Public School Registration Overview
2015-2016
PMRN v5

This document is intended for school administrators (principals and designees) responsible for utilizing the Progress Monitoring and Reporting Network (PMRN) for the administration of the Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS) and/or the Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS). Specific steps are provided for school registration and set up. More detailed information about the PMRN v5 system is available in the Public School User's Guide. Many enhancements have been made to improve the public school registration process and the management of users, including:

1. More than one school administrator may now be assigned. This allows registration and school set-up tasks to be shared.
2. School registration is now automatically accepted for public schools. This allows school administrators to proceed to school set-up tasks after registration has been submitted without a delay.
3. Single Sign-On (SSO) users are now automatically linked to their PMRN account information. This allows school administrators to quickly identify a user's status.

For assistance, contact the Integrated Education Network (IEN) Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.

Overview

Public school users access the PMRN system through the Department of Education (FDOE) SSO Portal. First, the school district Management and Information Systems (MIS) office provides SSO authorizations to users for the PMRN. Next, users with a principal authorization sign in to SSO and access the PMRN to: 1) register their school and 2) provide the access levels to other users at the school (such as teachers). Then, the other users at the school may sign in to SSO and access the PMRN. These users are not able to access the PMRN successfully until the school is registered for 2015-2016 and the SSO authorizations and the PMRN access levels are assigned.

Granting access to the PMRN system looks like this:

*Guidance for the school district MIS office is available at www.justreadflorida.org.

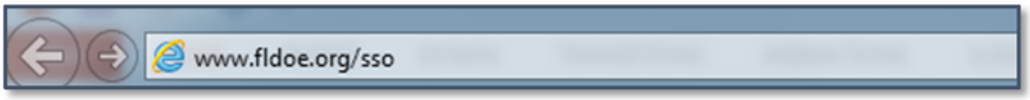
Getting Started

Step 1: Sign In to the FDOE SSO Portal to Access the PMRN System

Public school users access the PMRN system with FDOE SSO Portal credentials.

1. Open an Internet browser such as Internet Explorer, Chrome, Firefox or Safari.

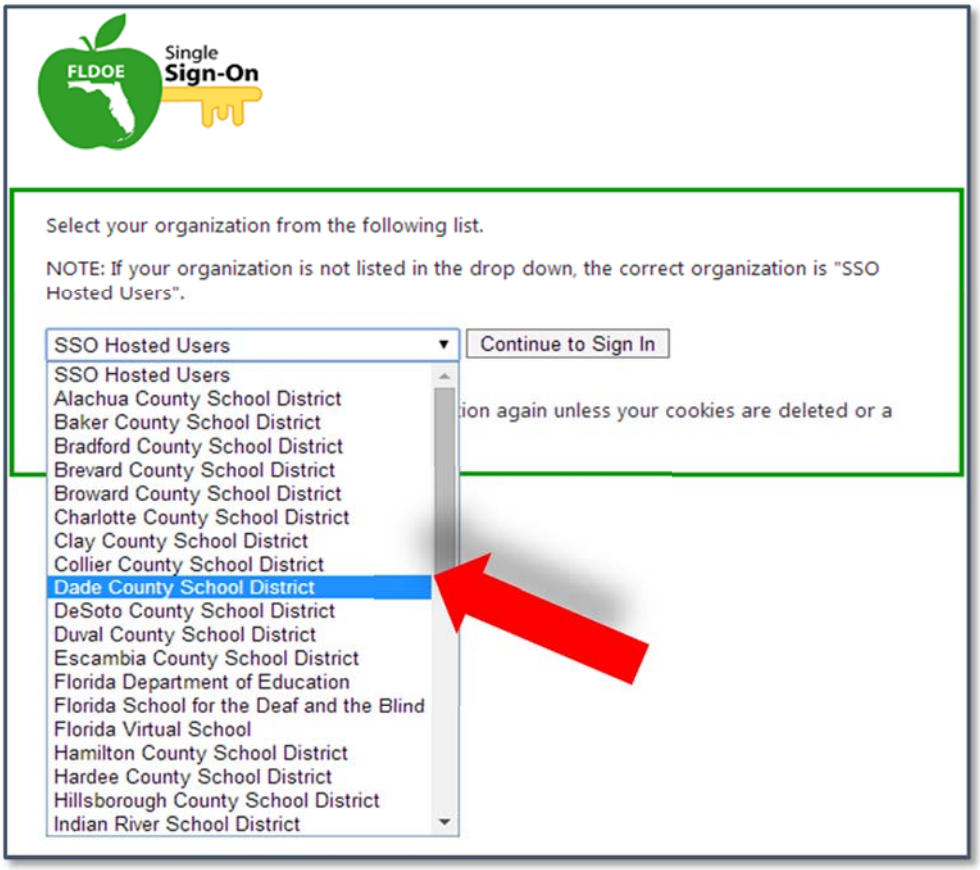
2. Go to the FDOE SSO Portal at www.fldoe.org/sso.



3. Select **Educators**.

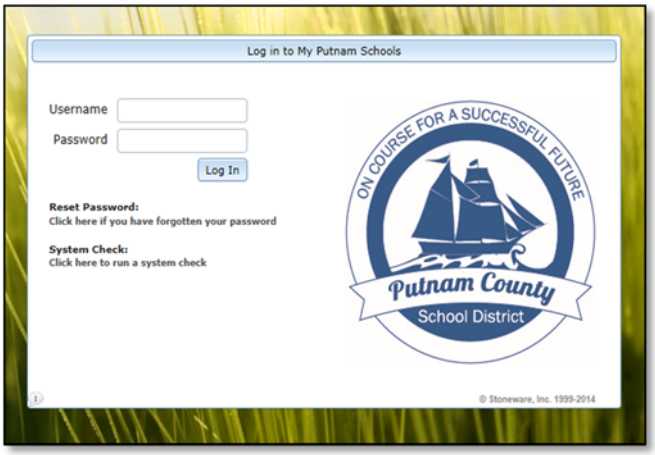
4. If prompted to select an organization, use the drop down list to select your school district and click **Continue to Sign In**.

   NOTE: If your school district is not listed in the drop down, choose SSO Hosted Users and click Continue to Sign In.



School district not listed? All of Florida's school districts participate in SSO, but only school districts with a direct connection are listed. When a school district isn't listed, choose SSO Hosted Users and click Continue to Sign In. Once this selection is made, it is saved in the browser's cookies so it won't be presented at each SSO sign in.

