Renaissance Place®

Integrated Web-Based Information System

Software Manual

Learn how to

- Consolidate data and generate custom reports

- Manage all school and district information

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Welcome

About Renaissance Place

Thank you for choosing one or more of the Renaissance Place Edition software programs, such as Accelerated Math, Accelerated Reader, English in a Flash, Fluent Reader, MathFacts in a Flash, StandardsMaster, STAR Early Literacy, STAR Math, or STAR Reading. The Renaissance Place software is automatically included as part of the installation of any of these programs. You can use Renaissance Place to manage the information for your entire school district including your district information, schools, school years (including setting the default school year), marking periods, calendar events, personnel (for both the district and school, including teachers), parents, students (including importing and exporting student information), courses, classes (including enrollment), and capabilities. The changes you make in Renaissance Place will affect all the Renaissance Place programs that share the database. You also use Renaissance Place to register your programs, enter expansion codes you've purchased for students or content, enter subscription codes you've purchased, download the installers for other required software, download updates to your software, and manage settings and preferences that help you maintain the integrity and security of your data.

In Renaissance Place, the data from the Renaissance Place programs you have installed are combined and housed in the web server. The Renaissance Place software interface allows districts to generate valuable reports and conduct important statistical analysis (in tabular or graphic format) on the data. The reports and analysis can be distributed to a variety of users including superintendents (district information), principals (school information), and teachers (class information). The flexibility of the browser interface and the multitude of information stored in the data warehouse allow you to combine data from any level and separate it for any group or program.

How to Use this Manual and the Online Help

This manual will help you use your Renaissance Place software. In this manual, we use different symbols and type styles to help you identify buttons, keys, pages, and menus.

Item	How we identify it in the manual	Example
Buttons	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. Options and links are enclosed in quotation marks.	The Classes section of the **View Course** page lists the classes associated with the course. Click "Delete" next to the class you want to delete.
Field names	Field names (blanks on pages or in dialog boxes where you can type text) appear in capital letters.	Click in the Start Date field and type the starting date for the school year.
Menus	Menu names and items appear in bold type.	From the **File** menu, select **Exit**.

Using the program help

If you need help while you're using Renaissance Place, click "Help" in the top right corner of any page. You can also 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. **Note:** To close the online help and automatically resize the program in your browser window, click "Close Help" in the help window.

If you have questions about the Renaissance Place software, please email us at answers@renlearn.com (for general questions) or at support@renlearn.com (for technical questions).

HELP FOR THE RENAISSANCE PLACE PROGRAMS

*Whenever you install one of the Renaissance Place programs, such as STAR Math RP and Accelerated Reader RP, Renaissance Place itself is also installed. Renaissance Place includes the tasks listed under "Renaissance Place" on your **Home** page. If you click "Help" while viewing one of the Renaissance Place pages, you will see Renaissance Place help. This help will not include information about tasks that are listed under any of the other tabs on your **Home** page.*

The logo on each help page will show you which program's help you are using. If you want to switch to the help for another program, click "Other Help" at the top of the help page.
You can search the help for all Renaissance Place programs on this server by clicking "Search" on the help page.
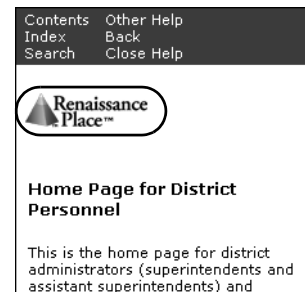
Finding manuals, resources, and other materials

To download manuals and other materials, click "Download Manuals" in the upper right corner of any page in the program (see page 11 for more details). To view or print resources for the programs that have them, click the resources link under the tab for that program on your **Home** page. To print the STAR Math RP or STAR Reading RP Pretest Instructions, click "Pretest Instructions" under the tab for that program on your **Home** page.

Getting Started

Before you can start using your Renaissance Place edition software, your server must be set up and the programs you purchased must be installed on it and registered as described in the *Renaissance Place Installation Guide*. If additional schools are using the software, each school will need to register each program separately.

After installing and registering the programs, you can follow the steps in this section to begin using Renaissance Place on the computers in your district. (There may be additional tasks for each of the Renaissance Place edition programs, STAR Reading RP or Accelerated Math RP, for example. See each program's software manual for details.) This section provides the following information:

- How to check hardware and software requirements; see below.

- How to log in to Renaissance Place. See page 4 for personnel, page 5 for parents, and page 7 for students.

- How to switch roles in the software; see page 9.

- How to change your password; see page 9.

- Which information you need to enter before using the Renaissance Place programs; see page 10.

- How to view or download software manuals and other reference materials; see page 11.

- How to go back to a previous page; see page 11.

- How to log out and close the software; see page 12.

System Hardware and Software Requirements

Hardware: For the latest Renaissance Place system requirements, visit http://www.renlearn.com/requirements. System requirements are subject to change.

Software: Some of the Renaissance Place programs require other software (Adobe Acrobat Reader, for example) to be installed on your computers before your teachers and students can use the programs. Renaissance Place allows you to check your computers without having to log in.

Follow these steps at each computer your teachers and students will use:

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser, go to the address provided by your district or school. The **Welcome** page appears.

3. Click "Check System Requirements" at the bottom left side of the page.

4. The **Check Software Requirements** page opens. It lists the software necessary for running the Renaissance Place programs you have installed and shows whether this computer has the appropriate version of each.

To download an installer, click the link for it in the Action column.

Logging in as a Teacher, Administrator, or Staff

The following steps describe how personnel log in. Before you begin, make sure you have your user name and password.

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser, go to the address provided by your district or school. The **Welcome** page appears.

3. Click "Teacher/Administrator."
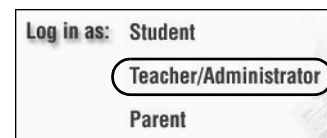
4. At the **Teachers/Administrators** login page, follow these steps:

   a. Click in the User Name field (blank) and type your user name.

   b. Click in the Password field (blank) and type your password.

      Note: If you want to change your password before you log in, check the Change Password box. Click in the box to check it or to remove the check mark. (See page 9 for instructions on changing your password.)

   c. Click the [Log In] button.

5. If the user name and password you entered are valid, either the **Change Password** page or your **Home** page appears.

   If the program notifies you that you've 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 don't work, contact the person who provided the information. **Important:** If you enter an incorrect password too many times, the software may tell you that your account has been locked out. If this happens, contact your administrator to request that your account be unlocked. For unlocking instructions, see page 58.

CHANGING YOUR PASSWORD OR SWITCHING YOUR ROLE

- *You may be asked to change your password the first time you log in to Renaissance Place, or after your school or district has edited your personal information. You will also be prompted to change it at least once a year. Changing your password helps to keep it secure. To change the password, click in the New Password field (blank) and type the new password. Then, click in the Repeat New Password field and type it again. When you're finished, click [Save]. You will go to your **Home** page. Even if the program doesn't ask you to change your password, you can choose to change it as you log in; see page 9.*

- *If you have more than one role in the software, you will see a User Type drop-down list on your **Home** page. If you see this drop-down list, check to make sure you're logged in with the role you want to use. See "Switching Roles (User Types)" on page 9 for information on how to switch roles.*

Requesting Parental Access and Logging in as a Parent

The following steps describe how parents can request access to Renaissance Place. It also describes how they log in to the software after the district or school grants them access to it.

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser, go to the address provided by your student's school. The **Welcome** page appears.

3. Click "Parent." The **Parents** login page appears.

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4. At the **Parents** log in page, follow these steps:

If you've been given a user name and password, follow these steps:

a. Click in the User Name field (blank) and type your user name.

b. Click in the Password field and type your password.

> **Note:** If you want to change your password before you log in, check the Change Password box. Click in the box to check it or to remove the check mark. (See page 9 for instructions on changing your password.)

c. Click the [Log In] button.

If you don't have a user name and password and need to request parental access to the program, follow these steps:

a. Click "Request Parent/Guardian Access."

b. On the page that opens (see the picture below), you can request access to the software and identify the students (children) whose information should be made available to you.

In the Parent/Guardian row, click the Salutation drop-down list and choose a salutation. Then, click in the First Name, M.I., and Last Name fields (blanks) and type the appropriate information.

c. Click in the Email Address field and type your email address. Be sure to type the entire address, including the "@" symbol and the information after it.

d. If you see a Security Field, click in the field and type the answer to the question just above it. (See page 181 for information on how to create a security question for parents.)

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    e. Click the Number of Children drop-down list and choose the number of children whose information you should have access to. Then, click the [Set] button.

    f. For each child, click in the First Name, M.I., and Last Name fields and type the appropriate information. Then, click the drop-down list and choose your relationship to the child.

    g. When you're finished, click the [Save] button.

    h. You'll see a message that tells you the information you entered was successfully submitted. Click the [Done] button. You will be sent your user name and password to you after you've been granted access to the program. Go back to the beginning of this step (step 4) for instructions on how to log in with your user name and password.

        Note: See page 183 for information on processing parental access requests.

5. If the user name and password you entered are valid, either the **Change Password** page or your **Home** page appears.

If the program notifies you that you've 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 don't work, contact the person who provided you with the information.

CHANGING YOUR PASSWORD OR SWITCHING YOUR ROLE

- *You may be asked to change your password the first time you log in to Renaissance Place, or after your school or district has edited your personal information. You will also be prompted to change it at least once a year. Changing your password helps to keep it secure. To change the password, click in the New Password field (blank) and type the new password. Then, click in the Repeat New Password field and type it again. When you're finished, click [Save]. You will go to your* **Home** *page. Even if the program doesn't ask you to change your password, you can choose to change it as you log in; see page 9.*
- *If you have more than one role in the software, you will see a User Type drop-down list on your* **Home** *page. If you see this drop-down list, check to make sure you're logged in with the role you want to use. See "Switching Roles (User Types)" on page 9 for information on how to switch roles.*

Logging in as a Student

The following steps describe how to log in to the Renaissance Place software as a student:
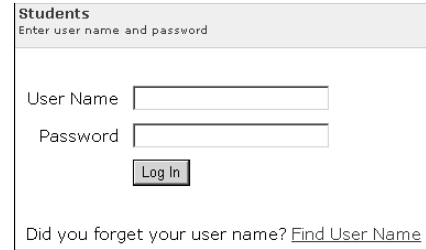
1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser window, go to the address provided by your school or district.

