

# 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:

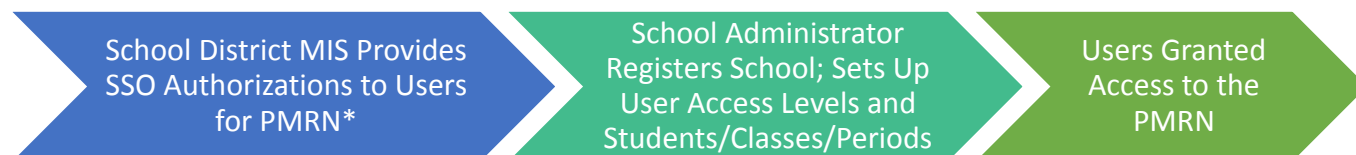
1. More than one school administrator may now be assigned. This allows registration and school set-up tasks to be shared.
2. School registration is now automatically accepted for public schools. This allows school administrators to proceed to school set-up tasks after registration has been submitted 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](mailto: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](http://www.justreadflorida.org).

## Getting Started

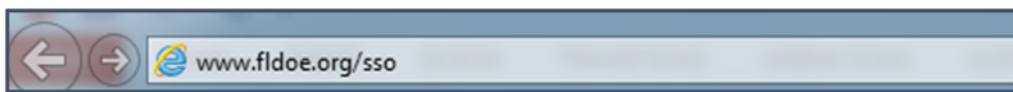
### Step 1: Sign In to the FDOE SSO Portal to Access the PMRN System

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](http://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.

Select your organization from the following list.

NOTE: If your organization is not listed in the drop down, the correct organization is "SSO Hosted Users".

SSO Hosted Users

Continue to Sign In

ion again unless your cookies are deleted or a

SSO Hosted Users

Alachua County School District

Baker County School District

Bradford County School District

Brevard County School District

Broward County School District

Charlotte County School District

Clay County School District

Collier County School District

**Dade County School District**

DeSoto County School District

Duval County School District

Escambia County School District

Florida Department of Education

Florida School for the Deaf and the Blind

Florida Virtual School

Hamilton County School District

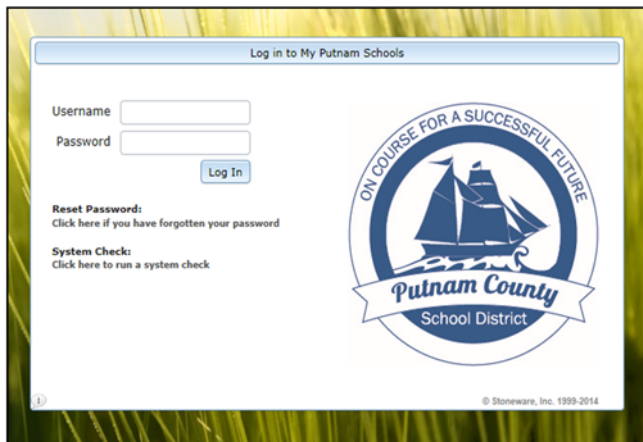
Hardee County School District

Hillsborough County School District

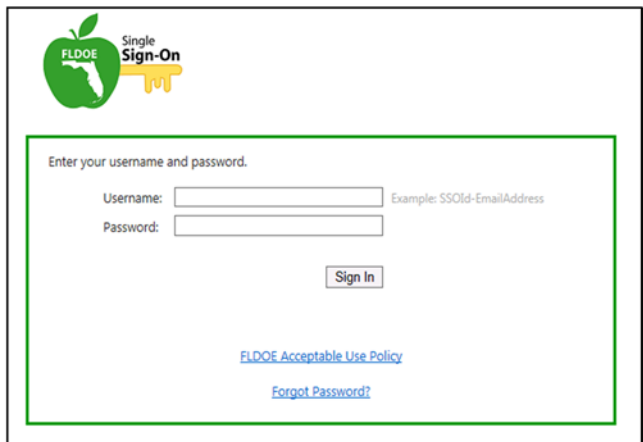
Indian River School District

**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.



This screenshot shows a login page titled "Log in to My Putnam Schools". It features a "Username" field, a "Password" field, and a "Log In" button. To the right is the Putnam County School District logo, which includes a sailboat and the text "ON COURSE FOR A SUCCESSFUL FUTURE" and "Putnam County School District". Below the login fields, there are links for "Reset Password:" and "System Check:". The footer includes a small logo and the text "© Stoneware, Inc. 1999-2014".