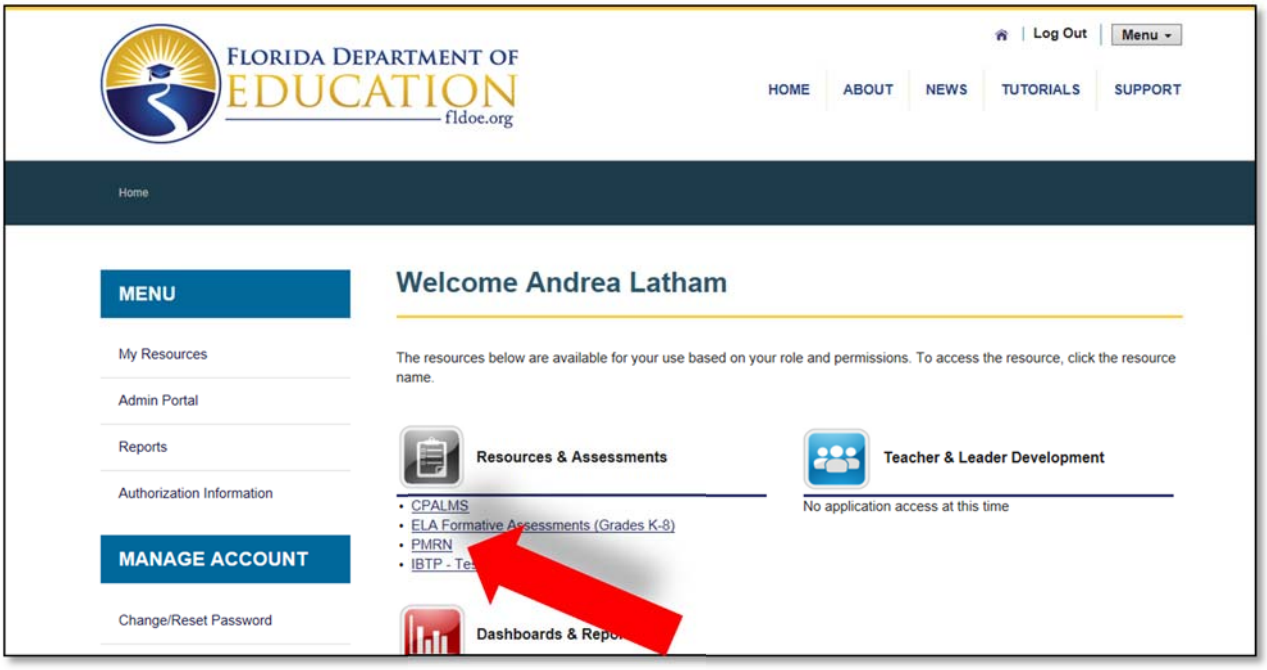
5. Enter your username and password and proceed to sign in.



What's the SSO account username and password? Most school districts are directly connected to SSO, so the credentials are the same as what are normally used for the school district login (ex: left login screen – branded by the school district). Other SSO accounts are hosted by the Department of Education, so a username and initial password are provided (ex: right login screen – branded by the FDOE). SSO Hosted Users have a username that begins with a number followed by a hyphen and email address.

Need log in help? Contact the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org. The school district helpdesk can also provide SSO login assistance. See the SSO Support page for contact info.

6. Next, your personal home page is displayed with your name and authorized resources. Click **PMRN**.



Missing the PMRN link? SSO authorizations for PMRN are provided by the school district MIS office (not the IEN Service Center). Contact the school district helpdesk to request SSO authorizations for the PMRN. See the SSO Support page for contact info.

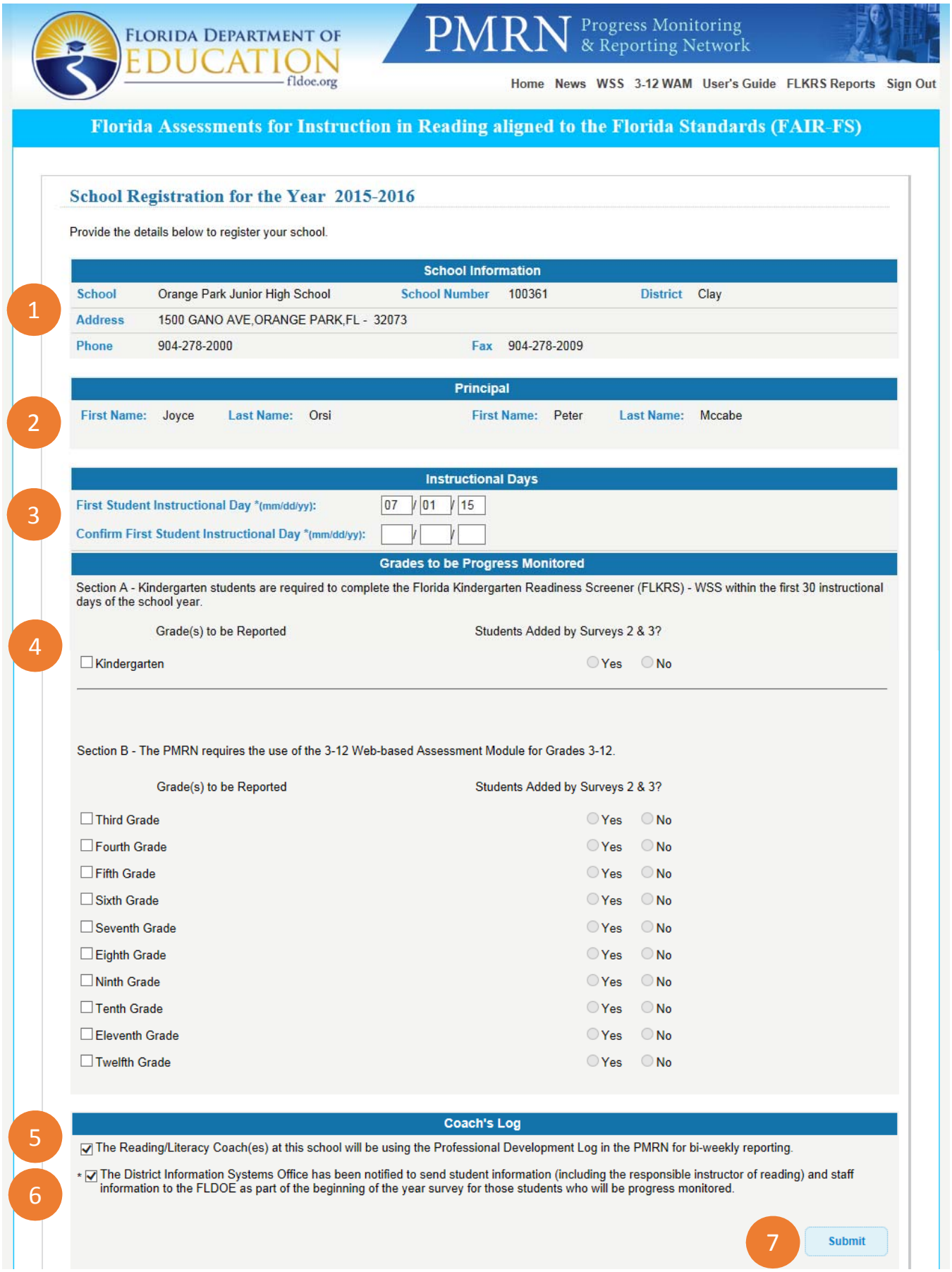
7. Now, your personal home page for the PMRN system is displayed.