3. Click "Student."
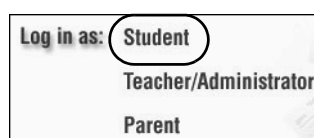
4. AT the **Students** login page, follow these steps:

If you know the student's user name, follow these steps:
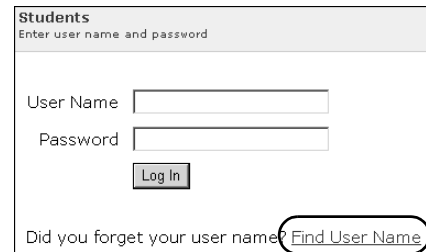
a. Click in the User Name field (blank) and type the student's user name.

b. Click in the Password field and type the student's password.

c. Click the [Log In] button.

If you don't know the student's user name, follow these steps:

a. Click "Find User Name."

b. If you see a screen where you can choose the school the student is enrolled in, click the name of the school and click the [Next] button.

c. On the **Find User Name – Search for Name** page, you can search for the student's name. If the school listed at the top of the page is incorrect, click "change school now" and return to the previous step. If the school is correct, click in the fields and type all or part of the student's first and/or last name. Then, click the [Search] button.

d. The **Find User Name – Search Results** page lists the students who matched your search criteria.

If the student is listed, click the student's name and go to the next step.

If the student is not listed, click the [Back] button to go back to the page where you can enter your search criteria and perform another search.

e. If you chose a student in the last step, the page that appears allows the student to log in. Notice that the program has already entered the student's user name. The student must type his or her password in the Password field (blank) and click the [Log In] button.

The student's **Home** page appears.

STUDENTS MAY BE ASKED TO CHANGE THEIR PASSWORDS

Students may be asked to change their passwords the first time they log in to Renaissance Place or after the school or district has edited their personal information. Changing students' passwords helps to keep them secure. To change the password, click in the New Password field (blank) and type the new password. Then, click in the Repeat New Password field and type it again. When you're finished, click the [Save] button.

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Switching Roles (User Types)

If you're assigned more than one role (User Type) in your district or school, there's a way for you to switch to a different role without logging out of the software.

From your **Home** page, click the User Type drop-down list and choose the role you want to use. You could see any of the following: District User, Teacher User, School User, or Parent. After choosing a role, click the [Set] button.

Note: School administrators and school staff who are assigned to more than one school need to choose their School User role at the school they want to work with.

Changing Your Password

When you log in to the software, you can change your password. Even if you don't choose to change your password, you may occasionally be asked to change it. You may be asked to change it after the school or district edits your personal information. You may also be asked to change it the first time you log in or when your password has been active for one year. Changing your password helps keep it secure.

Follow these steps:

1. On the **Teachers/Administrators** login page, type your user name and password.

2. Click in the "Change Password" box to check it.

3. Click the [Log In] button.

4. On the **Change Password** page, click in the New Password field (blank) and type your new password. Then, click in the Repeat New Password field and type it again. **Note:** The password must be at least three characters long and contain at least one number.

5. Click the [Save] button.

Setting up Your Data before Using the Renaissance Place Programs

After the Renaissance Place programs are installed and registered (see the *Renaissance Place Installation Guide* for instructions), you must enter the following information into the database before your teachers and students can use the software:

Task	Usually performed by	Where to find instructions
❏ Install the content. You might have content for Accelerated Math, Accelerated Reader, English in a Flash, Fluent Reader, and StandardsMaster	Server administrators	Each program's software manual
❏ Enter district information.	District administrators	Page 12 of this manual
❏ Add school years (if necessary).	District administrators and district staff	Page 14 of this manual
❏ Add school information.		Page 26 of this manual
❏ Add school administrators and district staff.		Page 41 of this manual
❏ Add teachers and school staff.	District administrators, district staff, and school administrators	Page 41 of this manual
❏ Add students.		Page 59 of this manual
❏ Add school marking periods (for class duration and reports).	District and school administrators	Page 17 of this manual for multiple schools and page 18 for one school
❏ Add calendar events to identify days off (this is necessary for Accelerated Math).	District administrators and district staff	Page 22 of this manual for multiple schools and page 23 for one school
❏ Add courses.	District administrators, district staff, school administrators, school staff, and teachers	Page 95 of this manual
❏ Add classes.		Page 101 of this manual
❏ Assign teachers to classes. **Important:** Be sure to designate a lead teacher for each program the class uses. This tells the software what kind of class it is.		Page 108 of this manual
❏ Enroll students in classes.		Page 111 of this manual
❏ Add parents.	District administrators, district staff, and school administrators	Page 87 of this manual
❏ Set up a data consolidation schedule for reporting.	District administrators	Page 115 of this manual

Task	Usually performed by	Where to find instructions
❏ Add reporting periods.	District and school administrators	Page 118 of this manual
❏ Make sure teacher and student computers have the necessary software installed	District administrators, school administrators, and teachers	Page 3 of this manual (System Hardware and Software Requirements)

Note about importing student data: Using the Renaissance Data Translator, you can import student, personnel, class, and other data from these sources: 1) a database created in a desktop version of Renaissance Learning software, 2) a .exp file exported from that software, or 3) a text file that conforms to the required format. The Renaissance Data Translator must be used at the server. For more information, you can open the *Renaissance Data Translator Instructions* on your server. To do this, click [Start] and choose **Programs**, **Renaissance Learning**, **Utilities**, and **Renaissance Data Translator Instructions**.

Viewing or Downloading the Software Manuals

A software manual for Renaissance Place and for each Renaissance Place edition program you have installed on the server is available in PDF format from your **Home** page. You can also access several other useful items to help you use your software.

Follow these steps to view or download a manual:

1. Click the "Download Manuals" link in the upper right corner of any page in the program.

2. On the **Product Manuals** page, click "Download" by the manual, or other item, you want to view.

3. The manual you chose will open in Adobe Acrobat Reader (or in Preview on certain Macintosh computers), either within your browser window or in a separate window.

   You can save the manual or print it by clicking the appropriate button in the Acrobat Reader window or by using the **File** menu in Preview.

4. To exit the **Product Manuals** page, click the [Home] button.

Products Installed	Manuals Available	Action
Renaissance Place	Renaissance Place Software Manual	Download
	How to Read a Math Implementation Report	Download
	How to Read a Reading Implementation Report	Download
Accelerated Math	Accelerated Math Software Manual	Download
	Accelerated Math Software Tips	Download
	Accelerated Math License Agreement	Download
Accelerated Reader	Accelerated Reader Software Manual	Download
	Accelerated Reader Software Tips	Download
	Accelerated Reader License Agreement	Download
STAR Reading	STAR Reading Pretest Instructions	Download
	STAR Reading Software Manual	Download
	STAR Reading Technical Manual	Download
	STAR Reading Software Tips	Download
	STAR Reading License Agreement	Download

Home

How to Go Back to a Previous Page

The program keeps track of each page you have visited since the last time you left your **Home** page. To go back to a previous page, click one of the links in the yellow bar at the top of any page in the program. **Do not** use the Back button in your browser window.
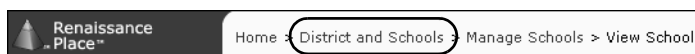
Renaissance Place™   Home > District and Schools > Manage Schools > View School

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Logging Out of the Software

When you have finished working in Renaissance Place, you should log out to keep the data secure. To do this, click "Log Out" in the upper right corner of any page. The program will log you out and go to the **Welcome** page. **If you do not log out,** and you do not work in the software for about 20 minutes, you will be asked to log in again when you return to the software.

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

Managing District and School Information—An Overview

When your district starts using the Renaissance Place software, the district administrator should edit the district information, if necessary. Then, the school years, schools, and school administrators should be added. After that, district or school personnel can add the rest of the school personnel, the students, and parents. They should also define the marking periods and calendar events, and add courses and classes for the schools (school administrators and school staff can only add this information for their school).

Note: The tasks described in the table beginning on page 33 and the type of user who can perform each task are based on the default capability sets in Renaissance Place. The tasks available to you may vary depending on the capabilities granted to each user group (see page 30) and the capabilities granted to individual users (see page 49) in your district and schools.

The sections on the following pages describe how to manage your district and school information using Renaissance Place.

Managing District Information

You can enter descriptive information about your district by following the steps in this section. By default, only district administrators can enter this information; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit your district information:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "District and Schools" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **District and Schools** page, click "District Information."

4. On the **Edit District** page, you can enter or change any of your district's information. Information marked with an asterisk (*) is required. All other information is optional.

   To change most of the information, click in the fields (blanks), delete the old information, and type the new information.

   To change the state or country, click the drop-down list and choose the correct information.

5. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Managing School Years

The sections on the following pages describe how to add, view, and edit school years for the district and also how to define marking periods and calendar events for one school or for multiple schools. By default, only the district administrator can add and edit school years for the district, and define marking periods and calendar events for one school or for multiple schools. District staff can add and edit school years for the district, view marking periods, and define calendar events for one school or for multiple schools. School administrators can view the district's school years, and add and edit marking periods and calendar events for their school. School staff can view the district's school years and the marking periods for their school, and also define the calendar events for their school. However, the availability of these options depend on the capabilities you've been granted.

You must set up your school year(s) before you can use many of the Renaissance Place features. School years are necessary when you set up your classes or copy the class setup from a previous school year. School years also help you segment your data by time periods when you're generating reports. Additionally, defining marking periods is required if you're going to set goals in Accelerated Math or Accelerated Reader. Calendar events must be defined for the % of full pace calculations to be correct on the Accelerated Math Diagnostic Report and are also important for certain Accelerated Reader report calculations.

At any time, district administrators, district staff, school administrators, school staff, and teachers can choose the school year that they want to work in while using Renaissance Place. See page 25 for details on changing the school year you're working in.

Note: School years cannot be inactivated or permanently deleted—they can only be added and edited.

Adding School Years

School years that are added to the program are used by all the schools in the district. By default, only district administrators and district staff can add school years; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to add a school year:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "Add School Year."

4. On the **Add School Year** page, click in the fields (blanks) to enter the school year name (Description), the start date, and the end date. (In some browsers, you can click calendar buttons to open calendars where you can choose the dates.) This information is required. If you need to record the number of days in the school year, click in that field and type the appropriate number. **Note:** The dates for the new school year cannot overlap the dates for any of the existing school years.

5. If you want to add another school year after you add this one, click the [Save and Add] button; then, repeat step 4. If you're *not* adding any more school years after this one, click the [Save] button. If you decide not to add this school year, click the [Cancel] button.