This screenshot shows the "Single Sign-On" login page for the Florida Department of Education (FDOE). It features the FDOE logo and a "Sign-On" button. Below the logo, there is a section titled "Enter your username and password." with "Username:" and "Password:" fields. An example username "SSOID-EmailAddress" is provided. A "Sign In" button is located below the fields. At the bottom, there are links for "FDOE Acceptable Use Policy" and "Forgot Password?".

**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](mailto: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**.

The screenshot shows the Florida Department of Education (fldoe.org) user dashboard. At the top, there is a navigation bar with the logo, "FLORIDA DEPARTMENT OF EDUCATION", and "fldoe.org". To the right of the logo are links for "HOME", "ABOUT", "NEWS", "TUTORIALS", and "SUPPORT". Further right are "Log Out" and "Menu" buttons. Below the navigation bar is a dark blue banner with the word "Home".

The main content area is divided into two columns. The left column contains a "MENU" section with links for "My Resources", "Admin Portal", "Reports", and "Authorization Information". Below this is a "MANAGE ACCOUNT" section with a link for "Change/Reset Password".

The right column features a "Welcome Andrea Latham" message. Below the message is a note: "The resources below are available for your use based on your role and permissions. To access the resource, click the resource name." There are two main resource categories: "Resources & Assessments" and "Teacher & Leader Development".

Under "Resources & Assessments", there is a list of resources: "CPALMS", "ELA Formative Assessments (Grades K-8)", "PMRN", and "IBTP - Test". A red arrow points to the "PMRN" link. Below this list is a "Dashboards & Reports" section.

Under "Teacher & Leader Development", there is a message: "No application access at this time".

**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.

The screenshot shows the PMRN (Progress Monitoring & Reporting Network) SSO User Sign In page. At the top, there is a header with the Florida Department of Education logo on the left, the PMRN title in the center, and 'Home Sign Out' links on the right. Below the header is a blue banner with the text 'PMRN - SSO User Sign In'. The main content area has a 'Welcome JOYCE' message followed by the instruction 'Please select the application you want to access.' There are three application tiles: 1) 'PMRN' with a teacher icon and a list of functions: 'WSS Data Entry', 'Add Teachers, Users', 'Add Students', and 'Access Reports'. 2) 'WAM FAIR-FS' with a student icon and functions: 'Administer 3-12' and 'Assessments'. 3) 'PMRN Registration' with a chalkboard icon and text: 'The school registration is now open for the next assessment year 2015 - 2016'.

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**PMRN** Progress Monitoring & Reporting Network

Home Sign Out

### PMRN - SSO User Sign In

**Welcome JOYCE**

Please select the application you want to access.

**PMRN**  
WSS Data Entry  
Add Teachers, Users  
Add Students  
Access Reports

**WAM FAIR-FS**  
Administer 3-12  
Assessments

**PMRN Registration**  
The school registration is now open for the next assessment year 2015 - 2016

## Step 2: Register Public School

Public school principals with a school administrator 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](mailto: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 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?
<input type="checkbox"/> Kindergarten	<input type="radio"/> Yes <input type="radio"/> 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?
<input type="checkbox"/> Third Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Fourth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Fifth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Sixth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Seventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eighth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Ninth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Tenth Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Eleventh Grade	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Twelfth Grade	<input type="radio"/> Yes <input type="radio"/> No

Coach's Log	
<input checked="" type="checkbox"/> The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.	
* <input checked="" type="checkbox"/> 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.	

7

Submit



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.

### School Registration for the Year 2015-2016

Please verify that the information below is correct.

Orange Park Junior High School will be utilizing Florida's Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year.

The Principal, , can be reached at .

The first day that students will be in attendance will be 08/17/15.

For the 2015-2016 School Year, the following grades will have scores reported through the PMRN:


Kindergarten	Updated by Surveys 2 & 3
Third	Updated by Surveys 2 & 3

The Reading/Literacy Coach(es) at this school will be using the Professional Development Log in the PMRN for bi-weekly reporting.

If the information needs to be modified, click the "Back" button below. If the above information is correct, please click the "Save" button below.

[Back](#) [Save](#) [Cancel](#)

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



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# PMRN

Progress Monitoring  
& Reporting Network

[Home](#) [News](#) [WSS](#) [3-12 WAM](#) [User's Guide](#) [FLKRS Reports](#) [Sign Out](#)

## PMRN Registration for Florida Assessments for Instruction in Reading

### School Registration for the Year 2015-2016



Thank you for registering to use the Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year. A confirmation will be sent to the E-mail address listed for the principal.

