

## TIPS

### FOR GETTING STARTED

#### Log In and Out

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

1. Before you log in the first time, get your user name, password, and the web address (URL) for Renaissance Place Real Time from your district or school contact.
2. Open your web browser.
3. Type your Renaissance Place web address and press **Enter**.
4. On the Welcome page, click **Teacher/Administrator**.

5. On the Login page, type your user name and password and click **Log In** or press **Enter**.

If the Change Password page opens, enter a new password, verify it by typing it again, and click **Save**. (Passwords must be at least 3 characters long and contain at least one number.)

6. Your Home page opens and you can begin using Renaissance Place RT.

7. To log out, click **Log Out** in the upper-right corner of the page.

#### Use the Home Page

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

Note the tabs beneath the Renaissance Place tab on the Home page. You may have to scroll down to see them. Each tab contains the name of one of the Renaissance Place programs that you have available. Clicking a link under one of the tabs takes you to a part of that program. To the right of each tab you can also click **Show Details** or **Hide Details** to display or hide the links for each program.

#### Navigate Using the Software's Links

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, links show the pages you have visited since you left the Home page.

#### Changing Your Password

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

1. Log out of Renaissance Place RT.
2. Log in again using your current password, but check the **Change Password** box *before* you click **Log In**.
3. On the Change Password page, enter a new password, verify it by typing it again, and click **Save**.

Passwords must be at least 3 characters long and contain at least one number.

#### Importing Data

**Who can do this?**

District Admin, School Admin

Before you begin adding students, personnel, courses, and classes, consider whether you can import that information from other software. You can import data into Renaissance Place or purchase the Renaissance Data Integration Service to get this data regularly updated from your school information system.

For more information about importing information, see the *Renaissance Place Software Manual*. To find this and other manuals, click **Manuals** in the upper-right corner of any page in the software.

#### Marking Periods and Days Off—Add, Edit, or Delete

**Who can do this?**

District Admin, School Admin

1. On your Home page, click **School Years** under Renaissance Place.
2. Click **View School Year**.
3. Select the school year from the list.
4. Click one of these three options, depending on what you want to do:

- **Edit Marking Periods by School**
- **Add Marking Periods to Multiple Schools**
- **Add/Edit Days Off**

5. Select the school that your changes will apply to. If you're adding or editing days off in multiple schools, click **Multiple Schools** and check the box next to each school.

- To add a marking period or day off, enter the information in the fields at the top of the page, and click **Add**.
- To edit a marking period or day off, click **Edit** in the Action column, make your changes, and click **Update**.
- To delete a marking period or day off, click **Delete** in the Action column.
- Click **Save**.

## Personnel—Add, Edit, or Delete

*Who can do this?*  
District Admin, District Staff, School Admin

- On your Home page, click **Personnel, Students, and Parents** under Renaissance Place.
- To add district personnel, click **Add District Personnel**, enter the information, and click **Save** (or **Save and Add** to add another).
- To add school personnel, click **Add School Personnel** (or **Add Personnel**), enter the information, and click **Save** (or **Save and Add** to add another).
- To edit or delete personnel information, click **View Personnel**. Use the search function to find a specific person, or click **Search** to list all personnel. Click **Select** in the row for the person whose information you want to edit.

Use the task menu on the left to update that person's personnel record or school assignments or to delete/inactivate that person in the database.

## Students—Add, Edit, or Delete Information or Characteristics

*Who can do this?*  
District Admin, District Staff, School Admin

On your Home page, click **Personnel, Students, and Parents** under Renaissance Place. Then, do any of the following:

- To add a student**, click **Add Student**, enter the information, and click **Save** (or **Save and Add** to add another).
- To edit or delete student information**, click **View Students**. Use the search function to find a specific student, or click **Search** to list all students. Click **Select** in the row for the student whose information you want to edit.

Use the task menu on the left to update that student's personal information or characteristics, enroll or unenroll the student in a school or class, or delete/inactivate the student in the database.

- To add a characteristic**, click **Set Up Characteristics** under Related Student Tasks. Next, select the school to which the characteristic will be assigned (either **All Schools** or an individual school). Then, click **Add Characteristic**, enter the name of the new characteristic, and click **Add**.
- To edit or delete a characteristic**, click **Set Up Characteristics** under Related Student Tasks, then select the school for which the characteristic will be edited or deleted (either **All Schools** or an individual school).

Click **Edit** or **Delete** next to the characteristic you want to update or delete.

- If you are editing the characteristic, make your changes, click **Save**, and then click **Done**.
- If you are deleting a characteristic, click **OK** in the confirmation message.

