



# Accelerated Math®

Math Management Software

## Software Manual

### Learn how to

- Manage libraries and objective lists
- Set up and manage the Assignment Book
- Set preferences for page layout, TOPS™ Report, and AccelScan®
- Customize and print Accelerated Math reports

Renaissance Learning  
PO Box 8036  
Wisconsin Rapids, WI 54495-8036  
Phone: (866) 492-6284\*  
Fax: (715) 424-4242  
Email: answers@renlearn.com  
Support Email: support@renlearn.com  
Web Site: www.renlearn.com

\* If you have questions about other Renaissance Learning products, call:

For reading solutions: (866) 846-7323

For writing solutions: (866) 220-8811

For standards solutions: (866) 492-6284

For other math products: (866) 492-6284

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## Welcome

### What You Can Find in this Manual

Use this manual to learn how to use Accelerated Math RP. However, this manual does not include all of the information you need to register the software and set up your data.

- Before you can use Accelerated Math, you may need to register it. Look under the Accelerated Math tab on the **Home** page in Renaissance Place. If you see “Register Accelerated Math,” you need to register the software as described in the *Renaissance Place Installation Guide*.
- You must also set up your school years, schools, courses, classes, personnel, students, and class enrollment using the Renaissance Place tasks in the software. To find these procedures, see the *Renaissance Place Software Manual*.

After Accelerated Math RP has been registered and the schools, courses, classes, personnel, and students have been added, you can use this manual to learn how to use Accelerated Math.

### About Accelerated Math RP

Accelerated Math Renaissance Place® (RP) Edition is a task-level learning information system (LIS) that ensures success in math for all your students, regardless of their ability. LIS products give educators timely, accurate information on student academic performance. You can use this information to quickly adjust instruction to help all your students reach their greatest potential. If you have any questions about Accelerated Math software, please email us at [answers@renlearn.com](mailto:answers@renlearn.com). For technical support, email us at [support@renlearn.com](mailto:support@renlearn.com).

### The Accelerated Math RP programs

Accelerated Math Renaissance Place Edition uses three programs:

- The browser-based Renaissance Place management program, which district and school administrators, staff, and teachers can use to manage school, student, teacher, parent, course, and class information and print reports. The standard Renaissance Place tasks (for student, parent, personnel, class, course, school, and district information) are also used by other Renaissance Place products installed on your server. These tasks are available on your Renaissance Place **Home** page.

- The Accelerated Math RP software, which is also in the browser-based portion of the software. Accelerated Math tasks are on your Renaissance Place **Home** page.
- The AccelScan program, which allows students and teachers to scan student answers to assignments for automatic scoring. To download and install the program, see page 7.

## Compatibility with Other Programs

Accelerated Math RP can share a database with other Renaissance Place software from Renaissance Learning, such as the Renaissance Place Editions of Accelerated Reader®, STAR Math®, STAR Reading®, and STAR Early Literacy® as well as the latest versions of Fluent Reader® and StandardsMaster®. When you set up these products to share data, you can use the same student, parent, personnel, class, course, and school year information for multiple products. Teachers and administrators can generate Renaissance Place reports with data from multiple products. For more information, see the *Renaissance Place Installation Guide* and the *Renaissance Place Software Manual*, or contact us at answers@renlearn.com.

## How to Use this Manual and the Online Help

### Using this Software Manual

This manual will help you use your Accelerated Math software. In this manual, we use different symbols and type styles to help you identify buttons, keys, menus, and dialog boxes.

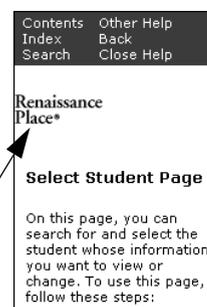
Item	How we identify it in the manual	Example
Button	Square brackets appear around button names.	Click the [Edit] button.
Keys	Angle brackets appear around key names.	Press the <Enter> key.
Page names, sections of pages, and options or links	Page names appear in bold type. Sections of the page appear in capital letters, and options and links within the page are enclosed in quotation marks.	The Classes section of the <b>View Course</b> page lists the classes that are associated with the course. Click on "Delete" next to the class you want to delete.

## Using the program help

If you need help while you're using Accelerated Math or the Renaissance Place program within your browser, you can click on "Help" in the top right corner of any page. You can use the contents, index, or search included with the help to find more information about the task you're trying to perform or the feature you're trying to use. Within the AccelScan program, some dialog boxes also include a [Help] button that you can click to see more information. If you have additional questions, you can email your question to us at [answers@renlearn.com](mailto:answers@renlearn.com), or email technical support questions to us at [support@renlearn.com](mailto:support@renlearn.com).

## USING THE HELP FOR ACCELERATED MATH AND THE RENAISSANCE PLACE PROGRAM

*Accelerated Math RP uses the same Renaissance Place program that is used by other Renaissance Place products, such as STAR Math RP. The Renaissance Place program includes all of the features that are listed under "Renaissance Place" on your **Home** page. If you click on "Help" while viewing one of the Renaissance Place pages, you will see help for the Renaissance Place program, and this help will include information about your Renaissance Place tasks, not the tasks that are listed under "Accelerated Math" on your **Home** page. The logo on each help page will show you which help you are using; if you want to switch to the help for another program, click on the "Other Help" link at the top of the help page. You can search the help for all Renaissance Place products by clicking on "Search" on the help page.*



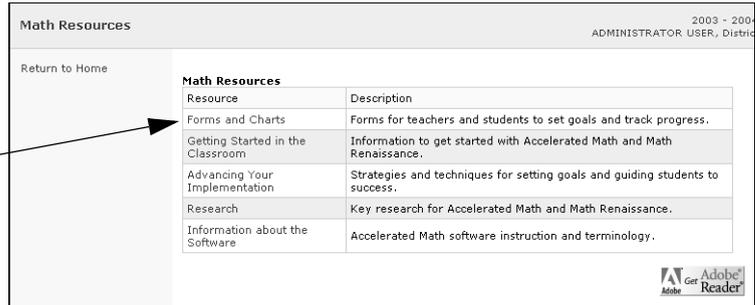
*You will find more information about using Accelerated Math in your classroom on the **Math Resources** pages in Accelerated Math. To see a list of the math resources, click on "Math Resources" on your **Home** page. After you click on a category, you can click on any of the resources listed to view them in the Adobe Acrobat Reader.*

## Printing Math Resources

By following the steps on the next page, anyone who is using Accelerated Math can print math resources that will help you use Accelerated Math in your classroom and school. These resources include forms, plans, charts, tips, routines, research, and documents to help you learn to use Accelerated Math in your classroom.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Math Resources."

4. The **Math Resources** page will appear. This page lists five categories with descriptions of the materials in each category. Click on one of the categories in the left column. **Note:** The Adobe Acrobat Reader is required to view these resources. If you



do not yet have the Reader, you can click on the "Get Adobe Reader" icon on this page to go to a site where you can download it. Teachers and administrators can also download the Reader from Renaissance Place by clicking on "Client Application Installers" on the **Home** page and clicking on "Install" next to the Acrobat Reader.

5. The resources in the category you chose will be listed. Click on the resource that you want to view or print. To choose a different category, click on the drop-down list, choose the category, and click the [Set] button. To go back to the **Math Resources** page, click on the "Return to Math Resources" link.
6. The resource will open in a separate Adobe Acrobat Reader window. To save or print the document, use the Acrobat Reader buttons in that window.

## Getting Started

Before you can start using Accelerated Math RP, it must be installed on your server and registered as described in the *Renaissance Place Installation Guide*. If additional schools are using the software, each school will need to register the software separately; to register schools, see the *Renaissance Place Software Manual*. After installing and registering Accelerated Math RP, you can follow the steps in this section to begin using Accelerated Math on the computers in your district. This section provides the following information:

- How to log in to the browser-based software (see page 5)
- How to connect an AccelScan to your client computers (see page 6)
- How to install the AccelScan program (see page 7)

- How to set up your data so you can begin assigning objectives and printing assignments for your students (see page 13)
- How to go back to a previous page (see page 14)
- How to change your password (see page 14)
- How to log out of the browser-based software and exit the software (see page 15)

## Starting the Software and Logging in

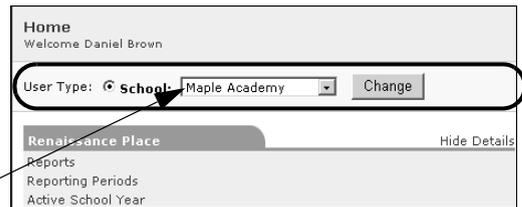
To perform most Accelerated Math RP tasks, you will use the browser-based software, which is installed on the server. The steps below describe how to log in to the software. Before you begin, make sure that you have your user name and password. If you are a teacher, your principal or a school staff member may give you this information. If you are a principal, you should get this information from your system administrator or district office.

1. Start your browser (Internet Explorer, Netscape®, or Safari™).
2. In your browser, go to the address provided by your district or principal. The **Welcome to Renaissance Place** page will appear.
3. Click on “Teacher/Administrator.” (Although students and parents are listed, they do not have Accelerated Math tasks.)
4. The **Teachers/Administrators** page will appear. Follow these steps:
  - a. Click in the User Name blank (field) and type your user name. You should have received a user name from the school district or your principal.
  - b. Click in the Password blank (field) and type your password.  
**Note:** If you want to change your password, you can click the “Change Password” box before you log in. See page 14.
  - c. Click the [Log In] button.
5. If the user name and password were valid, either the **Change Password** page or the **Home** page will appear.  
 If the program notifies you that you have entered an invalid user name or password, try again to make sure that you did not type the information incorrectly. If the user name and password still do not work, contact the person who provided the information.

## YOU MAY BE ASKED TO CHANGE YOUR PASSWORD

You may be asked to change your password after a school administrator or the district office has added or edited your personal information. You may also be asked to change your password the first time you log in or when your password has been active for one year; the program asks you to change your password to keep it secure. To change the password, click in the New Password blank and type the new password; then, click in the Repeat New Password blank and type the new password again. When you have finished, click the [Save] button. You will go to the **Home** page. Even if the program does not ask you to change your password, you can choose to change it as you log in; see page 14.

6. If you have access to more than one **Home** page because you have more than one role in the software, you can switch to a different role by clicking on one of the options under the page name. If you are assigned to more than one school, you may need to click on a drop-down list to select the school for which you want to log in. After choosing a role, click the [Change] button.



## Connecting the AccelScan

To connect the AccelScan intelligent mark recognition reader to one of the computers that is using Accelerated Math RP, follow the steps below and on the next page. (Please see the system requirements at [www.renlearn.com/requirements](http://www.renlearn.com/requirements) before you connect the AccelScan).

1. Close any programs that are running and turn off your computer.

2. Find the AccelScan power cable (**A**). Plug the round connector into the matching port on the AccelScan (**B**), and plug the transformer into an electrical outlet.
3. The data cable (**C**) is already connected to the AccelScan. Connect the other end of the data cable to the matching port on your computer. If the data cable has a USB connector, you can attach it to your computer's USB port. If not, follow the instructions for your computer:

**Windows computers:** Attach the 9-pin serial port adapter (**D**) to the end of the AccelScan data cable; then, attach the cable to your computer.

**Macintosh computers:** Connect the AccelScan data cable to an 8-pin female serial port on your computer (such as the printer or modem port).

Now, follow the steps in the next section to install the AccelScan Scanning software and set it up for use with the AccelScan.



A



B

C



D

## Installing the AccelScan Scanning Software

For most tasks, you will use the browser-based Accelerated Math RP software, which your administrator installed on the server. However, Accelerated Math also includes the AccelScan Scanning software, which you can use to score student assignments by scanning student's answers with AccelScan. (Students can also scan their own answers for scoring.) The AccelScan Scanning software must be installed on **every** computer that you will use for scanning; make sure these computers meet the requirements listed on our web site at [www.renlearn.com/requirements](http://www.renlearn.com/requirements). The software is compatible with both model 1100 and model 2110.

In the Renaissance Place program, you can download the installer for the AccelScan Scanning software. The instructions on the next few pages describe how to download the AccelScan installer and how to install the software on Windows and Macintosh computers.

## Downloading the AccelScan Scanning installation program

Follow the steps below to download the file that you will use to install the AccelScan software.

1. After you log in, you'll see your **Home** page. (If you are already working in the software, you can go to this page by clicking on "Home" at the top of any page in the program.)
2. If the Renaissance Place tasks are not listed, click on "Show Details" next to "Renaissance Place."
3. In the list, click on "Client Application Installers."
4. On the **Client Install** page, you will see "AccelScan" in the list. **First**, note the server name or IP address shown under the installation instructions on this page; you will need this information later. (If you are connecting to a secure server, you must use the server name, not the IP address.) **Then**, click on the word "Install" next to the "AccelScan" for your operating system.

**Note:** This page will typically only show the installer(s) for the operating system you are using unless you click the [Show All] button.

5. When you download the installation program, your browser may let you choose what to do with the program. Do not open or launch the program yet; instead, save the file to your computer. If the browser asks you whether to unstuff the file, choose to unstuff it.

**Client Install**  
Select a client application to install

**Installation Instructions**  
After installation, your application may ask for the Server Name or IP Address. Your application will need this information before it can access any data.

• Your Server Name or IP Address is: **amservers**

**Client applications available for installation**

Accelerated Math 3.0		Math management software
Install	Client Application	
Install	Adobe Acrobat Reader for Macintosh OS 8.6 - 9.0 - 5.0.5	
Install	Adobe Acrobat Reader for Macintosh OS 9.1 - OSX - 5.1	
Install	Adobe Acrobat Reader for Windows - 5.0	
Install	Renlearn Print - 1.0.0	

AccelScan		AccelScan
Install	Client Application	
Install	AccelScan 95 - 1.2	
Install	AccelScan MAC - 1.2	
Install	AccelScan WIN - 1.2	

< Back    Show Less

After downloading the installation program, go to the steps for installing the AccelScan Scanning software on your type of computer:

For Windows computers, see the instructions below.

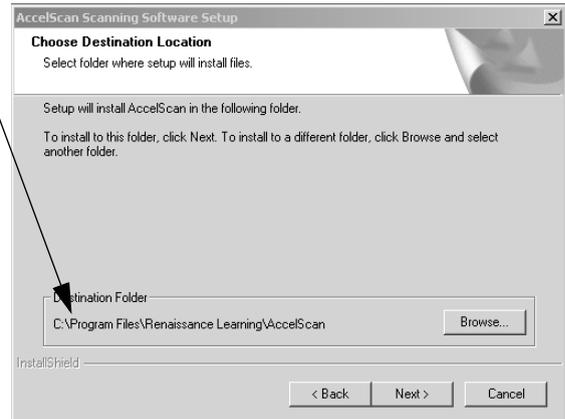
For Macintosh computers, go to page 11.

## Installing the AccelScan Scanning software on Windows computers

To install the software, follow these steps:

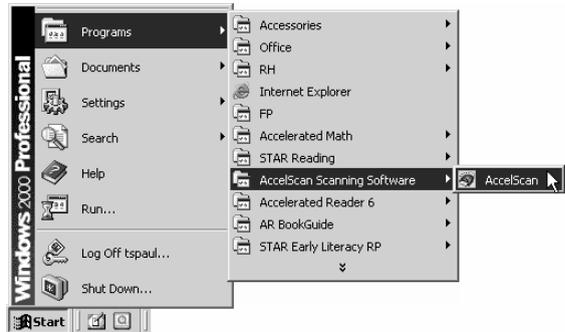
1. Close any programs that are open on the computer.
2. Using the Windows Explorer or My Computer, find the **AccelScanInstaller1.2Win.exe** file that you downloaded. Once you find the file, double-click on it to begin installing.
3. An AccelScan screen will appear briefly. Then, the program will show you that it is preparing setup. After this, the **AccelScan Scanning Software Setup Wizard** will appear. On the **Welcome** panel, click the [Next] button.

4. The **Choose Destination Location** panel will show you where the software will be installed (the destination folder). If you need to install the AccelScan Scanning software in a different location, you can click the [Browse] button, open the folder on the hard drive where you want to install the software, and click the [OK] button.

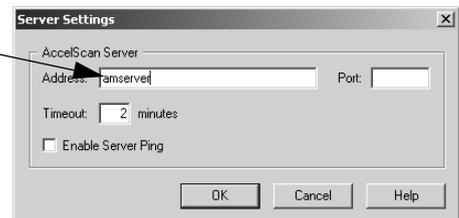


5. When you're ready to continue, click [Next].
6. The software will be installed. When installation is complete, the software will notify you. If you want to start the program immediately, click in the box labeled "Select to launch AccelScan" to check the box. Even if you don't check this box, the program folder will be opened after installation. Click the [Finish] button.
7. Next you will set up the software to communicate with Accelerated Math RP. You may also need to set up the software to recognize the AccelScan.

If you did not automatically launch the program, you can start it by double-clicking on the AccelScan icon in the folder or by clicking on the [Start] button, clicking on **Programs** (or **All Programs**), clicking on **AccelScan Scanning Software**, and clicking on **AccelScan**. (The picture to the right shows a typical **Start** menu from a Windows 2000 computer.)



8. When you start the software for the first time, the **Server Settings** dialog box will appear. You can choose this dialog box again later (before logging in) by clicking on the **Edit** menu and selecting **Server Settings**.
9. In the **Server Settings** dialog box, click in the Address blank and type the name of your Accelerated Math server or the IP address. (This is the information that was listed on the **Client Install** page where you downloaded the AccelScan installer.) If you are connecting to a secure server, you **must** enter the DNS (server) name. If port information is also required, click in the Port blank and type the information.



**Note:** If Accelerated Math and StandardsMaster are on servers that have **different** addresses, we recommend using some computers to scan forms for Accelerated Math assignments and others to scan forms for StandardsMaster assessments. By doing this, you can avoid changing the server address in the scanning software as you switch between the products.

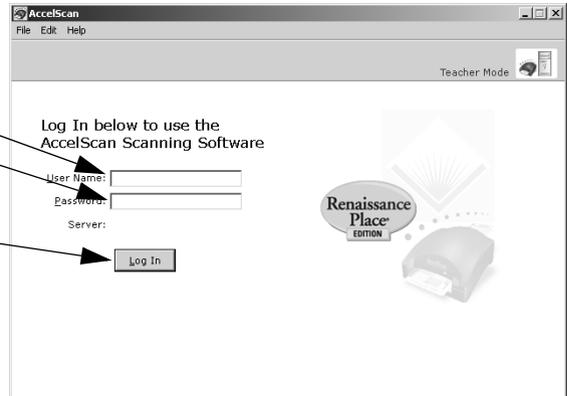
Next, click in the Timeout field and type the number of minutes that you want the AccelScan Scanning software to attempt to communicate with the server before notifying you of a problem.

If you want the AccelScan Scanning software to check communication with the server every 5 minutes, click in the Enable Server Ping box to check the box. This is not recommended if you have a slow (dial-up) connection to your server.

When you have finished, click the [OK] button. You will go to the **Log In** page.

- The user name and password that you use to log in to the AccelScan Scanning software are the same as the ones you use to log in to the browser-based software. Click in the User Name blank and type your user name; then, click in the Password blank and type your password. When you have finished, click the [Log In] button.

**Note:** If you do not have the scoring capability in the software, you cannot use the AccelScan Scanning software to score cards. For more on capabilities, see page 15.



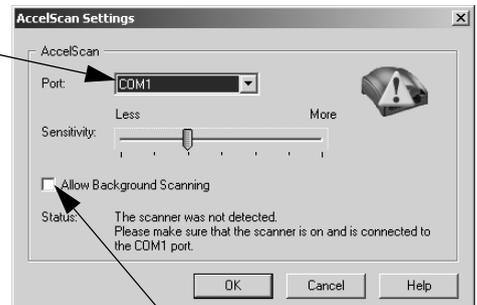
- The AccelScan Scanning software will log in to the Accelerated Math software and try to locate the AccelScan scanner. If the user name and password are correct, **and** if the AccelScan Scanning software is able to detect the AccelScan, the program will show the **Ready to scan** page. If the scanner is not found, the program will notify you that there is a problem communicating with the scanner; click on the [Scanner Settings] button to correct the settings.

If you click the [Scanner Settings] button, you will see the dialog box shown. Click on the Port drop-down list and choose the port where the scanner is connected. If the scanner has a switch, make sure it is on. Once the program detects the scanner, the exclamation point over the picture of the scanner will disappear, and you will be able to choose a sensitivity setting for the scanner.

If you want to be able to scan cards even when the AccelScan software is in the background on your computer, check the box labeled "Allow Background Scanning." (To check the box, click in it.)

When you have finished, click the [OK] button.

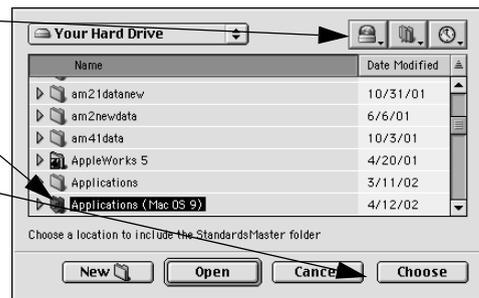
**Note:** The Sensitivity setting determines how sensitive the AccelScan is to marks on a scan card. You do not need to change the setting now, but if you find that the scanner needs to be more or less sensitive, you can come back to this dialog box to change the sensitivity. To come back to this dialog box, log in to the AccelScan Scanning software first; then, click on the **Edit** menu and choose **AccelScan Settings**.



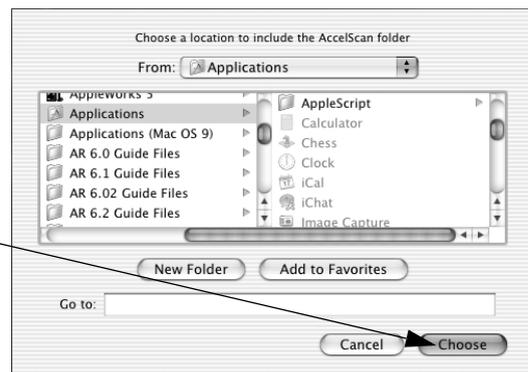
## Installing the AccelScan Scanning software on Macintosh computers

1. Find the **AccelScanInstaller1.2Mac** file that you downloaded and saved on your computer. Double-click on the file to begin installing the software. (If you also have an .hqx file in your download location, you can remove the file.)
2. The **AccelScan** screen will appear. Click the [Continue] button.
3. In the dialog box that appears next, the default location for the AccelScan Scanning software is highlighted. If this location is acceptable, click the [Choose] button. If not, follow the instructions for your operating system:

**If you are using OS 8.6-9.x**, click on the drives button and select your hard drive. Then, find the folder on your hard drive where you would like to install the software. Click on this folder once. (Do not open the folder.) With the folder name highlighted, click the [Choose] button.

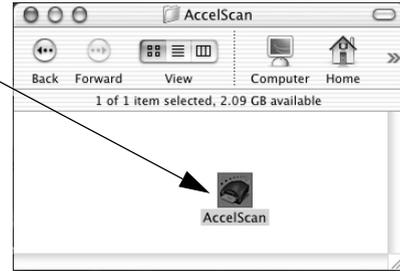


**If you are using OS X**, scroll all the way to the left and click on your hard drive in the list. Then, find and select the folder where you would like to install the software. When the folder name is highlighted, click the [Choose] button.



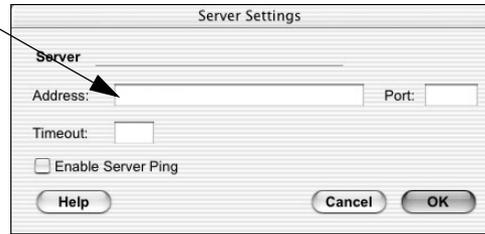
4. The software will be installed. If you are using OS 8.6 or 9.x, the program may ask you to restart after installation if CarbonLib was updated.
5. **If you are using OS X**, the program may install the OS X scanner driver. You will need this driver to use a USB AccelScan and the scanning software. You will be asked to enter the administrator user name and password for this computer. After you enter the user name and password, follow the instructions in the **Install AccelScan USB Driver Assistant**. When the Assistant asks you to choose a destination, click on your hard drive. After installation, you must restart the computer.

- To start the software on Macintosh computers, open the folder where you installed the AccelScan Scanning software. Then, double-click on **AccelScan**.



- When you start the software for the first time, the **Server Settings** dialog box will appear. (You can choose this dialog box again later before logging in by clicking on the **Edit** menu and selecting **Server Settings**.)

- In the **Server Settings** dialog box, click in the Address blank and type the IP address of your Accelerated Math server. This is the information that was listed on the **Client Install** page where you downloaded the AccelScan Scanning software (see page 8). If you are connecting to a secure server, you **must** enter the DNS (server) name instead of the IP address. If port information is also required, click in the Port blank and type the information.

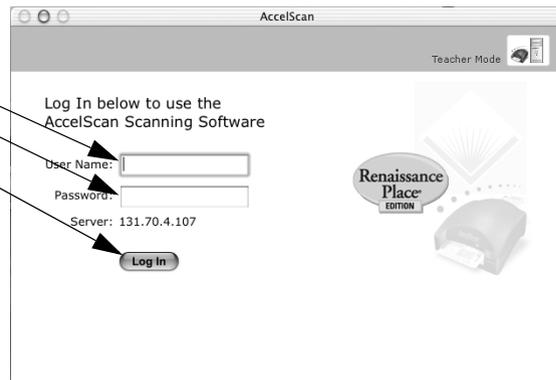


**Note:** If Accelerated Math and StandardsMaster are on servers that have **different** addresses, we recommend using some computers to scan forms for Accelerated Math assignments and others to scan forms for StandardsMaster assessments. By doing this, you can avoid changing the server address in the scanning software as you switch between the products.

Next, click in the Timeout field and type the number of minutes that you want the AccelScan Scanning software to attempt to communicate with the server before notifying you of a problem. If you want the AccelScan Scanning software to check communication with the server every 5 minutes, click in the Enable Server Ping box to check the box. This is not recommended if you have a slow (dial-up) connection to your server.

When you have finished, click the [OK] button. You will go to the **Log In** page.

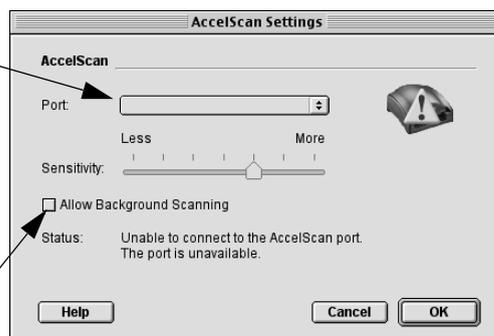
- The user name and password are the same ones that you use to log in to the browser-based software. Click in the User Name blank and type your user name; then, click in the Password blank and type your password. Click the [Log In] button.



**Note:** If you do not have the scoring capability in Accelerated Math, you cannot use the AccelScan Scanning software to score cards. For more on capabilities, see page 15.

- The AccelScan Scanning software will attempt to log in to Accelerated Math. If the user name and password are correct, **and** if the AccelScan Scanning software is able to detect the AccelScan, the program will show the **Ready to scan** page. If not, the program will notify you that there are problems communicating with the scanner; click on the [Scanner Settings] button to correct the settings.

If you click the [Scanner Settings] button, you will see the dialog box shown. Click on the port drop-down list and choose the port where the scanner is connected. If the scanner has a switch, make sure it is on. Once the program detects the scanner, the exclamation point over the picture of the scanner will disappear, and you will be able to drag the pointer to a sensitivity setting for the scanner.



If you want to be able to scan cards even when the AccelScan software is in the background on your computer, check the box labeled "Allow Background Scanning." (To check the box, click in it.)

When you have finished, click the [OK] button.

**Note:** The Sensitivity setting determines how sensitive the AccelScan is to marks on a scan card. You do not need to change the setting now, but if you find that the scanner needs to be more or less sensitive, you can come back to this dialog box to change the sensitivity. To return to this dialog box, log in to the AccelScan Scanning software first; then, click on the **Edit** menu and choose **AccelScan Settings**.

## Setting Up Your Data in Accelerated Math RP

After your Accelerated Math RP software is installed, it needs to be registered as described in the *Renaissance Place Installation Guide*. The libraries must also be installed as described on page 20.

When your administrator registers the software, he or she must add a school year and one school. The administrator must also register the serial number for each school. (If more schools will be using Accelerated Math, they must each register the software; see the *Renaissance Place Software Manual*.) After installation, registration, and library installation, administrators must perform the following Renaissance Place tasks to set up the data:

- The district administrator or a district staff member must enter information about the schools, principals, and the district staff who will be using Accelerated Math RP.
- The district administrator, district staff members, or school administrators must add each school's teachers, school staff, and students.
- District or school personnel must enter your school's courses or classes, enroll students in the classes, and assign personnel. **Be sure to designate an Accelerated Math Lead teacher for each class as you assign personnel; this tells the software which classes can use Accelerated Math.**

- The district or school administrator can also add marking periods for the schools; these marking periods can be used for Accelerated Math goals and reports. Your district administrator may also want to add district information and add additional school years, and the school and district administrators can set the current school year. (The current school year determines when you can assign objectives to students.)