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.



The screenshot displays the Florida Department of Education's Progress Monitoring & Reporting Network (PMRN) homepage. At the top left is the FDOE logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". To the right is the "PMRN Progress Monitoring & Reporting Network" header. A navigation bar includes links for "Home", "News", "WSS", "3-12 WAM", "User's Guide", and "FLKRS Reports". A large banner image shows a group of diverse children sitting and reading books. Below the banner, a "Welcome to the Progress Monitoring & Reporting Network (PMRN)" message is visible. On the right side, there are two sign-in sections: "Public School Sign In" and "Private School Sign In". The "Public School Sign In" section features a "Single Sign-On" key icon, a "Log In" button, and a link to the "FLDOE Acceptable Use Policy". The "Private School Sign In" section includes a "User Name" input field.

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.

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**PMRN** Progress Monitoring & Reporting Network

Home Sign Out

### PMRN - SSO User Sign In

**Welcome JOYCE**

Please select the application you want to access.

**PMRN**  
WSS Data Entry  
Add Teachers, Users  
Add Students  
Access Reports

**WSS Documents**  
WSS Data Entry Guide  
Class Record Form  
Developmental Guidelines

**WAF-FAIR-FS**  
Administer 3-12  
Assessments

**PMRN Registration**  
You have more schools  
linked to your account. You  
can register them for the next  
assessment year 2015 - 2016

### 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.



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**PMRN** Progress Monitoring & Reporting Network

Home Sign Out

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### PMRN - SSO User Sign In

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**Welcome JOYCE**

Please select the application you want to access.

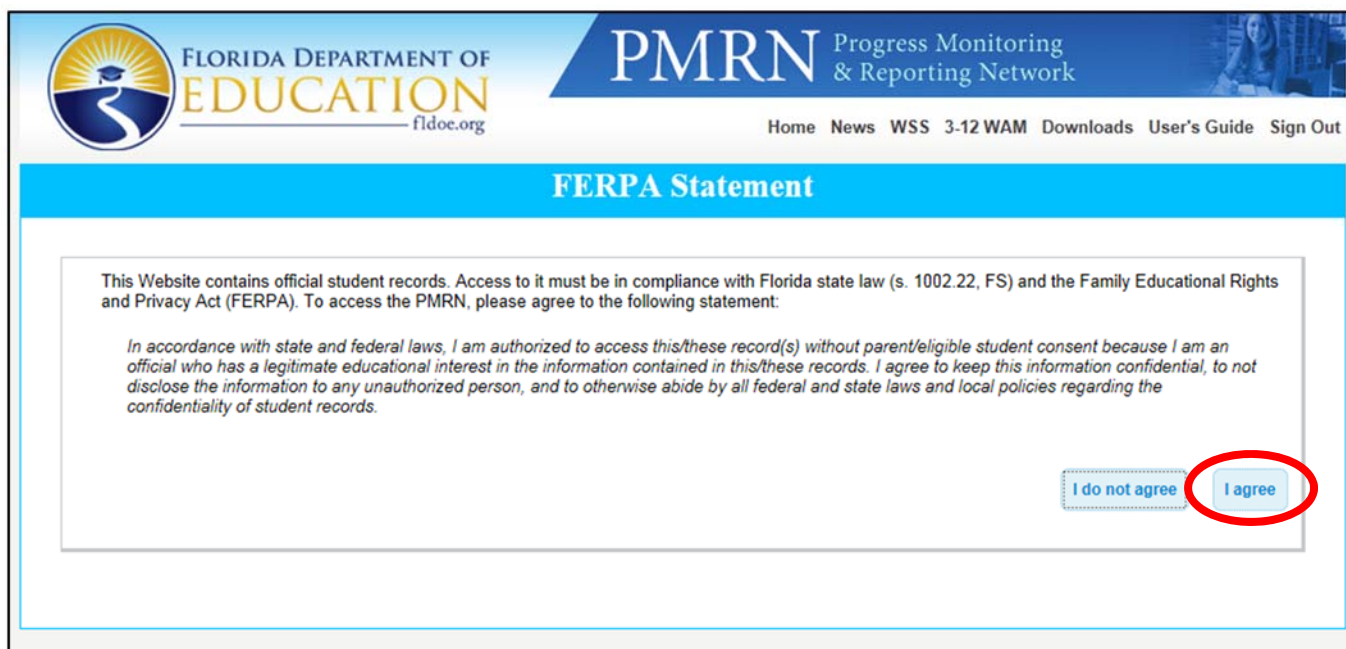
**PMRN**  
WSS Data Entry  
Add Teachers, Users  
Add Students  
Access Reports