    The first school year added to the database is automatically set as the current school year for the district. See the next section if you need to choose a different current (default) school year.

Viewing School Years

By default, district administrators, district staff, school administrators, and school staff can view the school years that have been set up for the district; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view a school year:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the name of the school year you want to view.

5. The **View School Year** page appears. This page shows you the name of the school year, its start and end dates, the number of days in the school year, and whether it's the current school year (Status).

   Note: Your primary position and the capabilities you've been granted determine which links (if any) are available under the School Year Task Menu.

   View School Year
   Edit this school year's details and marking periods

School Year Task Menu	Selected School Year	
Edit School Year	**2004-2005**	
Edit Marking Periods by School	Start Date	8/22/2004
Add Marking Periods to Multiple Schools	End Date	8/21/2005
Add/Edit Calendar Events	Number of Days	Not Set
Copy/Edit Classes from a Previous Year	Status	Is Not Current School Year
Set as Current School Year		

Setting the Current (Default) School Year

At the beginning of each new school year, district administrators or district staff should set the default (current) school year for the district. School administrators and school staff can set the current school year only for their school. **Note:** See below to find out which school year applies to which users.

WHO DOES THE CURRENT SCHOOL YEAR APPLY TO?

When a district administrator or district staff member sets the current school year, it applies to anyone logging in as district administrator, district staff, teacher, parent, or student. It even applies to the school administrators and school staff (unless they set a different current school year for their school).

If a school administrator or school staff member sets a current school year, it applies to the school administrators and school staff at that school (instead of the one set by the district).

Follow these steps to set a current school year:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the name of the school year you want to set as the current school year.

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5. On the **View School Year** page, under the School Year Task Menu, click "Set as Current School Year." **Note:** This link is not available if the school year you're viewing is already designated as the current school year. You can see if a school year is set as the current school year by looking at the Status.

View School Year
Edit this school year's details and marking periods

School Year Task Menu	Selected School Year	
Edit School Year	**2004-2005**	
Edit Marking Periods by School	Start Date	8/22/2004
Add Marking Periods to Multiple Schools	End Date	8/21/2005
Add/Edit Calendar Events	Number of Days	Not Set
Copy/Edit Classes from a Previous Year		
Set as Current School Year	Status	Is Not Current School Year

Editing School Years

By default, only district administrators and district staff can change the name of a school year, its dates, or the number of days recorded in the year; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit a school year:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Years."

4. On the **Select a School Year** page, click the name of the school year you want to change.

5. On the **View School Year** page, click "Edit School Year" under the School Year Task Menu.

6. On the **Edit School Year** page, you can change the school year name (Description), start date, end date, and number of days by clicking in the fields (blanks), deleting the old information, and typing the new information. In some browsers, you can click the calendar buttons to open calendars where you can choose the dates. A school year name, start date, and end date are required. **Note:** You cannot edit a date if it occurs in the past or if it's in a previous school year. Also, the dates you enter cannot overlap the dates for any of the existing school years.

Edit School Year
Edit the selected school year

School Year Details *(*Required Field)*

Description*	2005-2006
Start Date*	8/22/2005
End Date*	8/21/2006
Number of Days in School Year	Not Set

Cancel   Save

7. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Defining Marking Periods for Multiple Schools

By default, only district administrators can define the marking periods for multiple schools at once; however, the availability of this option depends on the capabilities you've been granted. **The only schools you can choose for this process are ones that have no existing marking periods.** If you need to define the marking periods for an individual school or if you need to edit or delete a school's existing marking periods, follow the steps in "Defining Marking Periods for One School" on page 18.

Marking periods are used when you add classes to show the duration of the class. If your classes last the entire school year, you do not need to add a marking period for that because you can select the school year as the marking period when you add classes. Marking periods are also necessary if your teachers are going to set Accelerated Math and/or Accelerated Reader goals for the students in their classes.

Follow these steps to define the same marking periods for more than one school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the school year for which you want to define marking periods.

5. On the **View School Year** page, click "Add Marking Periods to Multiple Schools" under the School Year Task Menu.

6. On the **Select Schools** page, check the box by each school for which you want to define the marking periods. Only those schools that don't have existing marking periods for this school year will be listed. Click a box to check it or to remove the check mark.

   When you're finished selecting schools, click the [Next] button.

7. The **Add Marking Periods** page identifies the school year, the school year start and end dates, and lists the schools for which you chose to add marking periods. The marking periods you add on this page should match your grading periods and the duration of classes within the school year. **Note:** If your classes last the entire school year, you don't need to enter a marking period for that because you can select the school year itself as the marking period when you add your classes.

To add a marking period, click in the fields (blanks) and type the marking period name, the start date, and the end date. (You may be able to click calendar buttons to open calendars where you can choose the dates.) Then, click the Type drop-down list and select the type of marking period. Click the [Add] button. After you add each marking period, it appears in the list at the bottom of the page.

8. On the **Add Marking Periods** page, you can also delete any of the marking periods you just added. To delete a marking period, click "Delete" in the row for it.

9. Also on the **Add Marking Periods** page, to edit the information for any of the marking periods you just added, click "Edit" in the row for it. When you do this there are three things you should notice:

- The Name, Start Date, End Date, and Type fields will be filled with the information from the marking period you selected.

- The [Add] button will be changed to [Update].

- The name of the marking period you selected to edit will be bold-faced so you know which marking period you're editing.

Make the necessary changes. Then, click the [Update] button.

10. When you're finished adding, editing, and/or deleting the marking periods for these schools, click the [Save] button. If you decide not to save your marking periods, click the [Cancel] button instead.

Defining Marking Periods for One School

By default, district administrators and school administrators can add, edit, or delete marking periods for one school. (District administrators can work with any school. School administrators can only work with their school.) However, the availability of this option depends on the capabilities you've been granted.

Marking periods are used when you add classes to show the duration of the class. If your classes last the entire school year, you do not need to add a marking period for that because you can select the school year as the marking period when you add classes. Marking periods are also necessary if your teachers are going to set Accelerated Math and/or Accelerated Reader goals for their students.

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Follow these steps to define the marking periods for one school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the school year for which you want to define the marking periods.

5. The **View School Year** page appears next. The links you see on this page depend on your primary position and the capabilities you've been granted.

   If you see an "Edit Marking Periods by School" link, click it. Then, on the **Select a School** page, click the school whose marking periods you want to define. Note that on the **Select a School** page you can see which schools have marking periods defined and which schools do not.

   If you see an "Edit Marking Periods" link, click it.

6. The **Edit Marking Periods** page identifies the school year, the school year start and end dates, and the school. The bottom of the page lists the marking periods that have been defined for this school. You can add, edit, or delete marking periods. The marking periods should match your grading periods and the duration of classes within the school year. **Note:** If your classes last the entire school year, you don't need to enter a marking period for that because you can select the school year itself as the marking period when you add your classes.

   Click in the fields (blanks) and type the marking period name, the start date, and the end date. (You may be able to click calendar buttons to open calendars where you can choose the dates.) Then, click the Type drop-down list and select the type of marking period. After entering the information, click the [Add] button. After you add each marking period, it appears in the list at the bottom of the page.

7. On the **Edit Marking Periods** page, you can also delete any of the marking periods that you just added or that were previously added. Click "Delete" in the row for that marking period.

Edit Marking Periods
Add or delete marking periods for the selected school year

School Year: **2004-2005**
Dates: **8/22/2004-8/21/2005**
School: **Westfield Elementary**

Name	October
Start Date	10/01/2004
End Date	10/31/2004
Type	Marking Period

Add

Name	Type	Start Date	End Date	Action
1st Semester	Semester	8/22/2004	1/6/2005	Edit	Delete
2nd Semester	Semester	1/7/2005	6/2/2005	Edit	Delete
1st Quarter	Quarter	8/22/2004	10/31/2004	Edit	Delete
2nd Quarter	Quarter	11/1/2004	1/6/2005	Edit	Delete
3rd Quarter	Quarter	1/7/2005	3/20/2005	Edit	Delete
4th Quarter	Quarter	3/21/2005	6/2/2005	Edit	Delete

Cancel   Save

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8. Also on the **Edit Marking Periods** page, you can edit the information for any of the marking periods you just added or that were previously added. Click "Edit" in the row for that marking period. When you do this there are three things you should notice:

   - The Name, Start Date, End Date, and Type fields will be filled with the information from the marking period you selected.

   - The [Add] button will be changed to [Update].

   - The name of the marking period you selected to edit will be bold-faced so you know which one you're editing.

   Make the necessary changes. Then, click the [Update] button.

9. When you've finished adding, editing, and/or deleting the marking periods for this school, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Viewing Marking Periods for a School

By default, district administrators and district staff can view the marking periods that have been defined for any school. School administrators and school staff can only view the marking periods that have been defined for their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view a marking period:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the school year for which you want to view the marking periods.

   What you see and do next depends on your primary position and the capabilities you've been granted. Continue by following the steps on the next page for your position:

District administrators and school administrators:

a. The **View School Year** page appears. This page shows you information about the school year. **Note:** Your primary position and the capabilities you've been granted determine which links are available under the School Year Task Menu.

View School Year
Edit this school year's details and marking periods

School Year Task Menu	Selected School Year	
Edit School Year	**2004-2005**	
Edit Marking Periods by School	Start Date	8/22/2004
Add Marking Periods to Multiple Schools	End Date	8/21/2005
Add/Edit Calendar Events	Number of Days	Not Set
Copy/Edit Classes from a Previous Year	Status	Is Not Current School Year
Set as Current School Year		

If you see an "Edit Marking Periods By School" link, click it. Then, on the **Select a School** page, click the school whose marking periods you want to view. Note that on the **Select a School** page you can see which schools have marking periods defined and which schools do not.

If you see an "Edit Marking Periods" link, click it.

b. The **Edit Marking Periods** page identifies the school year, the school year start and end dates, and the school. The bottom of the page lists all the marking periods that have been defined for this school. You may need to scroll down the page to view all of the marking periods. When you're done viewing the marking periods, click the [Cancel] button to exit this page.

Note: Not only can you view the marking periods for this school, you can also add, edit, and delete them. If you would like to work with this school's marking periods, stay on the **Edit Marking Periods** page and go to step 6 of "Defining Marking Periods for One School" on page 19.