All of these procedures are Renaissance Place tasks; for instructions, see the *Renaissance Place Software Manual*.

After you've added the information listed above, you should do the following in Accelerated Math:

- After you add marking periods, any teacher, staff member, or administrator can use the Class Marking Periods preference to choose which marking periods each class should use for goals and reports (see page 111 of this manual). Administrators should also add calendar events (days off), which may be used in the % of full pace calculation; see the *Renaissance Place Software Manual* for instructions.
- Teachers, staff, or administrators must create objective lists (page 25 of this manual), add objectives (see page 32), and select objective lists (page 29) for class Assignment Books and for Extended Response assignments.

When you have finished these tasks, you can assign objectives (see page 41) and print your students' first assignments (see page 48). Administrators and teachers can change the preferences (see page 109).

## How to Go Back to a Previous Page

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The browser-based software keeps track of each page you have visited since the last time you left the **Home** page. To go back to a previous page, click on one of the links in the yellow bar at the top of any page in the program.



Renaissance Place®

Home > Manage Students > Select Student > View Student

## Changing Your Password

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When you log in to the browser-based software, you can change your password. Even if you do not choose to change your password, you may occasionally be asked to change it. This can happen when an administrator edits your personal information or when your password has been in the software for one year. (Passwords expire after one year.)

To change your password, follow these steps at the **Teachers/Administrators** page:

1. Click in the User Name blank (field) and type your user name.
2. Click in the Password blank (field) and type your password.
3. Click in the "Change Password" box to check it.
4. Click the [Log In] button.
5. On the **Change Password** page, click in the New Password blank and type the new password that you would like to use. Then, click in the Repeat New Password blank and type the password again.
6. Click the [Save] button. Your new password will be saved, and you will need to use this password the next time you log in to the software.

**Note:** The person who added your name to the program can also change your password by editing your information, and that person can require you to change your own password the next time you log in. If you have lost your password, contact the person who supplied the information.

## Logging Out of the Browser-Based Software

When you have finished working in the browser-based program, you should log out to keep the data secure. To do this, click on "Log Out" in the upper right corner of any page in the program. The program will log you out and return to the **Welcome** page.

After you log out, you can close the program by closing your browser.

**If you do not log out**, and you do not work in the software for a certain amount of time, you will be asked to log in again when you return to the program.

## Capabilities

Capabilities give users the right to perform specific tasks in the software. Capabilities have been assigned to groups of users based on their positions and the tasks that personnel in these positions usually perform. Since the people who use Accelerated Math have many different roles, they have access to different features in the software.

Some capabilities are for all Renaissance Place programs, and others are for specific programs. Accelerated Math capabilities include Create District Accelerated Math Objective Lists, Create School Accelerated Math Objective Lists, and View Accelerated Math Team Data on Reports.

If you find that you want to change the capabilities that your district or school users have, the district administrator or school administrator can change the following:

- the default capabilities that will be given to new users in a specific group
- the capabilities given to groups of users who are already in your database
- the capabilities given to a specific person

When you change the default capabilities or the capabilities for groups of existing users, you must select one of the groups listed below. The table that starts on the next page lists the tasks that each group can perform in Renaissance Place and Accelerated Math with the standard set of capabilities; to change these capabilities for groups of users or individual users, see the *Renaissance Place Software Manual* for more information. When you add personnel, you choose the position that determines whether each person is a district administrator, district staff member, school administrator, teacher, or school staff member. (Some positions appear in more than one category.)

**District administrators** are Assistant Superintendents or District Superintendents.

**District staff** are other personnel assigned to the district. They include the Academic Testing Coordinator, Admissions Director, Curriculum Director, Custodian – District, Director of Education, Food Service Director, Gifted/Talented Director, Library/Media Director, Other District Staff, Personnel Director, Reading Specialist, Secretary – District, Special Education Director, Technology/Computer Director, Title I Director, and Vocational Education Coordinator.

**School administrators** are Assistant Principals, Librarian/Reading Coordinators, or Principals.

**School staff** are other personnel assigned to schools, including the At Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, Custodian – School, Educational Diagnostician, ESL Coordinator, Food Service Worker, Guidance Counselor, Interpreter, Librarian/Media Specialist, Occupational Therapist, Other School Staff, Physical Therapist, Physician, Reading Specialist, School Nurse, School Psychologist, Secretary – School, Social Worker, Speech Therapist, Teacher – Aide, Teacher Appraiser, Teacher Facilitator, Teacher Supervisor, and Technology/Computer Coordinator.

**Teachers** are the staff who are responsible for individual classes, such as Lead Teachers, ESL Teachers, or Team Teachers. This category also includes the following positions: Audiologist, Interpreter, Occupational Therapist, Physical Therapist, Reading Specialist, Speech Therapist, Teacher's Aide, Teacher Appraiser, Teacher Facilitator, and Teacher Supervisor.

**Capabilities for Renaissance Place and Accelerated Math**

User Group	Standard Capabilities
District administrators	<ul style="list-style-type: none"> <li>• Register the software, view a list of registered software, and remove registration</li> <li>• Manage student capacity</li> <li>• Edit district information</li> <li>• Add, change, or delete schools</li> <li>• Add, change, or delete courses and classes and enter class enrollment and personnel</li> <li>• Add, import, merge, change, export, or delete student information, enroll students in classes or schools, and add, edit, or delete student characteristics</li> <li>• Add, change, or delete personnel and assign them to schools or the district</li> <li>• Add, change, or delete parents and assign their children</li> <li>• Change the capabilities for groups of users or individual users</li> <li>• Add and edit school years, set up marking periods for schools, add, edit, or delete calendar events, and set the current school year for district users and teachers</li> <li>• Download and install the AccelScan Scanning software and other programs</li> <li>• View Accelerated Math libraries, add them for schools (if necessary), and remove them for schools</li> <li>• Add, copy, change, and delete objective lists, assign them to classes, and edit the mastery criteria for objectives</li> <li>• Manage assignments in any class Assignment Book and Extended Response page</li> <li>• Print Renaissance Place reports that include data from all Renaissance Place products on the server, including Accelerated Math</li> <li>• Set up reporting periods for Renaissance Place reports</li> <li>• Consolidate data for Renaissance Place reports and set a consolidation schedule</li> <li>• Print Accelerated Math reports</li> <li>• Set up teams and team sets for any school and set goals for students</li> <li>• View and change the Accelerated Math classroom preferences for any class in any school, and set the General user preference</li> <li>• Print math resources</li> </ul>

**For district staff and school administrators, go on to the next page...**

**Capabilities for Renaissance Place and Accelerated Math (Continued)**

User Group	Standard Capabilities
District staff	<ul style="list-style-type: none"> <li>• Add, change, or delete schools</li> <li>• Add, change, or delete courses and classes and enter class enrollment and personnel</li> <li>• Add, change, or delete student information, enroll students in classes or schools, and add, edit, or delete student characteristics</li> <li>• Add, change, or delete personnel and assign them to schools</li> <li>• Add, change, or delete parents and assign their children</li> <li>• View default capabilities for any group of users</li> <li>• Add and edit school years, view marking periods for schools, add, edit, and delete calendar events, and set the current school year for district users and teachers</li> <li>• View Accelerated Math libraries, add them for schools (if necessary), and remove them for schools</li> <li>• Add, copy, change, and delete objective lists, assign them to classes, and edit the mastery criteria for objectives</li> <li>• Print Accelerated Math reports</li> <li>• View and modify the General user preference and the Class Marking Periods preference and view the other Accelerated Math classroom preferences</li> <li>• Print math resources</li> </ul>
School administrators	<ul style="list-style-type: none"> <li>• Add, change, or delete courses and classes and enter class enrollment and personnel</li> <li>• Add, import, merge, change, export, or delete student information, enroll students in classes and the school, and add, edit, or delete student characteristics for the school</li> <li>• Add, change, or delete personnel and assign them to the school</li> <li>• Add, change, or delete parents and assign their children</li> <li>• Change the capabilities for groups of users in the school or individual users in the school</li> <li>• Edit school marking periods and calendar events and set the current school year for school administrators and staff</li> <li>• Download and install the AccelScan Scanning software and other programs</li> <li>• View Accelerated Math libraries, add them for schools (if necessary), and remove them for schools</li> <li>• Add, copy, change, and delete objective lists, assign them to classes, and edit the mastery criteria for objectives</li> <li>• Manage assignments in any Assignment Book or Extended Response page for classes in the school</li> <li>• Set up team sets and teams and set goals for students in the school</li> <li>• Print Renaissance Place reports that include data from all Renaissance Place products on the server, including Accelerated Math</li> <li>• Set up reporting periods for Renaissance Place reports</li> <li>• Print Accelerated Math reports for classes, students, or teachers in the school</li> <li>• View and change the Accelerated Math classroom preferences for any class in the school and set the General user preference</li> <li>• Print math resources</li> </ul>

**For school staff and teachers, go on to the next page...**

**Capabilities for Renaissance Place and Accelerated Math (Continued)**

User Group	Standard Capabilities
School staff	<ul style="list-style-type: none"> <li>• Add, change, or delete courses and classes and enter class enrollment and personnel</li> <li>• View student information and enrollment</li> <li>• View personnel information</li> <li>• View parent information</li> <li>• View default capabilities for any group of users in the school or the capabilities for individual users in the school</li> <li>• View marking periods, add, edit, or delete calendar events, and set the current school year for school personnel</li> <li>• View Accelerated Math libraries, add them for schools (if necessary), and remove them for schools</li> <li>• Add, copy, change, and delete objective lists, assign them to classes, and edit the mastery criteria for objectives</li> <li>• Print Accelerated Math reports for classes, students, or teachers in the school</li> <li>• View and modify the General user preference and the Class Marking Periods preference and view the other Accelerated Math classroom preferences</li> <li>• Print math resources</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• View student information and enrollment</li> <li>• Download and install the AccelScan Scanning software and other programs</li> <li>• View Accelerated Math libraries, add them for schools (if necessary), and remove them for schools</li> <li>• Add, copy, change, and delete objective lists, assign them to the teacher’s classes, and edit the mastery criteria for objectives</li> <li>• Manage assignments in their class Assignment Books and Extended Response pages</li> <li>• Set up team sets and teams and set goals for their students</li> <li>• Print Renaissance Place reports that include data from all Renaissance Place products on the server, including Accelerated Math</li> <li>• Print Accelerated Math reports for their classes</li> <li>• View and change the Accelerated Math classroom and user preferences for their classes</li> <li>• Print math resources</li> </ul>

## Libraries

At least one library was included with Accelerated Math. (Subscription customers receive the full set of libraries.) Libraries include the objectives for a specific grade level, math subject, state requirements, or textbook. Libraries are designed to follow common curriculum guidelines and the content of widely used math textbooks.

Libraries are the source of the problems that appear on the assignments and tests you print for your classes. Within each library, closely related problems are grouped by objective.

There are two types of libraries: standard libraries and extended response. Extended response libraries provide challenging problems and projects that emphasize problem-solving and higher-order thinking skills.

For more information about standard libraries, see the *Library Guide* or *Scope and Sequence* for your library. (To print these documents for a library, see the instructions on page 21.) Scope and Sequences list the topics and objectives in each library. Library Guides list the topics and objectives as well, but they also provide sample problems for each objective. Extended response libraries do not have Library Guides; all libraries have Scope and Sequences.

After you install libraries, teachers can add their objectives to objective lists. (For more about objective lists, see page 25.) Lists that are made up of standard objectives can be used in class Assignment Books. Lists made up of extended response objectives are used on the class **Extended Response** page.

## How to Install Your Accelerated Math Libraries

If you received libraries as part of your subscription, libraries need to be installed only once, and you can then add the appropriate libraries for each Accelerated Math school by following the steps on page 22.

To install the libraries for a school, follow the steps below **at the server** after Accelerated Math has been installed and registered (see the *Renaissance Place Installation Guide*). You must install libraries when you first set up your Accelerated Math server and whenever you purchase additional libraries.

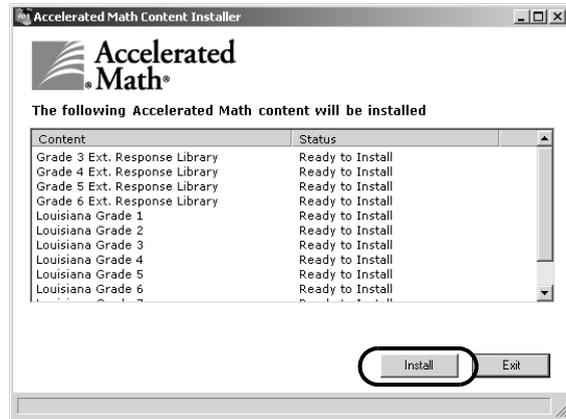
1. Your libraries were delivered on a CD-ROM. (This is not the CD-ROM you used to install Accelerated Math; the libraries are delivered on a separate CD-ROM.) Insert the CD-ROM into your Accelerated Math server. **You must install the libraries at the server.**
2. If the **Accelerated Math Content Installer** starts automatically, go to step 3.

If not, use the Windows Explorer or My Computer to view the contents of the CD-ROM; then, double-click on the **AMContentInstaller.exe** file.

- The **Accelerated Math Content Installer** will start. To install the libraries, click the [Install] button.

**Note:** This process may take some time.

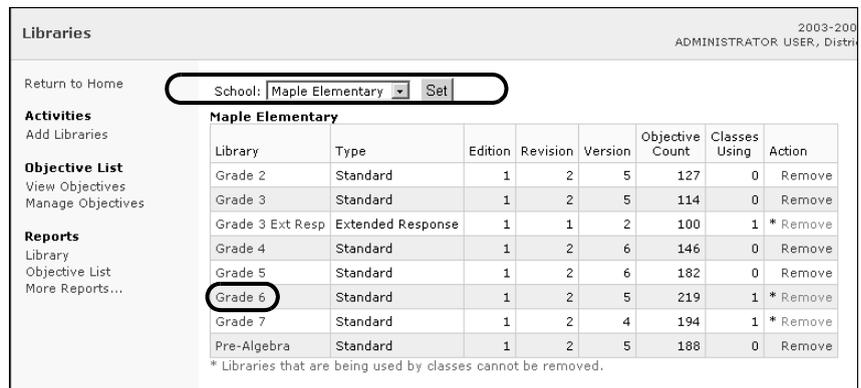
- Your libraries will be uploaded and installed. When the process is complete, the program will notify you. Click the [Exit] button to close the installer.
- If you received more than one library CD, repeat these steps for the additional CD(s).



## Viewing Library Information and Printing the *Library Guide* and *Scope and Sequence*

With the default capabilities, teachers, school staff, school administrators, district staff, and district administrators can view a list of installed libraries and print library document(s) (the *Scope and Sequence* and the *Library Guide* if it is available). The *Scope and Sequence* lists the topics and objectives covered by the library. The *Library Guide* includes the topics, objectives, and sample problems for each objective; *Library Guides* are available for Standard libraries, but not Extended Response libraries. To view library information and print library documents, follow the steps below:

- After you log in to the software, you'll see the **Home** page. (If you are already using the software, you can go to this page by clicking on the "Home" link at the top of any page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Libraries."
- The **Libraries** page will appear next. This page lists all libraries that are available **for the selected school**. If you have access to more than one school, you can choose a different



school by clicking on the School drop-down list, clicking on a different school name, and clicking the [Set] button.

The list includes more information about each library, including the number of objectives in the library and the number of classes that are using the library.

**Note:** You can print a Library Report or Objective List Report by clicking on “Library” or “Objective List” on the left side of the **Libraries** page.

If you want more information about a specific library, click on the library name. The **Library Detail** page will appear. This page lists the classes that are using the library and the standards associated with objectives in the library.

To print one of the library documents, click on it in the list of Library Documentation. You must have the Adobe Reader or Adobe Acrobat Reader installed to view or print the document. For standard libraries, you can view or print the Scope and Sequence or Library Guide; for extended response libraries, you can print the Scope and Sequence.

**Library Detail**  
View details about the library

[Return to Libraries](#)

**Library**

Name	Type	Edition	Revision	Version	Objective Count	Grade Range	Classes Using
Grade 6	Standard	1	2	5	219	6-7	1

**Classes Using**

Name	Teacher
G6M, Rossetti	Rossetti, Christina
G6M, Nilsen	Nilsen, Michael

**Library Documentation**

Name
G6SS.PDF
GRADE6.PDF

→

**Standards**

Agency	Standard
Louisiana	Louisiana, 5-8 Reprinted/excerpted from LA Mathematics Framework produced by the LA Content Standards Task Force (permission granted 8-28-00)
NCTM	NCTM 2000 Grades 6 - 8, 2000 Reprinted/excerpted from 2000 NCTM Principles and Standards produced by the NCTM

To return to the **Libraries** page, click on “Return to Libraries” at the top or bottom of the **Library Detail** page.

## Adding Libraries for a School

By following the steps below, teachers, staff members, or administrators with the default capabilities can add libraries for a school. This is only necessary if you want to add libraries that you have previously removed for your school.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math tasks, click on “Libraries.”

- The **Libraries** page will list the libraries that are available for the selected school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on a different school name, and clicking the [Set] button.

Libraries 2003-200 ADMINISTRATOR USER, Distri

Return to Home School: Maple Elementary [Set]

Activities  
Add Libraries

Objective List  
View Objectives  
Manage Objectives

Reports  
Library  
Objective List  
More Reports...

Maple Elementary

Library	Type	Edition	Revision	Version	Objective Count	Classes Using	Action
Grade 2	Standard	1	2	5	127	0	Remove
Grade 3	Standard	1	2	5	114	0	Remove
Grade 3 Ext Resp	Extended Response	1	1	2	100	1	* Remove
Grade 4	Standard	1	2	6	146	0	Remove
Grade 5	Standard	1	2	6	182	0	Remove
Grade 6	Standard	1	2	5	219	1	* Remove
Grade 7	Standard	1	2	4	194	1	* Remove
Pre-Algebra	Standard	1	2	5	188	0	Remove

\* Libraries that are being used by classes cannot be removed.

- On the left side of the **Libraries** page, click on "Add Libraries."
- The **Add Libraries** page will appear. The drop-down list on the top of the page will show the school you selected on the **Libraries** page; if you wish, you can choose a different school from this drop-down list.

Add Libraries  
Select the libraries to be available to the school

School: RENAISSANCE ACADEMY [Set]

RENAISSANCE ACADEMY

Library	Type	Edition	Revision	Version	Objective Count
<input type="checkbox"/> Grade 4 Ext Resp	Extended Response	1	1	2	100
<input type="checkbox"/> Grade 5 Ext Resp	Extended Response	1	1	3	100
<input type="checkbox"/> Grade 6 Ext Resp	Extended Response	1	1	3	100
<input type="checkbox"/> Grade 7 Ext Resp	Extended Response	1	1	2	100
<input type="checkbox"/> Geometry Ext Resp	Extended Response	1	1	2	100
<input type="checkbox"/> Geometry	Standard	1	2	5	161
<input type="checkbox"/> Pre-Alg Ext Resp	Extended Response	1	1	2	100
<input type="checkbox"/> Alg 1 Ext Resp	Extended Response	1	1	3	100
<input type="checkbox"/> Algebra 1	Standard	1	2	4	186
<input type="checkbox"/> Alg 2 Ext Resp	Extended Response	1	1	2	100
<input type="checkbox"/> Algebra 2	Standard	1	2	5	236
<input type="checkbox"/> Pre-Calc Ext Resp	Extended Response	1	1	3	100
<input type="checkbox"/> Calculus Ext Resp	Extended Response	1	1	2	100

Add Done

- Check the box for each library that you want to add for the selected school. To check a box or remove a check mark, click in the box. If you want to select (check) all the libraries, check the box next to "Library" at the top of the list.
- When the libraries that you want to add are selected, click the [Add] button.
- To return to the **Libraries** page, click the [Done] button.

Libraries

## Removing Libraries for a School

By following the steps below, teachers, staff members, or administrators with the default capabilities can remove libraries that are **not** being used by any class in the school.

Removing a library does not permanently delete it from the data; it simply removes the use of that library for the selected school. When you remove a library for a school, teachers in that school cannot use the library's objectives unless you add the library again (see page 22).

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Libraries."
4. The **Libraries** page

will list the libraries that are available **for the selected school**. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on a different school name, and clicking the [Set] button.

2003-200  
ADMINISTRATOR USER, Distri

Return to Home School: Maple Elementary [Set]

**Maple Elementary**

Library	Type	Edition	Revision	Version	Objective Count	Classes Using	Action
Grade 2	Standard	1	2	5	127	0	Remove
Grade 3	Standard	1	2	5	114	0	Remove
Grade 3 Ext Resp	Extended Response	1	1	2	100	1	* Remove
Grade 4	Standard	1	2	6	146	0	Remove
Grade 5	Standard	1	2	6	182	0	Remove
Grade 6	Standard	1	2	5	219	1	* Remove
Grade 7	Standard	1	2	4	194	1	* Remove
Pre-Algebra	Standard	1	2	5	188	0	Remove

\* Libraries that are being used by classes cannot be removed.

For more information about a library, such as a list of the classes that are using the library, you can click on that library's name. To remove a library for the selected school, click on "Remove" in the row for that library. (The "Remove" option is not available for libraries with objectives that are being used by a class in this school.) The library will be removed from the list for the selected school, but not for other schools.

## Objectives and Objective Lists

Objectives consist of a group of closely related problems that cover a specific math topic. An objective is what the teacher assigns to a student. Objectives come from your installed libraries. Objectives from standard libraries are used in the **Assignment Book** for your classes; objectives from extended response libraries are used on the **Extended Response** page for your classes.

To use objectives, you must first create an objective list and add the objectives that you want to use. Then, you can select that list for your class.

The procedures in this section describe how to set up objective lists and select them for your class. Before you do this, it may be helpful to print the *Scope and Sequences* for the libraries that you want to use so that you have a list of available objectives (see page 21).

### Creating Objective Lists

By following the steps on the next page, teachers, staff, and administrators with the standard capabilities can create new objective lists. Objective lists with standard objectives can be used in class Assignment Books. Objective lists with extended response objectives can be used on the **Extended Response** page for a class. To add objectives to a list, see page 32. To select an objective list for your class, see page 29.

When you create a list, you are the owner of that list, which gives you full control over the list information and the included objectives. If you make the list a District list, other teachers in any school can use it, and district administrators and district staff can change the list, but teachers and school staff cannot change it. If you make the list a School list, teachers in your school can use it, and school personnel and district personnel can change the objectives. If you make the list Private, other teachers cannot use the list, but other school staff and administrators can change it.

The steps that you need to follow depend on your position. All users can create objective lists by going to the **Libraries** page. Teachers, school administrators, and district administrators can create an objective list for the class they are viewing from within the **Assignment Book** or **Extended Response** page; however, **if you create a list starting within your Assignment Book or class Extended Response page, the list will automatically be assigned to the class you had selected on that page.**

**How to create objective lists starting from the Libraries page**

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Libraries." The **Libraries** page will appear.
4. The **Libraries** page will list the libraries for one school. If you have access to more than one school, choose the school for which you want to create an objective list by clicking on the School drop-down list, clicking on a school, and clicking the [Set] button.
5. On the left side of the **Libraries** page, you'll see a list of options. Click on "Manage Objectives" in this list.
6. On the **Manage Objectives** page, click on "Create New List."
7. The **Create New Objective List** page will appear. First, click in the blank and type a name for your list.

Next, click on the list type. Standard lists include objectives from standard libraries, which are the source of the assignments in the **Assignment Book**. Extended Response lists are made up of Extended Response libraries, which are the source of the assignments on the **Extended Response** page.

Now, click on "District," "School," or "Private." (See the explanation in the introduction to this procedure.) The options that are available depend on your position. Teachers can create Private lists. Other school personnel can create Private or School lists. District personnel can create any type of list.

After choosing the list information, click the [Next] button.

8. The **Add/Delete Objectives** page will list the libraries from which you can add objectives.

To add all objectives from a library, click on "Add All" in the row for that library.

**Keep in mind that objectives will appear in the order in which they are added.** For example, if you add all objectives from the Grade 2 library, and you then add a few objectives from the Grade 1 library, the Grade 2 objectives will appear first because you added them first. You can change the objective order later if you wish; see page 34.

Name	Edition	Revision	Version	Objectives in List	Actions
Grade 1	1	2	5	0 of 95	Add All   Add   Delete All   Delete
Grade 2	1	2	5	0 of 127	Add All   Add   Delete All   Delete
Grade 3	1	2	5	0 of 114	Add All   Add   Delete All   Delete
Grade 4	1	2	6	0 of 146	Add All   Add   Delete All   Delete
Grade 5	1	2	6	0 of 182	Add All   Add   Delete All   Delete
Grade 6	1	2	5	0 of 219	Add All   Add   Delete All   Delete
Grade 7	1	2	4	0 of 194	Add All   Add   Delete All   Delete
Pre-Algebra	1	2	5	0 of 188	Add All   Add   Delete All   Delete

To add some objectives from a library, click on “Add” in the row for that library. Then, on the **Add Objectives** page, check the box next to each objective that you want to add to your list. (To check a box or remove a check mark, click in the box.) This page only shows some of the available objectives. To see more of the list, click on “Next >>” above the objectives; to go back, click on “<< Previous.” When the objectives are selected, click the [Add] button. You will return to the **Add/Delete Objectives** page.

9. When you have finished adding objectives, click the [Done] button. You will return to the **Manage Objectives** page.

**Add Objectives**  
Select the objectives you want to add to the Objective List.

Library: **Grade 2**  
Objective List: **Grade 2 List, School**

(1-10 of 127) << Prev Next >>

<input type="checkbox"/>	Objective
<input type="checkbox"/>	1. Standard & word form to 100
<input type="checkbox"/>	2. Identify missing #s in a sequence to 100
<input type="checkbox"/>	3. Order whole #s to 100
<input type="checkbox"/>	4. Ordinal numbers to 100th
<input type="checkbox"/>	5. Count by 2s, 3s, 4s, 5s, & 10s
<input type="checkbox"/>	6. Count tens & ones to 100
<input type="checkbox"/>	7. Identify tens & ones to 100
<input type="checkbox"/>	8. Odd & even numbers
<input type="checkbox"/>	9. Compare whole #s to 100 using <, >, =
<input type="checkbox"/>	10. Addition facts to 10
<input type="checkbox"/>	Objective

(1-10 of 127) << Previous Next >>  
Bolded objectives belong to one or more designated objective standards

Cancel **Add**

### How to create objective lists from the Assignment Book or Extended Response page

When you follow these steps, the list that you create will be selected for your class **Assignment Book** or **Extended Response** page.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. If you want to create a new list of **Standard** objectives, click on “Assignment Book” in the list. If you want to create a new list of **Extended Response** objectives, click on “Extended Response” in the list.

4. The next page will list the students in one class within one school. The class name is above the student list. **The new objective list will be used for the class you select.** To select a different school, click on the School drop-down list, click on the school name, and click the [Set] button. To select a different class, click on the Class drop-down list, click on the class name, and click the [Set] button.

**Assignment Book** ADMINISTRATOR

Return to Home

School: Maple Academy Set  
Class: G6M, Nilsen Set

There is no objective list assigned to this class. Add Objectives

**G6M, Nilsen**

	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input type="checkbox"/>	Student				
<input type="checkbox"/>	Anderson, Eric				
<input type="checkbox"/>	Brentwood, Leah				
<input type="checkbox"/>	Collins, Sherrica				
<input type="checkbox"/>	Fuller, Keisha				
<input type="checkbox"/>	Johnson, Myra				
<input type="checkbox"/>	Lee, Joshua				
<input type="checkbox"/>	McKinney, LeShandra				
<input type="checkbox"/>	O'Connor, Nicole				

- On the left side of the page, you will see a list of options. Click on "Manage Objectives" in this list. (If this page notifies you that no objective list has been selected, you can click on "Add Objectives" in that message instead.)
- On the **Manage Objectives** page, click on "Create New List."
- On the **Create New Objective List** page, you can enter the list name and the permissions. First, click in the blank and type the name.

Next, click on "District," "School," or "Private." (See the explanations on page 25.) The options that are available depend on your position.

After entering the list information, click the [Next] button.

- The **Add/Delete Objectives** page lists the libraries from which you can add objectives.

To add all objectives from a library, click on "Add All" in the row for that library.

**Keep in mind that objectives will appear in the order in which they are added.** For example, if you add all objectives from the Grade 2 library, and you then add a few objectives from the Grade 1 library, the Grade 2 objectives will appear first because you added them first. You can change the objective order later if you wish; see page 34.

Name	Edition	Revision	Version	Objectives in List	Actions
Grade 2	1	2	5	0 of 127	Add All   Add   Delete All   Delete
Grade 3	1	2	5	0 of 114	Add All   Add   Delete All   Delete
Grade 4	1	2	6	0 of 146	Add All   Add   Delete All   Delete
Grade 5	1	2	6	0 of 182	Add All   Add   Delete All   Delete
Grade 6	1	2	5	0 of 219	Add All   Add   Delete All   Delete
Grade 7	1	2	4	0 of 194	Add All   Add   Delete All   Delete
Pre-Algebra	1	2	5	0 of 188	Add All   Add   Delete All   Delete

To add some objectives from a library, click on "Add" in the row for that library. Then, on the **Add Objectives** page, check the box next to each objective that you want to add to your list. (To check a box or remove a check mark, click in the box.) To see more of the list, click on "Next >>" above the objectives; to go back, click on "<< Previous." When the objectives are selected, click the [Add] button. You will return to the **Add/Delete Objectives** page.

