for Instruction in Reading. The scores are entered from the score sheets on to the Data Entry Page.

Schools using the K-2 Electronic Scoring Tool (EST) must enter Spelling through the Data Entry Page, as it is not available on the EST.

#	Identifier	Student Name	Total Number of Words Correct
1	*****4534	Student_A	1
2	*****5756	Student_B	1
3	*****4554	Student_C	1

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### K-2 Data Editing - Spelling

- The Spelling task is the only group-administered task in the Florida Assessments for Instruction in Reading. The scores are entered from the score sheets on to the Data Entry Page.
- Schools using the K-2 Electronic Scoring Tool (EST) must enter Spelling though the Data Entry Page, as it is not available on the EST.

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

**[www.fcrr.org/pmrn/userguides.htm](http://www.fcrr.org/pmrn/userguides.htm)**



# Technical Projects Group

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Florida Center for Reading Research  
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(866) 471-5019 (Toll Free)  
(850) 645-1700 (Fax)**

**[helpdesk@fcrr.org](mailto:helpdesk@fcrr.org)  
[www.fcrr.org/pmrn/](http://www.fcrr.org/pmrn/)**