District staff and school staff:

a. The **View School Year** page appears. This page shows you information about the school year. **Note:** Your primary position and the capabilities you've been granted determine which links are available under the School Year Task Menu.

View School Year
Edit this school year's details and marking periods

School Year Task Menu	Selected School Year	
Edit School Year	**2004-2005**	
View Marking Periods By School	Start Date	8/22/2004
Add/Edit Calendar Events	End Date	8/21/2005
Copy/Edit Classes from a Previous Year	Number of Days	Not Set
Set as Current School Year	Status	Is Not Current School Year

If you see a "View Marking Periods By School" link, click it. Then, on the **Select a School** page, click the school whose marking periods you want to view. Note that on the **Select a School** page you can see which schools have marking periods defined and which schools do not.

If you see a "View Marking Periods" link, click it.

b. The **View Marking Periods** page identifies the school year, the school year start and end dates, and the school. The page also lists all the marking periods that have been defined for this school. You may need to scroll down the page to view all of the marking periods. When you're done viewing the marking periods, click the [Back] button to exit this page.

Defining Calendar Events for Multiple Schools

Calendar events are days during the school year that your school is not in session (this doesn't include Saturdays and Sundays). Defining calendar days allows the program to track the number of days that school is in session. This is necessary for the calculations on certain reports to be correct, including the percent of full pace calculation on the Accelerated Math Diagnostic Report. It is also important for certain Accelerated Reader report calculations.

By default, district administrators and district staff can define calendar events for multiple schools at once; however, the availability of this option depends on the capabilities you've been granted. **The only schools you can choose for this process are ones that have no existing calendar events.** If you need to define calendar events for an individual school or if you need to edit or delete a school's existing calendar events, follow the steps in "Defining Calendar Events for One School" on page 23.

Follow these steps to define the same calendar events for more than one school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Manage School Years** page, click the school year for which you want to define calendar events.

5. On the **View School Year** page, click "Add/Edit Calendar Events."

6. The **Select a School** page lists the schools in the district and shows which ones have calendar events defined.

   To define the same calendar events for more than one school, click the "Multiple Schools" link.

7. On the **Select Schools** page, check the box by each school for which you want to define calendar events. Only those schools that don't have existing calendar events for this school year will be listed. Click a box to check it or to remove the check mark.

   When you're done, click the [Next] button.

8. The **Add/Edit Calendar Events** page identifies the school year, the school year start and end dates, and lists the schools for which you are adding calendar events.

   To add a calendar event, click in the fields (blanks) and type the name of the calendar event and a description. For the start and end dates, you can either type the dates in the appropriate fields or (in certain browsers) you can click the calendar button by the start date and end date fields to open a calendar where you can choose the date. After entering the information, click the [Add] button. After you add each calendar event, it appears in the list at the bottom of the page.

9. On the **Add/Edit Calendar Events** page, you can also delete any calendar event you just added by clicking "Delete" in the row for it.

10. Also on the **Add/Edit Calendar Events** page, you can edit the information for any calendar event you just added by clicking "Edit" in the row for it. When you do this there are three things you should notice:

    • The Name, Description, Start Date, and End Date fields will be filled with the information from the calendar event you selected.

    • The [Add] button will be changed to [Update].

    • The name of the calendar event you selected will be bold-faced so you know which one you're editing.

    Make the necessary changes. Then, click the [Update] button.

11. When you're finished adding, editing, and/or deleting the calendar events for these schools, click the [Save] button. If you don't want to save your calendar events, click the [Cancel] button instead.

Defining Calendar Events for One School

Calendar events are days during the school year that your school is not in session (this doesn't include Saturdays and Sundays). Defining these days allows the program to track the number of days that school is in session. This is necessary for the calculations on certain reports to be correct, including the percent of full pace calculation on the Accelerated Math Diagnostic Report. It is also important for certain Accelerated Reader report calculations.

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By default, district administrators, district staff, school administrators, and school staff can add, edit, or delete calendar events for one school. (District administrators and district staff can work with any school. School administrators and school staff can only work with their school.) However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to define the calendar events for one school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the school year for which you want to define calendar events.

5. On the **View School Year** page, click "Add/Edit Calendar Events."

6. *If you're a district administrator or district staff,* the **Select a School** page lists all the schools in the district and shows which ones have calendar events defined.

Click the name of the school for which you want to define calendar events.

If you're a school administrator or school staff, skip this step.

7. The **Add/Edit Calendar Events** page identifies the school year, the school year start and end dates, and the school. The bottom of the page lists the calendar events that have been defined for this school. You can add, edit, or delete calendar events.

To add a calendar event, click in the fields (blanks) and type the name of the calendar event and a description. For the start and end dates, you can either type the dates in the appropriate fields or (in certain browsers) you can click the calendar button by the start date and end date fields to open a calendar where you can choose the date. After entering the information, click the [Add] button. After you add each calendar event, it appears in the list at the bottom of the page.

8. On the **Add/Edit Calendar Events** page, you can also delete any of the calendar events that you just added or that were previously added. Click "Delete" in the row for that calendar event.

9. Also on the **Add/Edit Calendar Events** page, you can edit the information for any of the calendar events you just added or that were previously added. Click "Edit" in the row for that calendar event. When you do this there are three things you should notice:

    • The Name, Description, Start Date, and End Date fields will be filled with the information from the calendar event you selected.

    • The [Add] button will be changed to [Update].

    • The name of the calendar event you selected to edit will be bold-faced so you know which calendar event you're editing.

    Make the necessary changes Then, click the [Update] button.

10. When you're finished adding, editing, and/or deleting the calendar events for this school, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Changing the School Year You're Working in

No matter what your primary position is, when you log in to Renaissance Place, the school year that the district or school has set for the current school year will be the year you will be working with. If you'd like to know more about how to set the current school year and how it applies to the various positions, see "Setting the Current (Default) School Year" on page 15.

District administrators, district staff, school administrators, school staff, and teachers can change the school year they're working in. This is helpful if you want to set up your courses and classes for the next school year or to view test results from a previous school year. The school year you're currently working in is shown above your name in the upper right corner of any page.

Follow these steps to change the school year you're working in:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "Change Active School Year."

4. The **Select a School Year** page appears next. This page lists the school years that have been added to the database. Click the school year you want to work in. **Note:** you will continue to work in the school year you chose until you either change the year again or you log out of the program.

Managing Schools

The following sections describe how to add, view, edit, or delete the schools in your district. By default, only district administrators and district staff can perform these tasks; however, the availability of these options depend on the capabilities you've been granted.

Adding Schools

By default, only district administrators and district staff can add the schools in their district; however, the availability of this option depends on the capabilities you've been granted. You must add your schools before you can assign school administrators, school staff, or teachers to them, and add the school's courses and classes.

Follow these steps to add schools:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "District and Schools" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **District and Schools** page, click "Add School."

4. On the **Add School** page, enter the school's information. For most of the information, click in the fields (blanks) and type the school's information. To choose a state, country, and grade range, use the drop-down lists to choose the correct information. **Note:** Required information is marked with an asterisk (*). All the other information is optional.

5. *If you want to add another school after you save this one,* click the [Save and Add] button. Then, repeat step 4.

   If you're not adding any more schools after this one, click the [Save] button.

   If you decide not to add this school, click the [Cancel] button.

   Note: If your new school name is the same as an active or inactive school that's already in the database, the **Duplicate School Found** page appears. Follow these steps:

   a. The **Duplicate School Found** page asks whether you want to add another school with the same name or cancel this procedure. If the school you're adding has the same name as an inactive school, the **Duplicate School Found** page also gives you the opportunity to activate (restore) the inactive school. To continue: click the [Activate] button to activate the inactive school, click the [Add School] button to add a duplicate school, or click the [Cancel] button to cancel the procedure.

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b. If you choose to activate a school, you will activate the school and all of its records. Click the [Yes] button to do so or click the [Cancel] button to cancel this procedure. **Note:** When you choose to activate a school, the program activates the old record from the database. If any of the school information needs to be updated, you must edit it; see page 28 for details.

c. The program tells you if the school has been successfully activated. Click the [Continue] button.

REGISTER EACH SCHOOL THAT WILL USE THE SOFTWARE

Only schools that have registered the Renaissance Place edition programs that are installed on this server can use them. The registration procedure varies depending on the type of license your district or school purchased. For information about registering the software, see "Registering Renaissance Place Edition Software" on page 170.

Viewing Schools

By default, district administrators and district staff can view a list of schools in the district; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view a list of the schools in the district and also to view information about a specific school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "District and Schools" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **District and Schools** page, click "View School."

4. The **Manage Schools** page appears and lists the schools that have been added to the district so far. The list includes school names and district numbers.

To view information about a specific school, click its name.

Manage Schools
Select a school name to view or Add School to create a new school

Add School

School	District Number
Advantage Elementary School	095
Hillside Middle School	067
Maple Elementary	18
Westfield Elementary	043

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Editing School Information

By default, only district administrators and district staff can edit a school's basic information; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit the information for a school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "District and Schools" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **District and Schools** page, click "View School."

4. The **Manage Schools** page appears and lists the schools that have been added to the district so far. The list includes school names and district numbers. Click the name of the school you need to edit.

5. The **View School** page appears next. Click "Edit School" under the School Task Menu.

    Note: The capabilities you've been granted determine which links (if any) are available under the School Task Menu.

6. On the **Edit School** page, you can change the school's information. To change most information, click in the fields (blanks), delete the current information, and type the new information. To change the state, country, or grade range, click the drop-down lists and then click the correct information.

    Note: Required information is marked with an asterisk (*). All other information is optional.

7. To save your changes, click the [Save] button.

    If you decide not to save your changes, click the [Cancel] button instead.

    Note: If the school's new name is the same as an active or inactive school that's already in the database, the **Duplicate School Found** page appears. Follow these steps:

    a. The **Duplicate School Found** page asks whether you want to add another school with the same name or cancel this procedure. If the school you're editing has the same name as an inactive school, the **Duplicate School Found** page also gives you the opportunity to activate (restore) the inactive school. To continue: click the [Activate] button to activate the inactive school, click the [Add School] button to add a duplicate school, or click the [Cancel] button to cancel the procedure.

    b. If you choose to activate a school, you will activate the school and all of its records. Click the [Yes] button to do so or click the [Cancel] button to cancel this procedure.

    c. The program tells you if the school has been successfully activated. Click the [Continue] button.