**WSS Documents**  
WSS Data Entry Guide  
Class Record Form  
Developmental Guidelines

**WAM FAIR-FS**  
Administer 3-12  
Assessments

**PMRN Registration**  
You have more schools  
linked to your account. You  
can register them for the next  
assessment year **2015 - 2016**

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



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**PMRN** Progress Monitoring & Reporting Network

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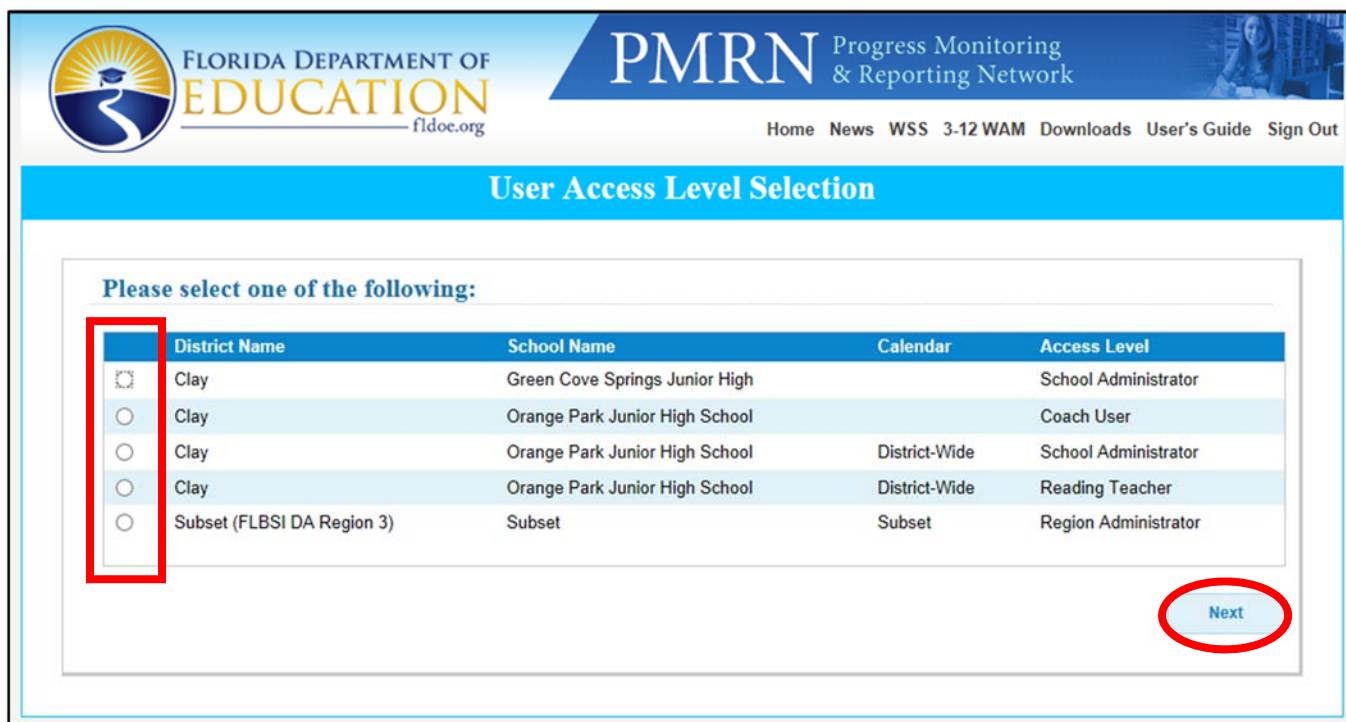
### FERPA Statement

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.*

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.