- When you have finished adding objectives, click the [Done] button. You will return to the **Manage Objectives** page. The new list will be assigned to the class you selected on the **Assignment Book** or **Extended Response** page.

Library: **Grade 6**  
Objective List: **G6M, Nilsen**

(1-10 of 219) << Previous Next >>

- Objective
- 1. Place value of digit in whole # (6+ dig)
- 2. Standard to expanded form (5+ dig)
- 3. Expanded to standard form (5+ dig)
- 4. Standard form to word name (5+ dig)
- 5. Word name to standard form (5+ dig)
- 6. Order whole #s (6+ dig)
- 7. Compare whole #s (5+ dig)
- 8. Round whole #s (4+ dig)
- 9. Prime & composite numbers
- 10. Factors of composite numbers

Bolded objectives belong to one or more designated objective standards.

Cancel Add

## Selecting an Objective List for Your Class

By following the steps below, teachers, staff, and administrators with the default capabilities can choose an objective list to use for one of your class **Assignment Books** or your class **Extended Response** page. This can be helpful when you want this class to use the same objective list that another class is using.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. Next, you can choose to go to the **Libraries** page or to an **Assignment Book** or **Extended Response** page where the list will be used.

**If you would like to start from the Libraries** page, click on "Libraries" in the list of Accelerated Math tasks. If you have access to more than one school, click on the School drop-down list on the **Libraries** page and click on the school for which you would like to assign an objective list to a class. Then, click the [Set] button.

**If you would like to start from the Assignment Book for the class that will use the list**, click on "Assignment Book" in the list of Accelerated Math tasks. If you have access to more than one school, click on the School drop-down list and click on a school; then, click the [Set] button. If you have more than one class, click on the Class drop-down list and choose the class for which you want to select a list; then, click the [Set] button.

**If you would like to start from the Extended Response page for the class that will use the list**, click on "Extended Response" in the list of Accelerated Math tasks. If you have access to more than one school, click on the drop-down list and click on a school; then, click the [Set] button. If you have more than one class, click on the Class drop-down list and choose the class for which you want to select a list; then, click the [Set] button.

4. On the left side of the page, you'll see a list of options. Click on "Manage Objectives" in this list. (If you are on the **Assignment Book** or **Extended Response** page, and the page notifies you that no objective list has been selected for the class, you can click on "Add Objectives" in that message instead.)
5. On the **Manage Objectives** page, click on "Select/Copy Existing List" or "Assign/Copy Existing List."
6. The **Select/Copy Existing List** page or the **Assign/Copy Objective List** page will appear.

If the **Select/Copy Existing List** page appears, you can select a list to use for your class. First, click on “District,” “School,” or “Private.” Lists are made District lists, School lists, or Private lists when they are created or changed; Private lists are only available to the owner.

After clicking on one of the options, click on the drop-down list and click on a list. (You can view the objectives in a list by clicking the [View] button.)

Next, click on “Use selected list without changes” in the List Options. (If you prefer, you can choose to copy the list; if you do so, you must give the copy a new name and select permissions for the new list.)

If the **Assign/Copy Objective List** page appears, you can select the list type, the list that you want to assign to a class, and the class. If the page asks you to choose the list type to assign, click on “Standard” or “Extended Response.” In the Objective List Selection options, click on “District,” “School,” or “Private.” Lists are made District lists, School lists, or Private lists when they are created or changed; Private lists are only available to the owner. After clicking on one of the options, click on the drop-down list and click on a list. (You can view the objectives in the list by clicking the [View] button.) In the Class row, click on the “Class” option; then, click on the drop-down list and choose the class that should use the list you selected.

Next, you can choose to use the list without changes so that you are using the same list that others are using, or you can copy the list so that you can make changes as needed. Click on one of the options. If you choose to copy the list, you must give the copy a new name and select permissions for the new list.

- To save your list selection, click the [Save] button. You will return to the **Manage Objectives** page.

## Copying an Objective List

Teachers, staff, and administrators with the standard set of capabilities can copy an objective list by following the steps below. Copying lists can be helpful when you want to create a new list that is based on another list.

Teachers can also copy a list starting from the **Assignment Book** or **Extended Response** page; however, when you do this, the copy of the list is automatically assigned to your class. To avoid accidentally assigning the copy to your class, start with the **Libraries** page as described in the steps below.

To copy an objective list, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Libraries."
4. The **Libraries** page will list the libraries for one school. If you have access to more than one school, and you want to copy an objective list in a different school, click on the School drop-down list, click on a school, and click the [Set] button.
5. On the left side of the **Libraries** page, you'll see a list of options. Click on "Manage Objectives" in this list.
6. The **Manage Objectives** page will appear next. Click on "Assign/ Copy Existing List" toward the bottom of this page.

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Return to Home

School: Maple Elementary [Set]

**Maple Elementary**

Library	Type	Edition	Revision	Version	Objective Count	Classes Using	Action
Grade 2	Standard	1	2	5	127	0	Remove
Grade 3	Standard	1	2	5	114	0	Remove
Grade 3 Ext Resp	Extended Response	1	1	2	100	1	* Remove
Grade 4	Standard	1	2	6	146	0	Remove
Grade 5	Standard	1	2	6	182	0	Remove
Grade 6	Standard	1	2	5	219	1	* Remove
Grade 7	Standard	1	2	4	194	1	* Remove
Pre-Algebra	Standard	1	2	5	188	0	Remove

\* Libraries that are being used by classes cannot be removed.

Left sidebar options: Activities, Add Libraries, Objective List, View Objectives, Manage Objectives, Reports, Library, Objective List, More Reports...

7. The **Assign/Copy Objective List** page will appear next.

If this page asks you to choose the type of list you want to copy, click on "Standard" (for an Assignment Book) or "Extended Response."

Next, click on "District," "School," or "Private." Lists are designated District lists, School lists, or Private lists when they are created or changed; Private lists are only available to the owner and administrators. After clicking on one of the options, click on the drop-down list and click on a list. (To see the objectives in the list, click the [View] button.)

In the Class Options, you can choose whether to assign the copy of the list to a class. Click on one of the options. If you choose "Class," click on the drop-down list and click on the class that should use the copy of the list.

In the List Options, click on "Make a copy of the list." Then, click in the blank provided and type a name for the copy. Finally, to choose whether this list will be a District list, a School list, or a Private list, click on one of the options below the blank. The options that are available depend on your position. Private lists can only be used or changed by the owner (you), though their details can be changed by either the owner or administrators. School lists can be used by anyone in the school, and their details can be changed by the owner, the school administrator, and the district administrator. District lists can be used by any school and can be changed by the owner and the district administrator.

8. To save your list selection, click the [Save] button. You will return to the **Manage Objectives** page.

The screenshot shows the 'Assign/Copy Objective List' form for 'Maple Academy'. It has four main sections:

- List Type:** Radio buttons for 'Standard' (selected) and 'Extended Response'.
- Objective List Selection:** Radio buttons for 'District', 'School', and 'Private'. Each has a dropdown menu and a 'View' button. 'School' is selected, with 'G6M, Nilsen' in the dropdown.
- Class:** Radio buttons for 'Do not assign to a class at this time' and 'Class'. 'Class' is selected, with 'G7M, Nilsen' in the dropdown.
- List Options:** Radio buttons for 'Use selected list without changes' and 'Make a copy of the list'. 'Make a copy of the list' is selected. Below it is a text input field for 'New objective list name' containing 'G6M, Rossetti' and radio buttons for 'District', 'School' (selected), and 'Private'.

'Cancel' and 'Save' buttons are at the bottom left.

## Adding or Deleting Objectives on Objective Lists

By following the steps on the next page, teachers, staff, and administrators with the standard set of capabilities can add objectives to or remove objectives from objective lists. Usually, the creator of a list adds objectives as the list is created. However, you can follow these steps to add additional objectives or to remove some of the objectives that have been on the list.

Teachers and school staff can add objectives to or remove them from lists that they own. School administrators can add or remove objectives in Private and School lists in their schools. District staff can add or remove objectives in District lists, School lists, and their own Private lists. District administrators can add or remove objectives in any list.

Objective lists are created to be used in a class Assignment Book or to be used for class Extended Response assignments. If more than one class is using an objective list, please keep in mind that your changes will affect all of the classes who are using the list.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. If you are a teacher and you want to change the objectives in the list you're using in a class **Assignment Book**, click on "Assignment Book."

If you are a teacher and you want to change the objectives in the list you're using on the **Extended Response** page, click on "Extended Response."

If you are not a teacher, or if you want to change a list that you are not currently using, click on "Libraries."

4. If you chose "Assignment Book" or "Extended Response," and you have access to more than one school, click on the School drop-down list and click on a school; then, click the [Set] button. If you have more than one class, click on the Class drop-down list, click on a class name, and click the [Set] button.

If you chose "Libraries" and you have access to more than one school, you must choose the school that has the list you want to change. To do this, click on the School drop-down list, click on the school, and click [Set].

5. On the left side of the page (**Assignment Book**, **Extended Response**, or **Libraries**), you will see a list of options. Click on "Manage Objectives" in this list.
6. The **Manage Objectives** page will appear next. If you came from the **Libraries** page, you must choose the objective list for which you want to add or delete objectives. If the page asks you to choose the list type, click on "Standard" or "Extended Response." To choose the list, click on the Objective List drop-down menu and click on the list that you want to change; then, click the [Set] button.
7. On the **Manage Objectives** page, click on "Add/Delete." (This link is not available if you do not have permission to change this type of list.)
8. The libraries that you can choose from are listed on the **Add/Delete Objectives** page.

To add all objectives from a library to this objective list, click on "Add All" in the row for that library. **(Remember that objectives appear in the order in which you add them.)**

To delete all of a library's objectives from this list, click on "Delete All" in the row for that library.

Add/Delete Objectives						
Add or Delete objectives from the objective list						
Objective List: <b>Grade 2 List, School</b>						
Name	Edition	Revision	Version	Objectives in List	Actions	
Grade 1	1	2	5	0 of 95	Add All   Add	Delete All   Delete
Grade 2	1	2	5	0 of 114	Add All   Add	Delete All   Delete
Grade 3	1	2	5	0 of 114	Add All   Add	Delete All   Delete
Grade 4	1	2	6	0 of 146	Add All   Add	Delete All   Delete
Grade 5	1	2	6	0 of 182	Add All   Add	Delete All   Delete
Grade 6	1	2	5	0 of 219	Add All   Add	Delete All   Delete
Grade 7	1	2	4	0 of 194	Add All   Add	Delete All   Delete
Pre-Algebra	1	2	5	0 of 188	Add All   Add	Delete All   Delete

Done

To choose specific objectives to add or delete from a library, click on “Add” or “Delete” in the row for that library. Then, on the next page, check the box next to each objective that you want to add (on the **Add Objectives** page) or delete (on the **Delete Objective** page). To check a box or remove a check mark, click in the box. This page shows only some of the available objectives; to move forward or back through the list of available objectives, click on “Next >>” or “<< Previous.” After selecting the objectives that you want to add or delete, click the [Add] button or [Delete] button to save your changes and return to the **Add/Delete Objectives** page.

9. When you have finished changing the objectives that are in the list, click the [Done] button. You will return to the **Manage Objectives** page.

## Changing the Order of Objectives in a List

By following the steps below, teachers, staff, and administrators with the standard set of capabilities can change the order of objectives in an objective list. Please keep in mind that the order of objectives will be changed for all of the classes who are using the list.

Teachers and school staff can change the order of objectives in lists that they own. School administrators can change the order of objectives in any School or Private list for their school. District staff can change the order of objectives in District lists, School lists, and Private lists that they own. District administrators can change the order of objectives in any District, School, or Private list.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. If you are a teacher and you want to change the objective order in the list you’re using in a class Assignment Book, click on “Assignment Book.”

If you are a teacher and you want to change the objective order in the list you’re using on the **Extended Response** page, click on “Extended Response.”

If you are not a teacher, or if you want to change a list that you are not currently using, click on “Libraries.”

- If you chose "Assignment Book" or "Extended Response," the **Assignment Book** or **Extended Response** page will list the students in one class within a school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on a school name, and clicking the [Set] button. If you have more than one class, you can click on the Class drop-down list and choose the class for which you want to change the objective order; then, click the [Set] button.

If you chose "Libraries" and you have access to more than one school, you must choose the school that is using the list you want to change. To do this, click on the School drop-down list, click on the school name, and click the [Set] button.

- On the left side of the page (**Assignment Book, Extended Response, or Libraries**), you will see a list of options. Click on "Manage Objectives" in this list.
- The **Manage Objectives** page will appear next. If you came from the **Libraries** page, you must first choose the objective list in which you want to change the order of objectives. If this page asks you to choose the list type, click on "Standard" or "Extended Response." To choose the list that you want to change, click on the Objective List drop-down menu and choose the list; then, click the [Set] button.
- On the **Manage Objectives** page, click on "Reorder."
- On the next page, you can choose to reorder objectives by library, to reorder them by objective name, or to restore the default order of the objectives. Click on one of the options.
- If you chose to restore the default objective order, the program will ask if you are sure that you want to do this. Click the [OK] button in this message. When you restore the default order, the program will put the objectives within each library in the order in which they appear in the library itself. (You can see this order by viewing the *Scope and Sequence*; see page 21.) If you have objectives from more than one library, the program will also group the objectives from each library together and put them in grade level order. (For example, grade 2 objectives would appear before grade 3 objectives.)

If you chose to reorder objectives by library, the next page will list the libraries that are the source of the objectives in the objective list. The page will show you how many objectives are included from each library. Click in the blank in the left column for each library and type in the order number. In the example shown, the Grade 6 objectives would appear first, and the Pre-Algebra objectives would appear second. To save the new order, click the [Save] button.

Reorder Objectives by Library			
Objective List: <b>Grade 6 Math, Nilsen</b>			
New Order	Original Order	Library	Objectives in List
<input type="text" value="1"/>	1	Grade 6	211
<input type="text" value="2"/>	2	Pre-Algebra	2

Cancel Save

If you chose to reorder by objective, the **Reorder Objectives by Objective** page will appear next. This page lists the objectives that are in the objective list. First, check the box next to each objective that you

2003-2  
Daniel Brown, S...

Objective List: **Grade 6, School**

New Order	Original Order	Objective	Library	Objective Code
<input type="checkbox"/> 1	1	Place value of digit in whole # (6+ dig)	Grade 6	AMG6-001
<input type="checkbox"/> 2	2	Standard to expanded form (5+ dig)	Grade 6	AMG6-002
<input type="checkbox"/> 3	3	Expanded to standard form (5+ dig)	Grade 6	AMG6-003
<input type="checkbox"/> 4	4	Standard form to word name (5+ dig)	Grade 6	AMG6-004
<input checked="" type="checkbox"/> 5	5	Word name to standard form (5+ dig)	Grade 6	AMG6-005
<input type="checkbox"/> 6	6	Order whole #s (6+ dig)	Grade 6	AMG6-006
<input type="checkbox"/> 7	7	Compare whole #s (5+ dig)	Grade 6	AMG6-007
<input type="checkbox"/> 8	8	Round whole #s (4+ dig)	Grade 6	AMG6-008

Move Up:   
 Move Down:   
 Move To:   
 (Enter position number)  
 Cancel Save

want to move. (To check a box or remove a check mark, click in the box.) If you want to move the objective(s) up or down a specific number of positions, click in the blank next to the appropriate button and type the number of positions; then, click the [Move Up] or [Move Down] button. If you want to move the objective(s) to a specific position, click in the blank next to the [Move To] button and type the position number; then, click the button. If you are moving a group, the first objective in the group will go to the specified position. When you have finished changing the objective order, click the [Save] button.

## Marking Objectives Related to Specific Standards

By following the steps below, teachers, staff, and administrators with the default capabilities can mark the objectives in a standard (Assignment Book) list that are related to specific standards. When you do this, the objectives will appear in boldface type wherever they are listed for students or classes that use the objective list.

**Note:** The objectives related to your state standards are marked by default.

Teachers and school staff can mark objectives in lists they own. School administrators can mark objectives in any School or Private list in their school. District staff can mark objectives in any School or District list and Private lists they own. District administrators can mark objectives in any list.

To mark the objectives related to a standard, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. If you are a teacher and you want to mark objectives in the list you're using in a class **Assignment Book**, click on "Assignment Book."

If you are not a teacher, or if you want to mark objectives in a list that you are not currently using, click on "Libraries."

- If you chose "Assignment Book," you may need to choose the school if you have access to more than one school. To do this, click on the School drop-down list, click on the school name, and click the [Set] button. If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on the class name, and clicking the [Set] button.

If you chose "Libraries," and you have access to more than one school, you must choose the school that is using the list. To do this, click on the School drop-down list, click on the school, and click the [Set] button.

- On the left side of the page (**Assignment Book** or **Libraries**), you will see a list of options. Click on "Manage Objectives" in this list.
- The **Manage Objectives** page will appear next. If you came from the **Libraries** page, you must first choose the list for which you want to mark objectives. If the page asks you to choose a list type, click on "Standard." To choose the list, click on the Objective List drop-down menu and click on the list in which you want to mark objectives. Then, click the [Set] button.
- On the **Manage Objectives** page, click on "Objective Standards."

- The **Objective Standards** page shows you the list for which you are marking objective standards. This page also lists the standards that are related to objectives in the list. To choose the standards that you want to mark, check the box next to each standard. To check a box or remove a check mark, click in the box.

**Objective Standards**  
Click the objective standard(s) that you want marked in your Assignment Book

Objective List: **Grade 6 Math, Nilsen**

Agency	Standard
<input checked="" type="checkbox"/> Louisiana	Louisiana, 5-8 Reprinted/excerpted from LA Mathematics Framework produced by the LA Content Standards Task Force (permission granted 8-28-00)
<input type="checkbox"/> NCTM	NCTM 2000 Grades 6 - 8, 2000 Reprinted/excerpted from 2000 NCTM Principles and Standards produced by the NCTM

Cancel Done

- When you have finished, click the [Done] button. You will return to the **Manage Objectives** page.

## Editing Objective List Information

By following the steps below, list owners and administrators with the standard capabilities can change the name of an objective list, the owner, and whether the list is a District list, a School list, or a Private list. Teachers and school staff can edit lists that they own. School administrators can edit School lists and Private lists within their schools. District staff can edit School and District lists and their own Private lists. District administrators can edit any list. You can change lists of Standard objectives for Assignments Books or lists of Extended Response objectives.

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)

- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Libraries."

4. On the **Libraries** page, if you have access to more than one school, you must choose the school that is using the objective list. To do this, click on the School drop-down list, click on the school, and click the [Set] button.

Library	Type	Edition	Revision	Version	Objective Count	Classes Using	Action
Grade 2	Standard	1	2	5	127	0	Remove
Grade 3	Standard	1	2	5	114	0	Remove
Grade 3 Ext Resp	Extended Response	1	1	2	100	1	* Remove
Grade 4	Standard	1	2	6	146	0	Remove
Grade 5	Standard	1	2	6	182	0	Remove
Grade 6	Standard	1	2	5	219	1	* Remove
Grade 7	Standard	1	2	4	194	1	* Remove
Pre-Algebra	Standard	1	2	5	188	0	Remove

\* Libraries that are being used by classes cannot be removed.

- On the left side of the **Libraries** page, you will see a list of options. Click on "Manage Objectives" in the list.
- On the **Manage Objectives** page, click on "View/Edit Lists."

7. The **View/Edit Objective Lists** page will list the objective lists that are available to you. If you are a teacher or school staff member, notice that you cannot edit lists that you do not own. Click on "Edit" in the row for the list that you want to edit.

Objective List	Owner	Permissions	Objective Count	Type	Classes Using	Actions
District Grade 6 List	USER, ADMINISTRATOR	District	219	Standard	G6M, Nilsen	Edit   Delete   View *
Grade 2 Objectives	USER, ADMINISTRATOR	School	127	Standard		Edit   Delete   View
Grade 6 Math	USER, ADMINISTRATOR	School	224	Standard	G6M, Rossetti	Edit   Delete   View *
Private List, Advanced Students	Rossetti, Christina	Private	188	Standard		Edit   Delete   View
District ER List, Grade 3	USER, ADMINISTRATOR	District	100	Extended Response		Edit   Delete   View
Grade 6 ER	Brown, Daniel	School	100	Extended Response	G6M, Rossetti	Edit   Delete   View *

\* Objective Lists that are being used by classes cannot be deleted.

8. On the **Edit Objective List** page, you can change the list name, owner, or permissions. To change the name, click in the blank, delete the existing name, and type a new name. To change the owner, click on the drop-down list and choose a different owner. (**Note:** If you choose a different owner, the original owner may no longer be able to change or use the list.) To change the permissions, click on "District," "School," or "Private." The options that are available depend on your position; for example, teachers can create Private lists, but not School lists or District lists.

- When you have finished changing the list settings, click the [Save] button.

## Deleting Objective Lists

By following the steps below, teachers, staff, and administrators with the standard set of capabilities can delete objective lists that are not being used; **you cannot delete a list that is being used by a class.** Objective lists may be made up of Standard objectives for an Assignment Book or Extended Response objectives. Teachers and school staff can delete lists that they own. School administrators can delete any School list for their school and Private lists in the school. District staff can delete District and School lists and their own Private lists. District administrators can delete any District, School, or Private list.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Libraries."

4. On the **Libraries** page, if you have access to more than one school, you must choose the school that is using the list. To do this, click on the School drop-down list, click on a school, and click the [Set] button.

The screenshot shows the "Libraries" page for an administrator. At the top right, it says "2003-2004 ADMINISTRATOR USER, District". On the left, there are navigation links: "Return to Home", "Activities", "Objective List", and "Reports". The "Objective List" section has "View Objectives" and "Manage Objectives" (highlighted with a red circle). The main area shows a "School:" dropdown menu with "Maple Elementary" selected and a "Set" button (highlighted with a red circle). Below this is a table of objective lists for Maple Elementary.

Library	Type	Edition	Revision	Version	Objective Count	Classes Using	Action
Grade 2	Standard	1	2	5	127	0	Remove
Grade 3	Standard	1	2	5	114	0	Remove
Grade 3 Ext Resp	Extended Response	1	1	2	100	1	* Remove
Grade 4	Standard	1	2	6	146	0	Remove
Grade 5	Standard	1	2	6	182	0	Remove
Grade 6	Standard	1	2	5	219	1	* Remove
Grade 7	Standard	1	2	4	194	1	* Remove
Pre-Algebra	Standard	1	2	5	188	0	Remove

\* Libraries that are being used by classes cannot be removed.

5. On the left side of the **Libraries** page, you'll see a list of options. Click on "Manage Objectives" in this list.
6. On the **Manage Objectives** page, click on "View/Edit Lists."

7. The **View/Edit Objective Lists** page will show the lists that are available to you. The "Delete" option is not available for lists being used by classes. Click on "Delete" in the row for the list that you want to delete.

The screenshot shows the "View/Edit Objective Lists" page for a school administrator. At the top right, it says "2003-2004 Daniel Brown, School". The page title is "View/Edit Objective Lists" and the school is "Maple Elementary". Below this is a table of objective lists.

Objective List	Owner	Permissions	Objective Count	Type	Classes Using	Actions
District Grade 6 List	USER, ADMINISTRATOR	District	219	Standard	G6M, Nilsen	Edit   Delete   View *
Grade 2 Objectives	USER, ADMINISTRATOR	School	127	Standard		Edit   <b>Delete</b>   View
Grade 6 Math	USER, ADMINISTRATOR	School	224	Standard	G6M, Rossetti	Edit   Delete   View *
Private List, Advanced Students	Rossetti, Christina	Private	188	Standard		Edit   Delete   View
District ER List, Grade 3	USER, ADMINISTRATOR	District	100	Extended Response		Edit   Delete   View
Grade 6 ER	Brown, Daniel	School	100	Extended Response	G6M, Rossetti	Edit   Delete   View *

\* Objective Lists that are being used by classes cannot be deleted.

Done

8. The program will notify you that the data will be permanently deleted. To continue, click the [OK] button.

## The Assignment Book

### How Students Master an Objective in the Assignment Book

1. The teacher assigns objectives to students. (See page 41.)
2. The teacher prints the first practices (see page 49) or exercises (see page 51) for the students. The status of the objective changes to *Working* (two green arrows )
3. The student completes the practice or exercises.
4. The practice or exercise is scored, either by the student or teacher in the AccelScan program (see page 62) or by the teacher in Accelerated Math (see page 65). If the student answered enough problems correctly as determined by mastery criteria (see page 46), the status of the objective will change to *Ready to Test* (a yellow arrow )
5. If not, the status will be *Ready to Work* (a green arrow )
6. and the student needs to complete more practices or exercises that include the objective. (If the status changes to *Intervene*, see page 45.)
5. Once the student is ready to test, the teacher prints a test for the student. (See page 53.) The objective's status changes to *Testing* (two yellow arrows )
6. The student completes the test.
7. The test is scored, either by the student or teacher in the AccelScan program (see page 62) or by the teacher in Accelerated Math (see page 65). If the student answered enough problems correctly as determined by the mastery criteria (see page 46), the status of the objective will change to *Mastered* ()
8. If not, the status will change back to *Ready to Test*, and the student needs to complete another test that includes the objective. (If the status changes to *Intervene*, see page 45.) **Note:** The teacher or administrator can set the AccelScan preference to block students from scoring exercises or tests; see page 109 for more information.
8. Two weeks after an objective has been mastered, the program can begin including review problems from the objective on practices. Once the student answers enough problems correctly as determined by the mastery criteria, the status of the objective will change to *Reviewed* ()
9. and future practices and tests will not include problems from this objective. (Exercises can include problems from *Reviewed* objectives if you select them; see page 51. If the status of any objective changes to *Intervene*, see page 45.)

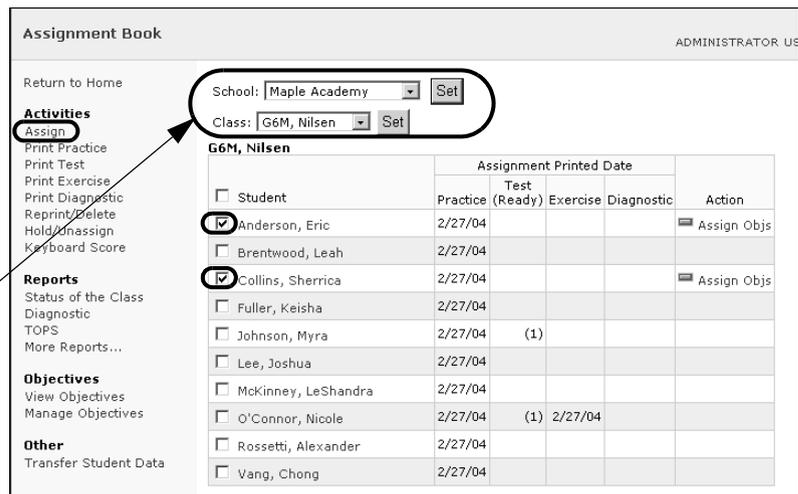
## Assigning Objectives to Students in the Assignment Book

After an objective list has been created (see page 25) and assigned to the class (see page 29), teachers, school administrators, and district administrators with the standard set of capabilities can assign objectives to students in a class Assignment Book by following the steps below. Once you assign objectives in the Assignment Book, students can begin working on them. Until an objective is assigned, it will not be included on any assignments. When you assign an objective, the objective's status changes to Assigned (  ). When you print practices, Accelerated Math includes objectives that are in the Assigned or Ready to Work state (one green arrow  ). Once you assign an objective, Accelerated Math begins tracking the student's progress automatically, based on the student's work. (If you wish, you can unassign objectives that have been assigned; see page 69.) Follow these steps to assign objectives:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book" in the list.

4. The **Assignment Book** lists the students who are in one class within one school.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.



The screenshot shows the 'Assignment Book' interface for the class 'G6M, Nilsen'. At the top, there are dropdown menus for 'School: Maple Academy' and 'Class: G6M, Nilsen', both with a 'Set' button next to them. Below this is a table of students with columns for 'Student', 'Assignment Printed Date', and 'Action'. The 'Assignment Printed Date' column is further divided into 'Practice', 'Test (Ready)', 'Exercise', and 'Diagnostic'. The 'Action' column contains an 'Assign Objs' button for each student. The 'Assign' button in the left sidebar is circled, and arrows point from the text to the School and Class dropdown menus.