Existing Characteristics	School	Action
Advanced Year	North Terra Grade School	Edit   Delete
Americans With Disabilities (ADA)	Shared	Edit   Delete
At-Risk Students	Shared	Edit   Delete
Bilingual Education	Shared	Edit   Delete
English as a Second Language (ESL)	Shared	Edit   Delete
Free Lunch	Shared	Edit   Delete
Gifted/Talented	Shared	Edit   Delete
Learning Disabled	Shared	Edit   Delete

## Courses and Classes—Add

*Who can do this?*  
District Admin, District Staff, School Admin, School Staff

- On your Home page, click **Courses and Classes** under Renaissance Place.
- Select the school from the **School** drop-down list.
- To add a course, click **Add Course**, enter the information, and click **Save** (or **Save and Add** to add another).
- After you add a course, you can add its classes. On the View Course page (which you see after clicking the course name), click **Add Class** on the View Course page, enter the information, and click **Save**.
- To assign a teacher to the class, click **Edit Class Personnel** on the View Class page, search for the teacher, check the box next to the teacher, and click **Assign**. Then, check the box for *each* program that the teacher and class will be using, and choose the teacher's role for each program. *Every class must have a Lead teacher and the products must be selected so students can work in them and so the classes are available to teachers using those products.* Click **Save**.
- To enroll students in the class, click **Edit Class Enrollment** on the View Class page. Search for the students; then, check the boxes next to the students you want to enroll and click **Add**. When you've added all the students, click **Save**.

## Check Software Requirements

*Who can do this?*  
District Admin, District Staff, School Admin, School Staff, Teacher

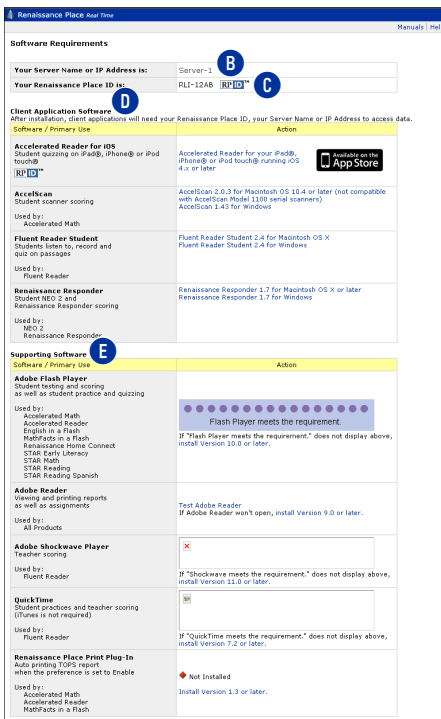
To see if a computer has the necessary software to use Renaissance Place Real Time, click **Check Software Requirements** on the Renaissance Place RT Welcome page **A**.



The Software Requirements page opens. This page includes:

- The server name or address **B**.
- The Renaissance Place ID **C**, a unique identifier that provides a shortcut to your Renaissance Place site. It can be used during setup of Accelerated Reader on iPad®, iPhone®, or iPod touch® or wherever you see the RPID image going forward.
- Client application software **D**, which is used with some Renaissance Place products. (**Note:** The Renaissance Responder program is used with Accelerated Math.) Click the link for the software you need.
- The necessary supporting software **E**, including audio samples, animations, and links for testing programs that are installed. If any programs are missing or need to be updated, click the **install** **Version** link for that program.

**Note:** Before you install software on a computer, make sure you have the rights required to install software for all users on that computer.



For the most up-to-date software, hardware, and operating system requirements for Renaissance Place RT, visit [www.renlearn.com/requirements](http://www.renlearn.com/requirements).

## Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display more information about that page.
- **Manuals.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Real Time Software Manual* and other documents.
- **Resources.** Click **Resources** in the list of links for a product on the Home page to access materials to help you use that product in your classroom.
- **Renaissance Training Center.** Go to <http://www.renlearn.com/training>. This site has web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at [support.renlearn.com/techkb/](http://support.renlearn.com/techkb/) for technical support information.
- **Live Chat Support.** Click **Live Chat Support** on the Home page to chat with a member of our support team.
- **Email.** *General questions:* [answers@renlearn.com](mailto:answers@renlearn.com)  
*Technical questions:* [support@renlearn.com](mailto:support@renlearn.com)
- **Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

## Renaissance Place™

### TIPS for Getting Started

P.O. Box 8036 Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | [www.renlearn.com](http://www.renlearn.com)

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# TIPS

## FOR GETTING STARTED

### New School Year Checklist

**Who can do this?**

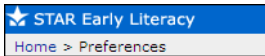
District Admin, District Staff, School Admin, School Staff, Teacher

You can find a new school year checklist in the software on the Manuals page.

1. In the top right corner, click **Manuals**.
2. Under Renaissance Place, click **Getting Ready for a New School Year**.

### Navigate Using the Software's Links

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, links show the pages you have visited since you left the Home page.



