

5.0 PMRN Administration - Data Entry Level Users and Reading Teachers

Overview

Note: This section of the PMRN User's Guide is written for Data Entry Level (DEL) Users and Reading Teachers.

Section 4 is written for School Level 1, 2, and 3 Users.

It is very important that the steps in this section be followed. They ensure that class lists are up to date for the administration of the K-2 EST and the 3-12 WAM.

Because the PMRN works with data from the FLDOE that is provided by your district, your class lists should be complete within the PMRN by the time testing is to begin. However, if you have newly hired teachers, have recently changed classroom assignments, have new students, or if students have left your school, you will need to update your class rosters. Please follow this sequence to update classes at your school:

- 1) Review Class Lists
- 2) Transfer Students
- 3) Enroll Students

Initial Rostering - Survey 6

At the beginning of the school year, Survey 6 performs the initial rostering of schools in the PMRN by populating the database with classes, teachers, and students.

Districts submit their data to the Florida Department of Education (FLDOE), and FLDOE processes the data, removing any invalid records. Once this process is completed, only students with a responsible instructor record are added to the PMRN. Students without a responsible instructor record are removed.

Students and teachers are created in the PMRN based on the information listed in Survey 6, and classes are created based on the Responsible Instructor information in the student demographic data. (Note: Only students with a responsible instructor record are added to the PMRN).

Note: As a result, it is important that the district office be notified as to with which teacher a student should be rostered.

All Students listed in the Student File with Responsible Instructor information that matches a record in the Staff File will be enrolled in the PMRN. Students not being Progress Monitored should not be listed with a Responsible Instructor.

Additional Surveys

Surveys 2, 3, and 5 are also Submitted to the PMRN. Surveys 2 and 3 add students to rosters and update demographic data. Survey 5 updates student demographic data at the end of the school year and provides attendance information.

Survey 2, imported in late November, is based on students enrolled into the school during the week of February.

Note: Until the Import of Survey 2 in late November, updated Exclusion Lists for students will not be available.

About Class and Period Assignments

Traditionally, elementary students remained with a single teacher throughout the school day and received instruction for all subjects. Many schools now have students change classes for primary reading instruction. Students may also be grouped into different periods for each class.

Within the PMRN, students should be assigned to the teacher who is delivering their reading instruction. Most teachers will only see reports of students in their own reading classes. If students are grouped by homeroom within the PMRN, unless a Resource Level class is created for the homeroom teacher, Reading teachers will not be able to see reports for their students to whom they deliver reading instruction.

Before you add a new class for a teacher, you will need to know whether the students will be receiving primary (reading) or resource instruction from the teacher.

In Version 3.0 of the PMRN, classes can be grouped into periods. These class periods are listed as *A* through *H* and *U* (Unassigned).

By default, all students will be assigned to the *U* Period.

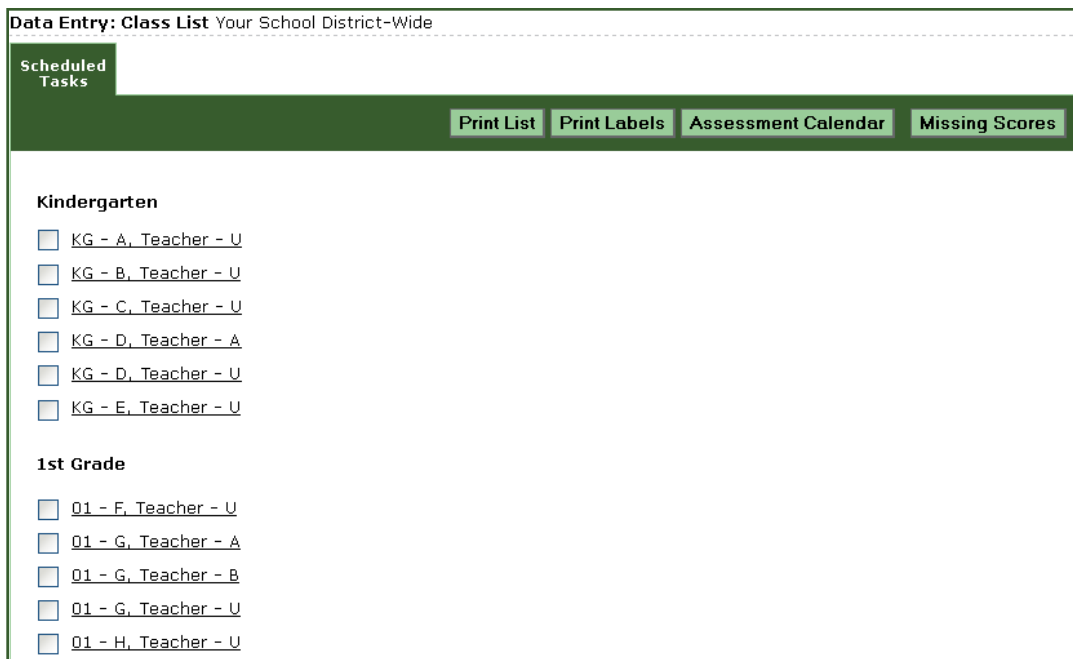
Through the PMRN User Interface School Level 1, 2, and 3 Users are able to group students in periods *A* through *H*. Data Entry Level Users and Reading teachers may assign students to periods if an SL1, 2, or 3 User has created the class.