Step 2: Register Public School

Public school principals with a school adminstrator access level must register the school for 2015-2016 prior to using the PMRN system for assessments. Registration is automatically accepted for public schools. The following steps detail the school registration process.

1. Once signed in to SSO and now in the PMRN system, click on the **PMRN Registration** button to begin registering.

2. Review School Information (#1 on the next page). If errors are found, please notify the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.
3. Review Principal list (#2). Each user with a School Administrator access level (at the time) is displayed in the Principal area.
4. Enter and confirm the first student instructional day (#3). A default date of July 1, 2015, is provided; change this date to reflect the actual first student instructional day.
5. Select grades to be progress monitored and whether students will be added through Department of Education Surveys 2 & 3 (#4). By selecting "Yes," you are allowing the system to import recent updates that may have been reported to districts. This includes demographic information changes.
6. Check box to indicate that the Reading/Literacy Coach(es) at the school will be using the Professional Development Log in the PMRN for bi-weekly reporting (#5). This is an optional task.
7. Check box to confirm the school district Information Systems Office has been notified to provide the applicable student information (including the responsible instructor of reading) and staff information to the FDOE for those students participating in progress monitoring (#6).
8. Click **Submit** (#7).


FLORIDA DEPARTMENT OF EDUCATION
fldoe.org
PMRN Progress Monitoring & Reporting Network
Home News WSS 3-12 WAM User's Guide FLKRS Reports Sign Out
Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS)
School Registration for the Year 2015-2016
Provide the details below to register your school.
School Information
School Orange Park Junior High School School Number 100361 District Clay
Address 1500 GANO AVE,ORANGE PARK,FL - 32073
Phone 904-278-2000 Fax 904-278-2009
Principal
First Name: Joyce Last Name: Orsi First Name: Peter Last Name: Mccabe
Instructional Days
First Student Instructional Day *(mm/dd/yy): 07 / 01 / 15
Confirm First Student Instructional Day *(mm/dd/yy): / /
Grades to be Progress Monitored
Section A - Kindergarten students are required to complete the Florida Kindergarten Readiness Screener (FLKRS) - WSS within the first 30 instructional days of the school year.
Grade(s) to be Reported
Students Added by Surveys 2 & 3?
Kindergarten Yes No
Section B - The PMRN requires the use of the 3-12 Web-based Assessment Module for Grades 3-12.
Grade(s) to be Reported
Students Added by Surveys 2 & 3?
Third Grade Yes No
Fourth Grade Yes No
Fifth Grade Yes No
Sixth Grade Yes No
Seventh Grade Yes No
Eighth Grade Yes No
Ninth Grade Yes No
Tenth Grade Yes No
Eleventh Grade Yes No
Twelfth Grade Yes No
Coach's Log
The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.
* The District Information Systems Office has been notified to send student information (including the responsible instructor of reading) and staff information to the FLDOE as part of the beginning of the year survey for those students who will be progress monitored.
Submit
1
2
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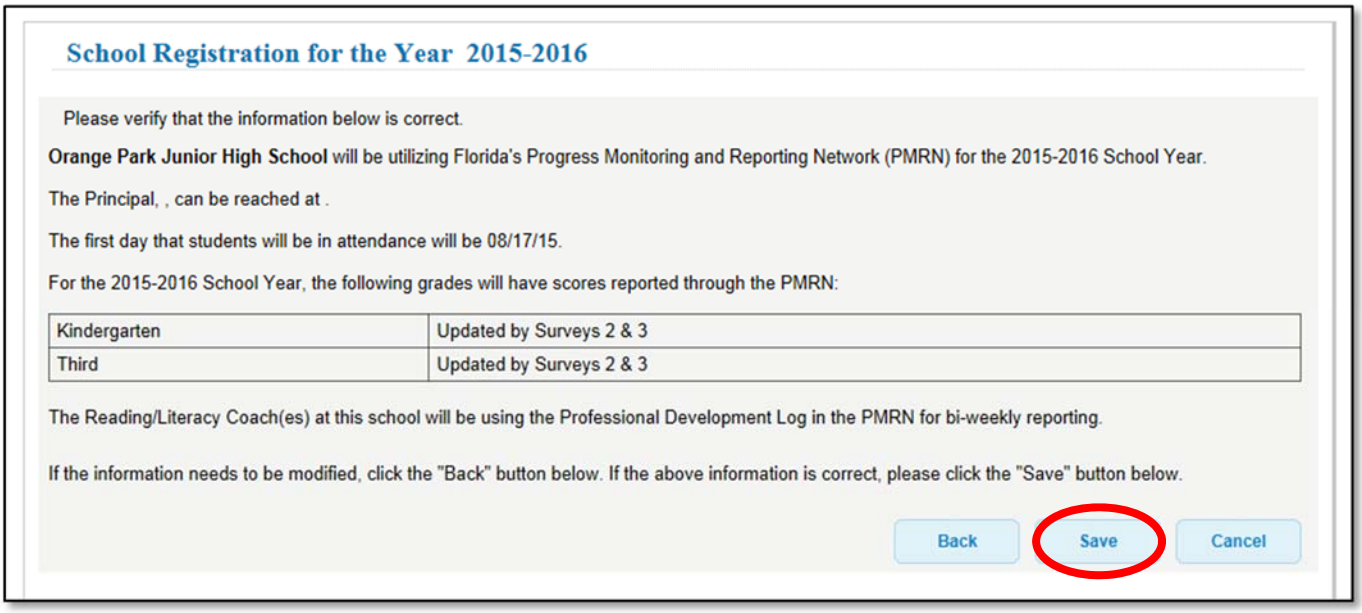
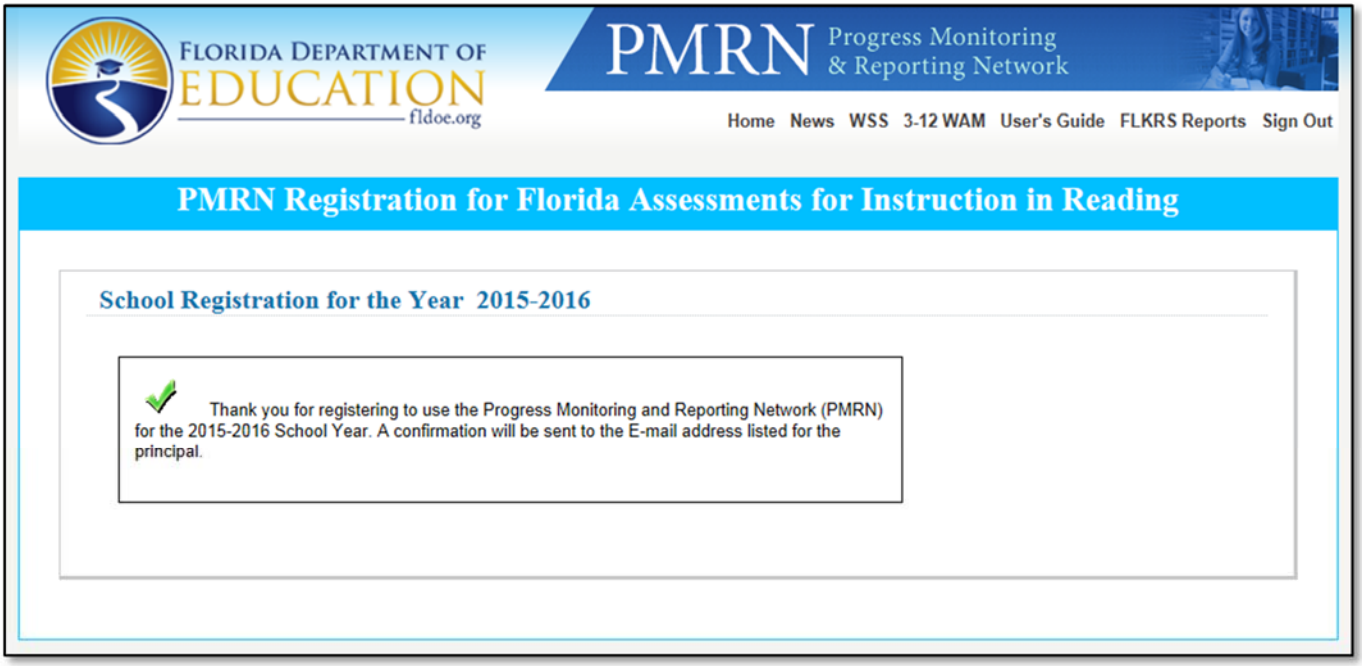
7