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**PMRN** Progress Monitoring & Reporting Network

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### User Access Level Selection

Please select one of the following:

	District Name	School Name	Calendar	Access Level
<input checked="" type="radio"/>	Clay	Green Cove Springs Junior High		School Administrator
<input type="radio"/>	Clay	Orange Park Junior High School		Coach User
<input type="radio"/>	Clay	Orange Park Junior High School	District-Wide	School Administrator
<input type="radio"/>	Clay	Orange Park Junior High School	District-Wide	Reading Teacher
<input type="radio"/>	Subset (FLBSI DA Region 3)	Subset	Subset	Region Administrator

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

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**PMRN** Progress Monitoring & Reporting Network

Home News WSS 3-12 WAM Downloads User's Guide FLKRS Reports Sign Out

User: Joyce Orsi | Access Level: School Administrator Connected to TEST PMRN V5 Today's Date is 9/3/2015

**Orange Park Junior High School District-Wide**

School Reports Reading Class Reports Student Reports Teacher Reports Classes/Periods Students Users Survey Status

Select a Year: 2015-2016 ▼

[Assessment Calendar](#)  
[Edit School Registration](#)  
[FLKRS School Report \(PDF\)](#)  
[WSS Missing Score Report](#)



- 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

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users	Survey Status
<b>Assessment Calendar</b>							
<p>This report shows this school's calendar(s) as implemented in the PMRN. Note: Dates specified may change without prior notice. Please check the calendar periodically.</p>							
<b>PMRN Important Dates</b>							
<div><div>AP1 Start Date: August 17, 2015 WSS Data Entry Close Date: September 28, 2015</div><div>WSS Important Dates</div><div><a href="#">Click here to add non-instructional days for WSS</a></div></div>							
<div><div>AP1 Start Date: August 17, 2015 AP1 End Date: October 30, 2015 AP2 Start Date: November 2, 2015 AP2 End Date: February 5, 2016 AP3 Start Date: February 8, 2016 AP3 End Date: June 3, 2016</div><div>WAM Important Dates</div></div>							

### Example: School without Kindergarten Progress Monitoring Selected

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users	Survey Status
<b>Assessment Calendar</b>							
<p>This report shows this school's calendar(s) as implemented in the PMRN. Note: Dates specified may change without prior notice. Please check the calendar periodically.</p>							
<b>PMRN Important Dates</b>							
<div><div>AP1 Start Date: August 17, 2015</div><div>WSS Important Dates</div></div>							
<div><div>AP1 Start Date: August 17, 2015 AP1 End Date: October 30, 2015 AP2 Start Date: November 2, 2015 AP2 End Date: February 5, 2016 AP3 Start Date: February 8, 2016 AP3 End Date: June 3, 2016</div><div>WAM Important Dates</div></div>							



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**.

**School Reports** | **Reading Class Reports** | **Student Reports** | **Teacher Reports** | **Classes/Periods** | **Students** | **Users** | **Survey Status**

### Assessment Calendar

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

#### PMRN Important Dates

AP1 Start Date: August 17, 2015  
WSS Data Entry Close Date: September 28, 2015

#### WSS Important Dates

[Click here to add non-instructional days for WSS](#)

#### WAM Important Dates

AP1 Start Date: August 17, 2015  
AP1 End Date: October 30, 2015  
AP2 Start Date: November 2, 2015  
AP2 End Date: February 5, 2016  
AP3 Start Date: February 8, 2016  
AP3 End Date: June 3, 2016

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.

**School Reports** | **Reading Class Reports** | **Student Reports** | **Teacher Reports** | **Classes/Periods** | **Students** | **Users** | **Survey Status**

### WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction.  
If you need additional days, please contact the help desk.

**Non Instructional Day** Enter non-instructional days in the following format: MM/DD/YY

**Save**

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](mailto:ienhelp@fldoe.org).

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users	Survey Status
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### WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction.  
If you need additional days, please contact the help desk.  
**Non-Instructional Day saved successfully**

Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY	
09/23/2015	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	<a href="#">Save</a>	

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.

School Reports	Reading Class Reports	Student Reports	Teacher Reports	Classes/Periods	Students	Users	Survey Status
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### Assessment Calendar

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

#### PMRN Important Dates

##### WSS Important Dates

**AP1 Start Date:** August 17, 2015  
**WSS Data Entry Close Date:** September 29, 2015 [Click here to add non-instructional days for WSS](#)

**WSS Non-instructional days:**

##### WAM Important Dates

**AP1 Start Date:** August 17, 2015  
**AP1 End Date:** October 30, 2015  
**AP2 Start Date:** November 2, 2015  
**AP2 End Date:** February 5, 2016  
**AP3 Start Date:** February 8, 2016  
**AP3 End Date:** June 3, 2016