### Set Preferences

**Who can do this?**

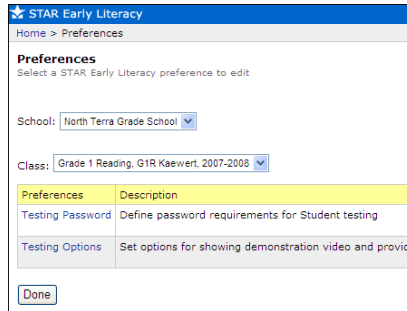
District Admin, School Admin, Teacher

- **Testing Password:** Use this preference to require your teachers or test monitors to enter a password before students begin a test. You can also use it to set the monitor password.
- **Testing Options:** These preferences determine whether students will view the pretest demonstration video and the hands-on training (keyboard or mouse).

To edit the preferences:

1. Go to your Home page and click **Preferences** under STAR Early Literacy.
2. The Preferences page opens. If necessary, select the correct school and/or class from the drop-down lists. (Choose a single class if you are changing the Testing Options preference.) Then click the preference you want to change.
3. On the next page, make the changes you want and click **Save**.

4. When you have finished, click **Done**.



### Print a List of Student User Names and Passwords

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

Print the Student Information Report to get a list of your students' user names and passwords.

1. Click **Reports** under STAR Early Literacy on the Home page.
2. Select your school and class from the drop-down lists if necessary.
3. Click **Student Information Report**.

### Log In Students

**Who can do this?**

District Admin, District Staff, School Admin, School Staff, Teacher

To log in before testing, students follow these steps.

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** Students who do not remember their user names can click **Find User Name**, select their school from the list, click **Next >**, and search for their name. However, they must know their password; the Find User Name function cannot be used to find passwords.

### Test Students

**Who can do this?**

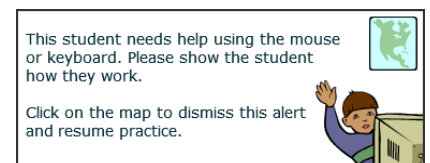
District Admin, District Staff, School Admin, School Staff, Teacher

(For additional information, see the *STAR Early Literacy Enterprise Software Manual*.)

1. After the student has logged in, click **Take a Test** on the student's Home page under STAR Early Literacy.
2. If the student is asked to choose the class, either you or the student should click the class name.
3. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Then, click **Start**.
4. The first time a student takes a test, the student will undergo a brief hands-on exercise and a practice test before going on to the actual test. The hands-on exercise and practice test familiarize the student with the proper method of answering a test question:
  - Listening to the question as it is read out loud (and using the **Listen** option to hear it again, if necessary).
  - Using the mouse or keyboard to pick one of the provided answers.

Students will be prompted with visual cues and spoken instructions to remind them of the steps they need to perform to answer a question; these cues will also notify them when time is about to expire on a question.

If a student is having difficulty answering questions during the hands-on exercise or practice test, the exercise/practice will stop so the teacher can intervene and help the student (see the figure at the bottom of this page). These interventions will not occur during an actual test; the teacher is not allowed to help a student during an actual test.



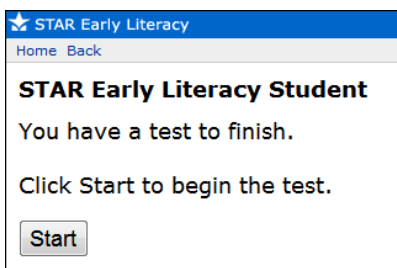
(continued on next page)

- A student needs to answer three hands-on exercise questions in a row correctly before the student can move on to the practice test; the student then needs to answer three practice test questions correctly before the actual test begins.
- When the actual test is complete, the program notifies the student that the test is over. The student is then logged out so that another student can log in and take a test.

## Resume an Unfinished Test

**Who can do this?**  
District Admin, District Staff, School Admin, School Staff, Teacher

- Have the student log in and click **Take a Test**.
- The student is notified that the last test was not finished:



- The teacher/test monitor enters the monitor password and clicks **Start**.
- The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

## Print Reports

**Who can do this?**  
District Admin, District Staff, School Admin, School Staff, Teacher

- Click **Reports** under STAR Early Literacy on the Home page.
- Click the name of the report you want.
- If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.
- The report generates. It opens in Adobe Reader. To print, use the Adobe Reader

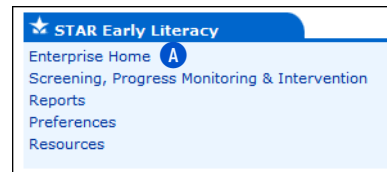
print button, *not* the browser's print button. **Macintosh:** If the report opens in Preview, click the **File** menu and choose **Print**.

**Note:** See the *STAR Early Literacy Enterprise Software Manual* for more information about the reports and the options available for each of them.