Student	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input checked="" type="checkbox"/> Anderson, Eric	2/27/04				 Assign Objs
<input type="checkbox"/> Brentwood, Leah	2/27/04				
<input checked="" type="checkbox"/> Collins, Sherrica	2/27/04				 Assign Objs
<input type="checkbox"/> Fuller, Keisha	2/27/04				
<input type="checkbox"/> Johnson, Myra	2/27/04	(1)			
<input type="checkbox"/> Lee, Joshua	2/27/04				
<input type="checkbox"/> McKinney, LeShandra	2/27/04				
<input type="checkbox"/> O'Connor, Nicole	2/27/04	(1)	2/27/04		
<input type="checkbox"/> Rossetti, Alexander	2/27/04				
<input type="checkbox"/> Vang, Chong	2/27/04				

To choose a different class, click on the Class drop-down list and click on the class name; then, click the [Set] button.

5. In the Assignment Book for the class, check the box next to each student who needs objectives assigned. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to the word "Student" at the top of the column.
6. On the left side of the page, you'll see a list of options. Click on "Assign" in this list.
7. The **Assign Objectives** page will appear.

**If you selected one student**, the page will show you some of the class objectives. (The General preference determines how many will be shown at one time; see page 118.) To go to the next objective(s), click on "Next >>." To go to the previous objective(s), click on "<< Previous." A symbol appears next to each objective to show you the student's status for that objective (for more information about the symbols, see page 44); to see the name of the symbol, position your mouse over the symbol. Any objective that is not already assigned has a check box next to the description. Check each objective that you want to assign to this student. To check a box or remove a check mark, click on the box. After checking a box, click the [Assign] button. The **Assigned** symbol will appear next to the objectives.

**Assign Objectives**  
Select the cell(s) that you want to assign

Student: **Eric Anderson**

(1-20 of 213) << Previous Next >>

<input type="checkbox"/> Assign	Objective
<input checked="" type="checkbox"/>	1. Prime & composite numbers
<input checked="" type="checkbox"/>	2. Factors of composite numbers
<input checked="" type="checkbox"/>	3. Prime factorization
<input checked="" type="checkbox"/>	4. Greatest common factor
<input checked="" type="checkbox"/>	5. Multiples of whole #s
<input type="checkbox"/>	6. Least common multiple
<input type="checkbox"/>	7. Add whole #s
<input type="checkbox"/>	8. Properties of addition
<input type="checkbox"/>	9. Subtract whole #s
<input type="checkbox"/>	10. WP: Add & subtract whole #s
<input checked="" type="checkbox"/>	11. Estimate whole # sums & differences, round
<input checked="" type="checkbox"/>	12. Multiply by 2 or more dig
<input checked="" type="checkbox"/>	13. WP: Multiply whole #s
<input checked="" type="checkbox"/>	14. Multiply by a multiple of 10
<input checked="" type="checkbox"/>	15. Multiply by a power of 10
<input type="checkbox"/>	16. Estimate products, round (3+ dig)
<input type="checkbox"/>	17. WP: Estimate products, round (2+ dig)
<input type="checkbox"/>	18. Evaluate exponents
<input type="checkbox"/>	19. Multiply with exponents
<input type="checkbox"/>	20. Divide whole #s (2+ dig divisor)

Assign Objective

(1-20 of 213) << Previous Next >>  
Bolded objectives belong to one or more designated objective standards.

**If you selected more than one student**, you will see a table of the student names and some of the objectives in the Assignment Book. To go to the next objective(s), click on "Next >>." To go to the previous objective(s), click on "<< Previous." A symbol appears in the table cells for the student's active objectives to show you the student's status for each objective (for more information about the symbols, see page 44); to see the name of a symbol, position your mouse over the symbol. Any objective that is not assigned to a student will have a check box under the objective number in the row for that student. Check the box for each objective that you want to assign. To check a box or remove a check mark, click on the box. You can assign an objective to all the students at once by checking the box next to the objective number at the top of the column as shown. (To see the description of an objective and the library name, position your mouse over the objective number.) After checking the appropriate boxes, click the [Assign] button. The **Assigned** symbol will appear in the rows and columns for the students' objectives.

**Assign Objectives**  
Select the cell(s) that you want to assign

(1-10 of 213) << Previous Next >>

Student	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input checked="" type="checkbox"/> 10
Anderson, Eric	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Collins, Sherrica	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bolded objectives belong to one or more designated objective standards.

- When you've finished assigning objectives, click the [Done] button. You will return to the **Assignment Book**.

## Transferring Student Data from One Class to Another

With the standard capabilities, teachers, school administrators, and district administrators can transfer a student’s assignment data from one class to another by following the steps below. If an administrator imports students using the Renaissance Place task, you must transfer student data to see a student’s previous Accelerated Math work. You can transfer data if 1) data from the old class falls within the marking period selected for the new class, and 2) the student is unenrolled from his or her original class and is enrolled in the new class. (To enroll and unenroll students, see the *Renaissance Place Software Manual*.) The data will **only** be visible in the new class if the new class is using the same objectives as the old one. To transfer a student’s data from one class to another, follow these steps:

1. After you log in, you’ll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math tasks, click on “Assignment Book” in the list.

4. The **Assignment Book** lists the students who are in one class within one school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. To choose a different class, click on the Class drop-down list and click on the class name; then, click the [Set] button.

Assignment Book

Return to Home

School: Maple Academy [Set]

Class: G6M, Nilsen [Set]

**G6M, Nilsen**

Student	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input type="checkbox"/> Anderson, Eric	2/27/04				Assign Objs
<input type="checkbox"/> Brentwood, Leah	2/27/04				
<input checked="" type="checkbox"/> Collins, Sherrica					Assign Objs
<input type="checkbox"/> Fuller, Keisha	2/27/04				
<input type="checkbox"/> Johnson, Myra	2/27/04	(1)			
<input type="checkbox"/> Lee, Joshua	2/27/04				
<input type="checkbox"/> McKinney, LeShandra	2/27/04				
<input type="checkbox"/> O'Connor, Nicole	2/27/04	(1)	2/27/04		
<input type="checkbox"/> Rossetti, Alexander	2/27/04				
<input type="checkbox"/> Vang, Chong	2/27/04				

**Other**

Transfer Student Data

5. In the Assignment Book for the class, check the box next to each student who needs assignment data transferred. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to the word “Student” at the top of the column.
6. On the left side of the page, you’ll see a list of options. Click on “Transfer Student Data” in this list.

7. The **Transfer Student Data** page will appear. This page will show you which students have data that can be transferred into the current class. To transfer data for those students, click the [Transfer] button.

Transfer Student Data

Students' data that is not tied to a class for this class period will be transferred to the current class.

Student	Data Transferable	Original Class
Collins, Sherrica	Yes	6th Grade Math Class

Cancel Transfer

## How the Assignment Book Shows Student Progress Toward Mastering Objectives

As you assign objectives, print some assignments, and view student details in the Assignment Book, you may see the symbols listed below. These symbols show you the status of each student's work on each objective.

-  **Assigned.** You have assigned the objective so students can begin practice, but no practice or exercise has been printed for the objective.
-  **Ready to Work (green).** One green arrow means you have printed *and* scored practices or exercises that included problems from this objective. The student has not yet met the practice mastery criteria (see page 46), and the student has no unscored assignments for the objective, so the student needs another practice or exercise. The student is not yet ready to take a test on the objective.
-  **Working (green).** Two green arrows mean a practice or exercise that includes this objective has been printed, but it has not been scored.
-  **Ready to Test (yellow).** One yellow arrow means that the student has met the practice mastery criteria for the objective by correctly answering the required number of problems in the practices and exercises. (To change the mastery criteria for an objective, see page 46.) The student is ready to take a test that includes the objective.
-  **Testing (yellow).** Two yellow arrows mean a test that includes this objective has been printed, but it has not been scored.
-  **Mastered.** A check mark means the student has correctly answered the number of test problems required to master the objective (see page 46). Review problems will begin appearing on the student's practices about two weeks after the student mastered the objective; to change the percentage of problems that can be review problems, see the Practice Assignment Sizing preference on page 115.
-  **Intervene.** The red I means the student needs extra help with an objective. (For more information, see page 45.)
-  **Diagnosing.** This symbol means the teacher printed a diagnostic test to test the student on an objective without requiring the student to meet the practice mastery requirements first.
-  **Reviewed.** The gray square means the student has met the requirements for practice, test, and review. The student has finished working on this objective, and problems from it will no longer appear on practices or tests.
-  **Hold.** The teacher has put the objective on hold (see page 67). You can make the objective active and available to the student by assigning it again (see page 41). If the student was working on the objective when you put it on hold, the objective will return to its previous state.

## Intervene

The status for an objective changes to *Intervene* (📌) if:

- Students work on three times the required number of practice problems (or exercises) for an objective without answering enough problems correctly to go on to *Ready to Test* (one yellow arrow ▶).
- Students work on twice the required number of test problems for the objective without answering enough problems correctly to move on to *Mastered* (✔).
- Students work on twice the required number of review problems without answering enough problems correctly for the objective to be marked *Reviewed* (📌).

In all three situations, the required number of problems (attempts) and correct answers is determined by the objective's mastery criteria. (For more information on mastery criteria, see page 46.)

If one of your students has an objective marked *Intervene*, the student will not receive any more problems for the *Intervene* objective unless you take action. The student needs additional help to succeed with the objective. We recommend that you discuss the objective with your student and re-teach the information if necessary. When the student is ready to do more work on the objective, you can click on the word “Intervene” in the Assignment Book and remove the *Intervene* status by doing one of the following:

- If the objective changed to *Intervene* while the student was working on practice problems, click the [Print Exercise] button on the **Intervene** page to print an exercise that includes the objective.
- If the objective changed to *Intervene* while the student was working on tests or review problems from *Mastered* objectives, click the [Print Diagnostic] button to print a diagnostic test that includes the objective.

Once you print the exercise or diagnostic test, the status of the objective will change to *Working* or *Diagnosing*. If the student does not answer enough problems correctly on the exercise or test, the student's status will change to *Ready to Work* or *Ready to Test* after you score the assignment. If the student passes an exercise, the status will change to *Ready to Test*; if the student passes a diagnostic test, the status will change to *Mastered*.

## Mastery Criteria for Objectives

### What is mastery criteria?

Each objective has its own “mastery criteria,” that is, a set of requirements that students must meet to master the objective. Each objective has three sets of mastery criteria: Practice, Test, and Review. See page 40 for more information on mastering an objective. These requirements determine how much work students must complete to master the objective, and how many problems they must answer correctly. For example, if the practice criteria for an objective is “5 correct out of the last 6 problems (minimum),” the student cannot master the objective until he or she has worked at least 6 problems from the objective. The student can achieve the practice mastery criteria by answering 5 or 6 of the last 6 problems correctly.

To change the criteria for objectives, see the section below.

Type of Mastery Criteria	What it controls
Practice	The number of practice or exercise problems students must answer correctly to show they are ready for testing.
Test	The number of test problems students must answer correctly to master an objective.
Review	The number of review problems students must answer correctly to complete work on an objective. (Review problems appear on practices.)

The Objective List Report shows you the mastery criteria for each objective in the objective lists used in your class **Assignment Books**.

### How to edit the mastery criteria for an objective

By following the steps on the next page, teachers, staff, and administrators with the standard set of capabilities can change the requirements (mastery criteria) that students must meet to master specific standard objectives. When you edit the mastery criteria for an objective, your changes will only affect your objective list, not other objective lists. However, your changes will affect every class that uses the list. You can print the Objective List Report (see page 103) to see the mastery criteria for the objectives in your class Assignment Book.

Teachers and school staff can edit mastery criteria for objectives on lists they own. School administrators can edit mastery criteria for any Private or School list in their school. District staff can edit mastery criteria for School lists, District lists, and Private lists they own. District administrators can edit mastery criteria for any list.

**Note:** To change the criteria for passing Extended Response objectives, use the Extended Response preference instead; see page 112.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. If you are a teacher and you want to change objective mastery criteria in the list you're using in a class Assignment Book, click on "Assignment Book."  
If you are not a teacher, or if you want to change the mastery criteria for objectives in a list that you are not currently using, click on "Libraries."
4. If you chose "Assignment Book," the **Assignment Book** page will list the students in one class from one school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. To choose a different class, click on the Class drop-down list, click on the class name, and click the [Set] button.  
  
If you chose "Libraries," and you have access to more than one school, you must choose the school that is using the list. To do this, click on the School drop-down list, click on the school, and click the [Set] button.
5. On the left side of the page (**Assignment Book** or **Libraries**), you will see a list of options. Click on "Manage Objectives" in this list.
6. The **Manage Objectives** page will appear next. If you came from the **Libraries** page, you must first choose the list for which you want to edit objective mastery criteria. If the page asks you to choose a list type, click on "Standard" or "Extended Response." To choose the objective list, click on the Objective List drop-down menu and click on the list name; then, click the [Set] button.
7. On the **Manage Objectives** page, click on "Edit" in the list of options.
8. On the **Edit Objectives** page, you can choose to edit mastery criteria by objective or library. The objectives are listed by default. If you want to change the mastery criteria for all objectives in a library instead of selecting individual objectives, click on "Library" above the list of objectives.
9. The **Edit Objectives** page lists the objectives or libraries that are used in the list you selected. If you are viewing the list of objectives, this page also lists the practice, test, and review mastery criteria.

**Edit Objectives**  
Select one or more item(s). Then, click [Delete] to delete or [Edit Mastery] to change mastery criteria.

Objective List: **Grade 6 Math, Nilsen**

View by: Objective | Library

(1-10 of 219)

<input type="checkbox"/> Objective	Library	Practice Criteria	Test Criteria	Review Criteria
<input type="checkbox"/> 1. Place value of digit in whole # (6+ dig)	Grade 6	5/6	4/5	3/4
<input type="checkbox"/> 2. Standard to expanded form (5+ dig)	Grade 6	5/6	4/5	3/4
<input type="checkbox"/> 3. Expanded to standard form (5+ dig)	Grade 6	5/6	4/5	3/4
<input type="checkbox"/> 4. Standard form to word name (5+ dig)	Grade 6	5/6	4/5	3/4
<input type="checkbox"/> 5. Word name to standard form (5+ dig)	Grade 6	5/6	4/5	3/4
<input checked="" type="checkbox"/> 6. Order whole #s (6+ dig)	Grade 6	5/6	4/5	3/4
<input checked="" type="checkbox"/> 7. Compare whole #s (5+ dig)	Grade 6	5/6	4/5	3/4
<input checked="" type="checkbox"/> 8. Round whole #s (4+ dig)	Grade 6	5/6	4/5	3/4
<input checked="" type="checkbox"/> 9. Prime & composite numbers	Grade 6	5/6	4/5	3/4
<input type="checkbox"/> 10. Factors of composite numbers	Grade 6	5/6	4/5	3/4

Bolded objectives belong to one or more designated objective standards.

The practice mastery criteria determines when students can advance from the *Ready to Work* stage (one green arrow ) or *Working* (two green arrows ) to *Ready to Test* (one yellow arrow). The test mastery criteria determines when students advance from *Ready to Test* or *Testing to Mastered* (). The review mastery criteria determines when students advance from *Mastered* to *Reviewed*. (Review problems appear on practices starting two weeks after an objective is mastered.)

Each set of mastery criteria has two numbers. A mastery criteria of 5/6 would mean that the student must answer 5 out of the 6 most recent problems correctly. 3/4 would mean the student must answer 3 of the 4 most recent problems correctly.

Check the box next to each objective or library that needs changes in the mastery criteria. To check a box or remove a check mark, click in the box. If you are viewing the objectives, you can select all objectives in this part of the list by checking the box next to the word "Objective" at the top of the list. To see more of the list, click on "Next >>" above the list; to go back, click on "<< Previous."

After selecting the objectives or libraries that need mastery criteria changes, click the [Edit Mastery] button.

- On the **Edit Objective Mastery** page, you can change the practice, test, and/or review mastery criteria. To change the criteria, first check the box that indicates you want to change the criteria ("Change practice mastery," "Change test mastery," or "Change review mastery"). Then, click in the blanks and type new values.

**Note:** If you have changed the mastery criteria, and you would like to return to the default (original) mastery criteria settings, click the [Default] button.

- After making your changes, click the [Save] button. You will return to the **Edit Objectives** page. If you want to change the criteria for other objectives or libraries, repeat steps 8-11.

## Printing Assignments

In the **Assignment Book**, teachers, school administrators and district administrators with the standard set of capabilities can print a practice, exercise, test, or diagnostic test. At the **Extended Response** page, teachers, school administrators, and district administrators can print Extended Response assignments. Accelerated Math automatically keeps track of the assignments you have already printed. The instructions on the next few pages describe how to print each type of assignment. **Note:** In the Assignment Book, students who have no outstanding (unscored) assignments will have a "Print Assignment" link. You can click on this link to begin printing a new assignment for that student only.

**Note:** You can use the General preference (see page 118) to choose whether to preview assignments before printing or to print assignments directly to your default printer with no preview. You must have the Adobe Acrobat Reader or Adobe Reader on each computer that you will use to print assignments. If you choose to preview assignments, they will be printed to pdf files, which you can then print from within the Acrobat Reader. If you choose to print directly, you will need the plug-in required by the software. On Windows systems, this plug-in can be downloaded automatically; on Macintosh computers, you must download and install the plug-in manually (see page 58).

## How to print a practice

A practice consists of assisted-response (multiple-choice) problems from objectives marked *Assigned* (  ) or *Ready to Work* (one green arrow  ). Accelerated Math chooses the objectives to include based on the status of assigned objectives. A practice reinforces what the student has learned and provides the time-on-task necessary to progress and succeed. Practice assignments are individualized.

Once you have assigned objectives to your students in the Assignment Book, teachers, school administrators, and district administrators with the standard set of capabilities can print practices. If a practice is scored by scanning, the next practice can be printed automatically; see the AccelScan preference on page 109.

To print practices, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."

4. The Assignment Book will list the students in one class within one school.

If you have access to more than one school, click on the School drop-down list and click on the school for which you want to print practices; then, click the [Set] button.

If you have other classes, and you want to change to a different class, click on the Class drop-down list, click on a class name, and click the [Set] button.

Assignment Book

Return to Home

School: Maple Academy [Set]

Class: G6M, Nilsen [Set]

**Activities**

- Assign
- Print Practice**
- Print Test
- Print Exercise
- Print Diagnostic
- Reprint/Delete
- Hold/Unassign
- Keyboard Score

**Reports**

- Status of the Class
- Diagnostic
- TOPS
- More Reports...

**Objectives**

- View Objectives
- Manage Objectives

**Other**

- Transfer Student Data

<input checked="" type="checkbox"/>	Student	Assignment Printed Date			Action
		Practice	Test (Ready)	Exercise	
<input checked="" type="checkbox"/>	Anderson, Eric				▶ Print Assignment
<input checked="" type="checkbox"/>	Brentwood, Leah				▶ Print Assignment
<input checked="" type="checkbox"/>	Collins, Sherrica				▶ Print Assignment
<input checked="" type="checkbox"/>	Fuller, Keisha				▶ Print Assignment
<input checked="" type="checkbox"/>	Johnson, Myra				▶ Print Assignment
<input checked="" type="checkbox"/>	Lee, Joshua				▶ Print Assignment
<input checked="" type="checkbox"/>	McKinney, LeShandra				▶ Print Assignment
<input checked="" type="checkbox"/>	O'Connor, Nicole				▶ Print Assignment
<input checked="" type="checkbox"/>	Rossetti, Alexander				▶ Print Assignment
<input checked="" type="checkbox"/>	Vang, Chong				▶ Print Assignment

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the "Install Plug-In" link and download and install the Renlearn Print plug-in before you continue (see page 58).

5. To select the students for which you want to print a practice, check the box next to each student's name. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to "Student" at the top of the list as shown.
6. On the left side of the page, you will see a list of options. Click on "Print Practice" in this list.
7. On the page that appears next, click on the assignment size that you want to use: small, medium, or large. By default, small assignments should take students about 10 minutes to complete, medium assignments should take students about 20 minutes to complete, and large assignments should take about 30 minutes. The Practice Assignment Sizing preference sets the number of minutes required for each assignment size. (See page 115.)

Print Practice

Select the size of assignment to print

**Assignment Size**

- Small
- Medium
- Large

[Cancel] [Print]

Student	Practice Objectives
Anderson, Eric	6-9
Brentwood, Leah	6-9
Collins, Sherrica	6-9
Fuller, Keisha	6-9
Johnson, Myra	6-9
Lee, Joshua	6-9
McKinney, LeShandra	6-9
O'Connor, Nicole	5-9
Rossetti, Alexander	6-9
Vang, Chong	6-9

Please note that the right side of the page shows objectives that can be included on practices. If you selected more than one student, the students who need objectives assigned or who have outstanding practices may be identified; you cannot print practices for these students.

**Note:** If you have reached your student capacity limit for Accelerated Math, the **Print Practice** page will notify you and will show you which students cannot receive printed assignments. For more information about student capacity, see page 120.

8. To print the practice(s), click the [Print] button.
9. If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser's print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the practices will be printed to your default printer. **Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

## How to print an exercise

Exercises are primarily for in-class use as a way to support and reinforce objectives covered in a daily lesson. They can also be used to provide additional directed practice for specific objectives. The teacher can set the number of problems per objective and can choose whether the problems are assisted-response or free-response.

Teachers, school administrators, and district administrators with the standard set of capabilities can print exercises for any class objectives by following these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."

- The Assignment Book will list the students in one class within one school. If you have access to more than one school, click on the School drop-down list and click on the school for which you want to print exercises; then, click the [Set] button. If you have other classes, click on the Class drop-down list, click on the class that needs exercises, and click [Set].

Assignment Book

Return to Home

School: Maple Academy [Set]

Class: G6M, Nilsen [Set]

**Print Exercise**

Student	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment
<input checked="" type="checkbox"/>					Print Assignment

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the "Install Plug-In" link and download and install the Renlearn Print plug-in before you continue (see page 58).

- To select the students for which you want to print an exercise, check the box next to each student's name. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to "Student" at the top of the list.
- On the left side of the page, you will see a list of options. Click on "Print Exercise" in this list.
- On the page that appears next, check the box for each objective that you want to include on the exercise.

If you selected more than one student, check the boxes that are at the intersection of the objective columns and the student rows. (Notice that this page uses symbols to show you the status of each student's work on each objective; to see the symbol names, position your mouse over the symbols or refer to page 44 in this manual.) If you want to select the same objectives for all students, check the box next to the objective number. To see an objective description and the library name, position the mouse over the objective number.

Print Exercise

Select one or more cells and set the assignment options

(1-10 of 219) << Previous Next >>

Student	1	2	3	4	5	6	7	8	9	10
Anderson, Eric	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Brentwood, Leah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Collins, Sherrica	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuller, Keisha	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson, Myra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Lee, Joshua	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McKinney, LeShandra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
O'Connor, Nicole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rossetti, Alexander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vang, Chong	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bolded objectives belong to one or more designated objective standards.

**Answer Format**

Assisted Response

Free Response

**Problem Count**

Problems per objective:

**Assignment Generation**

Identical

Individual

Cancel Print

Using the Answer Format options, you can choose to use assisted-response problems or free-response problems. Assisted-response problems are multiple-choice; they can be scored by scanning cards on which students have marked their answers (see page 62) or by entering the students' answers by keyboard entry; see page 65. Free-response problems require students to write in their answers. These assignments can be scored by keyboard entry with the help of the answer key, or teachers can mark "A" on a scan card for each correct answer and "B" for each incorrect answer and scan the cards. Click on one of the options.

You can also decide how many problems you want to include for each objective you selected. To do this, click in the Problem Count blank, delete the old value, and type a new value.

If you selected more than one student, you must choose whether to print identical assignments or different (individual) assignments. Click on one of the options under "Assignment Generation."

**Note:** If you have reached your student capacity limit for Accelerated Math, the **Print Exercise** page will notify you and will show you which students cannot receive printed assignments. For more information about student capacity, see page 120.

8. To print the exercise(s), click the [Print] button.
9. If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser's print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the exercises will be printed to your default printer. **Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

## How to print a test

When a student has answered enough practice problems correctly to go on to testing as determined by the mastery criteria (see page 46), the status of an objective will change to Ready to Test (one yellow arrow ▶). When this happens, a teacher, school administrator, or district administrator can print a test by following these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."

4. The Assignment Book will list the students in one class within one school.

If you have access to more than one school, click on the School drop-down list and click on the school for which you want to print tests; then, click the [Set] button.

**Assignment Book** 2003-2 ADMINISTRATOR USER, Dia

Return to Home

School: Maple Academy [Set]

Class: G6M, Nilsen [Set]

**G6M, Nilsen**

	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input checked="" type="checkbox"/> Student					
<input checked="" type="checkbox"/> Anderson, Eric		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> Brentwood, Leah		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> Collins, Sherrica		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> Fuller, Keisha		(1)			▶ Print Assignment
<input checked="" type="checkbox"/> Johnson, Myra		(3)			▶ Print Assignment
<input checked="" type="checkbox"/> Lee, Joshua		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> McKinney, LeShandra		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> O'Connor, Nicole		(3)			▶ Print Assignment
<input checked="" type="checkbox"/> Rossetti, Alexander		(2)			▶ Print Assignment
<input checked="" type="checkbox"/> Vang, Chong		(2)			▶ Print Assignment

If you have other classes, and you want to change to a different class, click on the Class drop-down list, click on a class name, and click the [Set] button.

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the "Install Plug-In" link and download and install the Renlearn Print plug-in before you continue (see page 58).

5. To select the students for which you want to print a test, check the box next to each student's name. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to "Student" at the top of the list. Students who are ready to take a test on objectives will have a number in parentheses in the Test (Ready) column; the number shows you how many objectives are ready for testing.
6. On the left side of the page, you will see a list of options. Click on "Print Test" in this list.

7. The **Print Test** page will appear next. First, you can set the maximum number of objectives that you want to include on the test. Only objectives in the **Ready to Test** stage (one yellow arrow ▶) will be included. To set the maximum number of objectives, click in the Objective Limit blank, delete the old value, and type a new value.

**Print Test**  
Set the assignment options

**Objective Limit**  
Maximum number of objectives: 5

**Answer Format**  
 Assisted-Response  
 Free-Response

Cancel Print

Student	Testable Objectives
Anderson, Eric	6-7
Brentwood, Leah	6-7
Collins, Sherrica	6-7
Fuller, Keisha	7
Johnson, Myra	5-7
Lee, Joshua	6-7
McKinney, LeShandra	6-7
O'Connor, Nicole	1-5
Rossetti, Alexander	6-7
Vang, Chong	6-7

8. You can also choose to use assisted-response problems or free-response problems. Assisted-response problems are multiple-choice; they can be scored by scanning cards on which students have marked their answers or by entering the students' answers manually. Free-response problems require students to write in their answers. These assignments can be scored by keyboard entry (with the help of the answer key), or the teacher can mark "A" on a scan card for

each correct answer and “B” for each incorrect answer and scan the card. Click on one of the Answer Format options.

**Note:** If you have reached your student capacity limit for Accelerated Math, the **Print Test** page will notify you and will show you which students cannot receive printed assignments. For more information about student capacity, see page 120.

9. To print the test(s), click the [Print] button.
10. If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser’s print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the tests will be printed to your default printer. **Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

### How to print a diagnostic test

In the Assignment Book, diagnostic tests can be helpful when students have objectives that are in the Intervene state (see page 45). Diagnostic tests also help you advance strong students through objectives quickly — when students master objectives on diagnostic tests, they won’t have to work practice assignments for those objectives. Teachers, school administrators, and district administrators with the standard set of capabilities can print diagnostic tests. To print a diagnostic test, follow these steps:

1. After you log in to the software, you’ll see the Home page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math tasks, click on “Assignment Book.”

- The Assignment Book will list the students in one class within one school. If you have access to more than one school, click on the School drop-down list and click on the school for which you want to print diagnostic tests; then, click the [Set] button. If you have other classes, and you want to change to a different class, click on the Class drop-down list, click on a class name, and click the [Set] button.

**Assignment Book** ADMINIST

Return to Home

School: Maple Academy [Set]

Class: G6M, Rossetti [Set]

**Activities**

- Assign
- Print Practice
- Print Test
- Print Exercise
- Print Diagnostic**
- Reprint/Delete
- Hold/Unassign
- Keyboard Score

**Reports**

- Status of the Class
- Diagnostic
- TOPS
- More Reports...

**Objectives**

- View Objectives
- Manage Objectives

**Other**

- Transfer Student Data

**G6M, Rossetti**

Student	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input checked="" type="checkbox"/> Student	2/27/04				
<input checked="" type="checkbox"/> Arnold, Jacob	2/27/04				
<input checked="" type="checkbox"/> Brooks, Matthew	2/27/04		2/27/04		
<input checked="" type="checkbox"/> Del Castillo, Miranda	2/27/04				
<input checked="" type="checkbox"/> Gutierrez, Jose	2/27/04				
<input checked="" type="checkbox"/> Khang, Bao	2/27/04				
<input checked="" type="checkbox"/> Ling, Lin Yao	2/27/04				
<input checked="" type="checkbox"/> Ming, Li	2/27/04				
<input checked="" type="checkbox"/> Pagel, David	2/27/04				
<input checked="" type="checkbox"/> Smith, Olivia	2/27/04				
<input checked="" type="checkbox"/> Williams, Taneshia	2/27/04				

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the "Install Plug-In" link and download and install the Renlearn Print plug-in before you continue (see page 58).