Deleting Schools

By default, only district administrators and district staff can delete schools from their district; however, the availability of this option depends on the capabilities you've been granted. A school may need to be deleted if it is no longer in your district or if you've accidentally added the same school twice.

When you delete a school, you can choose whether you want to inactivate it or permanently delete it from the database. **Note:** The program will not allow you to permanently delete a school that has certain records attached to it (such as courses added to it or students enrolled in it); the school will be inactivated instead.

Follow these steps to inactivate or permanently delete a school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "District and Schools" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **District and Schools** page, click "View School."

4. The **Manage Schools** page appears and lists the active schools in the district. The list shows school names and district numbers. Click the name of the school you want to inactivate or delete.

5. The **View School** page appears next. Under the School Task Menu, click "Delete School."

   Note: The capabilities you've been granted determine which links (if any) are available under the School Task Menu.

6. The **Delete School** page asks if you're sure you want to delete the school.

   - *If you only want to make the school inactive,* click the [Yes] button.

   - *If you want to permanently delete the school from the database,* check the "Erase Permanently" box and then click the [Yes] button. Click in the box to check it or to remove the check mark. **Note:** You cannot permanently delete a school that has any records attached to it (courses, teachers, etc.). The program will make the school inactive instead.

Delete School

Are you sure you want to delete School: Westfield Elementary ?
- Leave the box unchecked to inactivate this School record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
- Check the box to permanently erase this School record from the database.

☐ Erase Permanently

[Yes] [No]

7. The program notifies you that the school has been inactivated or deleted. Click the [Continue] button.

   Note: If you inactivate a school, you can restore it. Follow these steps:

   a. Add a school with exactly the same name as the one you inactivated.

   b. When you attempt to save the new school, the **Duplicate School Found** page appears because the new school name matches the inactive school's name. To restore the old school instead of creating a new one, click the [Activate] button.

   c. To continue, click the [Yes] button to activate the school and all of its records or click the [Cancel] button to cancel the procedure.

   d. The program tells you if the school has been successfully activated. Click the [Continue] button.

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Managing Capabilities

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for a description of the different user groups that exist for the district and the schools.) When new users are added to the database, the primary position they are assigned determines which user group they are in. They're granted the set of default capabilities for that user group.

The following sections describe how you can view and edit the capabilities granted to each type of user in the district and schools. Changes made to capabilities through the **Manage Capabilities** page will apply to the user group as a whole. If you need to grant (or remove) certain capabilities for individual district or school users, see page 49 for instructions.

By default, district administrators can view and edit the default capability sets for district user groups and school user groups throughout the district. School administrators can view and edit the default capability sets for the user groups in their school. District staff can view the default capability sets for user groups in the district and in the schools. School staff can only view the default capability sets for the user groups in their school.

Depending on your primary position and the capabilities you've been granted, there are up to four choices you can make on the **Manage Capabilities** page when changing the capability sets:

- **District User Capabilities/Edit Default.** Choose this option if you want to change the default set of capabilities granted to new users in any district user group. The district user groups are: district administrator, district staff, parent, and student. Any district user added to the group after you make changes will be granted only the capabilities you've allowed. *This does not affect existing district users.*

- **District User Capabilities/Edit Existing Settings.** Choose this option if you want to change the set of capabilities for all the existing users in a district user group. The district user groups are: district administrator, district staff, parent, and student. *This does not affect district users who are added to the district user group after you save your changes.*

- **School User Capabilities/Edit Default.** Choose this option if you want to change the default set of capabilities granted to new users in any school user group. The school user groups are: school administrator, school staff, and teacher. Any school user added to the group after you make changes will be granted only the capabilities you've allowed. *This does not affect existing school users.*

- **School User Capabilities/Edit Existing Settings.** Choose this option if you want to change the set of capabilities for all the existing users in a school user group. The school user groups are: school administrator, school staff, and teacher. *This does not affect school users who are added to the school user group after you save your changes.*

The Different Users of Renaissance Place

There are seven general types of users that Renaissance Place recognizes: district administrators, district staff, school administrators, school staff, teachers, parents, and students. When you add district or school personnel to the program you choose the person's primary position and that position determines whether each person is in the district administrator, district staff, school administrator, school staff, or teacher user group. Parents are always in the parent user group and students are always in the student user group. By default, all the user groups can log in; however, the specific tasks they can perform in Renaissance Place and in the individual Renaissance Place edition programs depend on the user group they are in and the capabilities they've been granted.

Note: Your user group determines which **Home** page you have access to. After your name in the upper right corner of each page, the program shows which **Home** page you're logged in to. This is important if you've been assigned more than one role in the software—you can always tell what role you're using. You can also change the role you're working in without logging out of the program; see page 9.

The seven user groups recognized by Renaissance Place along with the positions in each group are listed below. **Note:** Some of the positions appear in more than one group. Those positions will be granted the capabilities for both user groups.

- **District administrator:** This user group is for district Superintendents and Assistant Superintendents.

- **District staff:** This user group is for all other personnel assigned to the district. This group includes the following positions: 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 administrator:** This user group is for school Principals, Assistant Principals, and the Librarian/Reading Coordinator.

- **School staff:** This user group is for all other personnel assigned to the school. This group includes the following positions: 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.

- **Teacher:** This user group is for the staff who are responsible for instruction in the classes, such as lead teachers, ESL teachers, or team teachers. This group also includes: Audiologist, Interpreter, Occupational Therapist, Physical Therapist, Reading Specialist, Speech Therapist, Teacher's Aide, Teacher Appraiser, Teacher Facilitator, and Teacher Supervisor.

- **Student:** This user group is for the students in your schools. Students can be assigned to (enrolled in) one or more schools in the district.

- **Parent:** This user group is for the parents or legal guardians of the students in your schools. Any parent can be assigned to one or more students. Any of the people assigned to the other user groups can also be a parent.

Depending on your primary position and the capabilities you've been granted, you can view (or change) the capabilities granted to the user groups; see page 30. You can also change the capabilities granted to individual district and school users; see page 49.

The table beginning on the next page lists the tasks that by default, each of the user groups can perform in the Renaissance Place program. It also shows which **Home** page each user group has access to. **Note:** For information on the tasks that each user group can perform in each of the Renaissance Place edition programs such as Accelerated Reader or StandardsMaster, see the *Software Manual* for that program.

Capabilities for Renaissance Place

Capability	Determines Who Can…	District		School		Teacher
		Admin	Staff	Admin	Staff	
Installation, Registration, and Updates						
Product Registration	Register Renaissance Place product registration, subscription, and content subscription codes and school serial numbers; also, manage student capacity for Renaissance Place products.	✓	+	+	+	+
Manage Content	Manage content on the server, such as quizzes, libraries, or assessments.	✓	✓	✓	✓	✓
View Content	View content on the server, such as quizzes, libraries, or assessments.	✓	✓	✓	✓	✓
Install Client Applications	Download and install the Fluent Reader Student program, AccelScan, or other programs used with Renaissance Place software.	✓	+	✓	+	✓
Server Administration	Install software updates.	✓	+	−	−	−
District and School Information						
Manage District	Change district information, such as the name, address, or phone number.	✓	+	−	−	−
Manage Schools	Add, edit, or delete schools.	✓	✓	−	−	−
View Schools	View information on schools in the district.	✓	✓	−	−	−
School Years, Marking Periods, and Days Off						
Manage School Year	Add, edit, or delete school years, set the default school year, or copy classes from one school year to another. District personnel can set the default school year for district personnel and teachers. School personnel can set it for their school.	✓	✓	✓	✓	+
Manage Marking Periods	Add, edit, or delete marking periods, such as quarters, semesters, trimesters, or summer sessions. They are used for reports and goal setting. District personnel can manage marking periods for any school. School personnel can only manage marking periods for their school.	✓	+	✓	+	+
Manage School Enrollment	Enroll or unenroll students. District personnel can enroll students in any school. School personnel can only enroll students in their schools.	✓	✓	✓	+	+

✓ = available   + = can be added   − = unavailable

Renaissance Place

Capabilities for Renaissance Place (Continued)

Capability	Determines Who Can…	District		School		Teacher
		Admin	**Staff**	**Admin**	**Staff**	
Courses and Classes						
Manage Courses and Classes	Add, edit, and delete courses and classes, assign teachers to classes, and enroll students in classes. District personnel can do this for any school; school personnel can only do this for their schools.	✓	✓	✓	✓	+
View Courses and Classes	View course and class information. District personnel can view the information for any school. School personnel can view the information for their school.	✓	✓	✓	+	+
Personnel Information						
Manage Personnel	Add, edit, or delete personnel information. District personnel can do this for the district or any school. School personnel can do this for their school.	✓	✓	✓	+	+
View Personnel	View personnel information.	✓	+	✓	✓	+
Student Information						
Manage Students and Enrollments	Add, edit, or delete student information. District personnel can do this for any school. School personnel can do this for their school. This does **not** include the ability to import, export, or merge student information.	✓	✓	✓	+	+
View Students and Enrollments	View student information, including school and class enrollment.	✓	✓	✓	✓	✓
Merge Students	Merge duplicate student records into one. District personnel can merge student records for any school. School personnel can merge student records for their school.	✓	+	✓	+	+
District-Level Student Export	Export student information at all levels for any student at any school.	✓	+	−	−	−
District-Level Student Import	Import students into any school.	✓	+	−	−	−
School-Level Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	−	−	✓	+	+

✓ = available   + = can be added   − = unavailable

Capabilities for Renaissance Place (Continued)

Capability	Determines Who Can…	District		School		Teacher
		Admin	**Staff**	**Admin**	**Staff**	
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	–	–	✓	+	+
Parent Information						
Manage Parents	Add, edit, or delete parent information.	✓	✓	✓	+	+
View Parents	View parent information for parents in the database.	✓	✓	✓	✓	+
Classroom Work						
Manage Classroom Activities	Manage student assignments, goals, scores, and classroom reports, including Record and Assignment Books.	✓	+	✓	+	✓
School-Level Access	Access all classes in all Renaissance Place products.	✓	+	✓	+	+
View Classroom	View classroom work, such as student assignments, goals, and scores, including Record and Assignment Books.	✓	+	✓	+	✓
Reports						
District Reports	View reports for all levels: district, schools, teachers, classes, or students.	✓	+	–	–	–
School Reports	View reports for individual schools and their teachers, classes, and students.	✓	✓	✓	+	+
Teacher Reports	View reports for an individual teacher's classes.	✓	✓	✓	–	✓
Parent Reports	View parent reports.	✓	✓	✓	–	✓
Filter Reports by Characteristics	Limit reports to students who've been assigned specific characteristics in Renaissance Place.	✓	✓	✓	✓	✓
Filter Reports by Ethnicity	Limit reports to students with specific ethnicities, which are set when you add students or edit their information.	✓	✓	✓	✓	✓
Manage Reporting Periods	Set the reporting periods for Renaissance Place consolidated reports. Reporting periods are time periods that you can select for the report.	✓	+	✓	+	+