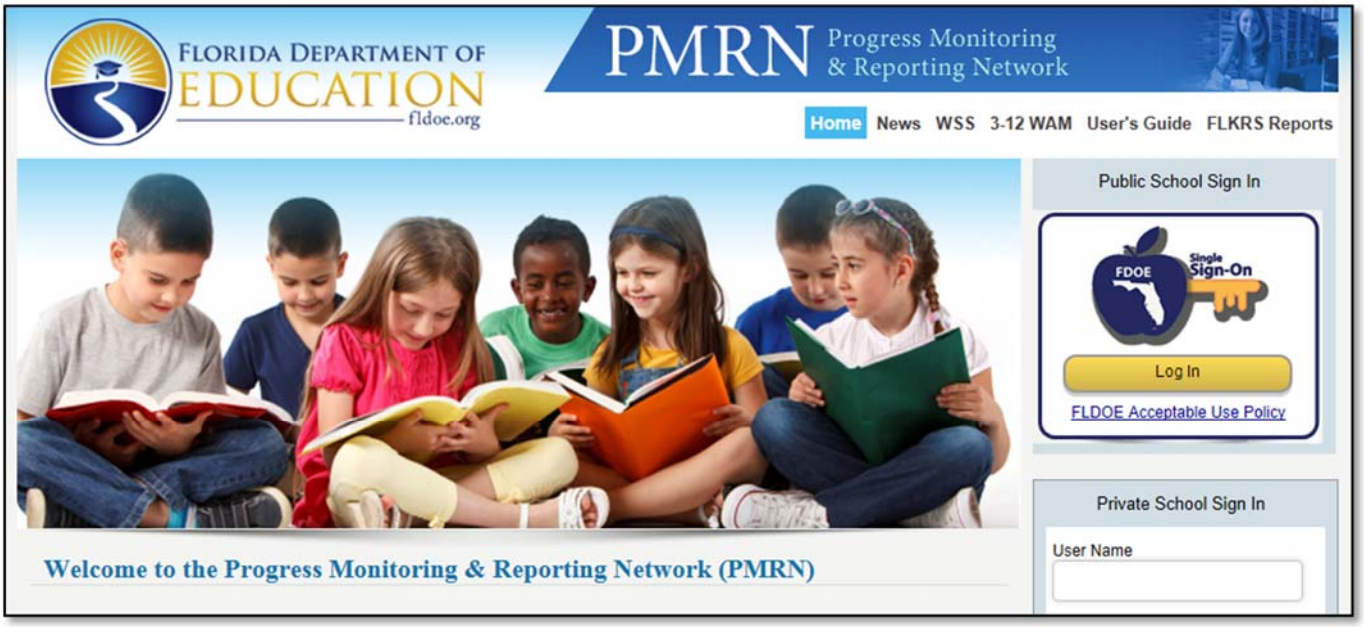
9. The final step of registration requires you to verify that the school registration information is correct. If anything needs to be modified, click the **Back** button. If all information is correct, click the **Save** button.