- To select the students for which you want to print a diagnostic test, check the box next to each student's name. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to "Student" at the top of the list.
- On the left side of the page, you will see a list of options. Click on "Print Diagnostic" in this list.
- On the page that appears next, check the box for each objective that you want to include on the diagnostic test.

**Note:** If you have reached your student capacity limit for Accelerated Math, the **Print Diagnostic Test** page will notify you and will show you which students cannot receive printed assignments. For more information about student capacity, see page 120.

If you selected more than one student, check the boxes that are at the intersection of the objective columns and the student rows. (Notice that this page uses symbols to show you the status of each student's work on each objective; for the symbol names, position your mouse over the symbols or see page 44.) To select the same objective for all students, check the box next to the objective number at the top of the column as shown. (To see the objective description and library name, position your mouse over the objective number.)

**Print Diagnostic** ADMIN

(1-10 of 213) << Previous Next >>

Student	1	2	3	4	5	6	7	8	9	10
Arnold, Jacob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Brooks, Matthew	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Del Castillo, Miranda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Gutierrez, Jose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Khang, Bao	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Ling, Lin Yao	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Ming, Li	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Pagel, David	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Smith, Olivia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Williams, Taneshia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							

Bolded objectives belong to one or more designated objective standards.

**Answer Format**  
 Assisted-Response  
 Free-Response

**Assignment Generation**  
 Identical  
 Individual

Cancel Print

Using the Answer Format options, you can choose to use assisted-response problems or free-response problems.

Assisted-response problems are multiple-choice; they can be scored by scanning cards on which students have marked their answers or by entering the students' answers manually. Free-response problems require students to write in their answers. These assignments can be scored by keyboard entry using the answer key, or the teacher can mark "A" on a scan card for each correct answer and "B" for each incorrect answer and scan the card. Click on one of the Answer Format options.

If you are printing diagnostic tests for more than one student, you can choose whether to print identical assignments or different (individual) assignments. Click on one of the options under "Assignment Generation."

8. To print the diagnostic test(s), click the [Print] button.
9. If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser's print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the diagnostic tests will be printed to your default printer.

**Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

## How to download and install the printing plug-in (for Macintosh computers only)

The General preference (page 118) lets you decide if you want to print Accelerated Math assignments directly to the printer or preview them first in the Acrobat Reader. By default, this preference is set to print assignments directly to the printer. To do this, you will need the Renlearn Print plug-in.

On Windows computers, this plug-in is downloaded automatically the first time you print an assignment. On Macintosh computers, you must follow the steps below to download and install the plug-in. Only district administrators, school administrators, and teachers with the standard capabilities can download and install the plug-in.

1. If you are already on the **Assignment Book** or **Extended Response** page, the page will notify you if you do not have the printing plug-in. Click on "Install Plug-in" behind the message in red text.

If you have attempted to print an assignment without the plug-in, you can click on the link provided on the **View Assignment** page.

If you are not on any of the pages mentioned above, click on "Home" at the top of any page in the program. Then, click on "Client Application Installers" under the Renaissance Place tasks. (If those tasks are not listed, click on "Show Details" next to "Renaissance Place.")

2. On the **Client Install** page, click on "Install" next to "Renlearn Print." If your browser gives you options, you can choose to expand the file or simply save it.
3. Find the file in the location you selected or your usual download location. Double-click on the file called **RLPrint Plugin Installer**.

If you see only a file named RLPrint\_Plugin\_Installer.hqx, you must double-click on this file to extract the installer. Then, you can double-click on the **RLPrint Plugin Installer**.

4. The plug-in will be installed. When the installation is complete (successful), the program will notify you. Click the [Quit] button in this message.

**Client Install**  
Select a client application to install

---

**Installation Instructions**  
After installation, your application may ask for the Server Name or IP Address. Your application will need this information before it can access any data.

★ Your Server Name or IP Address is **amserver**

---

**Client applications available for installation**

<b>Accelerated Math 3.0</b>		Math management software
Install	Client Application	
Install	Adobe Acrobat Reader for Macintosh OS 8.6 - 9.0 - 5.0.5	
Install	Adobe Acrobat Reader for Macintosh OS 9.1 - OSX - 5.1	
Install	Adobe Acrobat Reader for Windows - 5.0	
Install	Renlearn Print - 1.0.0	

---

<b>AccelScan</b>		AccelScan
Install	Client Application	
Install	AccelScan 95 - 1.2	
Install	AccelScan MAC - 1.2	
Install	AccelScan WIN - 1.2	

< Back      Show Less

## Reprinting Assignments

Teachers, school administrators, and district administrators with the standard set of capabilities can reprint any unscored practice, exercise, or test, either with the same problems or with new problems. How you reprint the assignment depends on the type of assignment you originally printed. To reprint an assignment, follow these steps:

1. After you log in to the software, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."
4. The Assignment Book will list the students in one class within one school.

If you have access to more than one school, click on the School drop-down list and click on the school for which you want to reprint assignments; then, click the [Set] button.

If you have other classes, and you want to change to a different class, click on the Class drop-down list, click on a class name, and click the [Set] button.

The screenshot shows the 'Assignment Book' interface. At the top, there are dropdown menus for 'School: Maple Academy' and 'Class: G6M, Rossetti', each with a 'Set' button. On the left, under 'Activities', the 'Reprint/Delete' option is highlighted. The main area contains a table with columns for 'Student', 'Assignment Printed Date', and 'Test (Ready)'. The table lists several students with checkboxes and dates.

Student	Assignment Printed Date	Test (Ready)		
		Practice	Exercise	Diagnostic Action
<input checked="" type="checkbox"/> Arnold, Jacob	2/27/04			
<input type="checkbox"/> Brooks, Matthew	2/27/04			
<input checked="" type="checkbox"/> Del Castillo, Miranda	2/27/04			
<input checked="" type="checkbox"/> Gutierrez, Jose	2/27/04			
<input type="checkbox"/> Khang, Bao	2/27/04			
<input type="checkbox"/> Ling, Lin Yao	2/27/04			
<input type="checkbox"/> Ming, Li	2/27/04			
<input type="checkbox"/> Pagel, David	2/27/04			
<input type="checkbox"/> Smith, Olivia	2/27/04			
<input type="checkbox"/> Williams, Taneshia	2/27/04			

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the "Install Plug-In" link and download and install the Renlearn Print plug-in before you continue (see page 58).

5. **If you want to reprint an assignment for one student**, in the Assignment Book, click on the name of the student who needs an assignment reprinted. The **Student Detail** page will list the student's outstanding (unscored) assignments first. Click on "Reprint" in the row for the assignment that you want to reprint.

**Student Detail** 2000/2001  
Christina Ross  
View details for the student's current and past assignments

Return to Assignment Book

Student: **Matthew Brooks**

**Outstanding Assignments**

Assignment	Form Number	Objectives	Problems	Date Printed	Actions
Exercise	2678	1	1-6	8/21/2003	Delete <b>Reprint</b>

**Recent Assignments**

Assignment	Form Number	Objectives	Problems	Date Scored	Score	Actions
Practice	2527	1-3	1-13	8/21/2003	10/13 (77%)	Rescore   Reprint TOPS

**Objective Status**  
(1-10 of 121) << Previous Next >>

Status	Objective	Practice	Test	Exercise	Diagnostic	Review
▶	1. Count with base-ten number blocks	4/6 (67%)				
▶	2. Place value of digit in whole # (4-6 dig)	5/6 (83%)				
▶	3. Standard to expanded form (2-6 dig)	1/1 (100%)				
▶	4. Expanded to standard form (2-6 dig)					

- If you want to reprint an assignment for more than one student**, in the Assignment Book, check the box next to the name of each student for whom you want to reprint an assignment. Then, on the left side of the Assignment Book page, click on "Reprint/Delete." On the **Reprint/Delete** page, click on the type of assignment you need to reprint; then, click the [Reprint] button.

**Reprint/Delete**  
Select an assignment type for which you want to reprint or delete.

**Assignment**

Practice

Test

Exercise

Diagnostic

Cancel Delete Reprint

6. The next page will allow you to choose whether to reprint the assignment with the original problems or new problems. Click on one of the options.

**If the assignment has free-response problems and you chose to include the same problems as the original assignment**, you can also choose whether to reprint the assignment itself, the answer key, or both. Check the box for each item that you want to print. To check a box or remove a check mark, click in the box.

**Reprint Assignment**

Student: **Matthew Brooks**

Assignment Type: **Exercise**

Form Number: **2678**

Problem Range: **1-6**

**Reprint Options**

Same problems as the original assignment

Reprint Assignment

Reprint Answer Key

Different problems from the original assignment

Cancel Reprint

7. When you're ready to continue, click the [Reprint] button.

If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser's print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the assignments will be printed to your default printer.

**Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button

to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

## Deleting Practices, Exercises, or Tests

By following the steps below, teachers, school administrators, and district administrators with the standard set of capabilities can delete Assignment Book assignments that have been printed for their students but not scored. You cannot delete scored assignments.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. Click on "Assignment Book" in the list.
4. The **Assignment Book** page will list the students in one class within one school.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

If you have more than one class and you need to choose a different class, click on the Class drop-down list, click on the class name, and click the [Set] button.

5. **To delete an assignment for one student**, click on the student's name in the list. The **Student Detail** page will show you more information about the student's work. In the list of outstanding (unscored) assignments, click on "Delete" in the row for the assignment that you want to delete. The assignment will be deleted.

**Student Detail** 2000/2001  
Christina Ross  
View details for the student's current and past assignments

[Return to Assignment Book](#)

Student: **Matthew Brooks**

**Outstanding Assignments**

Assignment	Form Number	Objectives	Problems	Date Printed	Actions
Exercise	2678	1	1-6	8/21/2003	<a href="#">Delete</a>   <a href="#">Reprint</a>

**Recent Assignments**

Assignment	Form Number	Objectives	Problems	Date Scored	Score	Actions
Practice	2527	1-3	1-13	8/21/2003	10/13 (77%)	<a href="#">Rescore</a>   <a href="#">Reprint TOPS</a>

**Objective Status**  
(1-10 of 121) << Previous Next >>

Status	Objective	Practice	Test	Exercise	Diagnostic	Review
▶	1. Count with base-ten number blocks	4/6 (67%)				
▶	2. Place value of digit in whole # (4-6 dig)	5/6 (83%)				
▶	3. Standard to expanded form (2-6 dig)	1/1 (100%)				
☐	4. Expanded to standard form (2-6 dig)					

**You can also delete an assignment for more than one student.** To do this, check the box next to the name of each student who needs an assignment deleted. Then, click on “Reprint/Delete” on the left side of the page. On the **Reprint/Delete** page, click on the type of assignment you need to delete and click the [Delete] button.

## Scoring Practices, Exercises, and Tests

### How to score Assignment Book assignments using AccelScan

Anyone who has the scoring capability can score students’ assignments by scanning cards while using the AccelScan scanning software. (For more information on capabilities, see page 15.) To scan cards, follow the steps below. Before you scan the cards, make sure that each student has entered his or her form number on the card so that the software can identify the student. If you do not have the form numbers, you can get them in a few different ways:

- You can position the mouse over the print date in the Assignment Book (the form number and objective range will appear).
- You can click on the student’s name in the **Assignment Book** to see the student details, which include a list of outstanding assignments and their form numbers.
- You can print a Status of the Class Report and include the Assignments Printed section. The Assignments Printed section of the report shows you form numbers and problem numbers for each outstanding assignment as well as the date each assignment was printed.

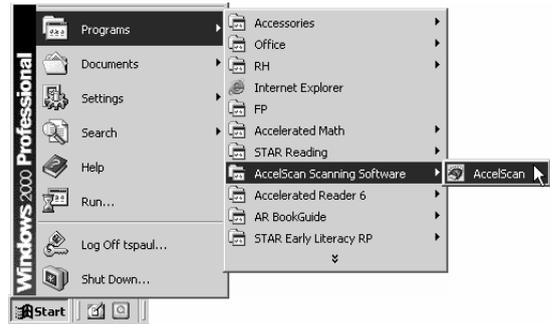
In **Teacher Mode**, teachers can score free-response assignments by scanning if they mark “A” for every correct answer and “B” for incorrect answers. Students cannot scan free-response cards if they work in **Student Mode**. If you prefer to score these assignments by keyboard entry, follow the steps that start on page 65.

**Note:** Before you can use the AccelScan Scanning software, you must choose the correct Server Settings; you may also need to choose the AccelScan Settings. See the installation instructions on page 8 for Windows computers or page 11 for Macintosh computers.

1. Verify that an AccelScan is connected to the computer. If the AccelScan has a switch, make sure that it is on.
2. To start the AccelScan Scanning software, follow the steps for your type of computer. **Note:** Whenever you start the AccelScan Scanning software, it will check for updated software. If a newer version of the software is found, the program will update the software.

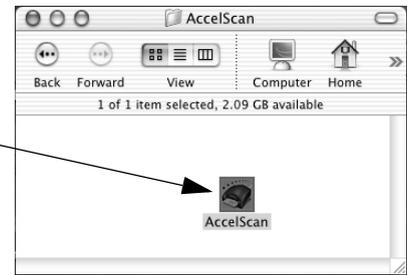
**Windows computers:**

Click on the [Start] button, click on **Programs** (or **All Programs**), click on **AccelScan Scanning Software**, and click on **AccelScan**. The picture shows a typical **Start** menu from a Windows 2000 computer.



**Macintosh computers:**

Open the folder where you installed the AccelScan Scanning software. Then, double-click on **AccelScan**.

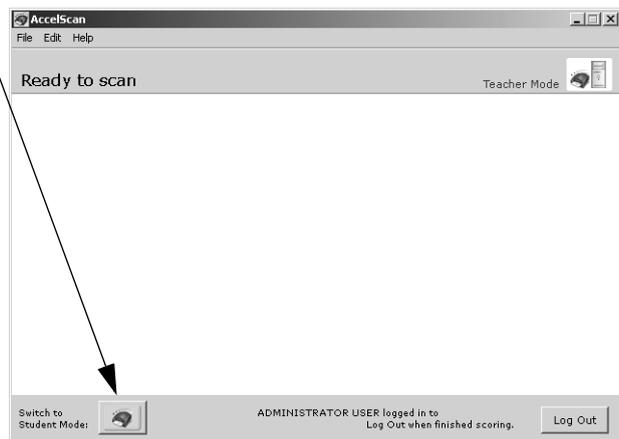


3. The **Log In** page will appear. Even if students will be scoring their own assignments, the teacher must log in. Click in the blanks and type your user name and password. Then, click the [Log In] button.

After a few moments, the **Ready to scan** page will appear. This page will tell you to insert a card into the scanner. If the program notifies you that the scanner was not found or that there were problems communicating with the scanner, check the following:

- Make sure the scanner is plugged in.
- Click the [Scanner Settings] button and make sure the correct port is selected; then, click [OK].

4. If you want your students to scan their own cards, click the Student Mode button. This mode allows your students to scan their cards without giving them access to the program settings. (Please note that although students can always scan cards for their own practices, the AccelScan preference determines whether exercises and tests can be scored in Student Mode. For more information about the AccelScan preference, see page 109.) If you want to return to teacher mode, you can click on the **File** menu, choose **Student Mode** (to remove the check mark), and enter your user name and password in the dialog box that appears.



5. Your students' Accelerated Math scan cards should include the form number and the answers to the problems on the assignment. Since different types of assignments use different form numbers, have your students make sure they are using the correct form number. Students should also be careful to enter their answers next to the problem numbers that appear on the assignment; many assignments do not start with problem 1 so that students can fill up scan cards that were started with a previous assignment.

Insert the first scan card, face-up, into the AccelScan. The form number should go in to the scanner first. The AccelScan will scan the answers on the card, score the assignment, and display a short summary.

If an invalid form number is marked on the card, the program will notify you; you can then enter the correct form number and click [Score] to continue, or you can click [Cancel] to cancel scoring until you can check the form number.

If the program finds a problem on the card, such as too few answers or unreadable answers, it will notify you so that you can correct the problem.

Check the information on the screen. Then, click the [OK] button and resolve the problem.



6. After scoring a card, the AccelScan Scanning software will again display the **Ready to scan** message. The scan card will be ejected from the back of the AccelScan.

**Note:** Teachers can score assignments with free-response items by scanning if they mark "A" for correct answers and "B" for incorrect answers.

7. To score more scan cards, repeat steps 5-6. As you score assignments, the student's next practice may print (see the AccelScan preference on page 109), and the TOPS Report will be printed as well.
8. When you or your students have finished scoring, click the [Log Out] button. The results for the cards that you scanned will be reflected in Accelerated Math.

---

## YOU CAN CHOOSE TO ALLOW BACKGROUND SCANNING

*As you or your students scan cards, you may switch to other programs on your computer. If you need to make sure that the cards will scan even when the AccelScan Scanning software is in the background, click on the **Edit** menu and choose **AccelScan Settings** while you are logged in. In the **AccelScan Settings** dialog box, make sure the **Allow Background Scanning** box is checked. To save your changes and close the dialog box, click the [OK] button.*

---

## How to score an Assignment Book assignment by entering answers at the keyboard

To score assignments manually by keyboard entry, teachers, school administrators, or district administrators can follow the steps below:

1. After you log in to the software, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."
4. Click on "Keyboard Score" in the list of links on the left side of the **Assignment Book** page.
5. On the **Keyboard Score** page, you can type in the student's form number (printed on the assignment) and click the [Score] button.
6. The **Keyboard Score** page will list the problem numbers that appeared on the assignment.

For assisted-response (multiple-choice) assignments, click on the student's answer to each problem. If you prefer, you can press the letter key on the keyboard for each answer; the program may not automatically advance to the next problem if you use this method.

For free-response assignments, click on "Correct" or "Incorrect" for each problem.

If there are many problems, you may need to click the [Next] button. (You can click the [Previous] button if you need to go back.)

7. When you have finished, click the [Save] button. The assignment will be scored. You will return to the **Keyboard Score** page, where you can enter the next form number to score another student's assignment. When you have finished all scoring, click the [Done] button. By default, the students' TOPS Reports will be printed automatically. For more information about TOPS Reports, see page 108.

Keyboard Score	
Fill in the student responses to each question	
Student:	<b>Kathy Schmidt</b>
Assignment Type:	<b>Exercise</b>
Form Number:	<b>2735</b>
(1-10 of 18)    << Previous    Next >>	
Responses	
1.	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
2.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
3.	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
4.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
5.	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
6.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
7.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
8.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
9.	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> No Response
10.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
<input type="button" value="Cancel"/> < Previous <input checked="" type="button" value="Next &gt;"/>	

## Rescoring Assignments in the Assignment Book

Teachers, school administrators, and district administrators can rescore assignments manually by following the steps below. (You cannot rescore assignments by rescanning a card.)

1. After you log in to the software, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."
4. The **Assignment Book** page will list the students in one class within one school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.
5. Now, you can rescore in one of two ways:
  - You can click on "Keyboard Score" in the list of links on the left side of the **Assignment Book** page. Then, on the **Keyboard Score** page, you can type in the student's form number (printed on the assignment) and click the [Rescore] button. The **Rescore** page will appear next; this page lists the scored assignments that used the form number you have entered. You can use the dates and problem numbers to help you identify the assignment that you want to rescore. Click on "Rescore" in the row for that assignment.
  - You can click on the student's name in the **Assignment Book**. Then, on the **Student Detail** page, in the list of recent assignments, you can click on "Rescore" in the row for the assignment that needs to be rescored.
6. The **Keyboard Score** page will list the problem numbers that appeared on the assignment.

For assisted-response (multiple-choice) assignments, you can change the student's answer for each problem by clicking on a new answer.

For free-response assignments, click on "Correct" or "Incorrect" for each problem.

If there are many problems, you may need to click the [Next] button. (You can click the [Previous] button if you need to go back.)

7. When you have finished, click the [Save] button. The assignment will be rescored. By default, the student's TOPS Report will be printed automatically. For more information about TOPS Reports, see page 108.

**Keyboard Score**  
Fill in the student responses to each question

Student: **Kathy Schmidt**  
Assignment Type: **Exercise**  
Form Number: **2735**

(1-10 of 18)    << Previous    Next >>

Responses	
1.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
2.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
3.	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
4.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
5.	<input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
6.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
7.	<input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
8.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response
9.	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> No Response
10.	<input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> No Response

Cancel    < Previous    **Next >**

## Putting Objectives on Hold

In the Assignment Book, teachers, school administrators, and district administrators can place students' objectives on Hold by following the steps below. Objectives that are on Hold do not appear on any practices, exercises, or tests. By placing objectives on hold, you can present your students with specific objectives while keeping others from being included on practices, exercises, or tests. You can make objectives that are on Hold active again in the Assignment Book by assigning them again; the objectives will return to their previous status.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."
4. The **Assignment Book** will appear next.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

The screenshot shows the 'Assignment Book' interface. On the left sidebar, under 'Activities', the 'Hold/Unassign' option is circled. In the main content area, the 'School' and 'Class' dropdown menus are both circled, with 'Set' buttons next to them. Below these are the 'G6M, Rossetti' class details and a table of students with checkboxes and dates.

Student	Assignment Printed Date				Action
	Practice (Ready)	Test	Exercise	Diagnostic	
<input checked="" type="checkbox"/> Arnold, Jacob	2/27/04				
<input type="checkbox"/> Brooks, Matthew	2/27/04				
<input checked="" type="checkbox"/> Del Castillo, Miranda	2/27/04				
<input checked="" type="checkbox"/> Gutierrez, Jose	2/27/04				
<input type="checkbox"/> Khang, Bao	2/27/04				
<input type="checkbox"/> Ling, Lin Yao	2/27/04				
<input type="checkbox"/> Ming, Li	2/27/04				
<input type="checkbox"/> Pagel, David	2/27/04				
<input type="checkbox"/> Smith, Olivia	2/27/04				
<input type="checkbox"/> Williams, Taneshia	2/27/04				

5. Check the box next to each student who needs an objective placed on hold. To check a box or remove a check mark, click in the box. If you want to select all students, check the box next to "Student" at the top of the list.
6. On the left side of the page, you will see a list of options. Click on "Hold/Unassign" in this list.

- In the page that appears, check the box for each objective that you want to put on hold.

If you selected more than one student as shown, check the box that appears where the column for the objective and the row for the student intersect. You can select the same objective for all students by checking the box next to the objective number at the top of the column. (To see the objective's description and library, position your mouse over the objective number.)

**Hold/Unassign Objectives**  
Select the cell(s) that you want to either put on hold or to unassign.

(1-10 of 228) << Previous Next >>

Student	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
Arnold, Jacob	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
Del Castillo, Miranda	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶
Gutierrez, Jose	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶	▶▶

Bolded objectives belong to one or more designated objective standards.

Hold Unassign Done

Notice that this page includes symbols for the objectives each student has worked on. These symbols show you the current status of student work on the objectives. To see the name of a symbol, position the mouse pointer over the symbol; for more information, see page 44.

- Click the [Hold] button. The Hold (▶▶) symbol will appear next to the objectives you selected.
- Click the [Done] button. When you're ready to make the objectives active again, you can assign them again (see page 41).

## Viewing a Sample Problem for an Objective

By following the steps below, teachers, staff, and administrators with default capabilities can view sample problems for an objective. (Sample problems are not available for some objectives.) Follow these steps:

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- If you are a teacher or administrator, you can click on "Assignment Book" in the list of Accelerated Math tasks if you want to view sample problems for an objective that is being used by a class. You will go to the **Assignment Book** page.

If you are not a teacher or administrator, or if you want to view a sample problem for an objective in a list that is not yet being used, click on "Libraries" in the list of Accelerated Math tasks. You will go to the **Libraries** page.

- On the left side of the page, click on "View Objectives." The **View Objectives** page will appear next.

- If you came from the **Libraries** page, you must choose the list that includes the objective. First, click on the type of objective list (Standard). Then, click on the drop-down list, choose the objective list, and click the [Set] button.
- The **View Objectives** page shows the first group of objectives in the list. Find the objective in the list. If it is not included in the first group, you can click on "Next >>" to see the next group. When you find the objective, click on its description.
- The **Objective Detail** page will appear. On this page, click on "Example" in the Objective table (the first table on this page).
- The **Objective Example** page will appear next. One or more sample problems for the objective will appear in a window on this page. You may need to scroll down in the window to see the entire problem or set of problems. On Windows computers, you can print the example by clicking on "Print Objective Example."

**View Objectives**

Return to Libraries

School: **Maple Academy**

List Type:  Standard  Extended Response

Objective List: **Grade 2 List, Private** [Set]

**Grade 2 List, Private**  
(1-10 of 127) << Previous Next >>

Objective	Library
<b>1. Standard &amp; word form to 100</b>	Grade 2
2. Identify missing #s in a sequence to 100	Grade 2
3. Order whole #s to 100	Grade 2
4. Ordinal numbers to 100th	Grade 2
5. Count by 2s, 3s, 4s, 5s, & 10s	Grade 2
6. Count tens & ones to 100	Grade 2
7. Identify tens & ones to 100	Grade 2
8. Odd & even numbers	Grade 2
9. Compare whole #s to 100 using <, >, =	Grade 2
10. Addition facts to 10	Grade 2

Bolded objectives belong to one or more designated objective standards.

Return to Libraries

## Unassigning Objectives

By following the steps below, teachers, school administrators, and district administrators with the standard set of capabilities can unassign objectives that have been assigned to their students. You can only unassign objectives that students have not worked on — objectives that are currently marked Assigned (  ).

If you are trying to unassign an objective that has any assignment, scored or unscored, you will receive an alert stating that Accelerated Math is unable to complete the action.

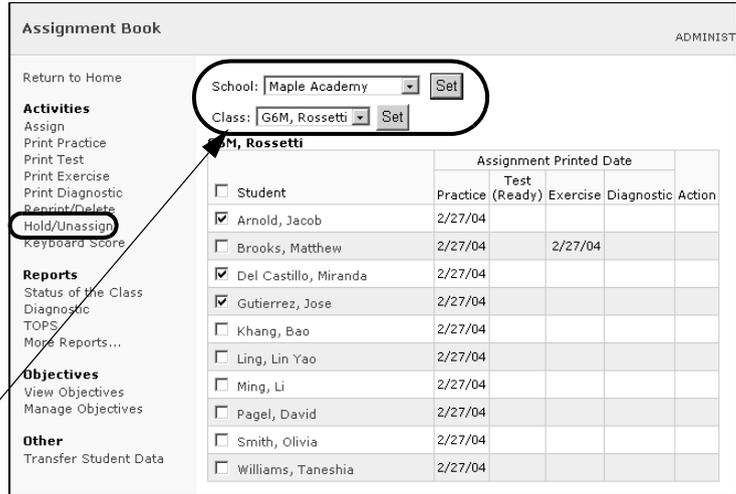
To unassign an objective, follow these steps:

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Assignment Book."

- The **Assignment Book** will appear.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

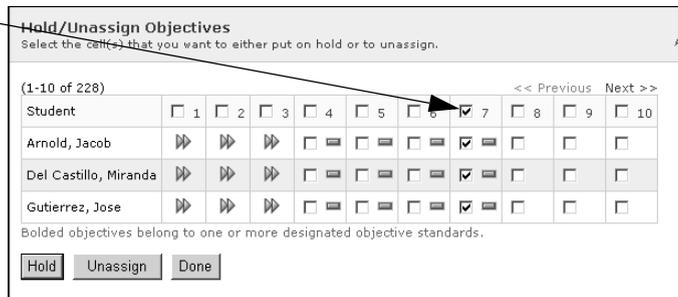
If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.



- On the left side of the page, you will see a list of options. Click on "Hold/Unassign" in this list.

- In the page that appears, check the box for each objective that you want to unassign.

If you selected more than one student, check the box that appears where the column for the objective and the row for the student intersect. You can select the same objective for all students by checking the box next to the objective number at the top of the column. (To see the objective description and library name, position your mouse over the objective number.)



Notice that this page includes symbols for the objectives each student has worked on. These symbols show you the current status of student work on the objectives. To see the name of a symbol, position the mouse pointer over the symbol; for more information, see page 44.

- Click the [Unassign] button. The symbol(s) next to the objectives you selected will disappear.
- Click the [Done] button. When you're ready to make the objectives active again, you can assign the objectives once again; see page 41.

## Printing Reports from the Assignment Book

### Printing a Diagnostic or Status of the Class Report

By following the steps below, teachers, school administrators, and district administrators with the standard set of capabilities can print reports about assignments within the Assignment Book. (These reports are also available when you print reports at the **Reports** page; see page 93.) By following these steps, you can print the Status of the Class Report or the Diagnostic Report. If you want to reprint a TOPS Report, see page 72.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Assignment Book."
4. The **Assignment Book** will appear.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

The screenshot shows the 'Assignment Book' interface. At the top, there are dropdown menus for 'School: Maple Academy' and 'Class: G6M, Nilsen', both with 'Set' buttons. The left sidebar contains a 'Reports' section with 'Status of the Class' and 'Diagnostic' highlighted. The main table displays student information and assignment dates.

