

# K-2 Electronic Scoring Tool

## Access Information Booklet

What is this word?

Prompt 6 of 10

Word

**then**

Word Score

**Correct**  
(space or 1)

**Incorrect**  
(enter or 0)

A, Student

Word Score  
**4**

Summary

#	Word	Score
1	did	✓
2	run	✓
3	was	✓
4	that	✗
5	some	✓

### K-2 Electronic Scoring Tool

The Kindergarten through Second grade assessments that are part of the Florida Assessments for Instruction in Reading (FAIR) are designed to be administered using the Student Score Booklet (SSB). Student performance on the task is to be reported in the SSB and then, using the Progress Monitoring and Reporting Network (PMRN) User Interface, entered into the PMRN, where reports are generated.

In order to improve the reliability of scoring and timing, to assure adherence to the task flow and to prevent transcription errors, the K-2 Electronic Scoring Tool (K-2 EST) was developed.

Florida schools that are registered to use the PMRN and to assess students in Kindergarten through Second grade may utilize the K-2 EST to assist in the administration of the FAIR. To be listed on the K-2 EST, the student must be assigned to a class in the PMRN. PMRN class rosters will be displayed in the K-2 EST and scores recorded on the K-2 EST will be reported through the PMRN. The task flow, decision rules, scoring, administration steps, and timing rules found in the SSB are followed in the K-2 EST. Please see <http://www.fcrr.org/FAIR/index.shtm> for more information regarding the K-2 EST and the FAIR.

For more detailed information about research behind the K-2 assessments, please consult the FAIR Technical Manual 2009-2010 Edition (Kindergarten - Grade 2) located at:

[http://www.fcrr.org/fair/K-2\\_Technical\\_Manual\\_FINAL.pdf](http://www.fcrr.org/fair/K-2_Technical_Manual_FINAL.pdf)

### K-2 EST Live Version

The K-2 EST Live version is the preferred method of score entry. The Live version requires an active Internet connection so that roster and score data can be transferred in real-time between the local computer and the PMRN server. As long as the computer is connected to the Internet, the rosters and score data in the K-2 EST Live version and PMRN remain synchronized.

For Progress Monitoring, the following PMRN User Access Levels can access the K-2 EST:

- **School Level 1, 2, 3, and 4 Users**
- **Reading Level Users (Reading Teachers)**
- **Data Entry Level Users**
- **Assessment Team Members**

## K-2 EST Access Information

A User must Sign In to the PMRN (<https://pmrn.fcrr.org>) at least one time and reset his or her Password before he or she can access the K-2 EST Live version. For more information about how to Sign In to the PMRN, please consult the PMRN User's Guide located at <http://www.fcrr.org/pmrn/userguides.shtm>.

Begin by accessing the K-2 EST Live version at <https://k2.pmrn.fcrr.org>.

Sign In using the User Name and Password for accessing the PMRN. Click **Sign In**.



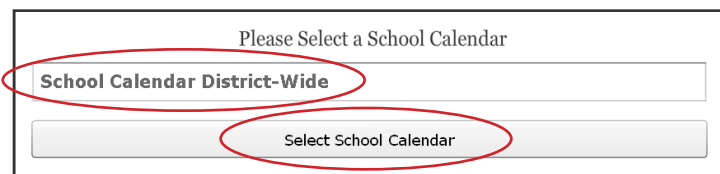
Please Sign In

User Name:

Password:

Sign In

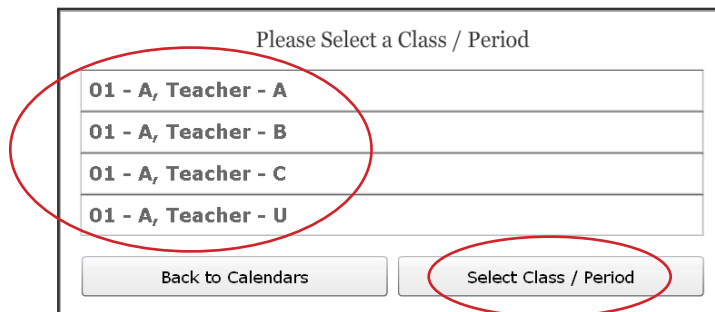
Select the *school*, *calendar*, *class*, and *student* to be assessed and follow the task flow as defined by the Florida Assessments for Instruction in Reading (FAIR).