✓ = available   + = can be added   − = unavailable

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Capabilities for Renaissance Place (Continued)

Capability	Determines Who Can…	District		School		Teacher
		Admin	**Staff**	**Admin**	**Staff**	
Manage Data Consolidation	Schedule data consolidation, which gathers data from all products to include in Renaissance Place reports. You can set the date, times, and recurrence. (The default schedule is 2:00 AM daily.)	✓	+	+	+	+
Manage Read Now Students	Choose students for the Read Now Status Report, which includes data from Accelerated Reader, Fluent Reader, and/or STAR Reading. District personnel can choose students from any school. School personnel can choose students from their school. Teachers can choose students in their classes.	✓	✓	✓	−	✓
Software Preferences						
Change Data Editing Preference	Change the Data Editing Restrictions preference, which prevents users from changing data that is automatically updated from another source, such as your district's SIS. The preference is under Product Administration. Other users cannot see it.	✓	+	−	−	−
Manage District Preferences	Change district-level preferences. Most products do not have district-level preferences; however, StandardsMaster has preferences that can only be changed if you have this capability.	✓	+	−	−	−
Manage School Preferences	Change school-level preferences for any product, such as the Accelerated Reader Student Quizzing preferences or the STAR Reading Testing Password preference. District personnel can change these for any school. School personnel can change them for their school.	✓	+	✓	+	+
View District Preferences	View district preferences, such as the Data Editing Restrictions preference or district-level preferences in StandardsMaster.	✓	+	−	−	−
View School Preferences	View school-level preferences for any Renaissance Place product.	✓	✓	✓	✓	✓
Manage Default Capabilities	Choose the capabilities for any person or group using Renaissance Place software. District personnel can manage capabilities for any group at any school or at the district. School personnel can only manage capabilities for personnel at their school.	✓	+	✓	+	+
View Default Capabilities	View the capabilities given to **new** users in each group. Capabilities for existing users may be different. District personnel can view capabilities for district personnel and personnel in any school. School personnel can view capabilities for their school.	✓	✓	✓	✓	+

✓ = available   + = can be added   − = unavailable

Viewing Default Capability Sets for District or School User Groups

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for a description of the different user groups that exist for the district and the schools.) When new users are added to the database, the primary position they are assigned determines which user group they're in. They're granted the set of default capabilities for that user group.

District administrators and school administrators:

By default, district administrators can view or edit the capability sets for any district or school user group. School administrators can view or edit the capability sets for the user groups at their school. (The availability of this option depends on your primary position and the capabilities you've been granted.) District administrators and school administrators can view the capability sets using the same procedure that they use to edit the capability sets.

- To view the default capability sets granted to new users in district or school user groups, see "Changing the Default Capability Sets for New District or School Users" on page 38.

- To view the capability sets for existing users in district or school user groups, see "Changing the Capability Sets for Existing District or School Users" on page 39.

Note: If you need to, you can also see the capabilities granted to an individual district or school user. See "Viewing Personnel Capabilities" on page 47.

District staff and school staff:

By default, district staff can view the default capability sets for any district or school user group, and school staff can view the default capability sets for the user groups at their school. However, the availability of this option depends on your primary position and the capabilities you've been granted.

Note: If you need to, you can also see the capabilities granted to an individual district or school user. See "Viewing Personnel Capabilities" on page 47.

Follow these steps to view a default capability set:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Define User Capabilities" under Access and Security.

4. On the **View Capabilities** page:

   If you are district staff, you have two choices. You can view the default capability sets for district user groups (which include district administrator, district staff, parent, and student). Or, you can view the default capability sets for school user groups (which include school administrator, school staff, and teacher). Click "View Default" by the option you want.

   If you are school staff, click the "View Default Capability Sets" link to view the default sets for your school user groups. School user groups include school administrator, school staff, and teacher.

5. On the **View Default Capabilities** page, if you see a School drop-down list, click it and choose the school you want to work with.

6. Click the user group whose default capability set you want to view.

7. The **View Default Capability Set** page appears and shows the name of the user group you chose and the positions that belong to that user group (it will also show the school, if applicable). The bottom portion of the page lists all the capabilities that will be granted to new users in this user group. You may need to scroll down the page to see all the capabilities in the list. For each capability, the program lists its name, the Renaissance Place program it applies to, and a description. **Note:** The capability set you're viewing is the set that will be granted to new users who are added to the program in that user group. You cannot view capability sets for existing users. If you want to view the capabilities granted to individual users, see page 47 for details.

   To exit this page, click the [Back] button.

Changing the Default Capability Sets for New District or School Users

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for information regarding the different user groups that exist for the district and the schools.) When new users are added to the database, the primary position they are assigned determines which user group they're in. They are granted the set of default capabilities for that user group.

You can change the default set of capabilities granted to new users assigned to any district or school user group. The district user groups are: district administrator, district staff, parent, and student. The school user groups are: school administrator, school staff, and teacher. Any user added after you make changes to the default capability set for that user group will be granted only the capabilities you've allowed. *This does not affect existing users.*

By default, district administrators can edit the default capability sets for new district users and new school users at any school. School administrators can edit the default capability sets for new users at their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit the default capability sets for new users:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Define User Capabilities" under Access and Security.

4. On the **Manage Capabilities** page, click "Edit Default" by either District User Capabilities or School User Capabilities.

5. The **Edit Default Capabilities** page appears and lists the different user groups. It also lists the positions in each group (to see the full set of positions, see step 6).

   a. You may have to choose the school you want to work with. If so, click the School drop-down list and choose the school you want.

   b. Click the user group for which you want to change the default capability set. **Note:** Existing users who are already in the user group you choose *will not be affected by your changes*. To make changes for existing users, see "Changing the Capability Sets for Existing District or School Users" on page 39.

6. On the **Edit Default Capability Set** page, you choose which capabilities to grant to the user group you chose. This page shows a list of the capabilities currently granted to this group and other capabilities you could grant to them. You may need to scroll down the list to see it all. For each capability, the Renaissance Place program it applies to is listed along with a description of the tasks you can perform if granted it.

   Check the box by each of the capabilities you want to grant to this user group. Click a box to check it or to remove the check mark.

7. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead. To go back to the page where you can choose the user group, click the [Back] button. **Note:** If you click [Back], your changes will not be saved.

Changing the Capability Sets for Existing District or School Users

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for information regarding the different user groups that exist for the district and the schools.) When new users are added to the database, the primary position they are assigned determines which user group they're in. They are granted the set of default capabilities for that user group.

You can change the set of capabilities granted to existing users in any of the district or school user groups. The district user groups are: district administrator, district staff, parent, and student. The school user groups are: school administrator, school staff, and teacher. Your changes will affect only the existing users in group you choose. *This does not affect new users who are added to the group after you save your changes.*

By default, only district administrators can edit the capability sets for existing district users; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit the capability sets for existing users:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Define User Capabilities" under Access and Security.

4. On the **Manage Capabilities** page, click "Edit Existing Settings" by either District User Capabilities or School User Capabilities.

5. The **Edit Existing Users' Capabilities** page appears and lists the different user groups. It also lists the positions in each group (to see the full set of positions, see step 6).

   a. You may have to choose the school you want to work with. If so, click the School drop-down list and choose the school you want.

   b. Click the school user group for which you want to change the default capability set. **Note:** New users who are added to this school user group after you make your changes will not be affected. To change the default capability sets for new users, see "Changing the Default Capability Sets for New District or School Users" on page 38.

6. On the **Edit Existing Users' Capabilities** page (see the picture on the next page), you can choose what you want done with each capability available to this user group. This page shows a list of the capabilities you can grant to the existing users in the group. For each capability, it lists the Renaissance Place program it applies to and gives a description of the capability. You may need to scroll down the list to see all the available capabilities.

   For each capability, there are three choices you can make:

   • **Leave as is:** Choose this option if you don't want to change this capability for any of the existing users in this group. Those who already have this capability will keep it and those who don't will not be granted it.

   • **Add to all users:** Choose this option if you want all the existing users in this group to be granted this capability, regardless of whether or not they had it before.

   • **Remove from all users:** Choose this option if you want to take this capability away from all the existing users in this group, even if they had it before.

   For each capability, click the option in the appropriate column for the action you want to take.

Edit Existing Users' Capabilities
Select the appropriate action for each capability you wish to change. This will modify the capabilities for all existing users of this type at the selected school.

User Type: **School Administrator**
School: **Westfield Elementary**
Positions: **Assistant Principal, Librarian / Reading Coordinator, Principal**

[Cancel] [‹ Back] [Save]

Capability	Product	Description	Leave as is	Add to all users	Remove from all users
Manage Data Consolidation	Renaissance Place	User can set up a consolidation schedule and run data consolidation	●	○	○
Product Registration	Renaissance Place	User can register products and enter expansion codes for students or content.	●	○	○
Filter Reports by Characteristics	Renaissance Place	User can filter by student characteristics when viewing reports.	●	○	○

7. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead. To go back to the page where you can choose the user group, click the [Back] button. **Note:** If you click [Back], your changes will not be saved.

Managing Personnel

The sections on the following pages describe how to add personnel (administrators, staff, and teachers), assign personnel to school or to the district, import personnel, edit personnel information (including the capabilities granted to individuals), reactivate inactive personnel, delete personnel from the database, and clear locked personnel accounts. By default, only district administrators and district staff can work with personnel information for the district or for any school. School administrators can work with the information for the personnel at their school and school staff can view the information for personnel at their school. However, the options available to you depend on the capabilities you've been granted.

Adding Personnel

By default, district administrators and district staff can add personnel to any school or to the district. School administrators can add teachers and other personnel to their school. However, the options available to you depend on your primary position and/or the capabilities you've been granted.

Follow these steps to add personnel:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

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3. *If you're a district administrator or district staff,* click "Add District Personnel" under Personnel if you're adding personnel who will report directly to the district office. Click "Add School Personnel" if you're adding personnel who will be assigned to a specific school.