Student	Assignment Printed Date				Action
	Practice	Test (Ready)	Exercise	Diagnostic	
<input type="checkbox"/> Anderson, Eric	2/27/04				Assign Obj's
<input type="checkbox"/> Brentwood, Leah	2/27/04				
<input type="checkbox"/> Collins, Sherrica	2/27/04				Assign Obj's
<input type="checkbox"/> Fuller, Keisha	2/27/04				
<input type="checkbox"/> Johnson, Myra	2/27/04	(1)			
<input type="checkbox"/> Lee, Joshua	2/27/04				
<input type="checkbox"/> McKinney, LeShandra	2/27/04				
<input type="checkbox"/> O'Connor, Nicole	2/27/04	(1)	2/27/04		
<input type="checkbox"/> Rossetti, Alexander	2/27/04				
<input type="checkbox"/> Vang, Chong	2/27/04				

5. On the left side of the page, you will see a list of options. Click on "Status of the Class" or "Diagnostic" in this list.
6. As the program generates your report, the **Report Progress** page will appear. When the report is ready, it will appear in the Adobe Acrobat Reader, either within your browser window or in a separate window.

You can save the report or print it by clicking on one of the Acrobat Reader buttons. (Do not use the browser buttons to save or print the report.)

You may be able to change the class/group or the reporting period. To do this, click on one of the drop-down lists on the Accelerated Math report page and click on a different option; then, click the [Go] button. The new

report will be generated. (For these reports, you can also click on the “Customize this Report” link to go back and choose custom options.) To select another report at the **Reports** page, click on “Select a Different Report” on the report page.

### Reprinting TOPS Reports

Teachers, school administrators, and district administrators with the standard set of capabilities can reprint TOPS Reports for any recent Accelerated Math assignment. Follow the steps below.

**Note:** If you reprint the TOPS Report for an assignment that is not the most recent assignment for the student, the Summary will not be included on the report.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math tasks, click on “Assignment Book.”

4. The **Assignment Book** will appear. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

The screenshot shows the 'Assignment Book' interface. At the top, there are dropdown menus for 'School: Maple Academy' and 'Class: G6M, Nilsen', both with 'Set' buttons. Below this is a table with columns for 'Student', 'Practice', 'Test (Ready)', 'Exercise', 'Diagnostic', and 'Action'. The table lists several students, with 'Brentwood, Leah' having a checked checkbox in the 'Student' column. A red circle highlights the 'Set' button for the class, and another red circle highlights the 'TOPS' link in the left sidebar.

5. Check the box next to one student who needs a TOPS Report reprinted. To check a box or remove a check mark, click in the box.

**Note:** If you choose more than one student, you will get the most recent TOPS Report for all the selected students, and you will not be allowed to choose the assignment for which you wanted to reprint a TOPS Report.

6. Click on “TOPS” on the left side of the page. (If you chose more than one student, go to step 8.)

7. Click on "Reprint" in the row for the assignment for which you want a TOPS Report.
8. The TOPS Report(s) will appear in an Acrobat Reader window. To print the report, click the printer button in the row of Acrobat Reader buttons. Do **not** use the browser's printer button.

**Reprint TOPS**  
Select a problem range to reprint a TOPS for

Student: **Leah Brentwood**

Date Scored	Date Printed	Form Number	Assignment Type	Problem Range	Score	Action
2/27/2004	2/27/2004	280	Exercise	1-12	10/12	Reprint
2/17/2004	2/17/2004	189	Test	1-25	22/25	Reprint
2/17/2004	2/17/2004	22	Practice	1-30	29/30	Reprint

## Extended Response Assignments

### How the Extended Response Page Shows Student Progress on Objectives

The class Extended Response Assignment Book shows the results of each student's work on each objective. This is what the symbols mean:

*Unassigned (blank).* You have not yet printed an extended response assignment for this objective.



**Working.** You have printed an extended response assignment for this objective, but you have not scored the assignment yet.



**Passed.** A check mark means the student's score (percent correct) is high enough for the student to pass the assignment. The percentage score appears next to the symbol. To change the Pass/Fail criteria, see the instructions for changing the Extended Response preference on page 112.



**Failed.** The red bar means the student's percentage score was not high enough for the student to pass the assignment. The percentage score appears next to the symbol.

## How to Use Extended Response Assignments

1. The teacher prints an extended response assignment for the student. (See the instructions below.)
2. The student completes the assignment.
3. The teacher scores the assignment (see page 76). If the student achieved a high enough percentage score as determined by the Extended Response preference (see page 112), the status of the objective will change to *Passed* (✔). If not, the status will change to *Failed* (✘). You can reprint the assignment if you would like the student to try again.

## Printing or Reprinting Extended Response Assignments and Answer Keys

After you have created an extended response objective list (see page 25) and assigned it to your class (see page 29), teachers, school administrators, and district administrators with the standard set of capabilities can print an Extended Response assignment for students in your class. Extended Response assignments provide challenging problems and projects that emphasize problem solving and high-order thinking skills. These assignments are static — they are the same every time you print them, and they are the same for all students.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Extended Response."

4. The **Extended Response** page will list the students in one class within one school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

The screenshot shows the 'Extended Response' interface. On the left sidebar, there are sections for 'Activities' (with a 'Print' button) and 'Reports'. The main content area has a 'Return to Home' link, followed by 'School: Maple Academy' and 'Class: G6M, Nilsen' dropdown menus, each with a 'Set' button. Below this is a table titled 'G6M, Nilsen' with columns for 'Student', 'Outstanding', and 'Last Printed Assignment'. The table lists several students, with checkboxes in the 'Student' column and their last printed assignment in the 'Last Printed Assignment' column.

Student	Outstanding	Last Printed Assignment
<input type="checkbox"/> Anderson, Eric		1. Division model, find factors
<input checked="" type="checkbox"/> Brentwood, Leah		1. Division model, find factors
<input type="checkbox"/> Collins, Sherrica		1. Division model, find factors
<input checked="" type="checkbox"/> Fuller, Keisha		1. Division model, find factors
<input checked="" type="checkbox"/> Johnson, Myra		1. Division model, find factors
<input type="checkbox"/> Lee, Joshua	1	1. Division model, find factors
<input type="checkbox"/> McKinney, LeShandra	1	1. Division model, find factors
<input type="checkbox"/> O'Connor, Nicole	1	1. Division model, find factors
<input type="checkbox"/> Rossetti, Alexander		1. Division model, find factors
<input type="checkbox"/> Vang, Chong	1	1. Division model, find factors

**Note:** If you are using a Macintosh computer, this page may include a message in red text to tell you that you do not have the plug-in you need to print directly to the printer without previewing. If this message appears and you plan to print directly to the printer, click on the “Install Plug-In” link and download and install the Renlearn Print plug-in before you continue (see page 58).

5. To select the students for which you want to print extended response assignments, check the box next to each student's name. To check a box or remove a check mark, click in the box. If you want to select all students in the class, check the box next to “Student” at the top of the list.
6. On the left side of the page, you will see a list of options. Click on “Print” in this list.
7. On the page that appears next, check the box for each objective that you want to include on the assignment.

If you selected more than one student as shown, check the boxes that are at the intersection of the objective columns and the student rows. If you want to select an objective for all the listed students, check the box next to the objective number at the top of the column. (To see the objective description and library name, position your mouse over the objective number.)

**Print Assignment**  
Select the cell(s) and items to print

(1-10 of 100) << Previous Next >>

Student	1	2	3	4	5	6	7	8	9	10
Brentwood, Leah	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Fuller, Keisha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
Johnson, Myra	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							

**Items to Print**

Assignment  
 Answer Key

Cancel Print

Notice that this page uses symbols to show you the status of each student's work on each objective; see page 73. To see the name of a symbol, position the mouse over the symbol on this page.

**Note:** If you have reached your student capacity limit for Accelerated Math, the **Print Assignment** page will notify you and will show you which students cannot receive printed assignments. For more information about student capacity, see page 120.

8. At the bottom of the page, you can choose which items to print: the assignment and/or the answer key. The answer key provides guidance for scoring the assignment. Check the box next to each item that you want to print. To check a box or remove a check mark, click in the box.
9. Next, click the [Print] button.
10. If you have chosen to preview assignments using the General preference (see page 118), the assignment(s) will appear in an Acrobat Reader window. To print the assignment(s), click the printer button in the row of Acrobat Reader buttons. (Do **not** use the browser's print button.) **Note:** When you print assignments, a .pdf file for each assignment may be stored on your computer, either in your Temporary Internet Files or your default download location (such as the desktop).

If you have chosen not to preview assignments, the assignments will be printed to your default printer. **Note:** If you are using a Windows computer that does not yet have the printing plug-in used by this software, the plug-in will be downloaded automatically; when a message pops up, click the [Yes], [Install], or [OK] button to continue the download. If you are using a Macintosh computer that does not have the plug-in, the **View**

**Assignment** page will notify you that you will need to reprint the assignment after downloading and installing the plug-in; click on the link provided to go to the **Client Install** page, where you can download and install the Renlearn Print plug-in (see page 58).

## Scoring or Rescoring Extended Response Assignments

By following the steps below, teachers, school administrators, and district administrators with the standard set of capabilities can score Extended Response assignments that they have printed for their students. (If you rescore a student’s Extended Response assignment, the original score will be replaced.) To score an assignment, follow these steps:

1. After you log in to the software, you’ll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math tasks, click on “Extended Response.”
4. The **Extended Response** page lists the students in one class within one school. If you have access to more than one school, you can select a different school by clicking on the School drop-down list, clicking on a school, and clicking the [Set] button. If you have more than one class, you can choose a different class from the class drop-down list; then, click the [Set] button.
5. To score an assignment using the form number, click on “Score” in the list on the left side of the **Extended Response** page. Then, on the **Score Assignment** page, type the student’s form number in the blank. (The form number is printed on the assignment.) After entering the form number, click the [Score] button. Go to step 6.

If you do not have the form number, you can click on the student’s name on the **Extended Response** page. On the **Student Detail** page, you will see a list of outstanding (unscored) assignments. Click on “Score” in the row for the assignment that you want to score.

Objective	Form Number	Date Printed	Actions
1. Division model, find factors	88	2/17/2004	Delete   Reprint   <b>Score</b>

Objective	Form Number	Score	Date Scored	Actions
There are no recent assignments.				

Status	Objective	Score
▶▶	1. Division model, find factors	
	2. Write, add, subtract number sentences	

- Now, enter the number of points that you want to award the student for each category. For guidance, consult the answer key that you printed with the assignment.

If you did not print the answer key, you can reprint it by following the steps on page 74. (You can also reprint the assignment itself by clicking on the student's name in the **Extended Response** page and clicking on "Reprint" in the row for the outstanding assignment on the **Student Detail** page.)

**Score Assignment**  
Enter a form number

Student: **Nicole O'Connor**  
Form Number: **5101**

Score	Points Possible	Rubric
<input type="text" value="2"/>	1	<b>Answer</b> - Student gives correct answer.
<input type="text" value="1"/>	1	<b>Strategy</b> - Student uses sound problem solving methods.
<input type="text" value="2"/>	2	<b>Understanding</b> - Student communicates understanding.

Cancel Save

- When you have finished, click the [Save] button.
- If you scored the assignment using the form number, you will go back to the **Score Assignment** page. The form number blank will be empty so that you can enter another form number. To score another assignment, enter the form number and click the [Score] button. If you have finished scoring, click the [Done] button.

TOPS Reports will be generated for the students whose assignments were scored. For more information about TOPS Reports, see page 108.

## Transferring Extended Response Assignment Data from Other Classes

When you transfer a student's assignment data for an Assignment Book, you are also transferring the student's extended response assignment data. To transfer data for a student, see page 43. You can transfer student data by clicking on the "Transfer Student Data" link in either the **Assignment Book** or the **Extended Response** page.

## Viewing the Problems Printed for Extended Response Assignments

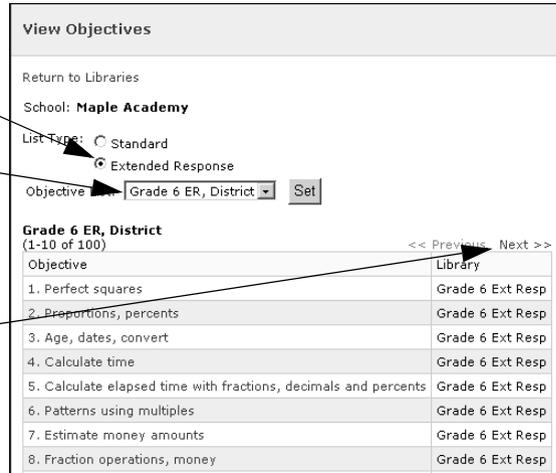
By following the steps below, teachers, staff, and administrators with default capabilities can view the problem that appears on the assignment for an Extended Response objective. (Sample problems are not available for some objectives.) Follow these steps:

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."

- If you are a teacher or administrator, you can click on “Extended Response” in the list of Accelerated Math tasks if you want to view the problem for an objective that is being used by a class. You will go to the **Extended Response** page.

If you are a not a teacher or administrator, or if you want to view the problem for an Extended Response objective in a list that is not yet being used, click on “Libraries” in the list of Accelerated Math tasks. You will go to the **Libraries** page.

- On the left side of the page, click on “View Objectives.” The **View Objectives** page will appear next.
- If you came from the **Libraries** page, you must choose the list that includes the objective. First, click on the type of objective list (Extended Response). Then, click on the drop-down list, choose the objective list, and click the [Set] button.



- The **View Objectives** page shows the first group of objectives in the list. Find the objective in the list. If it is not included in the first group, you can click on “Next >>” to see the next group. When you find the objective, click on its description.

- The **Objective Detail** page will appear. On this page, click on “Example” in the Objective table (the first table on this page).

- The **Objective Example** page will appear next. The problem for the objective will appear in a window on this page. You may need to scroll down in the window to see the entire problem. On Windows computers, you can print the example by clicking on “Print Objective Example.”

## Printing Reports from the Extended Response Page

### Printing an Extended Response Diagnostic or Status Report

By following the steps on the next page, teachers, school administrators, and district administrators with the default set of capabilities can print reports about Extended Response assignments from within the **Extended Response** page. (These reports are also available when you print reports at the **Reports** page; see page 93.) By following these steps, you can print the Extended Response Status Report or the Extended Response Diagnostic Report. If you want to reprint an Extended Response TOPS Report, see page 79.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Extended Response."

4. The **Extended Response** page will list the students in one class within one school.

If you have more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can choose a different class from the Class drop-down list; then, click the [Set] button.

<input type="checkbox"/> Student	Outstanding	Last Printed Assignment
<input type="checkbox"/> Arnold, Jacob		2. Age, dates, convert
<input type="checkbox"/> Brooks, Matthew		1. Proportions, percents
<input type="checkbox"/> Del Castillo, Miranda		1. Proportions, percents
<input type="checkbox"/> Gutierrez, Jose	1	2. Age, dates, convert
<input type="checkbox"/> Khang, Bao		1. Proportions, percents
<input type="checkbox"/> Ling, Lin Yao		1. Proportions, percents
<input type="checkbox"/> Ming, Li	1	1. Proportions, percents
<input type="checkbox"/> Pagel, David	1	1. Proportions, percents
<input type="checkbox"/> Smith, Olivia	1	1. Proportions, percents
<input type="checkbox"/> Williams, Taneshia	1	1. Proportions, percents

5. On the left side of the page, you will see a list of options. Click on "Extended Response Diagnostic" or "Extended Response Status" in this list.
6. As the program generates your report, the **Report Progress** page will appear. When the report is ready, it will appear in the Adobe Acrobat Reader, either within your browser window or in a separate window. You can save the report or print it by clicking on one of the Acrobat Reader buttons. (Do not use the browser buttons to save or print the report.) You may be able to change the class/group or the reporting period. To do this, click on one of the drop-down lists on the report page and click on a different option; then, click the [Go] button. The new report will be generated. (For these reports, you can also click on the "Customize this Report" link to go back and choose custom options.) To select another report at the **Reports** page, click on "Select a Different Report" on the report page.

### Reprinting Extended Response TOPS Reports

Teachers, school administrators, and district administrators with the standard set of capabilities can reprint TOPS Reports for any recent Accelerated Math assignment. Follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Extended Response."

4. The **Extended Response** page will list the students in one class within one school.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button.

If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

5. Check the box next to one student who needs a TOPS Report reprinted.

**Note:** If you choose more than one student, you will get the most recent TOPS Report for all the selected students, and you will not be allowed to choose the assignment for which you wanted to reprint a TOPS Report.)

6. On the left side of the page, click on “Extended Response TOPS.” (If you chose more than one student, go to step 8.)

7. On the Extended Response **Reprint TOPS** page, find the assignment for which you want to reprint a TOPS Report. Then, click on “Reprint TOPS” in the row for that assignment.

8. As the program generates your report, the **Report Progress** page will appear. When the report is ready, it will appear in the Adobe Acrobat Reader, either within your browser window or in a separate window. You can save the report or print it by clicking on one of the Acrobat Reader buttons. (Do not use the browser buttons to save or print the report.)

## Deleting Extended Response Assignments

By following the steps below, teachers, school administrators, and district administrators can delete extended response assignments that have been printed for their students but not scored. You cannot delete scored assignments.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Extended Response."

4. The **Extended Response** page will list the students in one class within one school.

If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can choose a different class by clicking on the Class drop-down list, clicking on a class name, and clicking the [Set] button.

Extended Response ADM

Return to Home

School: Maple Academy [Set]

Class: G6M, Nilsen [Set]

**G6M, Nilsen**

Student	Outstanding	Last Printed Assignment
<input type="checkbox"/> Anderson, Eric		1. Division model, find factors
<input type="checkbox"/> Brentwood, Leah		1. Division model, find factors
<input type="checkbox"/> Collins, Sherrica		1. Division model, find factors
<input type="checkbox"/> Fuller, Keisha		1. Division model, find factors
<input type="checkbox"/> Johnson, Myra		1. Division model, find factors
<input type="checkbox"/> Lee, Joshua	1	1. Division model, find factors
<input type="checkbox"/> McKinney, LeShandra	1	1. Division model, find factors
<input checked="" type="checkbox"/> O'Connor, Nicole	1	1. Division model, find factors
<input type="checkbox"/> Rossetti, Alexander		1. Division model, find factors
<input type="checkbox"/> Vang, Chong	1	1. Division model, find factors

5. Click on the student's name in the list.
6. The **Student Detail** page will show you more information about the student's work. In the list of outstanding (unscored) assignments, click on "Delete" in the row for the assignment that you want to delete. The assignment will be deleted.

**Student Detail**  
View details for the student's current and past assignments

Return to Extended Response

Student: **Nicole O'Connor**

**Outstanding Assignments**

Objective	Form Number	Date Printed	Actions
1. Division model, find factors	88	2/17/2004	<b>Delete</b>   Reprint   Score

**Recent Assignments**

Objective	Form Number	Score	Date Scored	Actions
There are no recent assignments.				

**Student Objectives**  
(1-20 of 100) << Previous Next >>

Status	Objective	Score
▶▶	1. Division model, find factors	
	2. Write add, subtract number sentences	

## Teams and Goals

To encourage student progress, you can assign your students to teams and set individual goals using the following procedures.

### Setting or Changing Goals for Your Students

---

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can set individual goals for your students. Each student will have two types of goals: an objective goal for the number of objectives mastered during a marking period, and a test % correct goal. You can find a Math Goal-Setting Chart in the Math Resources within the Forms and Charts category. This chart shows the approximate number of objectives a student needs to master per week, six weeks, and nine weeks to complete a Standard Accelerated Math library in a 36-week school year. Students' ability to work at the pace shown on the chart will vary, depending on their individual skills and the amount of time allotted for daily math practice.

Goals are necessary if you plan to set up teams for your students. Team results and standings are based on the progress of individual team members toward goals.

**Before you set goals, you must use the Class Marking Periods preference to choose the marking periods that you want to use for student goals and class reports.** Only the marking periods that you choose will be available when you set goals. To change the Class Marking Periods preference for a class, see page 111.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams and Goals** page will list the team sets for one school. If you have access to more than one school, you can choose a different school by clicking on the School drop-down list, clicking on a school name, and clicking the [Set] button.
5. On the left side of the **Teams & Goals** page, you will see a list of options. Click on "Manage Goals" in that list.

- The **Manage Goal** page will appear next. This page lists the students and goals for one class. To choose the class for which you want to set goals, click on the Class drop-down list and click on the class; then, click the [Set] button. To choose the marking period for which you want to set goals, click on the Marking Period drop-down list, click on a marking period, and click the [Set] button.

**Note:** If the students are not listed, no class marking periods have been selected.

The Class Marking Periods preference determines which marking periods will be available in the Marking Periods drop-down list. If you do not see the marking periods that you want to use, click on the “Select Class Marking Periods” link and choose the marking periods that you want to use for goals for the class. Then, click the [Save] button to return to this page.

- To set goals for your students, click in the blanks for each student on the **Manage Goal** page and type the goals. The Objective Goal sets the number of objectives the students should master during the selected marking period. The Test % Correct Goal sets the average percent correct on test problems that students should try to achieve during the marking period. **This value cannot be below 85%.**

When you have finished, click the [Save] button.

- Click the [Done] button to return to the **Teams & Goals** page.

After you set goals for your students, you may wish to set up teams for your students. The Goal History Report (see page 101) shows your students’ progress toward goals. The Team Status Report and the Team Standings Report (see page 107) show team progress.

**Manage Goal**  
Select the class and marking period to set goals for

Class: G6M, Nilsen [Set]

Marking Period: All Marking Periods [Set]

[Select Class Marking Periods](#)

**G6M, Nilsen - All Marking Periods**

Student	Objective Goal	Test % Correct Goal
Anderson, Eric	25	90
Brentwood, Leah	25	85
Collins, Sherrica	25	85
Fuller, Keisha	23	85
Johnson, Myra	23	85
Lee, Joshua	22	85
McKinney, LeShandra	25	85
O'Conner, Nicole	22	85
Rossetti, Alexander	25	88
Vang, Chong	25	90

[Save] [Done]

## Adding Team Sets and Teams

### How to add the team set

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can add team sets. A team set is a group of teams for students in the same class or the same group of classes. These students can be divided among the teams in a set. By creating a set, you are keeping your teams separate from those for other classes or teachers.

Remember that after you create a team set, you must still add the teams (see page 85) and assign students to the teams (see page 86). Since team progress is measured by individual student goals, you must also set goals for the students (page 82) in order to obtain data for the Team Status Report or the Team Standings Report (see page 107).

To add team sets, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams & Goals** page will appear. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
5. On the left side of the page, you'll see a list of options. Click on "Add Team Set" in this list.
6. On the **Add Team Sets** page, click in the blank and type the name of your new team set. Then, click on the Owner drop-down list and choose the name of the owner of this set. The owner should be the teacher or staff member who will be working with the students and assigning them to teams. The owner always has full control over the team set. After entering the information, click the [Add] button. Your new team set will be added to the list of team sets on the right side of this page. To add another team set, repeat this step.
7. When you have finished adding team sets, click the [Done] button. You will return to the **Teams & Goals** page.

**Add Team Sets**  
Type in the name of the Team Set and choose the owner. Click [Add] to create it.

<b>Team Set Details</b>	
<b>Team Set Name</b> <input style="width: 90%;" type="text"/>	
<b>Owner</b> <input style="width: 90%;" type="text" value="Christina Rossetti"/>	
<input type="button" value="Add"/> <input type="button" value="Done"/>	

Team Set Name	Owner
Color Team	Dunham, Carolyn
Grade 3 Teams	Rossetti, Christina
Hallway 1	Dunham, Carolyn
Hallway 2	Dunham, Carolyn
Hallway 3	Dunham, Carolyn

## How to add teams to the set

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can create teams for their students. Before you do this you must create a team set that will contain the teams for your group of students (see page 84). A teacher can add teams to team sets owned by that teacher. School administrators can add teams to any set in the school. District administrators can add teams to any team set in the district.

**Note:** In order to compare student progress on the Team Status Report or Team Standings Report (see page 107), you need to set goals for your students (see page 82). Team reports are always based on your students' current team assignments, even if you run a report for an earlier time period when students were assigned to different teams.

To add teams to a team set, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams & Goals** page will appear. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
5. The **Teams & Goals** page lists the team sets that have been added so far. Click on "Manage Teams" in the row for the team set for which you want to add a team.
6. The **Manage Teams** page will appear. This page lists the teams that are already part of this team set. To add another team, click the [Add Team] button.
7. On the **Add Team** page, click in the blank provided and type the name of your new team. Then, click the [Add] button. The new team will be added to the list on the right side of this page, which shows the teams that are in this team set. To add another team, repeat this step.
8. When you have finished adding teams, click the [Done] button. You will return to the **Manage Teams** page.

**Manage Teams**

Team Set: **Grade 3 Teams**

Name	Number of Students	Actions
-- No Team --	0	Edit   Add/Remove Students   Delete
Calculators	0	Edit   Add/Remove Students   Delete
Math Masters	0	Edit   Add/Remove Students   Delete

Buttons: Add Team, Change Enrollment, Auto Team Select, Done

**Add Team**

Type in the name of the team. Click [Add] to add it to the Team Set.

Team Set: **Grade 3 Teams**

**Team Details**

Team Name:

Buttons: Add, Done

## Assigning Students to Teams

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can add students to teams or change the students assigned to a team. Before you do this, you must add your team sets and teams (see page 84).

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams & Goals** page will appear next. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.

2003-2004  
ADMINISTRATOR USER, District

Return to Home

School: Maple Academy [Set]

**Teams**  
Add Team Set  
View Team Enrollment

**Goals**  
Manage Goals

**Reports**  
Goal History  
Team Standings  
Team Status  
More Reports...

Team Set Name	Owner	Number of Teams	Number of Students	Actions
Teams for Grade 6 Math	Rossetti, Christina	0	0	Manage Teams   Edit   Delete
Teams for Grade 7 Math	Nilsen, Michael	0	0	Manage Teams   Edit   Delete

This page lists the team sets that have been added so far. Click on "Manage Teams" in the row for the team set that you are using.

5. The **Manage Teams** page will appear next. This page lists the teams that are part of the team set you selected. At this page, you can have the program divide your students among teams, manually add and delete students from teams, or change the teams that students are assigned to. Follow the steps for the task you'd like to complete:

Manage Teams

Team Set: **Teams for Grade 6 Math**

**Teams**

Name	Number of Students	Actions
-- No Team --	0	Edit   Add/Remove Students   Delete
Calculators	5	Edit   Add/Remove Students   Delete
Math Masters	5	Edit   Add/Remove Students   Delete

Add Team Change Enrollment Auto Team Select Done

### Automatically dividing students among teams

- a. If you want the software to automatically divide your students among teams, click the [Auto Team Select] button.
- b. If there are no students in your teams, the program will notify you. Click the [OK] button in this message; then, at the **Select Classes** page, check the box next to each class that you want to include in the teams. When you have finished, click the [Done] button.

- c. The program will take you to the **Change Enrollment** page, where your students will be listed. Each student will be assigned to one of the teams in the set you selected. If you want to change the team assignment for a student, you can click on the team drop-down list for that student and click on a different team name. (If you make changes, click the [Save] button.) Click the [Done] button.

**Manually assigning students to teams**

- a. On the **Manage Teams** page, click on “Add/Remove Students” in the row for the team that needs members added or removed.

- b. The **Add/Remove Students** page will appear next. This page lists the students who are on the team you selected.

2003-2004  
ADMINISTRATOR USER, District

Team Set: **Teams for Grade 6 Math**  
Team: **Calculators**

Enrolled Students	Class	Remove All
Anderson, Eric	G6M, Nilsen	Remove
Arnold, Jacob	G6M, Rossetti	Remove
Collins, Sherrica	G6M, Nilsen	Remove
Fuller, Keisha	G6M, Nilsen	Remove
Gutierrez, Jose	G6M, Rossetti	Remove
Johnson, Myra	G6M, Nilsen	Remove
Khang, Bao	G6M, Rossetti	Remove
Lee, Joshua	G6M, Nilsen	Remove
Pagel, David	G6M, Rossetti	Remove
Williams, Taneshia	G6M, Rossetti	Remove

Cancel Save

**Search for Student**

First Name:  ID:   
 Last Name:  Grade: --Not Selected--  
 Class: Grade 6 Math - G6M, Rossetti

Search

< Add Add Checked Items

Student	Grade	ID	Class
<input type="checkbox"/> Arnold, Jacob	6	JACOBA	G6M, Rossetti
<input checked="" type="checkbox"/> Brooks, Matthew	4	MATTB	G6M, Rossetti

To remove a student from the team, click on “Remove” in the row for that student. You can remove all students by clicking on “Remove All” at the top of the list.