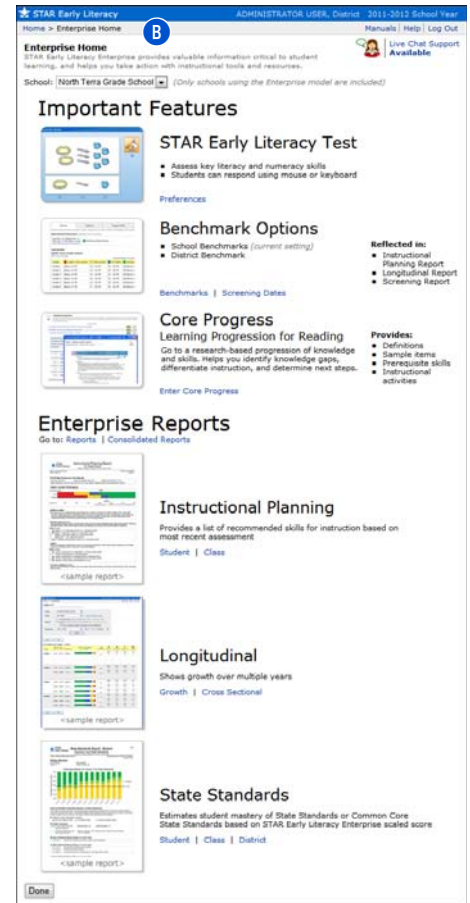
## STAR Early Literacy Enterprise

**Who can do this?**  
District Admin, District Staff, School Admin, School Staff, Teacher

Click **Enterprise Home** under STAR Early Literacy on the Renaissance Place Home page **A**. The STAR Early Literacy Enterprise Home page **B** has links to a number of features and reports.



For more information about the information and reports available in STAR Early Literacy Enterprise, see the *STAR Early Literacy Enterprise Software Manual*.



## Need Help?

- Online Help.** Click **Help** in the upper-right corner of any page to display more information about that page.
- Manuals.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Real Time Software Manual*, the *STAR Early Literacy Enterprise Software Manual*, and other documents.
- Resources.** Click **Resources** under STAR Early Literacy on the Home page to access materials to help you implement STAR Early Literacy Enterprise in your classroom.
- Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at [support.renlearn.com/techkb/](http://support.renlearn.com/techkb/) for technical support information.

- Renaissance Training Center.** Go to [www.renlearn.com/training](http://www.renlearn.com/training). This site has web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.
- Live Chat Support.** Click **Live Chat Support** on the Home page to chat with a member of our support team.
- Email.** *General questions:* [answers@renlearn.com](mailto:answers@renlearn.com)  
*Technical questions:* [support@renlearn.com](mailto:support@renlearn.com)
- Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.



TIPS for Getting Started

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# TIPS

## FOR GETTING STARTED

### New School Year Checklist

**Who can do this?**

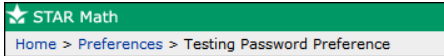
District Admin, District Staff, School Admin, School Staff, Teacher

You can find a new school year checklist in the software on the Manuals page.

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2. Under Renaissance Place, click **Getting Ready for a New School Year**.

### Navigate Using the Software's Links

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, links show the pages you have visited since you left the Home page.



### Set the Testing Password Preference

**Who can do this?**

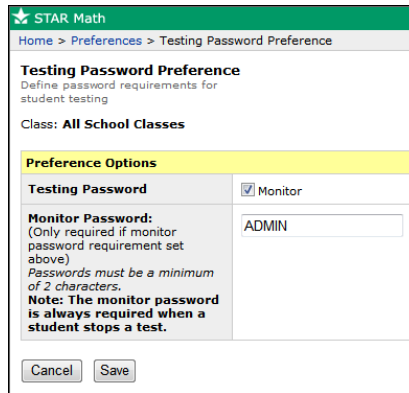
District Admin, School Admin, Teacher

Use this preference to require your test monitors to enter a password before testing. You can also use it to set the monitor password.

To edit the preference:

1. On the Home page, below STAR Math, click **Preferences**.
2. The Preferences page opens. If necessary, use the drop-down lists to choose the school and class (or **All School Classes/All My Classes**).
3. Click **Testing Password**.

4. Check the **Monitor** box if you want the test monitor to enter a password before a student can start a test.



If you require a monitor password, change the default monitor password (ADMIN) to one that you want to use.

**Note:** A testing password defined by a district or school administrator will always override one defined by a teacher.

5. Click **Save**.

### Set the Test Type Preference ENTERPRISE

**Who can do this?**

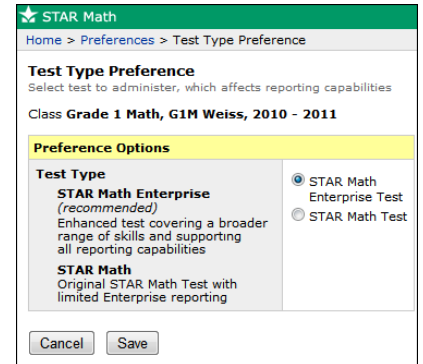
District Admin, School Admin

If a school is using STAR Math Enterprise, use this preference to choose which version of the test will be used in either a specific class or in all classes in the school.

To edit the preference:

1. On the Home page, under STAR Math, click **Preferences**.
2. The Preferences page opens. Use the drop-down lists to choose the school and a specific class (or **All School Classes**).
3. Click **Test Type**.
4. On the Test Type Preference page, choose which version of the test you want students in the chosen class to take: the **STAR Math Test** or the **STAR Math Enterprise Test**.