    If you're a school administrator, click "Add Personnel" under Personnel to add personnel to your school.

4. The **Add Personnel** page appears. Click in the fields (blanks) and type the person's information. Required fields are marked with an asterisk (*). To choose the person's salutation, primary position, and gender, click each drop-down list and choose the correct information. The primary position you select determines which features this person can use in the Renaissance Place programs (see page 31). If available, you must also click the School drop-down list and choose the school the person is assigned to. **The person's user name and password cannot be the same.**

    Note: If you don't enter a User Name or ID, the program creates that information for you.

5. If you want to require this person to change his or her password the first time he or she logs in, check the "User must change password at next login" box. Click in the box to check it or to remove the check mark.

6. *If you want to add another person after you save this one,* click the [Save and Add] button. Then, repeat steps 4 and 5.

    If you're not adding more personnel after this one, click the [Save] button.

    If you decide not to add this person, click the [Cancel] button.

    Note: If the person you're adding has the same name as an active or inactive person in the database, the **Duplicate Personnel Record Found** page appears:

    a. The **Duplicate Personnel Record Found** page asks whether you want to add another person with the same name or cancel this procedure. If the person you're adding has the same name as an inactive person, the **Duplicate Personnel Record Found** page also gives you the opportunity to activate (restore) the person. To continue: click the [Activate] button to activate the inactive person at the location shown, click the [Add Personnel] button to add a duplicate person, click the [Add] button to add the existing person at the location shown, or click the [Cancel] button to cancel the procedure.

    b. If you choose to activate a person, you activate the person and all of his or her records. Click the [Yes] button to do so or click [Cancel] to cancel the procedure. **Note:** When you choose to activate a person, the program activates the old records from the database. If any of that personnel information needs to be updated, you must edit it; see page 45 for details.

    c. The program tells you if the person has been successfully activated. Click the [Continue] button.

GIVE PERSONNEL THEIR USER NAMES AND PASSWORDS

Don't forget to give each teacher, administrator, and staff member his or her user name and password! Personnel need that information to log in to the Renaissance Place software. Personnel can change their passwords at any time; see page 9.

Viewing Personnel

By default, district administrators, district staff, school administrators, and school staff can view personnel information; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view personnel information:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the person whose information you want to view. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. **Note:** If you see a School drop-down list, click it and choose a school to narrow your search by school.

   To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   • Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark.

   • Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to any school or the district. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

   Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the picture on the previous page, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. Be sure to select the location for which you want to view this person's information.

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows you some of the person's information.

   Note: Your primary position, the capabilities you've been granted, the location the person you chose is assigned to, and the status of the person at that location (active, inactive, or unassigned) all determine which links (if any) are available under the Personnel Task Menu.

View Personnel	
View personnel record details	
Personnel Task Menu	**Selected Personnel Record Information**
Edit Personnel Record Information	Tamara Garcia at Westfield Elementary
Edit Capabilities for Personnel Record	Preferred First Name
Edit School Assignments	User Name — tamag
Assign to District	Gender — Unassigned
Delete Personnel Record	ID — tamag
	Position — Teacher - Lead
	Account Status — OK

Importing Personnel Information into the Database

You can import basic information for teachers and other school personnel into the database by utilizing the Renaissance Data Translator utility program.

The Renaissance Data Translator is designed to perform a data import of personnel information into Renaissance Place. The information that can be imported includes names, basic demographic information, and class assignments.

There are three possible sources of data you can use to import personnel information:

- A database from certain Renaissance Learning desktop programs, such as Accelerated Reader 6.x, STAR Reading 2.x, Accelerated Math 2.x, and STAR Math 2.x.

- A .txt file you've exported from another program you use.

- A .txt file you've created on your own.

Imports using the Renaissance Data Translator program must be done at the server. For more information, see the *Renaissance Data Translator Instructions*. You can access the instructions at the server by clicking the [Start] button, then **Programs**, **Renaissance Learning**, **Utilities**, and **Renaissance Data Translator Instructions**. The instructions can also be found on the Renaissance Place Suite CD-ROM in the **Manuals/ Renaissance Data Translator** folder. **Note:** It's possible for you to import personnel, students, and classes all at the same time! See the *Renaissance Data Translator Instructions* for details.

DESKTOP SOFTWARE

Desktop products are Renaissance Learning programs that are installed and run on individual computers. Different users may share the same database over a network; however, these products are not web-based and they are not intended to be installed once on the server and then used by many different workstations. Desktop programs include Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, Accelerated Grammar & Spelling version 1.x, Accelerated Vocabulary version 1.x, Accelerated Writer version 1.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

Editing Personnel Information

By default, district administrators and district staff can edit the information for any school or district personnel. School administrators can only edit the information for personnel assigned to their school. However, the options available to you depend on your primary position and/or the capabilities you've been granted.

Follow these steps to edit personnel information. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the person whose information you want to edit. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You do not need to type the entire name and you do not need to fill in both fields. **Note:** If you see a School drop-down list, click it and choose a school to narrow your search by school.

    To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

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5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark. **Note:** If the person is assigned to another school or the district, you will need to assign him or her to your school before you can edit the information. See page 51 for instructions on assigning personnel to your school.

- Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to any school or the district. Click the box to check it or to remove the check mark. **Note:** you will need to activate the person (see page 57) or assign the person to a school or the district before you can edit the information.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the picture on the previous page, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. If you need to change the position that a person is assigned at a particular school or at the district, be sure to select the location for which you want to edit this person's position. Otherwise, it doesn't matter which location you choose; the program updates all the information at all the locations (even inactive/unassigned ones).

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows some of the person's information. Click "Edit Personnel Record Information" under the Personnel Task Menu.

Note: Your primary position and the capabilities you've been granted determine which links (if any) are available under the Personnel Task Menu.

9. The **Edit Personnel** page appears. Required information is marked with an asterisk (*). Click in the fields (blanks), delete the text, and type the correct information. **The person's user name and password cannot be the same.** If you leave the User Name or ID fields blank, the program will create that information for you.

To change the salutation, primary position, or gender, click the drop-down list and choose the correct information. The position you select determines which features this person can use in the Renaissance Place programs (see page 31). **Note:** If the person is assigned to more than one school or to a school and the district, a change in position applies only to the location you chose when you selected this person.

10. If you want to require this person to change his or her password the next time he or she logs in, check the "User must change password at next login" box. Click the box to check it or to remove the check mark.

11. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

   Note: If you're changing the person's name and the new name is the same as an active or inactive person in the database, the **Duplicate Personnel Record Found** page appears:

   a. The **Duplicate Personnel Record Found** page asks whether you want to add another person with the same name or cancel this procedure. If the person you're adding has the same name as an inactive person, the **Duplicate Personnel Record Found** page also gives you the opportunity to activate (restore) the inactive person. To continue: click the [Activate] button to activate the inactive person, click the [Add Personnel] button to add a duplicate person, click the [Add] button to add the existing person at the location that's listed, or click the [Cancel] button to cancel the procedure.

   b. If you choose to activate a person, you activate the person and all of his or her records. Click the [Yes] button to do so or click [Cancel] to cancel this procedure.

   c. The program tells you if the person has been successfully activated. Click the [Continue] button.

TELL PERSONNEL IF YOU CHANGE THEIR USER NAMES OR PASSWORDS

If you change personnel user names or passwords, don't forget to tell each teacher, administrator, or staff member about the changes! Your personnel cannot log in to the Renaissance Place software without the new information. Even if you did not choose to require your personnel to change their passwords the next time they log in, personnel can change their own passwords if they wish; see page 9.

Viewing Personnel Capabilities

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for information regarding the different user groups that exist for the district and schools.) When new users are added to the database, the primary position they are assigned determines which group they are in. They are granted the set of default capabilities for that group.

The primary position a person is assigned to belongs to either a district or school user group. By default, specific capability sets are granted to each group. Even though capabilities are usually granted to an entire group, at times it may be necessary for capabilities to be granted (or removed) from personnel on an individual basis. There may be times it's necessary to view the capabilities granted to individual users.

- By default, district administrators, district staff, and school administrators can view capabilities at an individual level for district or school personnel by using the same procedure they use to edit the capabilities; see page 49 for details. The availability of this option depends on your primary position and the capabilities you've been granted.

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- By default, school staff can view the capabilities at an individual level for district or school personnel by following the procedure in this section. However, the availability of this option depends on your primary position and the capabilities you've been granted.

Follow these steps to view capabilities granted to a specific person. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the person whose capabilities you want to view. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You do not need to type the entire name and you do not need to fill in both fields.

   To retrieve all active personnel who are assigned to your school, skip this step.

5. You will see two check boxes that you can use to widen or narrow your search:

   - Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark.

   - Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to a school or the district. Click the box to check it or to remove the check mark. **Note:** The person will need to be activated (see page 57) or assigned (see page 51 or page 54) before you can view his or her capabilities.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

   Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the above picture, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. Be sure to select the location for which you want to view this person's capabilities.

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows you some of the person's information. Click "View Capabilities for Personnel Record" under the Personnel Task Menu.

    Note: Your primary position and the capabilities you've been granted determine which links (if any) are available under the Personnel Task Menu.

View Personnel
View personnel record details

Personnel Task Menu	Selected Personnel Record Information	
View Capabilities for Personnel Record	Tamara Garcia at Westfield Elementary	
	Preferred First Name	
	User Name	tamag
	Gender	Unassigned
	ID	tamag
	Position	Teacher - Lead
	Account Status	OK

9. The **View User Capabilities** page lists the capabilities that are granted to this user. For each capability, you can see its name, the Renaissance Place program (application) it applies to, and a description of the tasks this user can perform using that capability. You may have to scroll down the list to see all the capabilities granted to this user.

    Click the [Cancel] button to exit this page.

View User Capabilities
View capabilities assigned to the selected personnel record

Selected Personnel: **Tamara Garcia**
Position: **Teacher - Lead**

Cancel

Currently Assigned Capabilities

Capability	Application	Description
Filter Reports by Characteristics	Renaissance Place	User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity	Renaissance Place	User can filter by student ethnicity when viewing reports.
Install Client Applications	Renaissance Place	User can download and install desktop client applications for registered products.

Editing Personnel Capabilities

Capabilities give users the right to perform specific tasks in the Renaissance Place programs. Each type of user group has its own set of default capabilities. (See page 31 for information regarding the different groups that exist for the district and the schools.) When new users are added to the database, the primary position they're assigned determines which group they are in. They're granted the set of default capabilities for that group.