10. A confirmation screen is now displayed. At this point, the public school registration is accepted. Click **Home** to continue.



11. Click the **Log In** button under the Public School Sign In area near the top right of the page. Since you are already signed in, your session will automatically continue.



12. Now, your personal home page for the PMRN system is displayed with resources available based on the school registration.

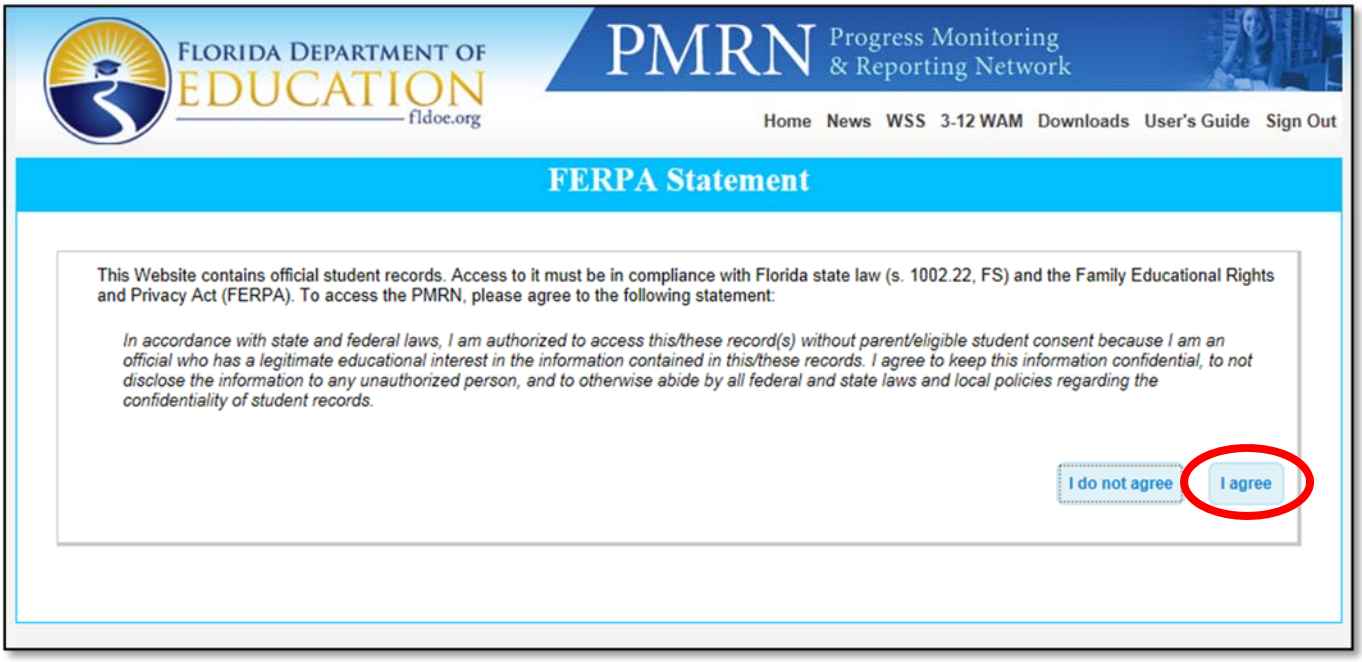
    NOTE: If you have a School Administrator access level set for other schools, a PMRN Registration icon will be present in your menu.

Step 3: Review Assessment Calendar

Due to the requirements for administering the FLKRS-WSS, it is important for school principals to review the assessment calendar and enter any non-instructional days that occur during the first 30 days of school The following steps detail the calendar process.

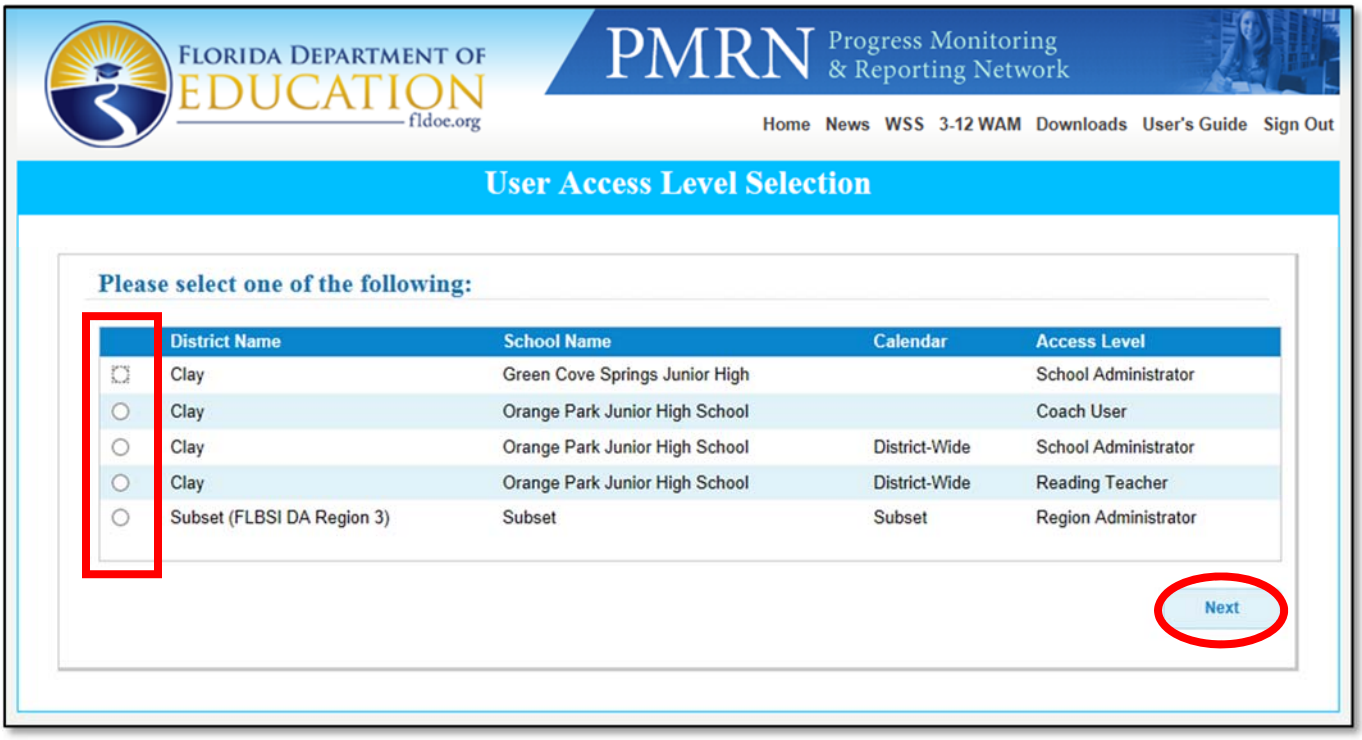
1. Select the **PMRN** button.