5. Click **Save**.



### Set the Student Test Registration Preference

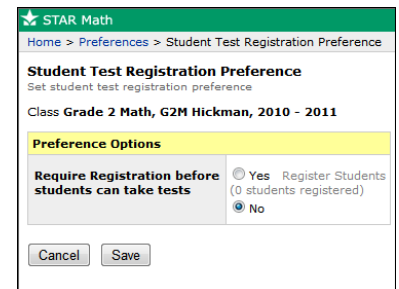
**Who can do this?**

District Admin, School Admin, Teacher

Usually, students can test as long as they are enrolled in a STAR Math RP class. However, you can use this preference to require that students be registered before they can take a STAR Math test.

To edit the preference:

1. On the Home page, under STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes** or **All My Classes**; this preference can only be set for one class at a time.
3. On the Preferences page, click **Student Test Registration**.
4. On the Student Test Registration page, click the option you prefer.
5. Click **Save**.



## Register Students for Testing

*Who can do this?*

District Admin, School Admin, Teacher

1. On the Home page, under STAR Math, click **Preferences**.
2. Select your school and a single class from the drop-down lists.
3. Click **Student Test Registration**.
4. Click **Yes** (if it hasn't been selected already).
5. Click **Register Students**.
6. On the Register Students page, any students who are already registered to test will have the **Yes** box checked at the end of their row.

Student	ID	Grade	Allow Testing
Avila-Sakar, Isabel	ia	1	<input checked="" type="checkbox"/> Yes
Cabrera, Jacinta	jc	1	<input type="checkbox"/> Yes
Carson, Manny	mc	1	<input checked="" type="checkbox"/> Yes
Huang, Lam	lh	1	<input type="checkbox"/> Yes

- Check the **Yes** box at the end of other students' rows to register them for testing. You can use the **Allow Testing** box at the top of the column to check all the boxes at once.
  - Uncheck the box in a student's row to remove registration for that student.
7. When you're ready to save the registration list, click **Save**.

## Set the Student Settings Preference

*Who can do this?*

District Admin, School Admin, Teacher

Use this preference to customize starting levels and time limits for individual students.

To edit the preference:

1. On the Home page, under STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes** or **All My Classes**; this preference can only be set for one class at a time.
3. Click **Student Settings**.

4. On the Student Settings Preference page:

- Enter a Math Instructional Level for students who may benefit from beginning at a higher or lower level. **Note:** Although kindergartners can take the STAR Math test, kindergarten (**K**) cannot be used for a Math Instructional Level.
- Check the **On** box in a row for a student to let that student use extended time limits (twice as long as normal) to answer each question. Remove check marks if you want to turn this setting off.

5. Click **Save**.

Student	ID	Grade	Estimated MIL	Extended Question Time Limit
Avila-Sakar, Isabel	ia2	1	2	<input type="checkbox"/> On
Massey, Jared	jm2	1	2	<input checked="" type="checkbox"/> On
O'Neill, Brenda	bo2	1		<input checked="" type="checkbox"/> On

## Print a List of Student User Names and Passwords

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

Print the Student Information Report to get a list of your students' user names and passwords.

1. On the Home page, under STAR Math, click **Reports**.
2. Select your school and class from the drop-down lists if necessary.
3. Click **Student Information Report**.

## Use the Pretest Instructions

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

Use the Pretest Instructions to explain the STAR Math test to students before they start testing. This will help students feel more comfortable with the test so they can concentrate on answering the questions. To find the Pretest Instructions:

1. Click **Resources** under STAR Math on the Home page (or click **Manuals** in the upper-right corner of any page).
2. Click **Pretest Instructions**.
3. The instructions will open in a new Adobe® Reader® window. Click the

Adobe Reader Print button to print the instructions. **Macintosh®:** If the instructions open in Preview, click the **File** menu and choose **Print**.

## Logging In Students

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

To log in a student for testing:

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** You can also search for a student's user name by clicking **Find User Name** on the login page. However, you cannot search for student passwords.

## Test Students

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

1. After logging in (see above), the student clicks **Take a Test** under STAR Math.
2. On the next page, the student clicks **Start**.
3. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **OK**.
4. The practice session starts and presents the student with a few simple practice questions.

Three or four possible answers appear below each question. A student can choose an answer by pressing the **A, B, C,** or **D** on the keyboard or by clicking it with the mouse. A blue circle appears around the answer the student selects; however, this does not mean that the selected answer is correct. The student can change his or her answer by pressing a different key or clicking a different answer.

When the student is satisfied with the chosen answer, the student should enter the answer, either with the keyboard (by pressing **Enter** or **return**) or with the mouse (by clicking **Next** in the lower-right corner of the screen). The student must pass the practice session before he or she can move on to the test.