Please Select a School Calendar

School Calendar District-Wide

Select School Calendar



Please Select a Class / Period

01 - A, Teacher - A

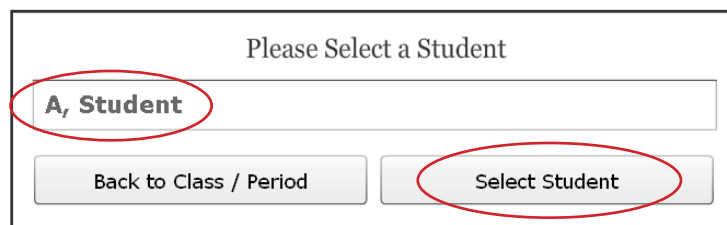
01 - A, Teacher - B

01 - A, Teacher - C

01 - A, Teacher - U

Back to Calendars

Select Class / Period



Please Select a Student

A, Student

Back to Class / Period

Select Student

After selecting the student, the User will begin assessing the student.

### K-2 AIR Version

The K-2 AIR version operates similar to the Live Version, but does not require a continuous Internet connection. The AIR version utilizes the software developed by Adobe called Adobe Integrated Runtime (AIR) to run Internet applications on a local machine. Utilizing the Adobe AIR software means that a continuous Internet connection is not necessary to run applications that would usually require a connection to the Internet. The K-2 AIR places all of the necessary files on the local machine. When an Internet connection is available, rosters can transfer from the PMRN to the local computer and scores will transfer from the local computer to the PMRN. When a connection is not available, the assessments can continue seamlessly.

An Internet connection is needed for the initial installation, student rostering, synchronization of scores, and for updates of the application.

### Installing the K-2 AIR

Unlike the Live Version, the AIR version requires installation of software. There is a one time install of the AIR software and the K-2 AIR version. Periodic downloads of updated versions of the K-2 AIR version will also be required, along with daily downloads of the roster files during the assessment periods.

To install the K-2 AIR version, first Sign In to the K-2 EST Live version site at <https://k2.pmrn.fcrr.org>.

Click **Sign In**.



The image shows a login form titled "Please Sign In". It contains two input fields: "User Name:" and "Password:". Below these fields is a "Sign In" button, which is highlighted with a red oval.

**The User must have administrative privileges in order to download the K-2 AIR version if the computer is used by more than one individual.**

## K-2 EST Access Information

Click the **Download** button at the bottom of the page. Onscreen instruction to complete the download and installation will follow.



After reading the onscreen instructions, click the **Install Now** button on the screen.

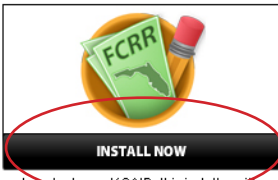
Florida Assessments for Instruction in Reading

### K-2 AIR Installation Instructions

Please Note: If you are using a school computer, you may need administrative privileges in order to download and install the K-2 AIR. If you do not have administrative privileges on this computer, please contact your school IT or Computer Specialist.

To install the K-2 AIR to your computer, click the **Install Now** button below. After clicking this button, the installation process will begin. If the Adobe AIR software has not yet been installed on your computer, a dialog box is displayed asking whether you would like to install it. Install the software (for more information about Adobe AIR please see <http://www.adobe.com/products/air/>) by clicking **Yes**. A new window will open and ask if you are sure you want to install this application on your computer. Click the **Install** button to proceed with installation of the K-2 AIR version and follow the onscreen prompts. If Adobe AIR does not automatically install, please use the following link to install Adobe AIR first: <http://get.adobe.com/air/>

Select the options you want, and then click the Install button. After installation is complete, the K-2 AIR version will launch automatically if the User checks the box marked "Start application after installation".



In order to run K2AIR, this installer will also setup Adobe® AIR™.