Review Class Lists

Note: This task may only be performed by a Data Entry Level User. Reading teachers are not provided access to the school's list of classes.

Once the School Level 1, 2 or 3 User has corrected the school's list of teachers, Data Entry Level Users can review class lists.

At your Home Page, scroll down to see your school's list of classes.



Ensure that your list of classes is correct. Remember, teachers instructing students at different grade levels need separate classes for each grade level. Students are assessed at their assigned grade level.

Print Class Lists

Note: Data Entry Level Users are the only Users that can print lists for the school's classes.

Prior to testing students, you should correct your class rosters in the PMRN by adding and removing students. Before you make changes to class rosters, however, you should print and distribute class lists to faculty and staff to ensure they are current.

This function can be performed by any Data Entry Level (DEL) User at the school.

Using a computer connected to a printer, Sign In to the PMRN. For each teacher on your *Class List* page, click the teacher's name.

(If you wish to print multiple class lists, select the check boxes to each class you wish to print, and click **Print List**.)

The screenshot shows the 'Data Entry: Class List' interface for 'Your School District-Wide'. At the top, there is a 'Scheduled Tasks' section with four buttons: 'Print List', 'Print Labels', 'Assessment Calendar', and 'Missing Scores'. The 'Print List' button is circled in red. Below this, there are two sections: 'Kindergarten' and '1st Grade'. Each section contains a list of class options with checkboxes. In the Kindergarten section, the checkboxes for 'KG - A, Teacher - U', 'KG - B, Teacher - U', 'KG - C, Teacher - U', 'KG - D, Teacher - A', 'KG - D, Teacher - U', and 'KG - E, Teacher - U' are all circled in red. The 1st Grade section lists options from '01 - F, Teacher - U' to '01 - H, Teacher - U'.

When the teacher's class list appears, click **Print List**. (The number of assessment progress boxes will vary by grade level and by assessment time period.)

Note: A Reading teacher may print lists of his or her individual class(es) by clicking the **Scheduled Tasks** tab, located on his or her Home Page. The teacher may select his or her classes/periods from the drop-down menu, located in the top left corner. Once a class is selected, the teacher will click **Print List**.

The screenshot shows a web interface with a dropdown menu at the top left containing 'KG - A, Teacher - U'. To the right are buttons for 'Help', 'Print List' (circled in red), and 'Print Labels'. Below the dropdown are tabs for 'Summary', 'BS/PMT', 'BDI', and 'TDI'. The main content area is titled 'Assessment Period 3 7/9/2009' and contains a table with the following data:

Student	BS/PMT	BDI	TDI
A, Student	●	◐	●
B, Student	●	◐	
C, Student	●	◐	●
D, Student	●	●	
E, Student	●	◐	●

To print the next class list you may either select another teacher from the drop-down menu at the top of the page or you may use the *Back* button on your browser to return to the Class List page.

