

Accelerated Reader RP Software Tips for Getting Started



Access Class Record Books

There are six class Record Books and two other activities that you can use to guide and monitor your students' work. To get to the Record Books:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.
2. If necessary, use the drop-down lists to choose the school and class you want to work with. Click the **Set** button after each choice.

School:	Westfield Elementary	Set
Class:	Grade 2 Reading, G2R, Wu, 2004-2005	Set

Find Student Information

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

Set Student Reading Practice Goals

We recommend that you set these three Reading Practice goals for your students for each marking period assigned to the class: average percent correct, total points earned, and average book level on passed quizzes. Follow these steps to set goals:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.
2. The Class Record Books page appears. If necessary, use the drop-down lists to choose the school and class. Click the **Set** button after each choice.
3. Click **Reading Practice Goals**.

4. On the View Reading Practice Goals Record Book page, click **Select Marking Periods**.
5. On the page that appears, click **Select** by each marking period you want to assign to the class for goal-setting.
6. Click the **Save** button.
7. On the View Reading Practice Goals Record Book page, make sure the correct class and marking period are shown. If not, use the drop-down lists to change them. Then, click the **Set** button.

8. Click Edit Student Goals.

9. Click the Avg. Percent Correct Goal drop-down list for each student and choose the average percent correct you want that student to achieve.

Click in the Points Goal and Avg. Book Level Goal fields for each student and type the goal you want to set. For the average book level goal, you can choose values from 0.1 to 20.0. **Note:** You can use the Goal-Setting Chart (found under Reading Resources) as a guide when setting these goals.

Edit Reading Practice Goals									
Enter student goals, then click [Save]									
Class: Grade 4 Reading, G4R, Garcia, 2004-2005									
Marking Period: 1st Quarter									
Cancel		Save							
Student	Grade	Avg. Percent Correct		Points			Avg. Book Level		
		Goal	Actual	Goal	Earned	% of Goal	Goal	Achieved	
Ackerman, Anita*	4	85 %							
Brandon, Michele*	4	85 %							
Rhoers, Jonathan*	4	85 %							
Sanchez, Maria*	4	85 %							
Smith, Rhona*	4	85 %							
Vang, Ma*	4	85 %							
Worzella, Thomas*	4	85 %							
Student	Grade	Goal	Actual	Goal	Earned	% of Goal	Goal	Achieved	
		Avg. Percent Correct		Points			Avg. Book Level		

* There is no goal set for this student for the selected Marking Period.
 ** A goal cannot be set for this student because the student has an overlapping goal set in another class.

Cancel Save

10. Click the **Save** button.

Set Student Certification Goals

Reader certifications are milestones that recognize students' reading achievements. You can set Reading Practice certification goals for your students. **Note:** If you enable the TWI Monitoring preference (see the section on preferences on the next page), the program automatically tracks your students' progress toward the goals you set and awards the certifications they achieve.

Follow these steps to set certification goals:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.
2. The Class Record Books page appears. If necessary, use the drop-down lists to choose the school and class. Click the **Set** button after each choice.
3. Click **Reading Practice Certifications**.
4. The View Reading Practice Certification Record Book page appears. The Status column shows you if a new goal is needed for any student in the class. Depending on the status, you can do one of the following to set a certification goal for students who need one set:

- Click **Set Goal** under Actions/New Goals to set a student's first goal.
- Click a specific certification goal listed under Actions/New Goals to set it as the the student's next goal.
- Click **More** under Actions/New Goals if the goal you want to set isn't listed.

5. If you chose **Set Goal** or **More** in the previous step, the page that opens allows you to set the certification goal. Enter the information and click the **Save** button.

Set Preferences

Accelerated Reader has many school-, class-, and student-level preferences you can use to set up the program to work the way you want it to. Follow these steps to open preferences:

1. Go to your Home page and click **Preferences** in the list of Accelerated Reader tasks.
2. The Preferences page appears. There are seven categories of preferences grouped under School or Classroom Preferences (the student-level preferences are found under the **Individual Student Settings** in the Classroom Preferences).

Click the category you want.

School Preferences	
Preference	Description
Student Quizzing	Define school preferences for Other Reading Quizzes
Date and Time Restrictions	Define restrictions
Classroom Restrictions	Define restrictions
Classroom Preferences	
Preference	Description
Student Quizzing	Define classroom preferences for Other Reading Quizzes
Other Reading Series	Define which Other Reading Series to use
Quiz Setup	Define which quiz type to use
Individual Student Settings	Define individual student preferences

Here are some AR preferences you may want to look at:

- Preferences governing TOPS Report printing and language can be found under **Student Quizzing** (both School and Classroom), and under **Individual Student Settings** in the Classroom Preferences.
- Preferences governing TWI monitoring can be found under **Student Quizzing** in the School Preferences and under **Individual Student Settings** in the Classroom Preferences. **Note:** TWI monitoring is necessary for AR to track and award Reader Certifications.
- The **Other Reading Series** preference under Classroom Preferences allows you to choose the series to assign to your class. Your students cannot take Other Reading Quizzes until you assign one or more series.

Work With Quiz Information

You can view and work with the quiz information for any of your school's quizzes. Follow these steps:

1. Go to your Home page and click **Quizzes** in the list of Accelerated Reader tasks.
2. The **Quizzes** page appears. If necessary, use the drop-down list to choose the school. Then, click the **Set** button.
3. Click the Quiz Type you want to work with.
4. A page opens where you can search for the quiz you want to work with (for Other Reading Quizzes, you first have to choose the series).
5. When you find the quiz you want, click **Select** by it.
6. The View Quiz page shows you information about the quiz. There are links to edit the quiz information and to take a sample quiz (with Recorded Voice, if it's available). For Literacy Skills Quizzes, you can also view the quiz question bank and the *Literacy Skills Teacher's Guide*. For Vocabulary Practice Quizzes, you can also preview the Vocabulary List Report.

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 your Home page.



There are also links to specific pages or tasks in the blue bar along the left side of many Accelerated Reader pages. Use these links to move in the software.

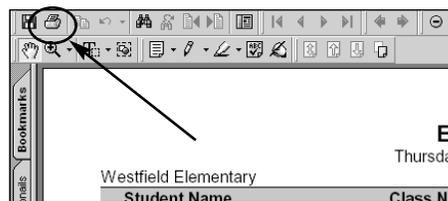
Print Reports

1. Go to your Home page and click **Reports** in the list of Accelerated Reader 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 clicked **Customize**, choose the options you want on the next page and click the **Next** button.

When you generate Accelerated Reader 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 Reader Software Manuals* and other documents.
- **Reading Resources.** Click **Reading Resources** in the list of Accelerated Reader tasks on your Home page to access forms, charts, and other materials.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Email.** *General questions:* answers@renlearn.com
Technical questions: support@renlearn.com
- **Phone:** Call (800) 656-6740 to talk to a Renaissance Place Coordinator.