2. Review the FERPA Statement and select **I Agree**.

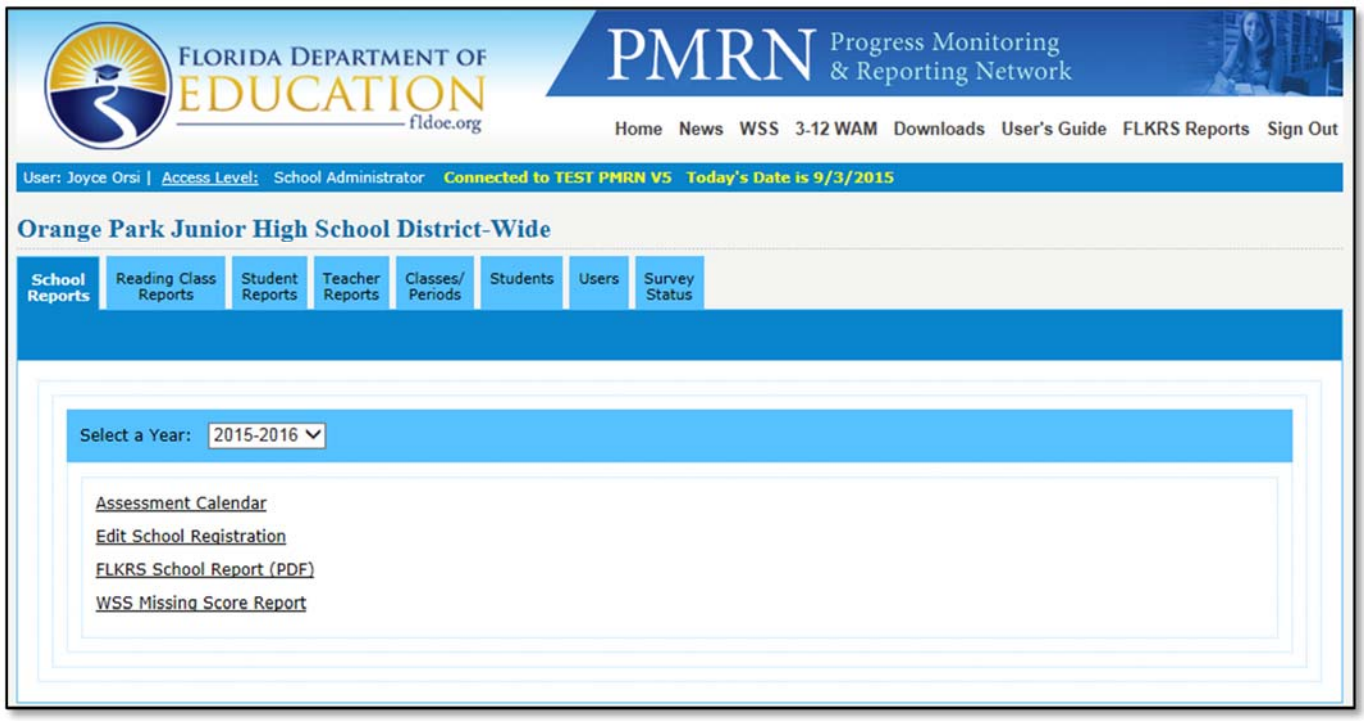


3. If you have more than one access level or location, select the appropriate mode in which you would like to operate and select **Next**.

   NOTE: To continue to administrator tasks, choose a mode with School Administrator or School Designee access levels.