Note: If your computer has a slower connection, be sure the new class list has loaded on the screen before you click **Print List**. Otherwise, you will risk printing the incorrect teacher name with a class list.

Distribute Class Lists

Note: This task is to be performed by Data Entry Level Users. Reading teachers may not distribute the school's list of classes.

Distribute the printed class lists to the teachers. Ask them to mark through students who are not in their class. It is important that you ask teachers or office staff to provide you with all of the information for students who need to be added to classes. The information needed is:

- É" **Student Identifier***
 - " É **First Name**
 - É" **Last Name**
 - " É" **Date of Birth**
 - É" **Gender**
 - É" **Grade Level**
- ```
" , "V j g"Uvw f g p v"K f g p v k L g t"ku"v j g"uvw f g p v o u"U q e k c n"U g e w t k v {"p w o d g t" h q m n q y g f" d {"c p"õ Z ö""
" ""q t"v j g"U v c v g"q h"H n q t k f c"C n k c u , , 0
" , , "C n k c u"t g h g t u"v q"v j g"3 2" f k i k v"q h"L e k c n"u v c v g"q h"H n q t k f c"p w o d g t"v j c v"ku"t g r q t v g f"v q"v j g"" "
" ""H N F Q G o u"D w t g c w"q h"K p h q t o c v k q p"c p f"C e e q w p v c d k n k v {"U g t x k e g u"k p"n k g w"q h" c"u v w f g p v o u""
" ""U q e k c n"U g e w t k v {"p w o d g t"0
```

Because the PMRN databases are based on information received from your district, it is k o r q t v c p v"v j c v"v j g"u v w f g p v o u"e q t t g e v"K f g p v k L g t" d g"w u g f 0"K h"v j g"k p e q t t g e v"K f g p v k L g t"ku"w u g f."r c u v" assessment data will not be available and student demographic information will not be updated.

When you receive edited class lists from teachers, you might also have your school attendance q h L e g t"t g x k g y"v j g o"v q"p q v g"u v w f g p v u"y j q"j c x g"t g e g p v n {"d g g p" g p t q n n g f"q t"y k v j f t c y p 0

When you begin to receive edited class lists, you can begin adjusting class lists within the PMRN.

### Class List Tips

The PMRN creates links between teachers and students so that teachers can retrieve historical data of their students' reading progress. As a result, there are some things to keep in mind as you adjust class lists.

There are two ways to put students in class as a Data Entry Level User or Reading Teacher:

- 1) Transfer students between classes
- 2) Enroll students in the school and assign to classes

It's important to have this information on hand for each student before you begin. You will want to ensure spelling and typing are correct.

To locate a student in either database you must have:

É"Vjg"uvwfgpvøu"KfgpvkŁgt

**OR**

" É The student's First Name, Last Name, **cpf** Birthdate.

### Quick Tips

When Data Entry Level Users and Reading teachers add or enroll students, it is a one-step process that adds a student to one class and simultaneously removes the student from his or her current class. See *Transfer Students or Add a Student*, page 5.9.

