

Preparing PMRN Users for mCLASS®:DIBELS® Administration

At the beginning of each school year, your district provides the Progress Monitoring and Reporting Network (PMRN) with teacher, student, and class data. Wireless Generation® maintains a data bridge, which automatically transfers this data from the PMRN to the mCLASS® system, and, in turn, automatically transfers student assessment results from the mCLASS system to the PMRN. These secure data transfers take place each night, so any changes you make in the PMRN will be recorded in the mCLASS system by the next morning.

We at Wireless Generation understand that managing mCLASS:DIBELS assessment places a large responsibility on SL2 Users. We want to ensure that you have all the necessary information to make this project successful. Please complete the steps in this document to prepare your staff for administering mCLASS:DIBELS assessments. If you have any questions throughout the process of completing these steps, please contact the Wireless Generation Customer Care Center at 1-800-823-1969, ext. 3.

Step 1: Enroll all new Assessment Team Members (ATMs) as users in the PMRN

Anyone who will be administering the mCLASS: DIBELS assessment in your school must be a user of the PMRN with an access level of "Assessment Team Member". As the PMRN Level 2 User (SL2), you are responsible for adding these Assessment Team Members (ATM's) as users of the PMRN. Without this access, your teachers and ATMS will be unable to assess students on the handheld.

Please refer to the PMRN Enrollment Guide for further instruction on adding users to the PMRN. The guide may be viewed or downloaded at:
http://www.fcrr.org/pmnrn/user_guides/03_useraccess.pdf.

Step 2: Confirm that access levels are set correctly for existing PMRN users

Access levels in the PMRN dictate the access privileges mCLASS system users have. If your ATM's are currently users of the PMRN with another access level, such as "core Level" or "Resource Level", you will need to add them again as a user with the "Assessment Team Member" access level.

The PMRN access levels correspond to mCLASS system access in the following ways:

- **PMRN School Level 2 (SL2) Users:** receive System Access privileges. System Access is the highest access level in the mCLASS system. By default, SL2 Users are designated as owners of every class in their school. Additionally, System Access privileges allow SL2 users to view all student assessment results and to create Class Assignments for **Assessment Team Members** through the mCLASS Web site. In order to begin assessing as an SL2 user, all you need to do is sync your handheld.
- **PMRN Assessment Team Members (ATMs)** receive Full Access privileges in the mCLASS system. By default, ATMs have access to all the classes in the school **but** must be assigned to the classes they will assess (Class Assignment) by a user with System Access (specifically an SL2 User) through the mCLASS Web site. Instructions for completing Class Assignment are included in the next step. Access Levels can't be modified or changed in the PMRN. If your ATMs are PMRN

users with different access levels, such as Core or Resource, you will need to add them again as PMRN Assessment Team Members.

- **PMRN Core Level Users:** receive Standard Access and are assigned as owners of their own respective classes as specified in the PMRN (intended for classroom teachers).
- **PMRN Level 1 (SL1) Users** will NOT be transferred to the mCLASS system.

PMRN Level 2 (SL2) Users are responsible for adding Assessment Team Members as PMRN users. **Only SL2** users can modify student, staff, and class information through the PMRN site. Any modifications to this information made through the mCLASS Web site, with the exception of Class Assignment, will be deleted by the databridge.

Step 3: Assign ATMs to your classes – Level 2 users only

Before you begin, decide how you want to administer mCLASS:DIBELS assessments in your school. For example, do you want to assign one ATM to a class, to a grade, or to all participating students?

To assign your Assessment Team Members as owners of classes:

- A. Log in to <https://mclasshome.com>. If you do not know your user name and password, please contact the Wireless Generation Customer Care Center at 1-800-823-1969, ext. 3.
- B. Click on the Enter button next to Administration. The Administration Home Page will display.
- C. Click on the Enter button next to Classes. The View/Edit Classes page will display.
- D. Under the Class Name listing, click on the red Class Name of the class you would like to add an Assessment Team Member/s to. The View Class page will display.
- E. At the top of the View Class page, click **Edit Class** button. The Class Details page will display.
- F. Under Add Staff, search the Available Staff listing to find the appropriate Assessment Team Member/s to add as owners of this class.
- G. Highlight the name of the Assessment Team Member/s you would like to add as owners of this class (note to select multiple names, hold down the "CTRL" Key)
- H. Click on the Add button. The name/s of your Assessment Team Member/s will now appear in the Staff box to the right.
- I. Once you have added the necessary Assessment Team Member/s as an owner/s of this class, click on the Save button.
- J. Click **Back to View Classes** to return to the View/Edit Classes page.
- K. Repeat steps E through J until you have added ATMs to all the classes you will be assessing.

Step 4: Sync your handhelds, and you are ready to begin assessing!