To add a new student, you must search for the student first. To find a single student, click in one of the blanks (fields) and type the student’s first name, last name, and/or ID. You do not need to type the student’s entire name if you are not sure of the spelling; for example, if you are searching for a student named either John or Jon, you can type “Jo”. You can also select the student’s grade and class by clicking on the drop-down lists and clicking on the correct information. To see a list of all students in your school, leave the fields empty. Click the [Search] button. The search results will appear below the button. (If your results include more than one class, students who are in more than one class will be listed once for each class.) Check the box for each student who should be assigned to this team. To check a box or remove a check box, click in the box. After checking the boxes, click the [Add] button above the checklist. The students you selected will be added to the list on the left side of the screen.

- c. Click the [Save] button to save your changes. You will return to the **Manage Teams** page. To change the members of another team, repeat the steps above.

### Changing students' team assignments

- a. Click the [Change Enrollment] button on the **Manage Teams** page.
- b. The **Change Enrollment** page will show you each student's current team.

By default, the list will include all teams. To narrow the list to one team, click on the Team drop-down list and click on the team name. Then, click the [Set] button.

To change the team that each student is assigned to, click on the New Team drop-down list for that student and click on a different team name.

- c. When you have finished making your changes, click the [Save] button.
- d. Click the [Done] button. You will return to the **Manage Teams** page.

**Change Enrollment**

Team Set: **Teams for Grade 6 Math**

Team: All Teams Set

**All Teams**

Name	Class	Current Team	New Team
Anderson, Eric	G6M, Nilsen	Calculators	<span style="border: 1px solid gray; padding: 2px;">Calculators</span>
Brentwood, Leah	G6M, Nilsen	Math Masters	<span style="border: 1px solid gray; padding: 2px;">Math Masters</span>
Collins, Sherrica	G6M, Nilsen	Math Masters	<span style="border: 1px solid gray; padding: 2px;">Math Masters</span>
Fuller, Keisha	G6M, Nilsen	Calculators	<span style="border: 1px solid gray; padding: 2px;">Calculators</span>
Johnson, Myra	G6M, Nilsen	Calculators	<span style="border: 1px solid gray; padding: 2px;">Calculators</span>
Lee, Joshua	G6M, Nilsen	Math Masters	<span style="border: 1px solid gray; padding: 2px;">Math Masters</span>
McKinney, LeShandra	G6M, Nilsen	Calculators	<span style="border: 1px solid gray; padding: 2px;">Calculators</span>
O'Connor, Nicole	G6M, Nilsen	Calculators	<span style="border: 1px solid gray; padding: 2px;">Calculators</span>
Rossetti, Alexander	G6M, Nilsen	Math Masters	<span style="border: 1px solid gray; padding: 2px;">Math Masters</span>
Vang, Chong	G6M, Nilsen	Math Masters	<span style="border: 1px solid gray; padding: 2px;">Math Masters</span>

Save
Done

### Editing Team Sets

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can edit the name and owner of a team set. Teachers can only edit team sets they own. School administrators can edit any team set in their school. District administrators can edit any team set in any school.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams & Goals** page will appear. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
5. The **Teams & Goals** page will list the available team sets. Click on "Edit" in the row for the team set that you want to change.

- On the **Edit Team Set** page, you can change the name and owner of this team set. To change the name, click in the blank, delete the old name, and type the new name. To change the owner, click on the drop-down list and choose a different owner.
- When you have finished making changes, click the [Save] button.

**Edit Team Set**  
Change the name or owner of the Team Set

Team Set: **Grade 3 Teams**

Team Set Details	
Team Set Name	Grade 3 Teams
Owner	Christina Rossetti

Team Set Name	Owner
Color Team	Dunham, Carolyn
Grade 3 Teams	Rossetti, Christina
Hallway 1	Dunham, Carolyn
Hallway 2	Dunham, Carolyn
Hallway 3	Dunham, Carolyn

## Editing Team Names

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can edit the name of a team. Teachers can edit team names in sets they own. School administrators can edit team names for any team in the school. District administrators can edit team names for teams in any school.

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Teams & Goals" in the list.
- The **Teams & Goals** page will appear. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
- On the **Teams & Goals** page, find the team set that contains the team you want to edit; then, click on "Manage Teams" in the row for that team set.
- The **Manage Teams** page will list the teams that are in the set you selected. Click on "Edit" in the row for the team that needs its name changed.

**Manage Teams**

Team Set: **Grade 3 Teams**

Name	Number of Students	Actions
-- No Team --	0	Edit   Add/Remove Students   Delete
Calculators	0	<b>Edit</b>   Add/Remove Students   Delete
Math Masters	0	Edit   Add/Remove Students   Delete

- On the **Edit Team** page, the team's name will be in the blank. To change the name, delete the current name and type the new name; then, click the [Save] button.

## Deleting Teams from Sets

By following the steps below, teachers, school administrators, and district administrators can delete teams from a team set. When you delete a team, the students who were on that team will no longer be assigned to any team. Teachers can delete teams in sets they own. School administrators can delete teams in any team set in the school. District administrators can delete teams from any set in any school.

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Teams & Goals."
- The **Teams & Goals** page will list the team sets that are available. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
- Click on "Manage Teams" in the row for the team set that needs a team deleted.
- On the **Manage Teams** page, click on "Delete" in the row for the team you want to delete. The team will be deleted.
- Click the [Done] button to exit the **Manage Teams** page.

Name	Number of Students	Actions
-- No Team --	0	Edit   Add/Remove Students   Delete
Calculators	0	Edit   Add/Remove Students   <b>Delete</b>
Math Masters	0	Edit   Add/Remove Students   Delete

---

## Deleting Team Sets

---

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can delete team sets. When you delete a team set, the students on teams from those sets will no longer be assigned to the teams. Teachers can delete team sets they own. School administrators can delete any set in the school. District administrators can delete any set in any school.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."
4. The **Teams & Goals** page will appear. This page lists the team sets that have been added so far. If you have access to more than one school, you may need to click on the School drop-down list, choose a school, and click the [Set] button.
5. On the **Teams & Goals** page, click on "Delete" in the row for the team set that you want to delete.
6. If there are teams in the set, the program will notify you that the data will be permanently deleted. If you want to continue, click [OK].

---

## Printing Reports from the Teams & Goals Page

---

By following the steps below, teachers, school administrators, and district administrators with standard capabilities can print reports about teams and goals on the **Teams & Goals** page. (These reports are also available when you print reports at the **Reports** page; see page 93.) By following these steps, you can print the Goal History Report (see page 101), Team Standings Report (see page 107), or Team Status Report (see page 107).

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Teams & Goals."

4. The **Teams & Goals** page will appear next. If you have access to more than one school, you can click on the School drop-down list and choose the school for which you want to print reports. After choosing a school, click the [Set] button.

5. On the left side of the **Teams & Goals** page, you will see a list of options. Click on “Goal History,” “Team Status,” or “Team Standings” in this list.
6. As the program generates your report, the **Report Progress** page will appear. When the report is ready, it will appear in the Adobe Acrobat Reader, either within your browser window or in a separate window.

You can save the report or print it by clicking on one of the Acrobat Reader buttons. (Do not use the browser buttons to save or print the report.)

You may be able to change the class/group or the reporting period. To do this, click on one of the drop-down lists on the Accelerated Math report page and click on a different option; then, click the [Go] button. The new report will be generated. (For these reports, you can also click on the “Customize this Report” link to go back and choose custom options.) To select another report at the **Reports** page, click on “Select a Different Report.”

## Reports

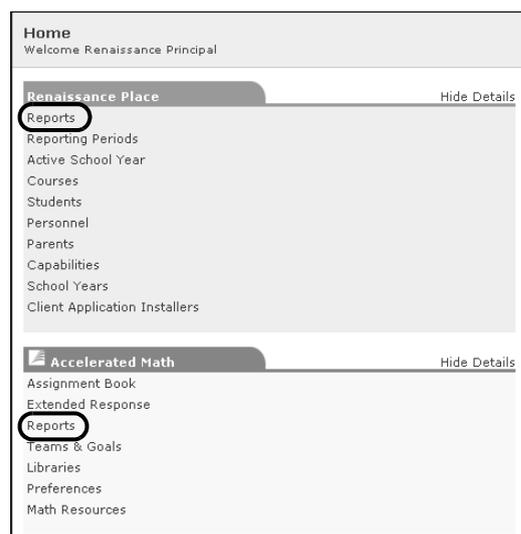
### About Renaissance Place and Accelerated Math Reports

This software includes two types of reports: Renaissance Place reports and Accelerated Math reports.

Renaissance Place reports are available to the teacher, school administrator, and district administrator. They provide information about student performance in any or all of the Renaissance Place products installed on your server. These reports can include district-wide information from all schools using the server. To access these reports, click on “Reports” under the “Renaissance Place” tasks on the **Home** page.

Before generating these reports, you should set up reporting periods and consolidate the data from the products on the server. For more information about Renaissance Place reports, reporting periods, and data consolidation, see the *Renaissance Place Software Manual*, which is available when you click on “Download Manuals” in the upper right corner of any Renaissance Place or Accelerated Math page.

Accelerated Math reports are available to teachers, staff, and administrators. They are listed under the “Accelerated Math” tasks on the **Home** page. The following pages describe these reports and how to print them.



### Printing Reports

With the standard capabilities, teachers, staff, and administrators can print Accelerated Math reports. You can print Accelerated Math reports for schools that have registered Accelerated Math RP; see the *Renaissance Place Software Manual* to register Accelerated Math and to register school serial numbers for Accelerated Math.

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### ACROBAT READER IS REQUIRED TO VIEW AND PRINT REPORTS

*You must have the Adobe Acrobat Reader or Adobe Reader installed on the computer that you will use to view and print reports. If the Acrobat Reader is not already installed on this computer, you can get the Acrobat Reader by clicking on the Adobe Reader icon on the bottom of the **Reports** page. This will take you to a web site where you can download the Reader. Teachers, school administrators, and district administrators can also download the Acrobat Reader from this software on the **Client Install** page. To go to this page, click on "Client Application Installers" on your **Home** page.*

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To generate reports, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Reports."
4. The **Reports** page will appear. If you have access to more than one school, click on the School drop-down list and click on the school for which you want to print reports. (If only one school has Accelerated Math registered, the page will not have a School drop-down list.)

5. On the **Reports** page, you can proceed in one of two ways:

- If you want to print the report without choosing any custom options, click on the report name. If you chose this option, go to step 7.
- If you want to customize the report to include the information you need, click on “Customize” in the row for the

Reports  
Click on a report name to view the report with default settings

School: RENAISSANCE ACADEMY Set

RENAISSANCE ACADEMY

**Frequently Used Reports**

Report	Description	
Diagnostic	A class progress and score summary.	Customize
Status of the Class	Daily class activity reporting.	Customize

**Other Reports**

Report	Description	
Certificate	A certificate for recognizing student progress.	Customize
Class	A list of classes detailing the assigned teachers and enrolled students.	
Enrollment	A list of students detailing their enrollment in Accelerated Math.	
Extended Response Diagnostic	A class progress and score summary for extended response assignments.	Customize
Extended Response Status	Class activity reporting on extended response assignments.	Customize
Extended Response Student Record	A summary of each student's progress in extended response assignments.	Customize
Goal History	Student progress towards mastery goals by marking period.	Customize
Group Standards Mastery	Student group information on standards mastery.	Customize
Learning Card Reference	Provides the Learning Card number associated with each objective.	Customize
Library	A list of libraries installed and the classes currently using each library.	Customize
Marking Period Progress	A report of class progress by marking period.	Customize
Mastery Chart	Class progress toward objective mastery.	Customize
Objective List	A list of objectives used in this class.	Customize
Parent	A student progress report for parents or guardians.	Customize
Ranking	A ranking of students based on objectives mastered and scores.	Customize
Schoolwide Summary	A summary of class and grade level performance.	Customize
Student Detail	A list of all students and their personal identification information.	
Student Grouping	Lists groups of students working on the same objective.	Customize
Student Record	A summary of student's progress.	Customize
Student Standards Mastery	Summary of your students' standards mastery.	Customize
Teacher	A list of teachers detailing their Accelerated Math class assignments.	
Team Standings	A chart of team progress toward mastery goals.	Customize
Team Status	Team members' progress towards mastery goals.	Customize

Done

Adobe Get Adobe Reader

report. (Some reports cannot be customized; these reports have no “Customize” link.) When you customize a report, you may be able to choose the classes, students, or reporting parameter groups to include, the time period covered by the report, the information included, and how that information is grouped and sorted.

6. If you chose to customize the report, the **Report Options** page will appear next. Select the options for the report; then, click the [Next] button. For more information about the custom options that are available for each report, see the table that starts on page 99. For some reports, you can select reporting parameter groups. For more information about these groups, see page 97. The example on the next page shows the custom options available for the Diagnostic Report. When you have finished choosing the custom options for the report, click the [Next] button.

**Report Options** 2003 - 2004  
ADMINISTRATOR USER, District

Select the options for this report

Report: **Diagnostic Report**

**Customization Options**

**Select Students** All Classes OR Select Individual Students, Select Multiple Classes

**Reporting Parameter Group** All Demographics [Default] OR Create New or Edit Selected

**Reporting Period**

Predefined Date Range: 2003 - 2004

Custom Dates: 8/18/2003 to 8/17/2004

**Group By**

Class

Do Not Group

**Page Break**

Not valid if 'Do not group' is selected

Page break after each group

Cancel Next >

- As the program generates your report, the **Report Progress** page will appear. When the report is ready, it will appear in the Adobe Acrobat Reader, either within your browser window or in a separate window.

You can save the report or print it by clicking on one of the Acrobat Reader buttons.

Reports that have custom options may allow you to change the class/group or the reporting time period. To do this,

Customize this Report Reporting Parameter Group: **All Demographics [Default]**

Select a Different Report Class/Group: All Classes Reporting Period: 2003/2004 Go

**Diagnostic Report** Page 5 of 7

Accelerated Math® : Friday, February 27, 2004 3:39:36 PM  
Reporting Period: 2/17/04 - 2/27/04 (2003/2004)

RENAISSANCE ACADEMY

**Class: Class** **Teacher: Rossetti, Christina**

	Diag. Codes	Objectives Mastered				Problems Attempted	Average % Correct						
		Avg. Level	Diag. Test	Reg. Test	Total Tests		% of Full Pace	Practice	Exercise	Diag. Test	Reg. Test	Total Tests	Review
Anderson, Eric		6.0	-	5	5	3	67	98	98	-	96	96	-
Arnold, Jacob	M	-	-	-	-	-	-	-	-	-	-	-	-
Brooks, Matthew	M	-	-	-	-	-	-	-	-	-	-	-	-

click on one of the drop-down lists on the report page and click on a different option. The new report will be generated. (For these reports, you can also click on the "Customize this Report" link to go back and choose custom options.) To select another report, click on "Select a Different Report" on the report page.

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## About Reporting Parameter Groups

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When you customize some Accelerated Math reports (see “Printing Reports”, which starts on page 93), you can select a reporting parameter group for the report by clicking on a drop-down list. You can also create or change a group by clicking on “Create New or Edit Selected.” Reporting parameter groups allow you to focus reports on students who were enrolled in the school before a certain date and students with specific ethnicities, genders, languages, characteristics, and or grades. See the example of the **Reporting Parameter Groups** page on the next page.

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### BLOCKING REPORTS BASED ON CHARACTERISTICS OR ETHNICITY

*If you do not want your teachers or staff to create a reporting parameter group based on characteristics or ethnicities, the district or school administrator can take away two capabilities: Filter Reports by Characteristics and Filter Reports by Ethnicity. Personnel who do not have these capabilities cannot select characteristics or ethnicities when they create a reporting parameter group, and when they print the Student Detail Report, characteristics and ethnicity will be omitted. To change capabilities, see the Renaissance Place Software Manual.*

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To create or change a reporting parameter group, first click in the Reporting Parameter Name blank and type or edit the name.

To limit the group to students enrolled in the school before a certain date, click in the Enroll Date blank and type a date.

To choose the criteria for the group, click in the check boxes for the traits you want students in this group to share. To check a box or remove a check mark, click in the box. You can also click on “select all” or “deselect all” under the name of each category.

For characteristics, click on “Any” if you want to include students with any of the checked characteristics, or click on “All” if you only want to include students with all of the checked characteristics.

When you have finished choosing the criteria, click the [Save] button.

You can specify a student’s ethnicity, gender, language, and grade when you add the student to the software or edit the student’s information. (For instructions, see the *Renaissance Place Software Manual*.)

If you want to use characteristics to create a reporting parameter group, you must first assign the appropriate characteristic to your student. If the characteristic that you want to use is not listed, you can add the characteristic. For instructions, see the *Renaissance Place Software Manual*.

The screenshot shows the 'Reporting Parameter Groups' form. At the top, it says 'Create a new reporting parameter group or edit an existing one' and 'ADMINISTRATOR USER, District' with the date '2003/2004'. Below this is a dropdown menu set to '--Create New Group--' and a 'Select' button. There are 'Cancel' and 'Save' buttons. The main section is titled 'Reporting Parameter Group (\*Required Field)'. It contains several sections:
 

- Reporting Parameter Group Name\***: A text input field.
- Enroll Date**: A text input field with the label 'Include students enrolled before this date.'
- Ethnicity**: A section with 'select all' and 'deselect all' links, containing checkboxes for American Indian or Alaska Native, Black, White, Asian or Pacific Islander, Hispanic, and Not Specified.
- Gender**: A section with 'select all' and 'deselect all' links, containing checkboxes for Female, Male, and Not Specified.
- Language**: A section with 'select all' and 'deselect all' links, containing checkboxes for Arabic, Chinese, Creoles and Pidgins, English, French, German, Gujarati, Hmong or Cambodian, Japanese, Korean, Lao, Malay, Polish, Russian, Serbo-Croatian, Somali, Spanish, Tagalog or Filipino, Urdu, Vietnamese, and Not Specified.
- Characteristics**: A section with 'select all' and 'deselect all' links, containing checkboxes for Americans With Disabilities (ADA), At Risk Students, Bilingual Education, English as a Second Language (ESL), Free Lunch, Gifted/Talented, Learning Disabled, Limited English Proficiency (LEP), Physically Disabled, Reduced-price Lunch Program, Special Education, Title I, and Not Specified.
- Include students with:**: Radio buttons for 'Any /' (selected) and 'All selected characteristics'.
- Grade**: A section with 'select all' and 'deselect all' links, containing checkboxes for Early Education, Pre-Kindergarten, Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, Grade 9, Grade 10, Grade 11, Grade 12, and 12+.

 Arrows from the text point to the 'Reporting Parameter Group Name\*' field, the 'Enroll Date' field, the 'Language' section, the 'Characteristics' section, and the 'Any /' radio button.

## Report Descriptions

The table below describes each Accelerated Math report and the custom options available for that report.

### YOUR POSITION AFFECTS YOUR REPORTS

*When a teacher prints a report, the report can include that teacher's classes and students. When school staff or administrators print a report, the report can include any classes or students in the school. District personnel can include classes or students in any one school.*

Report Name	Options available when you customize the report (see page 93)	Description
Certificate	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether you are awarding certificates to students for mastering a certain number of objectives or for completing a specific library</li> <li>• Choose the labels for the signatures on the certificates</li> <li>• Choose the type of border to use: standard, elementary school, middle school, or high school. The elementary, middle, and high school borders include problems appropriate for the level.</li> </ul>	Certificates help you recognize students for mastering objectives or completing libraries. Each certificate includes a title, the student name, the date, the accomplishment, and blanks for two signatures.
Class Report	This report cannot be customized.	This report lists your classes, the lead teacher for each class, and the enrolled students.

Report Name	Options available when you customize the report (see page 93)	Description
<p>Diagnostic Report*</p> <p>*Can also be printed from the Assignment Book (see page 71)</p>	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to group students by class or not to group students</li> <li>• Choose to include a page break after each group (if you group students by class)</li> </ul>	<p>This report provides an overview of student and class progress in the Assignment Book. For each student, the report includes diagnostic codes (if applicable), the average grade level of the student's mastered objectives, the number of objectives mastered through diagnostic tests, regular tests, and total tests, and the percent of full pace. The student's percent of full pace = the total number of objectives mastered in the date range * 100 / total number of objectives in the majority library * (number of days in the date range/number of days in the school year). If the number of days in the school year is not specified, the program calculates the number of days based on the start and end dates; the program subtracts weekends and calendar events. The report also includes the number of problems each student has attempted and the student's average percent correct on practice problems, exercise problems, diagnostic test problems, regular test problems, all test problems, and review problems from mastered objectives. The report ends with a summary of student or class work.</p>
<p>Enrollment Report</p>	<p>This report cannot be customized.</p>	<p>The Enrollment Report lists students who are enrolled in classes. The classes that are included depend on your position. The report lists students, their classes, and the teachers assigned to those classes.</p>
<p>Extended Response Diagnostic Report*</p> <p>*Can also be printed from the <b>Extended Response</b> page (see page 78)</p>	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to group students by class or not to group students</li> <li>• Choose to include a page break after each group (if you group students by class)</li> </ul>	<p>This report provides an overview of the work a class has done on extended response assignments. For each student, the report shows the number of assignments completed and the student's overall percentage score(s) for each aspect of the extended response problems (answer, strategy, and understanding). The report also provides total scores for each student, a class summary (if you are grouping by class), and a summary for all classes or students included on the report.</p>

Report Name	Options available when you customize the report (see page 93)	Description
Extended Response Status Report*  *Can also be printed from the <b>Extended Response Page</b> (see page 78)	<ul style="list-style-type: none"> <li>• Select classes</li> </ul>	This report can help you monitor student work on extended response assignments. It lists your students and the objectives for their unscored assignments. The report also shows when the assignments were printed. Assignments printed more than 5 school days ago are marked.
Extended Response Student Record Report	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to include all objectives or only the number of objectives you specify</li> <li>• Choose to include a page break after each student</li> </ul>	This report summarizes student work on extended response assignments. It includes the objectives each student has worked on, the scores earned on each aspect of each assignment, total scores, and the date on which each assignment was scored (completed). The report also summarizes the work of the class.
Goal History Report*  *Can also be printed from the <b>Teams &amp; Goals</b> page (see page 91)	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Choose whether to identify students by name or ID</li> </ul>	For each student you include and the class marking periods, this report shows the student's objective mastery goal, the actual number of objectives the student has mastered, the percentage of the goal that the student has achieved, the percent correct for practice assignments, the average percent correct goal for regular tests, and the actual percent correct for those tests. To set goals, see page 82.

<b>Report Name</b>	<b>Options available when you customize the report (see page 93)</b>	<b>Description</b>
Group Standards Mastery Report	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Set the percent correct students must score on test problems in order for the objective to be shown as mastered on the report</li> <li>• Choose whether to include only objectives for which students have completed work</li> <li>• Choose the objective standards to include</li> </ul>	This report shows how your students are progressing toward mastering standards set by a state, NCTM, or other agency. The report shows the agencies, standards, and tag names, the objectives associated with them, and the library objective codes. For each objective, the report shows the number of students who have taken tests on the objective, the average test scores, and the percentage of the class that has mastered the objective.
Learning Card Reference Report	<ul style="list-style-type: none"> <li>• Select classes</li> </ul>	This report lists the objectives in the objective list used by the class, the library name, and the Learning Card number. Learning Cards are tools for students who want to review the steps in solving a problem, need additional help, or can learn skills on their own. Learning cards provide step-by-step methods for solving problems. They include a worked example.
Library Report*  *Can also be printed from the <b>Libraries</b> page	<ul style="list-style-type: none"> <li>• Choose a summary or detailed report</li> </ul>	This report lists the installed libraries, each library's edition, revision, and version, the classes that are using each library, the teacher for each class, and the number of objectives from the library that each class is using. If you choose the detailed report, the report will show you which objectives from the library are being used for each class.
Marking Period Progress Report	<ul style="list-style-type: none"> <li>• Select classes</li> <li>• Choose to include all marking periods or only selected marking periods</li> </ul>	This report uses graphs to show your students' progress during each marking period. The report starts with a table that shows the number of students in the class, the class median of mastered objectives, average class scores for practices, exercises, diagnostic tests, regular tests, all tests, and review problems, and the percentage of students who are at risk; this information is shown for each marking period. Then, the report includes graphs of the median of mastered objectives, average scores, and the percentage of students at risk.

Report Name	Options available when you customize the report (see page 93)	Description
Mastery Chart	<ul style="list-style-type: none"> <li>Select classes</li> </ul>	<p>This report lists the objectives in the list being used in each class Assignment Book. For each objective, the report includes the library objective code, the number of students who have mastered the objective, and the percentage of the class that has mastered each objective.</p>
Objective List Report*  *Can also be printed from the <b>Libraries</b> page	<ul style="list-style-type: none"> <li>Select classes or objective lists</li> <li>Choose whether to include extended response objectives</li> </ul>	<p>This report lists the objectives that are in the list used in each class Assignment Book. The report can also include the extended response objectives that are being used for each class. For Assignment Book objectives, the report includes each objective's description, library objective code, and mastery criteria for practice problems, test problems, and review problems. (For more information about mastery criteria, see page 46.) For extended response objectives, the report includes each objective's description and library objective code as well as the number of points possible for answer, strategy, and understanding.</p>
Parent Report	<ul style="list-style-type: none"> <li>Select classes or students</li> <li>Select the reporting parameter group (see page 97)</li> <li>Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>Choose whether to compare students to the class median</li> <li>Choose whether to print the report(s) in Spanish</li> <li>Choose whether to include blanks for teacher and parent signatures</li> </ul>	<p>This report gives a student's parent or guardian a summary of the student's work. When you customize the report, you can choose to print it in Spanish instead of English. For both the current marking period and the school year as a whole, the report shows the student's overall percent correct for practice, test, and review problems and the number of objectives mastered. The report also shows the student's goals for the marking period, and it compares the student's work to the class median. (If you have not entered marking periods in your school year, the marking period information will not appear.) The report also explains terms that may not be familiar to parents. It includes blanks for teacher and parent signatures.</p>

Report Name	Options available when you customize the report (see page 93)	Description
Ranking Report	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to include all students or only the number you specify (the top students)</li> <li>• Choose whether to sort students by name or rank</li> <li>• Choose whether to include a ranking of scores on review problems</li> </ul>	<p>This report ranks your students in several categories: number of objectives mastered, percent correct on test, practice, and review problems, and overall percent accuracy (% correct). Diagnostic tests are included in this data. The actual data (such as the number of objectives mastered or the percent correct) is shown with the student's ranking.</p>
Schoolwide Summary Report	<ul style="list-style-type: none"> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to sort classes by grade or class name</li> </ul>	<p>This report summarizes class work on Accelerated Math assignments. For each class that you include, the report shows the number of students, the number of objectives mastered, the average percent correct for practices, exercises, diagnostic tests, regular tests, all tests, and review problems, and the percent of students at risk. Students are considered to be at risk when they have mastered less than half of the class median objectives mastered, when their percent correct is low for practices, tests, and/or review problems, or when they have objectives marked <i>Intervene</i> (see page 45).</p>

Report Name	Options available when you customize the report (see page 93)	Description
<p>Status of the Class Report*</p> <p>*Can also be printed from the Assignment Book (see page 71)</p>	<ul style="list-style-type: none"> <li>• Select classes to include</li> <li>• Choose whether to include a list of the assignments that have been printed but not scored</li> </ul>	<p>This report gives you a quick overview of your class’s current work. It shows you which students have objectives marked <i>Intervene</i>, the assignment status for each student (Working, Needs Work, or Needs Objectives), the date and type of the last completed assignment, and the number of objectives ready to test. It also shows you the date on which the last unscored practice, exercise, or test was printed. The report will also list the students who need intervention and objectives that are causing difficulties for students in your class. If you customize the report, you can include or omit the Assignments Printed section, which includes the form numbers, problem numbers, and dates for each unscored assignment.</p>
<p>Student Detail Report</p>	<p>This report cannot be customized.</p>	<p>This report lists students who are enrolled in classes. It includes each student’s name, ID, gender, date of birth, grade, ethnicity, and characteristics.</p> <p><b>Note:</b> If the Filter Reports by Ethnicity and Filter Reports by Characteristics capabilities have been removed, this report will not include ethnicity and characteristics. For more on capabilities, see page 15.</p>
<p>Student Grouping Report</p>	<ul style="list-style-type: none"> <li>• Select classes to include</li> <li>• Set the minimum number of students who must work on an objective before it is included on the report</li> </ul>	<p>This report lists the objectives your students are working on, their library objective codes, and which students are working on each objective. The report also shows the current status of each student’s work, the number of problems the student has worked for the objective, and the student’s average score (accuracy). Diagnostic test data is included.</p>

Report Name	Options available when you customize the report (see page 93)	Description
Student Record Report	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Select the reporting time period by marking period, another predefined date range, or a custom date range</li> <li>• Choose whether to include all objectives or only the number of objectives you specify</li> <li>• Choose whether to include a page break after each student</li> <li>• Choose to include mastered objectives only</li> </ul>	<p>For each student, this report shows the active objectives, objectives marked <i>Intervene</i>, and <i>Mastered</i> objectives. For each objective, the report provides more information, such as the dates students were ready to test or had tests scored, their average percent correct on practices, diagnostic tests, regular tests, and review problems, the date on which objectives were marked <i>Intervene</i>, the type of assignment the student was working on when an objective was marked <i>Intervene</i>, or the date on which objectives were <i>Mastered</i>.</p>
Student Standards Mastery Report	<ul style="list-style-type: none"> <li>• Select classes or students</li> <li>• Select the reporting parameter group (see page 97)</li> <li>• Set the percent correct on test problems that is required for standards to be shown as mastered on this report</li> <li>• Choose whether to include only objectives for which students have completed work</li> <li>• Choose the standards to include</li> </ul>	<p>This report shows how your students are progressing toward mastering standards set by a state, NCTM, or other agency. The report shows the student's objectives associated with each agency, standard, and tag, the library objective code, the student's percent correct on the last test, and whether the student has mastered the objective.</p>
Teacher Report	<p>This report cannot be customized.</p>	<p>This report lists teachers who are designated Accelerated Math teachers for at least one class. The report includes each teacher's name, user name, classes, and class position.</p>

Report Name	Options available when you customize the report (see page 93)	Description
<p>Team Standings Chart*</p> <p>*Can also be printed from the <b>Teams &amp; Goals</b> page (see page 91)</p>	<ul style="list-style-type: none"> <li>• Select team sets to include</li> <li>• Select the reporting time period by marking period or another predefined date range</li> <li>• Choose whether to sort teams by team name or rank</li> </ul>	<p>This report uses a bar graph to show how each team is progressing toward its objective mastery goals. The average percent correct goal for regular tests is not included in this report. The bar chart shows each team's progress toward goals as a percentage. The percentage is equal to the number of objectives mastered divided by the team goal. For this calculation, the number of objectives mastered by a team member is limited to his or her individual goal so that strong team members don't have too great an effect on the team's achievement.</p> <p><b>Team reports are always based on current team assignments, even if you are reporting on a time period when students were assigned to different teams.</b></p>
<p>Team Status Report*</p> <p>*Can also be printed from the <b>Teams &amp; Goals</b> page (see page 91)</p>	<ul style="list-style-type: none"> <li>• Select team sets to include</li> <li>• Select the reporting time period by marking period or another predefined date range</li> <li>• Choose whether to identify students by name or ID</li> </ul>	<p>For each team, this report shows how well all members are progressing toward their goals. It includes the team members, each student's objective mastery goal, the number of objectives each student has mastered, and the percent of the objective mastery goal each student has achieved. The report also includes the student's average test percent correct goal and the student's actual average percent correct on regular tests. Then, the report shows totals for the team. <b>Team reports are always based on current team assignments, even if you are reporting on a time period when students were assigned to different teams.</b></p>

## TOPS Reports

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TOPS Reports print after you score a student's practice, exercise, test, or extended response assignment. You can also reprint TOPS Reports from the Assignment Book (see page 72) or the Extended Response page (see page 79). The TOPS Report shows the student's score, the objectives that were included on the assignment, and a summary of the work the student has done this marking period and school year (if you have entered marking periods, and if your class has selected marking periods using the Class Marking Periods preference — see page 111). The school year results are based on the duration of the class period. The summary is not included if you reprint a TOPS Report for an assignment that is not the most recent assignment.