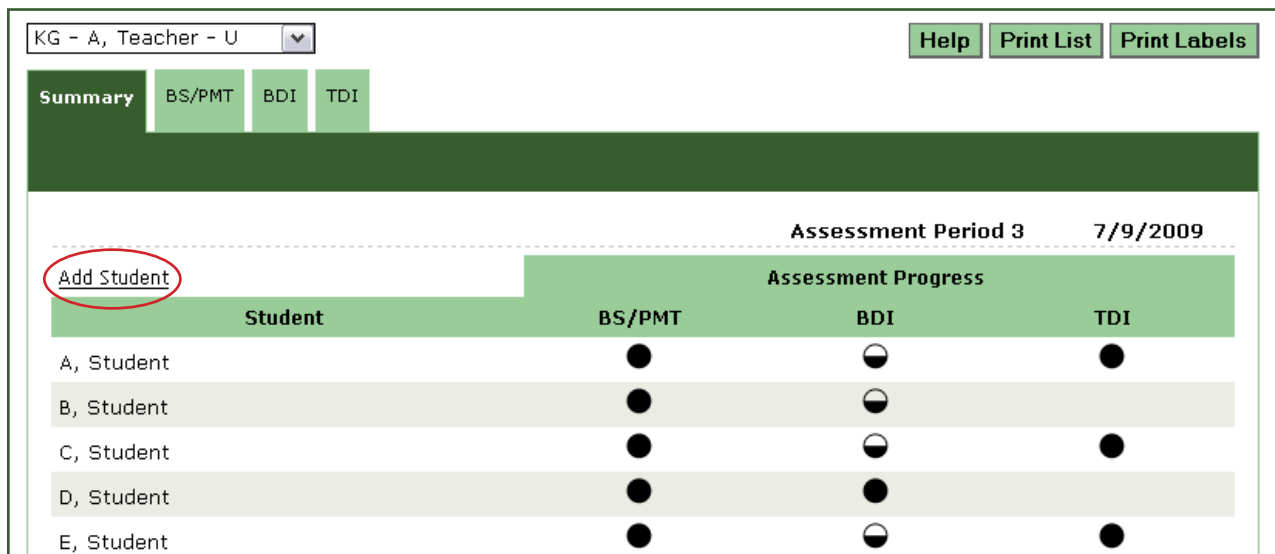
## Transfer Students or Add a Student

One way to transfer students from one class to another in your school is by using the **Add Student** option available to Data Entry Level Users or Reading teachers. When you add a student to a class as a Data Entry Level User, they are automatically removed from their current class.

The Data Entry Level User will begin at his or her Home Page. The Reading Teacher will begin at his or her Home Page, click the **Scheduled Tasks** tab, and go directly to his or her class.



Click the name of the class to which you want to add a student. When the class list is displayed (pictured below), click **Add Student**.



## Search for a Student

The PMRN needs to search for the student you wish to add. Type in either:

É"Vjg"uvwfgpvøu"KfgpvkŁgt

**OR**

" É The student's First Name, Last Name, **cpf** Birthdate.

It's important to have this information on hand for each student before you begin. You will want to ensure spelling and typing are correct.

Scheduled Tasks

PMRN Database Search

Search By:

|                                         |    |                      |                      |                                  |
|-----------------------------------------|----|----------------------|----------------------|----------------------------------|
| <b>Identifier</b><br>(10 digits)        | Or | <b>First Name</b>    | <b>Last Name</b>     | <b>Birthdate</b><br>(MM/DD/YYYY) |
| <input type="text" value="123456789X"/> |    | <input type="text"/> | <input type="text"/> | <input type="text"/>             |

Chvgt" {qw" jcxg"gpvgtgf"kpht o cvkqp"hqt"vjg"Łtuv"qt"ugeqpf"qrvkqp."enkem"**Search**.

**Note:** If you are not successful using the student's Identifier, please try searching again using the student's First Name, Last Name, and Birthdate.

If the student is retrieved, click the **radio button** to the right of the student's name and click **Next**. (This example shows two students, but you may have more.) If multiple student records are displayed, ensure you are selecting the correct student.

Scheduled Tasks

PMRN Database Search

Search By:

|                                         |    |                      |                      |                                  |
|-----------------------------------------|----|----------------------|----------------------|----------------------------------|
| <b>Identifier</b><br>(10 digits)        | or | <b>First Name</b>    | <b>Last Name</b>     | <b>Birthdate</b><br>(MM/DD/YYYY) |
| <input type="text" value="123456789X"/> |    | <input type="text"/> | <input type="text"/> | <input type="text"/>             |

The students already in the PMRN database that closely match the information you entered are listed below. Select the student that you would like to attempt to add.

| Identifier | First Name | Last Name | Birthdate | Gender | Grade | Select                |
|------------|------------|-----------|-----------|--------|-------|-----------------------|
| *****789X  | A          | Student   | 5/15/2004 | F      |       | <input type="radio"/> |
| *****789X  | B          | Student   | 5/16/2004 | M      |       | <input type="radio"/> |

I want to enroll a new student.