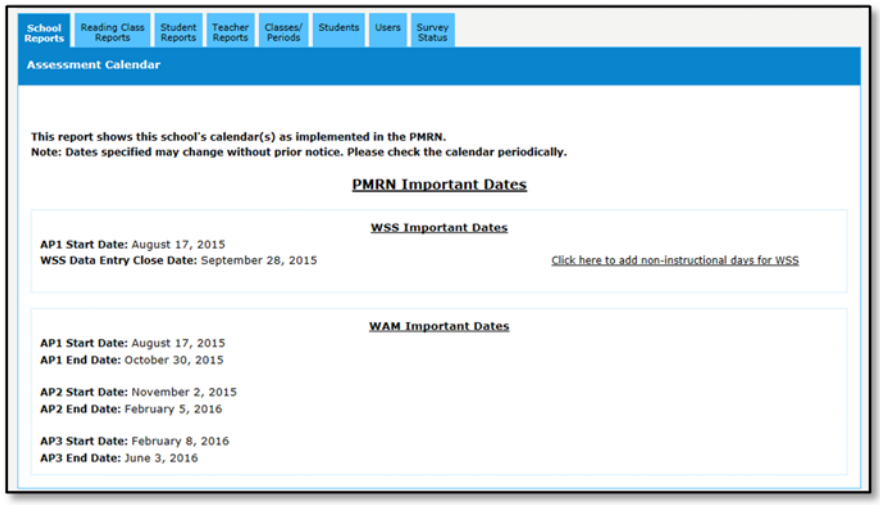


4. Select **Assessment Calendar** from the School Reports tab.

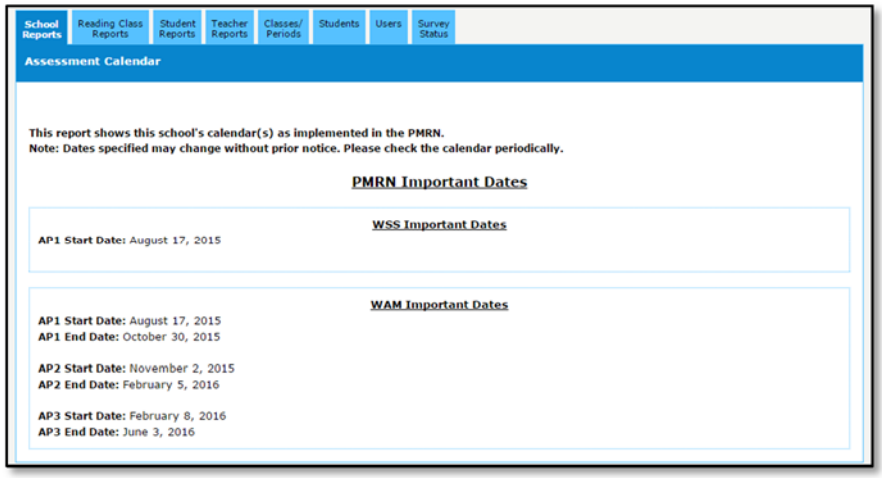


5. Review the **PMRN Important Dates** displayed. WSS Important Dates are relevant to schools administering the FLKRS-WSS to kindergarten students. Web-Based Assessment Module (WAM) Important Dates are relevant to schools administering the FAIR-FS WAM to students in grades 3-12.

Example: School with Kindergarten Progress Monitoring Selected

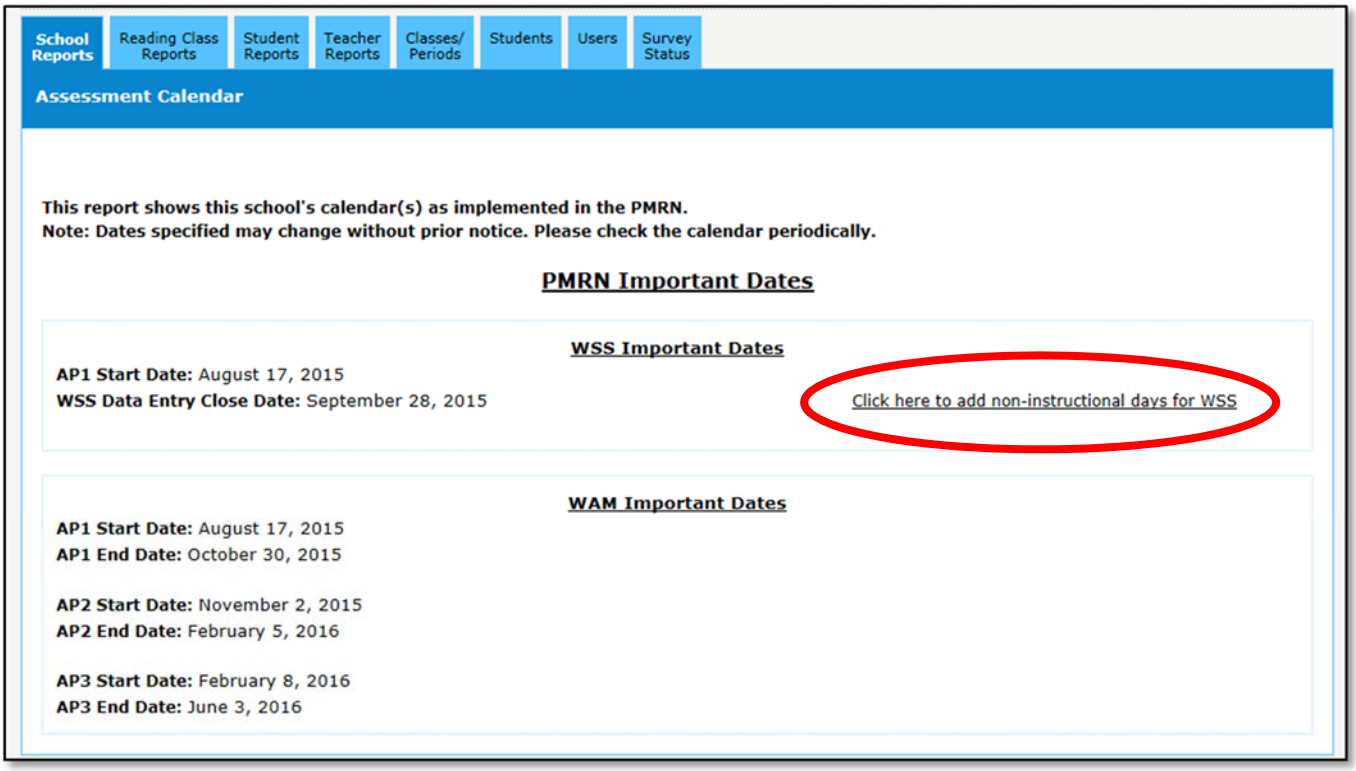


Example: School without Kindergarten Progress Monitoring Selected



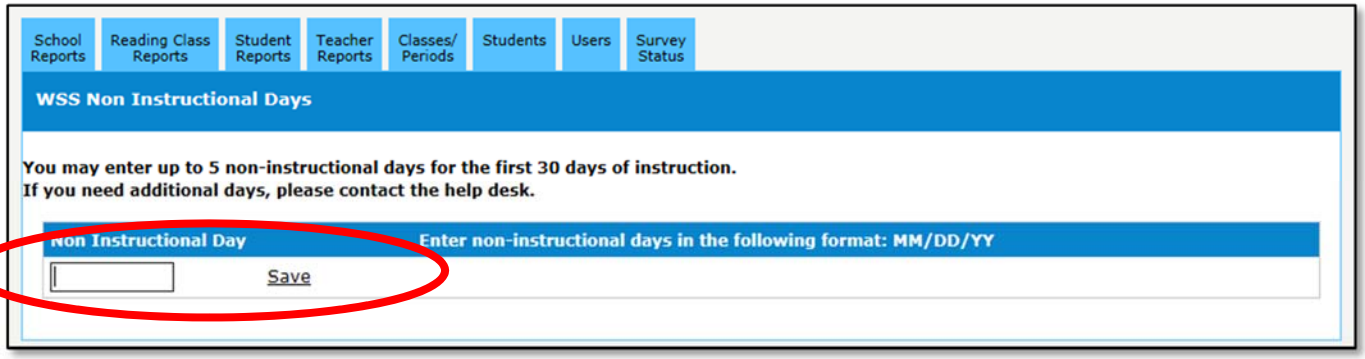
Schools with Kindergarten Progress Monitoring selected, continue below. Schools not progress monitoring students in kindergarten may stop.