5. If the student passes the practice session, the test begins. The test questions are similar to the practice questions. The numbers in the upper-right corner of the screen show how

(continued on next page)



TIPS for Getting Started

many questions the student has answered and how many remain.

- When the test is over, STAR Math saves the test and notifies the student, who should click **OK**. The student is logged out, and another student can begin taking the test.

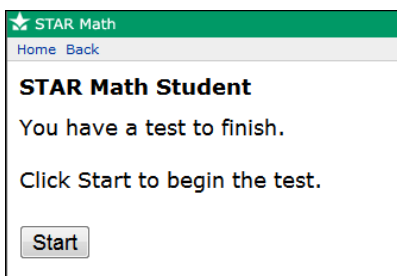
## Resuming an Unfinished Test

### Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

If a student loses connection to the server or accidentally closes the Web browser during a test, the student can log in and resume where the test was left off.

- Have the student log in and click **Take a Test**.
- The student will be notified that the last test was not finished. The student clicks **Start**.



- The teacher or test monitor enters the monitor password and clicks **OK**.
- The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

## Print Reports

### Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

- On the Home page, under STAR Math, click **Reports**.
- Click the name of the report you want.
- If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.
- The report generates. It opens in Adobe Reader. To print, use the Adobe Reader print button, *not* the browser's print button.

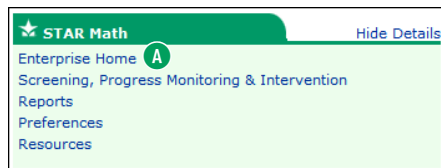
**Macintosh:** If the report opens in Preview, click the **File** menu and choose **Print**.

**Note:** See the *STAR Math Software Manual* for more information about the reports and the options available for each of them.

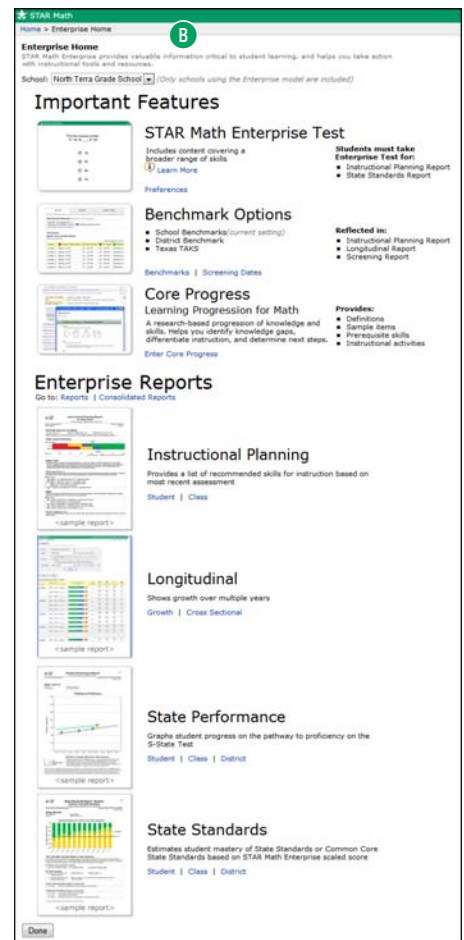
## STAR Math Enterprise

STAR Math Enterprise is the same as STAR Math, but with some enhanced features, including additional reports and expanded benchmark management.

If your school is using STAR Math Enterprise, a link (**Enterprise Home**) will appear below STAR Math on the Home page **A**.



Click this link to go to the STAR Math Enterprise Home page **B**. For more information about the Enterprise version of STAR Math, see the *STAR Math Software Manual* or contact Renaissance Learning.



## Need Help?

- Online Help.** Click **Help** in the upper-right corner of any page to display more information about that page.
- Manuals.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Real Time Software Manual*, the *STAR Math Software Manual*, and other documents.
- Resources.** Click **Resources** under STAR Math on the Home page to access materials to help you implement STAR Math in your classroom.
- Knowledge Base.** Search the Renaissance Learning Knowledge Base on the Web at

support.renlearn.com/techkb/ for technical support information.

- Renaissance Training Center.** Go to [www.renlearn.com/training](http://www.renlearn.com/training). This site has web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.
- Live Chat Support.** Click **Live Chat Support** on the Home page to chat with a member of our support team.
- Email.** *General questions:* [answers@renlearn.com](mailto:answers@renlearn.com)  
*Technical questions:* [support@renlearn.com](mailto:support@renlearn.com)
- Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.



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# TIPS

## FOR GETTING STARTED

### New School Year Checklist

**Who can do this?**

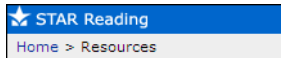
District Admin, District Staff, School Admin, School Staff, Teacher

You can find a new school year checklist in the software on the Manuals page.

1. In the top right corner, click **Manuals**.
2. Under Renaissance Place, click **Getting Ready for a New School Year**.

### Navigate Using the Software's Links

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, links show the pages you have visited since you left the Home page.