If the student is not retrieved, you need to enroll the student. Select **I want to enroll a new student**. See *Enroll a Student*, page 4.21.

## PMRN Administration - DEL/RT - Transfer or Add Students

---

If the student was assigned to a different Reading class in the same school, the student is removed for the other class.\*

If the student was enrolled in a different school, the student is not withdrawn from the other school. Within the PMRN, students may be enrolled in a maximum of two schools during the same assessment period. If you are attempting to enroll a student who is already enrolled in two schools, please contact the PMRN Help Desk.

CLASS: KG - A, Teacher    GRADE: KG    TEACHER: A, Teacher    STUDENT COUNT: 15

**Verify the student**

|             |                                |
|-------------|--------------------------------|
| Identifier  | *****789X                      |
| First Name  | A                              |
| Middle Name |                                |
| Last Name   | Student                        |
| Birthdate   | 5/15/2004                      |
| Gender      | F                              |
| Period      | <input type="text" value="U"/> |

Use the *Period* drop-down menu to select the correct class period to which the student should be assigned. The default is the unassigned period.

Once you have verified that this is the correct student and that the grade level and class period are correct, click **Enroll in Class**.

\* Within the PMRN, a student may only be assigned to one Reading class within a school. The same student may be in a Reading class *AND* one or more Resource classes.

## Facilitate Testing

**Note:** This part of the section is written for Data Entry Level Users only.

Progress Monitoring testing for students will be mainly administered on the K-2 Electronic Scoring Tool (EST) for students in Kindergarten through Second grade. All students in 3rd through 12th grade will use the 3-12 WAM. If administering testing with pencil & paper, administrators may still use functions such as printing student labels to affix to the test forms.

If you have followed the sequence in this manual, you will have already printed class lists, circulated them to teachers, and corrected class lists.

Before your assessment team delivers tests to students you may want to print your corrected class lists for them. These class lists can be used by your test administrators in a variety of ways to organize testing. They can also be used to record the student scores during testing.

When Progress Monitoring tests are administered, the scores students achieve can be written on the class lists you print for administrators. When the completed testing materials are returned, the Data Entry Level User may enter the student scores into the PMRN from either the individual Student Score Booklet (SSB) or from the class summary sheet.

In advance of giving Progress Monitoring tests to students, the Data Entry Level User should:

- É"Print class lists from the PMRN

- É"Circulate class lists to teachers for corrections

- É"Work with the School Level 2 User to correct class lists within the PMRN

- É"Print the corrected class lists for test administrators

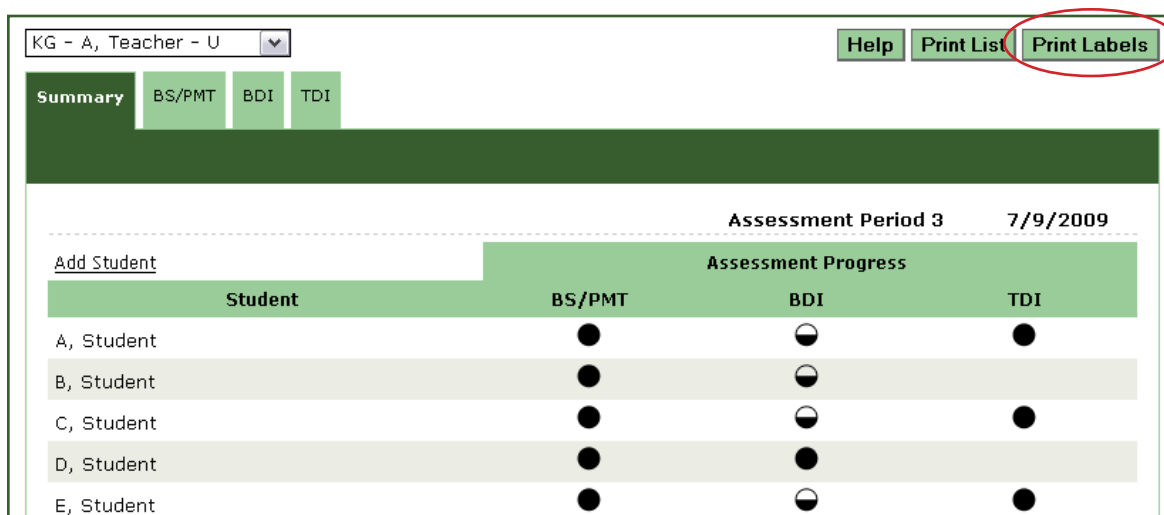
- É"Rtkpv"uvw fgpv"ncdgnu"cpf"chŁz"vjg o "vq"vguv"hqt o u"\*kh"wukpi"rgpekn" ( "rcrgt"hqt o u+