6. Schools progress monitoring Kindergarten students see the WSS start date based on the first day of student instruction recorded in the PMRN system and a WSS Data Entry Close Date based on 30 instructional days. To add non-instructional days for WSS, thus extending the data entry close date, select the link **Click here to add non-instructional days for WSS**.

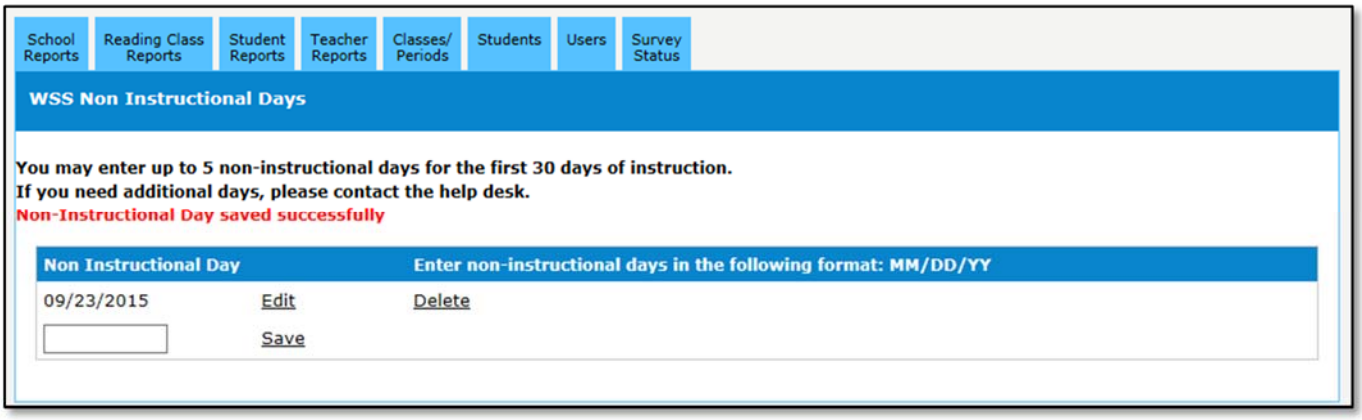
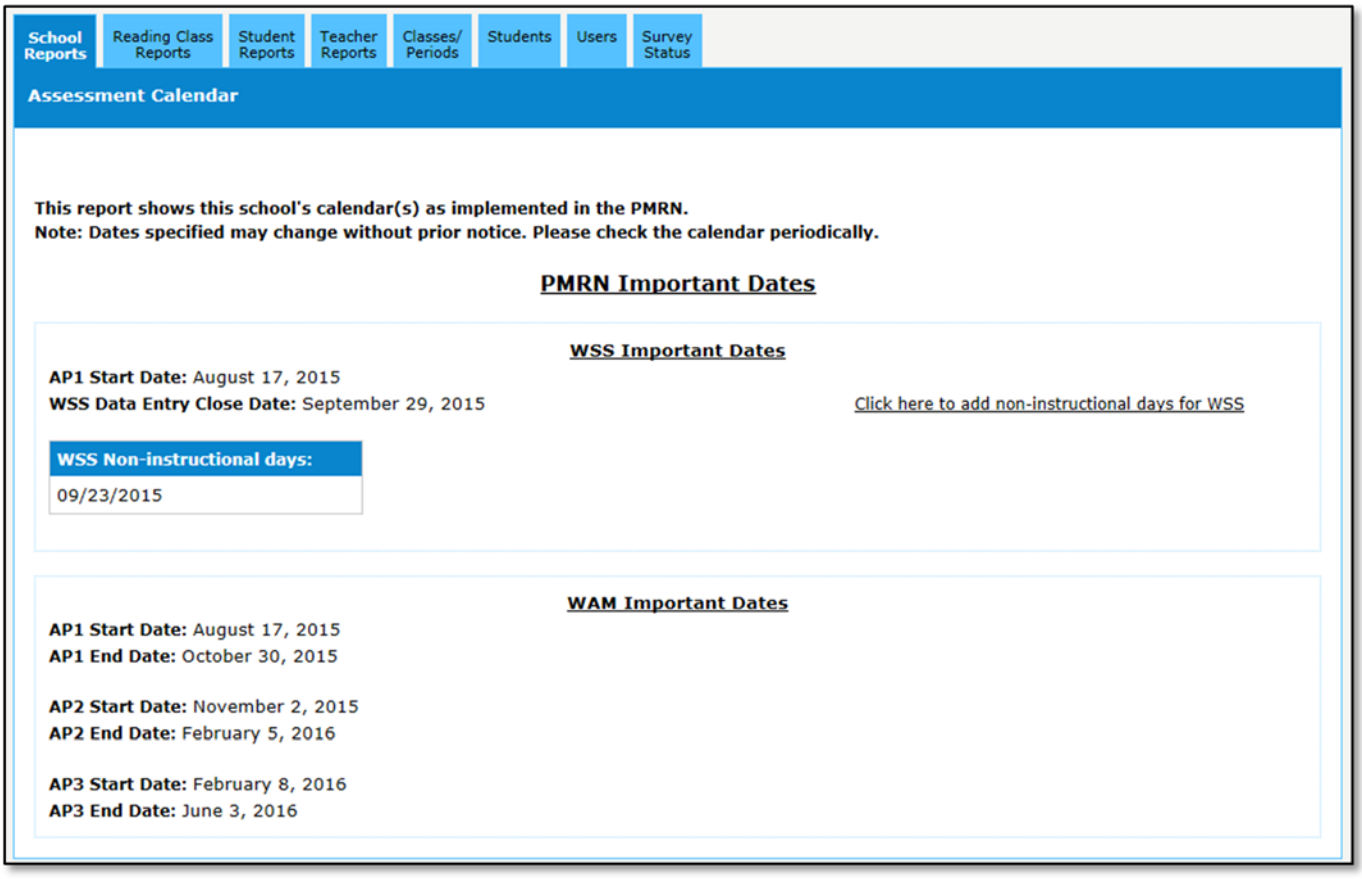


7. Enter your non-instructional days for the first 30 days of instruction and select **Save**.

   NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days.



8. Repeat if necessary. Requests for additional non-instructional days, greater than five, must be sent for approval by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.



9. Navigate back by selecting the **School Reports** tab and **Assessment Calendar**. Now, the calendar is updated with non-instructional days and the WSS Data Entry Close Date is adjusted.