The default installation settings will automatically make the following changes to your system:

**On a Windows computer, AIR automatically does the following:**

- Installs the application into c:\Program Files\
- Creates a desktop shortcut for application
- Creates a Start Menu shortcut
- Adds an entry for application in the Add/Remove Programs Control Panel

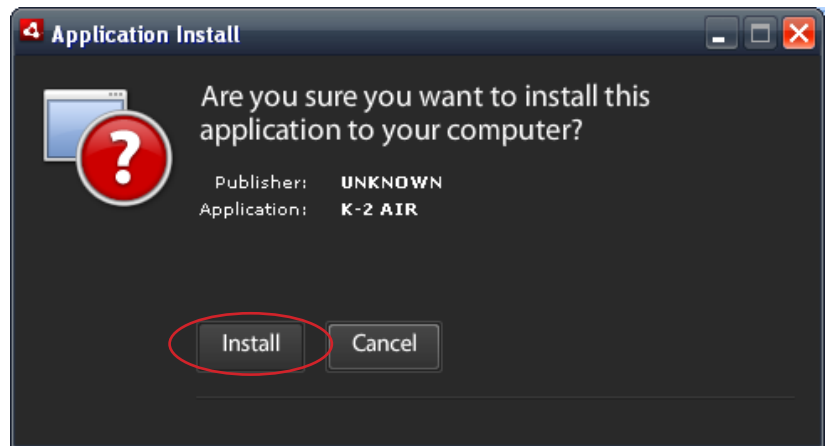
**On Mac OS, the installer adds the application to the Applications directory (for example, in the /Applications directory in Mac OS).**



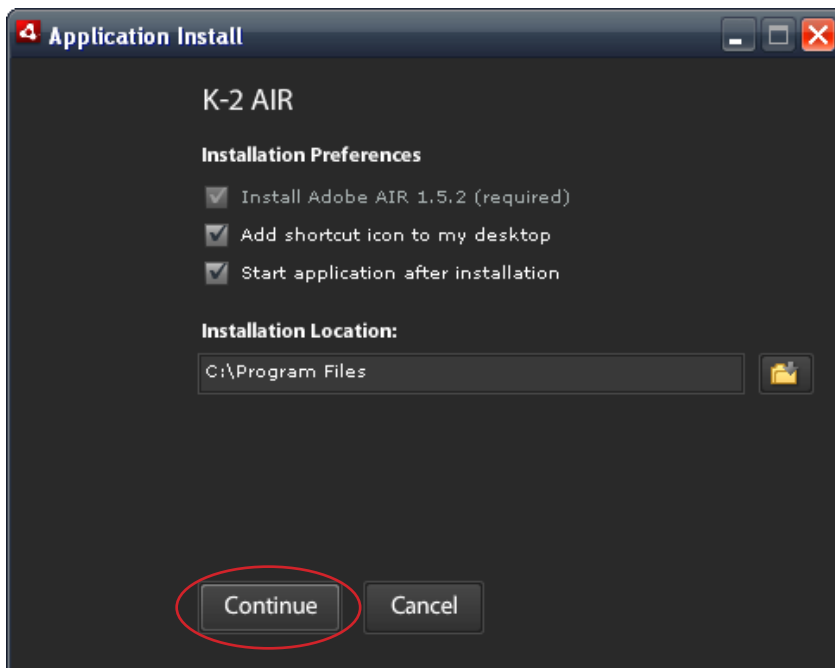
A dialog box will appear asking whether or not the User would like to install the Adobe AIR software. Click **Yes**.

The next window that opens asks the User whether he or she is sure that he or she wants to install the application on the computer.

Click **Install** to proceed with the installation of the Adobe AIR software.



If the Adobe AIR software does not automatically install, use the following link to install Adobe AIR: <http://get.adobe.com/air/>



Select your installation preferences and installation location on the window.

Click **Continue**.