For practices, exercises, and tests, the TOPS Report also shows which problems the student answered incorrectly, and it provides the correct answer for assisted-response assignments.

Using the TOPS Report preference, you can decide whether to include Learning Card references on TOPS Reports, and whether to include the summary of the student's work to date and correct answers to problems the student missed. To change the preference settings, see page 117.

## Diagnostic Export

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You can use the Diagnostic Export to provide Diagnostic Report data to Renaissance Learning, or you can use the information in spreadsheets and other databases.

When you create this export, you will be asked to choose the classes, grades, or students to include and the date range, and you will be asked to enter your school ID.

You can find instructions for creating the Diagnostic Export in the *Renaissance Place Software Manual*.

## Preferences

With the standard capabilities, teachers and administrators can change classroom preferences, but every user can change the General preference to choose his or her personal settings, and school and district staff can change the Class Marking Periods preference. **Preferences can only be changed for schools that have registered Accelerated Math.** To register Accelerated Math for each school, see the *Renaissance Place Software Manual*.

The classroom preferences affect AccelScan scoring, automatic practice printing, the marking periods used for goals and reports, the Extended Response passing percent, the assignment page layout, practice size, and the information on TOPS Reports. Classroom preferences can be set differently for different classes, and user preferences can be different for each user.

Accelerated Math also includes one user preference, which can be set differently for every user. This is the General preference, which allows you to choose the number of items that you want to see at one time in lists with “Next” and “Previous” links. The General preference also lets you decide whether you want to preview assignments in the Adobe Acrobat Reader before printing them.

### Classroom Preferences

Classroom preferences can be set by teachers, school administrators, and district administrators with standard capabilities. District and school staff can change the Class Marking Periods preference; they can also view the other classroom preferences, but they cannot set them.

Classroom preferences can be set differently for every class, so you can only set the class preferences for one class at a time. To find out how to change the class preferences, read through the following procedures.

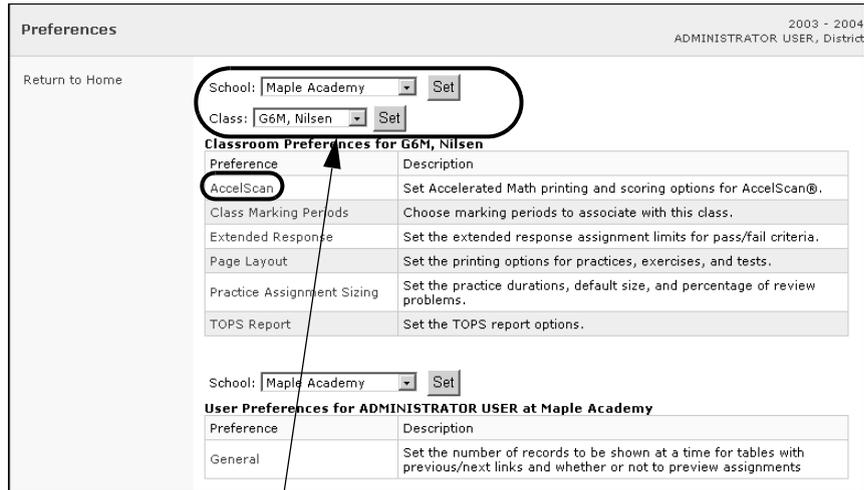
#### Changing the AccelScan preference

Teachers, school administrators, and district administrators with standard capabilities can use the AccelScan preference to determine whether students can score exercises and tests by scanning cards in Student Mode in the AccelScan software (see page 62). (School and district staff can view the preference settings, but they cannot change the preference.) You can also determine whether the student’s next practice will print automatically when students score their current practices in the AccelScan software. The next practice can be printed automatically if the student has objectives marked *Assigned* (  ) or *Ready to Work* (one green arrow  ).

The AccelScan preference is a classroom preference. You can only choose settings for one class at a time, but you can choose different settings for different classes. To change this preference settings, follow the steps on the next page.

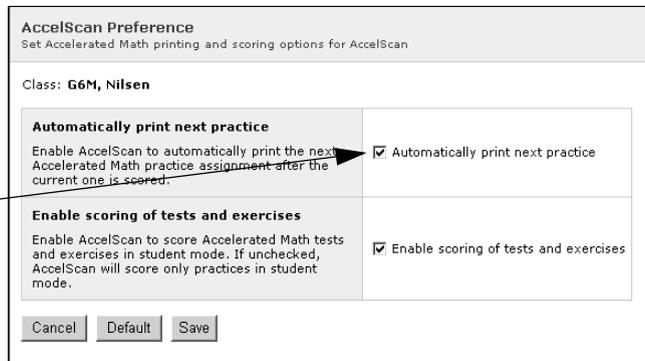
1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math preferences, click on "Preferences."
4. The **Preferences**

page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences. If you have access to more than one school, you can choose a different



school by clicking on the School drop-down list above the list of classroom preferences, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class using the Class drop-down list; then, click the [Set] button.

5. Click on "AccelScan" in the list.
6. On the **AccelScan Preference** page, you will see two check boxes. If you want the AccelScan software to automatically print the next practice for each student in your class after the student scans answers to the current practice, check the first box. To check a box or remove a check mark, click in the box.



Students can always score their practices by scanning forms using the AccelScan software. If you want students in this class to be able to score their own exercises and tests when AccelScan is in Student Mode, make sure the second box is checked.

**Note:** If you want to return this preference to the default settings, click the [Default] button. When you choose the default settings, both boxes will be checked.

7. When you have finished changing the AccelScan preference settings, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

## Changing the Class Marking Periods preference

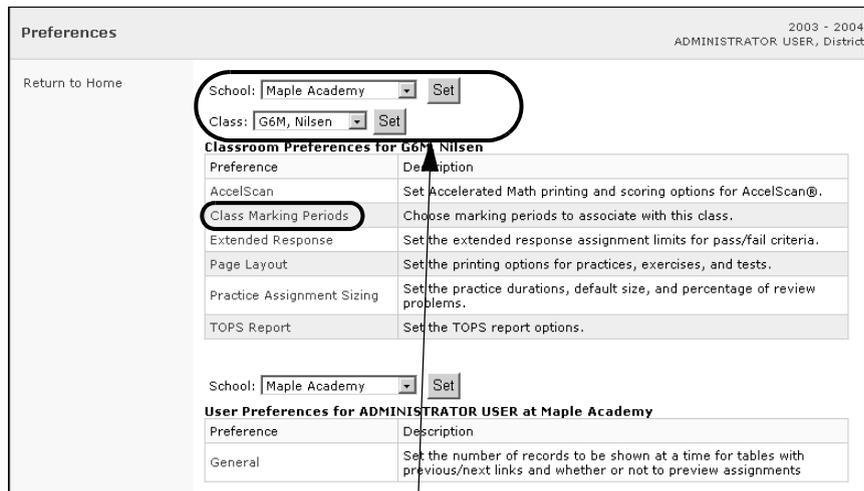
Before you set goals for your students, you must use the Class Marking Periods preference to choose the marking periods that you want to use for the goals you set for each class. The Class Marking Periods preference does not allow you to select overlapping marking periods so that there can be no confusion about the student’s progress toward a goal for a marking period.

The class marking periods are also used for reports that include data for the current marking period, such as the Goal History Report, the Team Status Report, and TOPS Reports.

The Class Marking Periods preference is a classroom preference. You can only choose settings for one class at a time, but you can choose different settings for different classes. Teachers, staff, and administrators with standard capabilities can change this preference for a class. To change this preference settings, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the “Home” link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on “Show Details” next to “Accelerated Math.”
3. In the list of Accelerated Math preferences, click on “Preferences.”

4. The **Preferences** page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences.



If you have access to more than one school, you can choose a different

school by clicking on the School drop-down list that is above the classroom preferences, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class. To do this, click on the Class drop-down list and select a different class; then, click the [Set] button.

5. Click on “Class Marking Periods” in the list.

- On the **Select Class Marking Periods** page, the marking periods that are already selected for your class are listed first. All available marking periods that are assigned to this school for this school year are listed at the bottom of the page. If you need different marking periods, your school administrator can add them as described in the *Renaissance Place Software Manual*.

To select the marking periods that you want to use for your class goals and reports, click on "Select" in the row for the marking period at the bottom of the page. To remove a marking period that you have selected, click on "Remove" in the row for that marking period.

(When you do this, the program may remind you that goals will be affected.) **You cannot select overlapping marking periods.**

- When you have finished changing the preference settings, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

**Select Class Marking Periods**  
Select the Marking Periods to use for default reporting and goal setting

Class: **G6M, Nilsen**  
Class Marking Period: **2003/2004 School Year**  
Dates: **8/1/2003-6/25/2004**

**Marking Periods Selected for this Class**

Marking Period	Type	Start Date	End Date	Action
Marking Period 1	Marking Period	8/1/2003	10/15/2003	Remove
Marking Period 2	Marking Period	10/18/2003	12/25/2003	Remove
Marking Period 3	Marking Period	1/2/2004	3/15/2004	Remove
Marking Period 4	Marking Period	3/16/2004	6/25/2004	Remove

Cancel Save

**Available School Marking Periods**

Marking Period	Type	Start Date	End Date	Action
2003/2004 School Year	Full School Year	8/1/2003	6/25/2004	Select
Marking Period 1	Marking Period	8/1/2003	10/15/2003	Select
Marking Period 2	Marking Period	10/18/2003	12/25/2003	Select
Marking Period 3	Marking Period	1/2/2004	3/15/2004	Select

### Changing the Extended Response preference

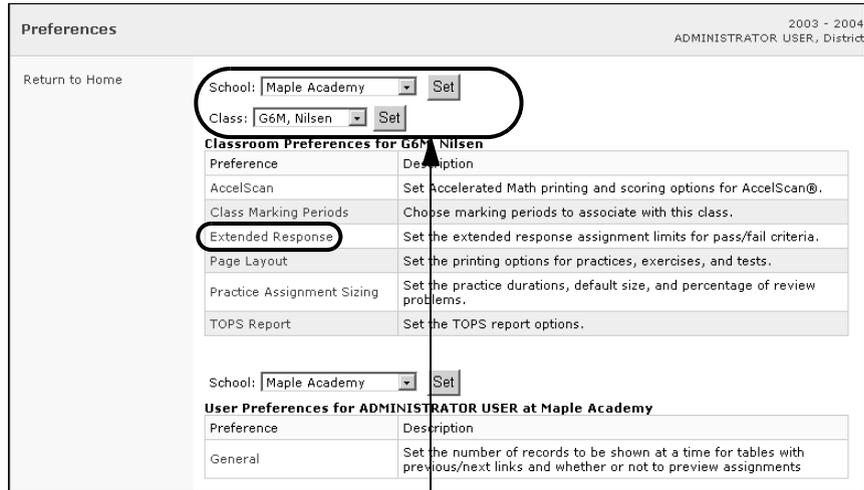
By following the steps below, teachers, school administrators, and district administrators with standard capabilities can change the passing score for Extended Response assignments for their classes. (School and district staff can view the preference settings, but they cannot change the preference.) You can only change this preference for one class at a time so that you can set a different passing score for different classes. To change the preference, follow these steps:

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
- If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
- In the list of Accelerated Math tasks, click on "Preferences."

- The **Preferences** page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences.

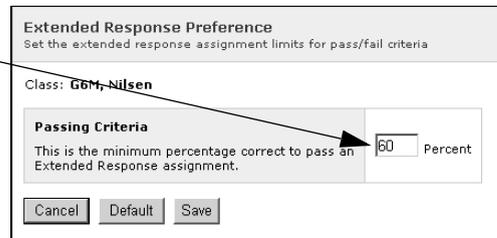
If you have access to more than one school, you can choose a different

school by clicking on the School drop-down list above the classroom preferences, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class. To do this, click on the Class drop-down list and select a different class; then, click the [Set] button.



- In the list of preferences, click on "Extended Response."

- On the **Extended Response Preference** page, you can change the passing percentage by clicking in the blank, deleting the old passing percent, and typing a new passing percent. If you prefer, you can choose the default (original) passing percent by clicking the [Default] button. **Please note that changes to this preference affect assignments that have already been scored.**



- When you have finished changing the passing percent, click the [Save] button. You will return to the **Preferences** page.

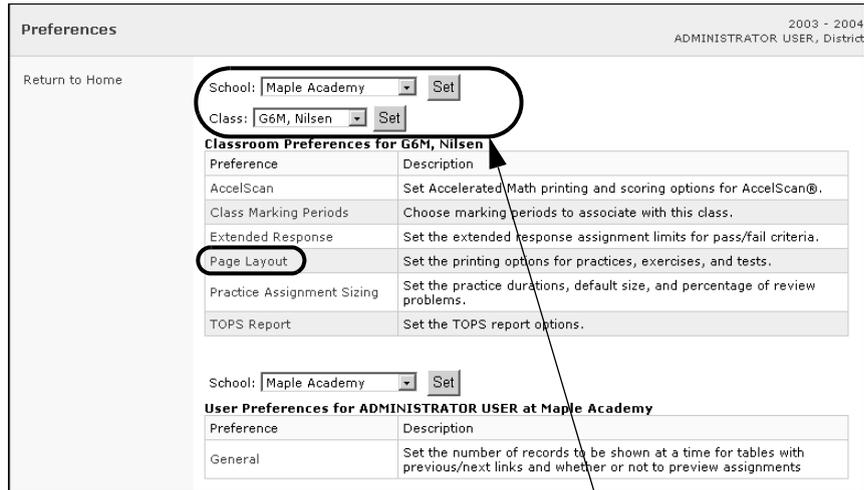
### Changing the Page Layout preference

Accelerated Math uses the Page Layout preference when you print practices, exercises, tests, diagnostic tests, and Extended Response assignments. This preference determines the font size and answer placement on assignments; it also determines whether a list of objectives will be included on the assignment.

You can only change the Page Layout preference for one class at a time so that you can choose different options for different classes. Teachers, school administrators, and district administrators with standard capabilities can change this preference by following the steps on the next page. District and school staff can view the preference settings, but they cannot change the preference.

1. After you log in, you'll see the Home page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Preferences."

4. The **Preferences** page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences.



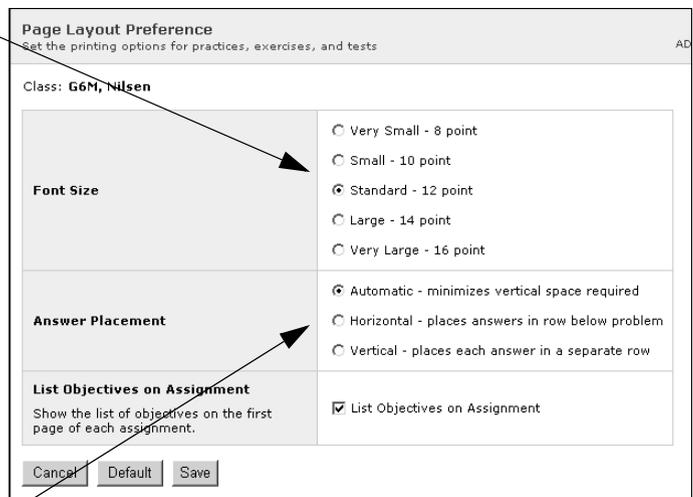
If you have access to more than one school, you can choose a different

school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class. To do this, click on the Class drop-down list and select a different class; then, click the [Set] button.

5. Click on "Page Layout" in the list of class preferences. You will go to the **Page Layout Preference** page.

6. To change the font size for assignments, click on one of the sizes.

When you print practices or assisted-response (multiple-choice) exercises or tests, the Answer Placement controls how the possible answers for each problem are arranged. "Automatic" means the program will choose an arrangement. "Horizontal" means the answers will be arranged in rows below or behind the problem. "Vertical" means each of the answers will be listed on its own line. To choose an option, click on it.



Assignments are generated from objectives in the objective list for your class. When the List Objectives on Assignment box is checked, a list of the applicable objectives will be printed on the first page of student assignments. When the box is not checked, the objective list will not be included in the assignment. To check the box or remove the check mark, click in the box.

If you want to use the default (original) settings for this preference, click the [Default] button.

7. When you have finished changing the preference settings, click the [Save] button.

## Changing the Practice Assignment Sizing preference

In Accelerated Math, practice size is defined in minutes, not by the number of problems. By default, a small practice assignment should take about 10 minutes to complete, a medium practice assignment should take about 20 minutes to complete, and a large practice assignment should take about 30 minutes to complete.

Each problem in a library has a level of difficulty assigned to it. Accelerated Math uses the difficulty level to determine the time the student should need to complete the problem. When a small practice size is selected, Accelerated Math puts 10 minutes worth of problems on the practice sheet. This means that the actual number of problems for small practices will vary, depending on the difficulty of the problems.

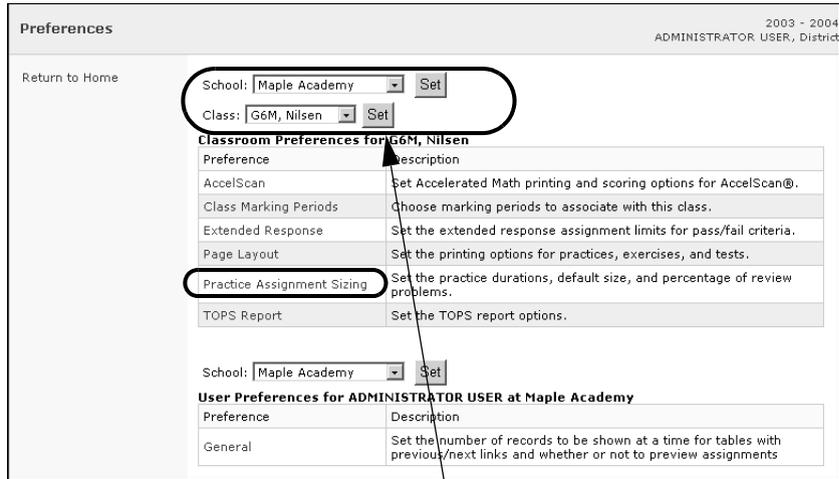
Using this preference, you can define how long small, medium, and large practices should take the average student to complete. You can also choose the default practice size and the percent of practice problems that will be review problems from mastered objectives. You can only change this preference for one class at a time so that you can choose different options for different classes.

Teachers, school administrators, and district administrators with standard capabilities can change this preference by following the steps below. District and school staff can view the preference settings, but they cannot change the preference.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of any page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Preferences."

- The **Preferences** page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences.

If you have access to more than one school, you can choose a different



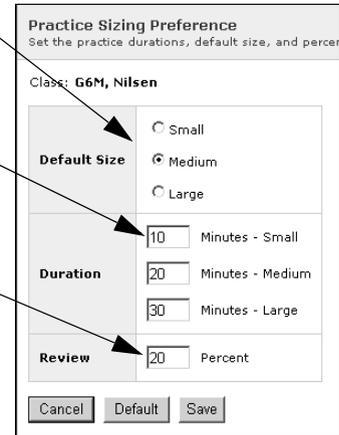
school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class. To do this, click on the Class drop-down list and select a different class; then, click the [Set] button.

- Click on "Practice Assignment Sizing" in the list of class preferences. You will go to the **Practice Sizing Preference** page.
- To change the default assignment size, click on "Small," "Medium," or "Large."

To set the approximate number of minutes that each assignment size should take to complete, click in each blank, delete the old values, and type new values.

To set the percentage of problems on practices that can be review problems from mastered objectives, click in the blank, delete the old percentage, and type a new percentage.

If you want to use the default (original) settings for this preference, click the [Default] button.



- When you've finished changing the preference, click the [Save] button.

## Changing the TOPS Report preference

By following the steps below, you can change the TOPS Report preference for a class. You can only change this preference for one class at a time so that you can choose different options for different classes. Teachers, school administrators, and district administrators with standard capabilities can change this preference. School and district staff can view the preference settings, but they cannot change the preference.

The TOPS Report preference helps you choose the information that you want to include on your students' TOPS Reports. You can decide whether to include Learning Card information, a summary of work, and the correct answer to missed problems on TOPS Reports. Learning Cards are available from Renaissance Learning. Each card contains two problems that correspond to an Accelerated Math objective. The first problem models a step-by-step approach to solving the problem; the second guides students in solving a similar problem on their own.

To change the preference, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Preferences."

4. The **Preferences** page will list the classroom preferences. The top of the page will show you one class and school for which you can change the preferences.

If you have access to more than one school, you can choose a different

school by clicking on the School drop-down list, clicking on the school name, and clicking the [Set] button. If you have more than one class, you can select a different class. To do this, click on the Class drop-down list and select a different class; then, click the [Set] button.

5. In the list of preferences, click on "TOPS Report."

The screenshot shows the 'Preferences' interface. At the top, there are two dropdown menus: 'School: Maple Academy' and 'Class: G6M, Nilsen', each followed by a 'Set' button. Below these is a table titled 'Classroom Preferences for G6M, Nilsen'. The table has two columns: 'Preference' and 'Description'. The 'TOPS Report' preference is highlighted with a red circle. Below the table, there are more dropdown menus for 'School: Maple Academy' and a section for 'User Preferences for ADMINISTRATOR USER at Maple Academy' with a 'General' preference.

- The **TOPS Report Preference** page will appear. Check the box for each option that you want to enable. To check a box or remove a check mark, click in the box. (If you prefer to go back to the original/default settings for this preference, you can click the [Default] button instead.)

**Learning Card Display:** If you check this box, Learning Card references will be printed on your practice, exercise, test, or diagnostic test TOPS Reports so that you can refer your student to the appropriate learning card for practice. (Learning Cards are available from Renaissance Learning.)

**Include Summary:** If this box is checked, the student’s overall results for the current marking period and school year (or class duration) will appear at the bottom of the TOPS Report. If the box is not checked, the summary will not be included.

**Include Correct Answer:** If this box is checked, the TOPS Reports will include correct answers to the problems the student missed.

- To save your changes, click the [Save] button.

## User Preferences

Accelerated Math has one user preference — the General preference. User preferences can be set by any school user of Accelerated Math, and different users can set the preference differently. To change this preference, follow the steps in the procedure below.

### Changing the General preference

By following the steps on the next page, you can change the General preference. Each person who uses Accelerated Math can choose a different setting for this preference.

The General preference determines how many items you will see at one time in **vertical** lists that have “Next” and “Previous” options. For example, if you click on a student’s name in the Assignment Book, some of the student’s objectives will be listed on the page that appears; the General preference would determine how many of the student’s objectives you could see at one time. You may choose to view fewer items so that you can focus on a few at a time, or you may choose to view more items so that you can scan the list quickly.

The General preference also lets you choose whether to preview assignments in the Adobe Reader or Adobe Acrobat Reader when you print assignments. If you choose to preview assignments, the assignments will appear in the Reader first, and you can use the Reader's buttons to print the assignment. If you do not preview assignments, the assignments will be printed directly to the printer you select.

To change the preference, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking on the "Home" link at the top of the page.)
2. If the Accelerated Math tasks are not listed, click on "Show Details" next to "Accelerated Math."
3. In the list of Accelerated Math tasks, click on "Preferences."

4. The **Preferences** page will list the preferences. If you have access to more than one school, you can choose a different school; click on the School drop-down list above the **User** Preferences, click on the school name, and click the [Set] button.

The screenshot shows the 'Preferences' page for an administrator user. At the top right, it says '2003 - 2004 ADMINISTRATOR USER, District'. On the left, there is a 'Return to Home' link. The main area has two sections: 'Classroom Preferences for G6M, Nilsen' and 'User Preferences for ADMINISTRATOR USER at Maple Academy'. The 'Classroom Preferences' section includes a table with columns 'Preference' and 'Description'. The 'User Preferences' section also has a table with 'Preference' and 'Description' columns. A 'General' preference is highlighted with a red circle. Above the tables, there are dropdown menus for 'School' (set to 'Maple Academy') and 'Class' (set to 'G6M, Nilsen'), each with a 'Set' button. A red arrow points from the text in step 4 to the 'School' dropdown menu.

5. In the list of preferences, click on "General."
6. The **General Preferences** page will appear.

To change the number of items that will appear in lists that have "Next" and "Previous" links, click in the blank, delete the current number, and type a new number. If the Preview box is checked, when you print assignments, you will see

The screenshot shows the 'General Preference' dialog box. The title is 'General Preference' and the subtitle is 'Set the number of records to be shown at a time for tables with previous/next links and whether or not to preview assignments'. The 'School' is set to 'Maple Academy'. There are two main sections: 'Viewing' and 'Preview'. The 'Viewing' section has a text box with the number '10' and the label 'Records'. The 'Preview' section has a checked checkbox labeled 'Preview assignments before printing them'. At the bottom, there are three buttons: 'Cancel', 'Default', and 'Save'. A red arrow points from the text in step 6 to the 'Viewing' section.

them in an Adobe Acrobat Reader window before you print them. If the Preview box is not checked, the assignments will be printed directly to the printer. **Please note that a printing plug-in is required to print directly to the printer.** On Windows computers, this plug-in will be downloaded automatically the first time you print an assignment from that computer. On Macintosh computers, you must manually download and install the plug-in; for instructions, see page 58.

To check the box or remove a check mark, click in the box. If you prefer to go back to the default (original) value, click the [Default] button on this page. To save your changes, click the [Save] button.

## Student Capacity

Accelerated Math has a student capacity limit. This limit determines how many students can receive assignments within a school year or subscription year. The student capacity limit is determined by the amount of capacity that your school or district purchased with the software.

If you reach your student capacity limit while using Accelerated Math, the software will notify you that the limit has been reached when you print an assignment. The **Print Practice**, **Print Exercise**, **Print Diagnostic Test**, **Print Test**, or **Print Assignment** page (for extended response assignments) will show you which students cannot receive printed assignments because the capacity limit has been reached.

You can purchase expansions to your student capacity. To register your capacity limit and view and manage student capacity, refer to the instructions in the *Renaissance Place Software Manual*.

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**Renaissance Learning**

P.O. Box 8036, Wisconsin Rapids, WI 54495-8036  
(866) 492-6284  
FAX: (715) 424-4242  
Email: [answers@renlearn.com](mailto:answers@renlearn.com)  
Web: [www.renlearn.com](http://www.renlearn.com)