## Print Student Labels

**Note:** This function should be used for administrators who wish to test kindergarten through second grade students with the pencil & paper test form. This is not necessary if using the K-2 Electronic Scoring Tool (EST).

After you print class lists for test administrators, you should also print labels with student information to be placed on individual student scoring sheets.

From your Data Entry Home Page, click on the name of a class to get the list of students. Click **Print Labels**. See page 5.15. for specific information on label sheets.



The screenshot shows a web interface for a class named 'KG - A, Teacher - U'. At the top right, there are three buttons: 'Help', 'Print List', and 'Print Labels'. The 'Print Labels' button is circled in red. Below the buttons are tabs for 'Summary', 'BS/PMT', 'BDI', and 'TDI'. The main content area shows 'Assessment Period 3' for '7/9/2009'. There is an 'Add Student' link and an 'Assessment Progress' table. The table has columns for 'Student', 'BS/PMT', 'BDI', and 'TDI'. The rows represent students A through E, with progress indicators (filled circles for completed, half-filled for in progress, and empty for not started).

| Student    | BS/PMT | BDI | TDI |
|------------|--------|-----|-----|
| A, Student | ●      | ◐   | ●   |
| B, Student | ●      | ◐   |     |
| C, Student | ●      | ◐   | ●   |
| D, Student | ●      | ●   |     |
| E, Student | ●      | ◐   | ●   |

**Note:** Once all student scores in a class have been Submitted, the **Print Label** button will no longer appear.

## About Label Sheets


Your computer will display a page of students formatted to print on sheets of labels. The printing is offset to leave a blank row of labels at the top and bottom of the page. This accommodates browsers that print the date and web address.

Classes with fewer than 24 students will print on one sheet of labels.

Classes with more than 24 students require additional label sheets, and those classes will show a **Next** button.


Print your first sheet by clicking **Print**. Click **Next** to display the next sheet to print.

If you are experiencing difficulty printing these labels, [click here to report the problem.](#)

 **PRINT** **Next**

All instead of one page at a time

|                                                                              |                                                                              |                                                                              |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 10 1234 KG 01/01/2003<br>01 - A, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>02 - B, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>03 - C, Student<br>KG - A, Teacher - J<br>*****789X |
| 10 1234 KG 01/01/2003<br>04 - D, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>05 - E, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>06 - F, Student<br>KG - A, Teacher - J<br>*****789X |
| 10 1234 KG 01/01/2003<br>07 - G, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>08 - H, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>09 - I, Student<br>KG - A, Teacher - J<br>*****789X |
| 10 1234 KG 01/01/2003<br>10 - J, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>11 - K, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>12 - L, Student<br>KG - A, Teacher - J<br>*****789X |
| 10 1234 KG 01/01/2003<br>13 - M, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>14 - N, Student<br>KG - A, Teacher - J<br>*****789X | 10 1234 KG 01/01/2003<br>15 - O, Student<br>KG - A, Teacher - J<br>*****789X |

 **PRINT** **Next**

To print labels for multiple classes, from your Home Page, select the boxes corresponding to the classes in which you wish to print labels.

Print the labels by clicking **Print Labels**.

**Note:** Student labels will be formatted to print on sheets of Avery 5160-sized address labels. Only 24 labels on a sheet of 30 are printed. The margins should be set to .75 for the Top and Left, and .25 for the Bottom and Right.

**Macintosh Users:** The FCRR has found the labels do not print correctly on Epson model printers but do print successfully on the following printers: HP2200, HP4200, HP4050, and HP5SiMX.