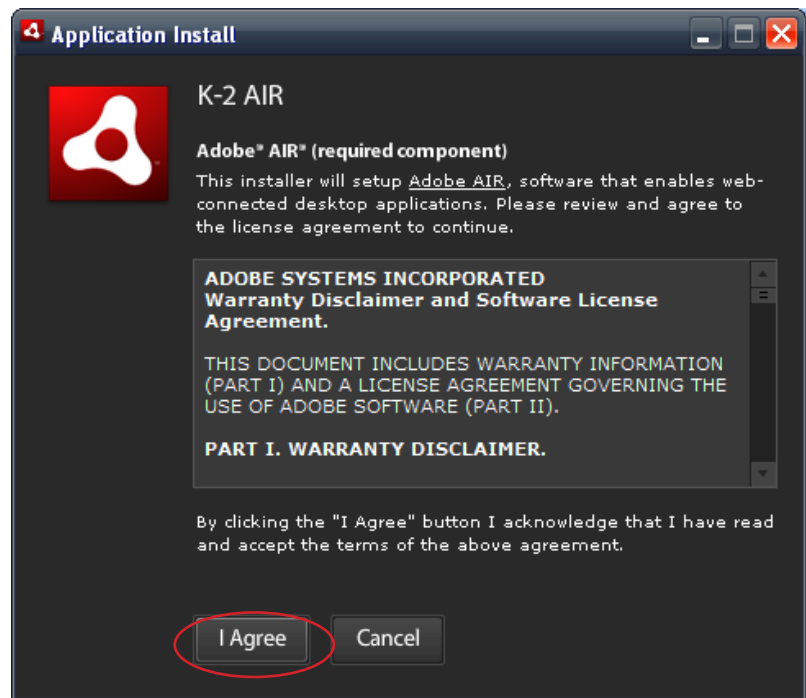
## K-2 EST Access Information

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The next window asks the User to read Adobe Warranty Disclaimer and Software License Agreement.

Click **I Agree** to acknowledge that you have read and accepted the terms of the agreement and wish to install the software.

The K-2 EST AIR version will now be installed onto the computer.



## Updating the Application

The application will require occasional updates. If there is a new version of the application available, the User will be prompted to update to the latest version of the application. If a new version is available, the application must be updated in order to ensure that the task flow and scoring rules are as up to date as possible. Users must be connected to the Internet in order to update the application.

## Obtaining Student Rosters

When using the K-2 AIR version, Users must Sign In to the K-2 AIR version while connected to the Internet at least once each day before they are able to administer tasks in *offline* mode. Signing In with an Internet connection allows the K-2 AIR version to refresh the latest roster information, send scores collected in *offline* mode to the PMRN, and to check for updates.

On days when students will be assessed, Users must Sign In to the K-2 AIR version while connected to the Internet to refresh rosters. During the first *online* mode session, student rosters will be automatically refreshed. *Online* and *Offline* mode are indicated by the status in the lower right-hand corner of the K-2 AIR window.



In subsequent online mode sessions, rosters will be refreshed automatically three hours after the User's first *online* mode session.

If the K-2 AIR version is not connected to the Internet (*offline* mode), the User's student rosters will not refresh, and the User will use the stored student rosters from the previous *online* mode session.

## K-2 EST Access Information

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### Sending Scores to the PMRN

The K-2 AIR version will automatically send all collected scores once a User Signs In with an Internet connection.



If the Internet connection is lost during testing, the application will go into the *offline* mode. All scores will be collected and the task flow will continue without interruption. Collected scores will be Submitted to the PMRN the next time the K-2 AIR version is in *online* mode and the User Signs In.

If the K-2 AIR version enters *offline* mode, it will stay in *offline* mode until an Internet connection is restored and the User Signs Out and Signs In again.

# K-2 Manual Score Entry

For instruction on manually entering scores, please see Section 6 of the PMRN User's Guide, located at [http://www.fcrr.org/pmnrn/v3\\_guides/06\\_studentscores.pdf](http://www.fcrr.org/pmnrn/v3_guides/06_studentscores.pdf).

K-2 manual score entry is available for all schools that are registered to use the PMRN and to assess students in Kindergarten through Second grade. Data entry can only be completed by Data Entry and Reading Level Users. School Level 1, 2, and 3 Users can also modify previously entered scores by clicking the **Modify Scores** button after a class or period has been selected from the **Classes/Periods** tab on the PMRN.

As data entry for the K-2 EST takes place at the same time the student proceeds through the tasks, data entry through the PMRN User Interface is only done for those students who are administered the K-2 tasks on pencil and paper.

The Data Entry page for K-2 scores in the PMRN follows the same task flows in the SSB. If a task scored in the SSB falls outside of the prescribed flow for an individual student, that student will not be able to have scores for that task entered into the PMRN. For example, Spelling scores cannot be entered for students in Kindergarten and First grade, as this task is only administered to Second grade students.

Scores through the Data Entry page in the PMRN cannot be overridden once they have been Submitted.

If you have any questions regarding the PMRN, K-2 EST Live version, K-2 AIR version, or K-2 Manual Score Entry, please contact the PMRN Help Desk at [helpdesk@fcrr.org](mailto:helpdesk@fcrr.org) or 850.644.0931.