

# Accelerated Math RP Software Tips for Getting Started



## Manage Student Work

The Assignment Book and Extended Response pages show you when unscored assignments were printed. The Assignment Book also shows you when students are ready to test.

To assign objectives or print assignments, check the box next to the student's name and click one of the links in the left-hand column. To select all students, check the box next to "Student" at the top of the list.

Use the drop-down list(s) at the top of these pages to quickly switch to a different class (or school if necessary).

In the Assignment Book, the Action column shows you which students need you to do the following:

- Assign more objectives
- Print an assignment
- Print a test
- Intervene

Click the link to start the action.

## Use Popup Text

You can move your mouse pointer over items to see more information.

In the Assignment Book, move the mouse over an assignment date to see the form number and objective range.

When you see objective numbers, but not their names, move the mouse over the number to see the objective and library names. (The objectives are also listed at the bottom of these pages.)

Hover over symbols to see their names. (You can also click **Legend**.)

## View Student Details

On the Assignment Book or Extended Response page, click a student's name to go to the Student Detail page and see the following:

- Outstanding and recent assignments
- Status of objectives

You can also reprint outstanding assignments and print TOPS Reports for scored assignments.

## View Examples of Problems

Before you assign an objective, you may find it helpful to see an example of the type of problem that will appear on the assignment.

1. In your Assignment Book, click **View Objectives**.
2. Move through the list to find the objective.
3. Click the objective name.
4. On the Objective Detail page, click **Example**.

If you want to see sample problems for an entire library or a list of the objectives in a library, click **Libraries** on the Home page and then click the library name. On the Library Detail page, click one of the documents under Library Documentation.

## Navigate Using the Software's Links

Use the links in the software, **not** the browser's Back button, to move to a different page in the software. At the top of every page, you'll see links that show which pages you've visited since you last left the Home page.

Assignment Book		2004-2005 ADMINISTRATOR USER, District			
Return to Home	School: <input type="text" value="Maple Academy"/> <input type="button" value="Set"/>				
	Class: <input type="text" value="Grade 6 Reading, G6R, Nilsen, 2004-2005"/> <input type="button" value="Set"/>				
<b>Activities</b>	<b>Grade 6 Reading, G6R, Nilsen, 2004-2005</b>				
Assign		Assignment Printed Date			
Print Practice		Practice	Test	Exercise	Diagnostic
Print Test			(Ready)		
Print Exercise					
Print Diagnostic					
Reprint/Delete					
Hold/Unassign/Reset					
Keyboard Score					
<b>Reports</b>					
Status of the Class					
Diagnostic					
TOPS					
More Reports...					
<b>Objectives</b>					
View Objectives					
Manage Objectives					
<b>Other</b>					
Transfer Student Data					
Copy Settings					



## Set Preferences

Administrators and teachers can set Accelerated Math **classroom** preferences. Other staff can view them. If you want to use the same classroom preference settings for all your classes, you can copy the settings.

- **AccelScan.** Decide whether AccelScan generates each student's next practice after the current one is scored. You can also allow students to score their exercises and tests using AccelScan.
- **Class Marking Periods.** Select the marking periods used for goals.
- **Extended Response.** Set the passing percent for extended response assignments.
- **Page Layout.** Set the font size and answer placement for assignments and choose whether to list the objectives on assignments.
- **Practice Assignment Sizing.** Set the default practice size, the number of minutes needed for each practice size, and the percent of practice problems that are review from mastered objectives.
- **Printing.** Enable duplex printing for assignments and choose whether to preview assignments before printing them.
- **TOPS Report.** Choose the information included on TOPS Reports.

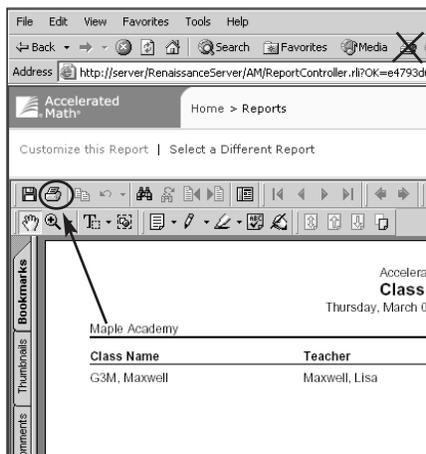
All users can set this **user** preference:

- **General.** Set the number of items per page for vertical lists (such as lists of objectives).

## Print Reports

1. Go to your Home page and click **Reports** in the list of Accelerated Math tasks.
2. In the list of reports, click **Customize** in the row for the report you want to print, or click the report name to print it with the default options.
3. If you click **Customize**, choose the custom options on the next page and click the **Next** button.

When you generate Accelerated Math reports, they open in the Adobe® Acrobat® Reader. To print them, use the Acrobat Reader print button circled below, not the browser's print button.  
**Macintosh:** If the report opens in Preview, click the **File** menu and choose **Print**.



## Need Help?

- **Online Help.** Click **Help** in the upper right corner of any page to display a sidebar containing more information about that page.
- **Software Manual.** Click **Download Manuals** in the upper right corner of any page to find the *Renaissance Place* and *Accelerated Math RP Software Manuals* and other documents.
- **Math Resources.** Click **Math Resources** in the list of Accelerated Math tasks on the Home page to find forms, charts, classroom materials, implementation guidelines, research, and software information.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at [support.renlearn.com/techkb/](http://support.renlearn.com/techkb/) for technical support information.
- **Email.** *General questions:* [answers@renlearn.com](mailto:answers@renlearn.com)  
*Technical questions:* [support@renlearn.com](mailto:support@renlearn.com).
- **Phone.** Call (800) 656-6740 to talk to a Renaissance Place Coordinator.