### Set the Testing Password Preference

**Who can do this?**

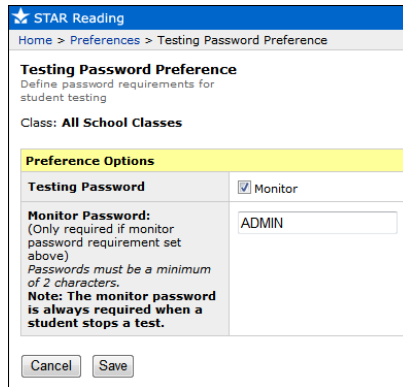
District Admin, School Admin, Teacher

Use this preference to require your test monitors to enter a password before testing. You can also use it to set the monitor password.

To edit the preference:

1. Click **Preferences** under STAR Reading on the Home page.
2. The Preferences page opens. If necessary, use the drop-down lists to choose the school and class (or **All School Classes/All My Classes**).
3. Click **Testing Password**.

4. Check the **Monitor** box if you want the test monitor to enter a password before a student can start a test.



If you require a monitor password, change the default monitor password (ADMIN) to one that you want to use.

**Note:** A monitor password defined by a district or school administrator will always override one defined by a teacher.

5. Click **Save**.

### Set the Test Type Preference ENTERPRISE

**Who can do this?**

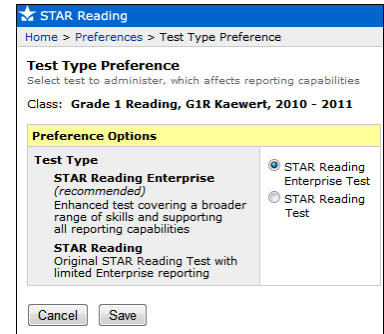
District Admin, School Admin

If a school is using STAR Reading Enterprise, use this preference to choose which version of the test will be used in either a specific class or in all classes in the school.

To edit the preference:

1. Click **Preferences** under STAR Reading on the Home page.
2. The Preferences page opens. Use the drop-down lists to choose the school and a specific class (or **All School Classes**).
3. Click **Test Type**.
4. On the Test Type Preference page, choose which version of the test you want students in the chosen class to take: the **STAR Reading Enterprise Test**, or the **STAR Reading Test**.

5. Click **Save**.



### Set the Student Test Registration Preference

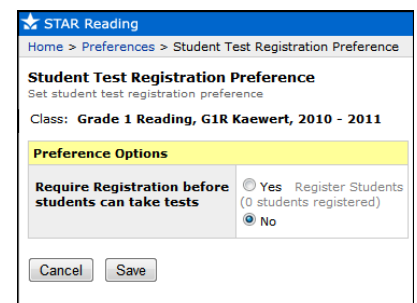
**Who can do this?**

District Admin, School Admin, Teacher

Usually, students can test as long as they are enrolled in a STAR Reading RP class. However, you can use this preference to require that students be registered before they can take a STAR Reading test.

To edit the preference:

1. Click **Preferences** under STAR Reading on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this preference can only be set for one class at a time.
3. On the Preferences page, click **Student Test Registration**.
4. On the Student Test Registration page, click the option you prefer.
5. Click **Save**.



## Register Students for Testing

*Who can do this?*

District Admin, School Admin, Teacher

1. Click **Preferences** under STAR Reading on the Home page.
2. Select your school and a single class from the drop-down lists.
3. Click **Student Test Registration**.
4. Click **Yes** (if it hasn't been selected already).
5. Click **Register Students**.
6. On the Register Students page, any students who are already registered to test will have the **Yes** box checked at the end of their row.

Student	ID	Grade	Allow Testing
Avila-Sakar, Isabel	ia	1	<input checked="" type="checkbox"/> Yes
Cabrera, Jacinta	jc	1	<input type="checkbox"/> Yes
Carson, Manny	mc	1	<input checked="" type="checkbox"/> Yes
Huang, Lam	lh	1	<input type="checkbox"/> Yes

- Check the **Yes** box at the end of other students' rows to register them for testing. You can use the **Allow Testing** box at the top of the column to check all the boxes at once.
  - Uncheck the box in a student's row to remove registration for that student.
7. When you're ready to save the registration list, click **Save**.

## Set the Student Settings Preference

*Who can do this?*

District Admin, School Admin, Teacher

Use this preference to customize starting levels and time limits for individual students.

To edit the preference:

1. Click **Preferences** under STAR Reading on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this preference can only be set for one class at a time.
3. Click **Student Settings**.

4. On the Student Settings Preference page:
  - Enter an Estimated Instructional Reading Level (IRL) for students who may benefit from beginning at a higher or lower level. **Note:** Although kindergartners can take the STAR Reading test, kindergarten (**K**) cannot be set as an Estimated IRL.
  - Check the **On** box in a row for a student to let that student use extended time limits (three times as long as normal) to answer each question. Remove check marks if you want to turn this setting off.
5. Click **Save**.

Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Atkinson, Hernando	ha	2	3	<input type="checkbox"/> On
Cheatham, Robert	rc	2		<input checked="" type="checkbox"/> On
Daly, Alyssa	ad	2	3	<input checked="" type="checkbox"/> On

## Set the Rename ATOS 2000 Preference

*Who can do this?*

District Admin, School Admin, Teacher

Use this preference to give the ATOS 2000 and ZPD 2000 scores different names on reports.

To edit the preference:

1. Click **Preferences** under STAR Reading on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this preference can only be set for one class at a time.
3. Click **Rename ATOS 2000**.

Preference Options	
Rename ATOS 2000	The names specified here will appear on reports when alternate scores are shown.
Score Name	ATOS 2000
ZPD Name	ZPD 2000

4. To change the name for a score, delete the existing name from the field and type in the name you want to use. The new name must be 1–10 characters long including spaces and punctuation.
5. Click **Save**.

## Print a List of Student User Names and Passwords

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

Print the Student Information Report to get a list of your students' user names and passwords.

1. Click **Reports** under STAR Reading on the Home page.
2. Select your school and class from the drop-down lists if necessary.
3. Click **Student Information Report**.

## Use the Pretest Instructions

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

Use the Pretest Instructions to explain the STAR Reading test to students before they start testing. This will help students feel more comfortable with the test so they can concentrate on answering the questions. To find the Pretest Instructions:

1. Click **Resources** under STAR Reading on the Home page (or click **Manuals** in the upper-right corner of any page).
2. Click **Pretest Instructions**.
3. The instructions will open in a new Adobe® Reader® window. Click the Adobe Reader Print button to print the instructions. **Macintosh®:** If the instructions open in Preview, click the **File** menu and choose **Print**.

## Logging In Students

*Who can do this?*

District Admin, District Staff, School Admin, School Staff, Teacher

To log in a student for testing:

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** You can also search for a student's user name by clicking **Find User Name** on the login page. However, you cannot search for student passwords.



TIPS for Getting Started

## Test Students

### Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

1. After logging in (see previous page), the student clicks **Take a Test** under STAR Reading.
2. On the next page, the student clicks **Start**.
3. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **OK**.
4. The practice session starts and presents the student with a few simple practice questions.

Three or four possible answers appear below each question. A student can choose an answer by pressing the **1, 2, 3,** or **4** on the keyboard or by clicking it with the mouse. A blue circle appears around the answer the student selects; however, this does not mean that the selected answer is correct. The student can change his or her answer by pressing a different key or clicking a different answer.

When the student is satisfied with the chosen answer, the student should enter the answer, either with the keyboard (by pressing **Enter** or **return**) or with the mouse (by clicking **Next** in the lower-right corner of the screen). The student must pass the practice session before he or she can move on to the test.

5. If the student passes the practice session, the test begins. The test questions are similar to the practice questions; for grades 3–12, the last five questions will be longer passages. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.
6. If the software decides to give the student additional questions (based on the student's grade level), a second practice session and testing session will begin. Answering these additional questions is done the same way as the prior questions; however, for "fill-in-the-blank" questions, the student's chosen answer will not appear in the blank.
7. When the test is over, STAR Reading saves the test and notifies the student, who should click **OK**. The student is logged out, and another student can begin taking the test.

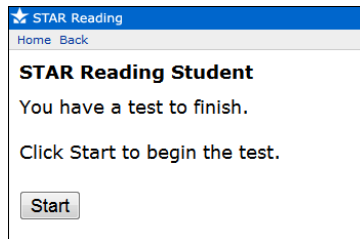
## Resuming an Unfinished Test

### Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

If a student loses connection to the server or accidentally closes the web browser during a test, the student can log in and resume where the test was left off. **Note:** If a test is interrupted during the optional second part, it is marked as complete and cannot be resumed.

1. Have the student log in and click **Take a Test**.
2. The student will be notified that the last test was not finished. The student clicks **Start**.



3. The teacher or test monitor enters the monitor password and clicks **OK**.
4. The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

## Print Reports

### Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

1. Click **Reports** under STAR Reading on the Home page.
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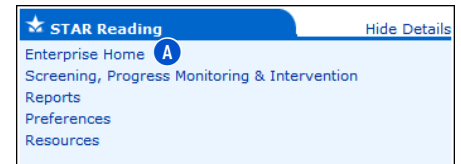
## STAR Reading Enterprise

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District Admin, District Staff, School Admin, School Staff, Teacher

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- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at [support.renlearn.com/techkb/](http://support.renlearn.com/techkb/) for technical support information.
- **Renaissance Training Center.** Go to [www.renlearn.com/training](http://www.renlearn.com/training). This site has web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.
- **Live Chat Support.** Click **Live Chat Support** on the Home page to chat with a member of our support team.
- **Email.** *General questions:*  
[answers@renlearn.com](mailto:answers@renlearn.com)  
*Technical questions:*  
[support@renlearn.com](mailto:support@renlearn.com)
- **Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.



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