The primary position a person is assigned to belongs to either a district or school user group. By default, specific capability sets are granted to each group. Even though capabilities are usually granted to an entire group, at times it may be necessary for capabilities to be granted (or removed) from personnel on an individual basis.

By default, only district administrators, district staff, and school administrators can change the capabilities at an individual level for district and school personnel. However, the options available to you depend on your primary position and/or the capabilities you've been granted.

Follow these steps to edit capabilities for individual personnel. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

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2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the person whose capabilities you want to change. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. **Note:** If you see a School drop-down list, click it and choose a school to narrow your search by school.

To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

5. You will see one or two check boxes you can use to widen or narrow your search:

- Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark. **Note:** If the person is assigned to the district or to another school, you will need to assign him or her to your school before you can edit the capabilities. See page 51 for instructions on assigning personnel to your school.

- Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to any school or the district. Click the box to check it or to remove the check mark. **Note:** You will need to activate the person (see page 57) or assign the person to a school or the district before you can edit his or her capabilities.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the above picture, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. Be sure to select the location for which you want to edit this person's capabilities.

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows some of the person's information. Click "Edit Capabilities for Personnel Record" under the Personnel Task Menu.

Note: Your primary position and the capabilities you've been granted determine which links (if any) are available under the Personnel Task Menu.

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9. On the **Edit User Capabilities** page, you choose which capabilities to grant to the person you selected. This page shows a list of the capabilities currently granted to this person and a list of other capabilities you could grant to him or her. You may need to scroll down the list to see all the capabilities. For each capability, the Renaissance Place program (application) it applies to is listed along with a description of the tasks the user can perform if granted the capability.

   Check the box by each capability you want to grant to this person. Click a box to check it or to remove the check mark.

Edit User Capabilities
Assign or unassign capabilities to the selected personnel record

Selected Personnel: **Tamara Garcia**
Position: **Teacher - Lead**

[Cancel] [Save]

Currently Assigned Capabilities

Include	Capability	Application	Description
☑	Filter Reports by Characteristics	Renaissance Place	User can filter by student characteristics when viewing reports.
☑	Filter Reports by Ethnicity	Renaissance Place	User can filter by student ethnicity when viewing reports.
☑	Install Client Applications	Renaissance Place	User can download and install desktop client applications for registered products.

10. When you're finished, click the [Save] button. The program then lists the changes that were made successfully. Click the [Done] button.

    If you don't want to save your changes, click the [Cancel] button instead.

    Note: If you granted capabilities that are beyond the typical level for this person's primary position, the person may have the option to switch roles from his or her **Home** page. See "Switching Roles (User Types)" on page 9 for details on switching roles in the software.

Changing Personnel School Assignments

School personnel are assigned to schools when they're added to the database. However, school assignments can be changed. By default, district administrators and district staff can assign personnel to any school. School administrators can assign personnel to their school. However, the options available to you depend on the capabilities you've been granted.

Follow these steps to assign (or unassign) personnel from schools. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

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4. Use the **Select Personnel Record** page to search for the person you want to assign to, reassign, or unassign from a school. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. **Note:** If you see a School drop-down list, click it and choose a school to narrow your search by school.

   To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   • Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark.

   • Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to a school or the district. Click the box to check it or to remove the check mark. **Note:** If you're a district administrator or district staff, you must activate the person (see page 57) before you can assign him or her to a school. If you're a school administrator, you can activate the person as you assign him or her to your school.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

   Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the picture on the previous page, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location.

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows you some of the person's information. Your primary position, the capabilities you've been granted, the location the person you chose is assigned to, and the status of the person at that location (active, inactive, or unassigned) all determine which links (if any) are available on this page. To continue, follow the steps on the next page that apply to your position.

District administrators and district staff

a. On the **View Personnel** page, click "Edit School Assignments" under the Personnel Task Menu.

> **Note:** If this person is inactive or unassigned, you must activate the person first before you can assign him or her to a school. Go to step 8 on page 58 to continue with instructions for activating a person.

b. When the **Edit School Assignment** page appears, the person's current (active) school assignments are listed at the top of the page. To remove the person from a school, click "Unassign" in the row for that school.

If you don't want to unassign the person, you can change the person's primary position at the school by clicking the drop-down list and choosing a different position.

c. If you want to assign this person to another school, find the school in the list below the buttons on the page. Click "Assign" in the row for the school to which you're assigning the person. The school will be added to the list at the top of the page. Be sure to click the Position drop-down list and choose the person's primary position at the school.

d. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

School administrators

- On the **View Personnel** page, if the person is not assigned to your school, you can assign him or her by clicking "Assign to School" or "Activate Personnel Record in this School" under the Personnel Task Menu.

- If the person is already assigned to your school, you can remove him or her by clicking "Unassign from School." You will receive a message asking if you're sure you want to unassign the person from the school. Click the [OK] button to continue.

Changing Personnel District Assignments

By default, district administrators and district staff can assign personnel to or unassign them from the district. However, the availability of this option depends on the capabilities you've been granted. Assigning a person to the district doesn't affect any school assignments he or she might have.

Follow these steps to assign personnel to or unassign personnel from the district. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the person you want to assign to or remove from the district. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. You will also see a School drop-down list. Click this list and choose a school if you want to narrow your search by school.

To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

5. Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to a school or the district. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the above picture, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. Choose a location at which the person is active; otherwise, you must first reactivate the person (see page 57).

7. Find the person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page and shows you some of the person's information.

    Note: The capabilities you've been granted determine which links (if any) are available under the Personnel Task Menu.

    - If the person is not already assigned to the district, click "Assign to Distracted assign them as the district secretary. You can change that to another position if you need to by editing the personnel record, go to step 8 on page 46 for instructions.

    - If the person is already assigned to the district, click "Unassign from District" to remove the district assignment.

View Personnel
View personnel record details

Personnel Task Menu	Selected Personnel Record Information	
Edit Personnel Record Information	Tamara Garcia at Westfield Elementary	
Edit Capabilities for Personnel Record	Preferred First Name	
Edit School Assignments	User Name	tamag
Assign to District	Gender	Unassigned
Delete Personnel Record	ID	tamag
	Position	Teacher - Lead
	Account Status	OK

Deleting Personnel

By default, district administrators and district staff can delete personnel. However, the options available to you depend on the capabilities you've been granted. School administrators cannot delete personnel; they can only unassign personnel from their schools; see page 51.

When you delete personnel, you will be able to choose whether you want to inactivate them or permanently delete them from the database. **Note:** The program won't allow you to permanently delete personnel with certain records attached to their name (such as an assignment to another school or being designated as a teacher and a parent); those personnel will be inactivated instead.

Follow these steps to inactivate or permanently delete personnel. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

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4. Use the **Select Personnel** page to search for the person whom you want to inactivate or delete. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. You will also see a School drop-down list. Click this list and choose a school if you want to narrow your search by school.

To retrieve all active personnel who are assigned to the district or to at least one school, skip this step.

Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.

Search for Personnel

First Name [ ]

Last Name [ ]

School [All schools ▾]

☑ Show Inactive/Unassigned Personnel Records

[Cancel] [Search]

(1-20 of 28)   << Previous   Next >>

Personnel	Location	Primary Position	
Baker, Bobbi	Westfield Elementary	Teacher - Lead	Select
Barnett, Patti	Westfield Elementary	Secretary - School	Select
Brown, Daniel (*Inactive*)	Hillside Elementary	Principal	Select
Garcia, Tamara	Westfield Elementary	Teacher - Lead	Select
Garcia, Tamara (*Unassigned*)	District	Secretary - District	Select
Gardner, Paul	Westfield Elementary	Teacher - Lead	Select
Johnson, Robert	Westfield Elementary	Teacher - Lead	Select

5. Check the "Show Inactive/Unassigned Personnel Records" box if you want your search to include inactive (deleted) personnel and personnel who are not assigned to a school or the district. Click the box to check it or to remove the check mark. **Note:** Inactive and unassigned personnel must be reactivated before they can be permanently deleted; see page 57 for information on reactivating personnel.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the above picture, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location.

7. Find the person in your search results. Then, click "Select" by that person. If the person is listed more than once, it doesn't matter which location you choose. However, if you choose a location where the person's status is "Inactive" or "Unassigned," you will need to reactivate the person first before you can permanently delete him or her; see page 57.

8. The **View Personnel** page appears and shows you some of the person's information. Click "Delete Personnel Record" under the Personnel Task Menu.

Note: The capabilities you've been granted determine which links (if any) are available under the Personnel Task Menu.

9. The **Delete Personnel** page asks if you're sure you want to delete the person.

Delete Personnel

Are you sure you want to remove Tamara Garcia from the software?

- Leave the box unchecked to inactivate this personnel record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
- Check the box to permanently erase this personnel record from the database.

☐ Erase Permanently

[Yes] [No]

- *If you only want to make the person inactive,* click the [Yes] button.

- *If you want to permanently delete the person and all of his or her records from the database,* check the "Erase Permanently" box and then click the [Yes] button. Click the box to check it or to remove the check mark.

Next, the program notifies you whether the person has been inactivated or deleted. Click the [Continue] button.

Note: If you inactivate a person, you can restore him or her. See the next section for detailed instructions.

Restoring Inactive Personnel

When you delete personnel from the database, you have the option of only inactivating them instead of permanently deleting them. Inactive personnel can be restored. By default, district administrators and district staff can restore inactive personnel to the district or any school. School administrators can either restore inactive personnel who were originally assigned to their school or they can assign a previously inactive person to their school. However, the availability of these options depend on the capabilities you've been granted.

Follow these steps to restore inactive personnel. **Note:** If you're already at the **View Personnel** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Personnel" under Personnel.

4. Use the **Select Personnel Record** page to search for the inactive or unassigned person you want to restore. To narrow your search, click in the fields (blanks) for the person's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields. **Note:** If you see a School drop-down list, click it and choose a school to narrow your search by school.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   - Check the "Show Personnel in the District" box if you want your search to include personnel from the district and all the schools. Click the box to check it or to remove the check mark.

   - Since you want your search to include inactive personnel, check the "Show Inactive/Unassigned Personnel Records" box. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The personnel who matched your search criteria will be listed. Unassigned and inactive personnel are marked and are listed with the location they were previously assigned to. If available, click "Next" or "Previous" to move through the list.

   Note: Personnel will be listed once for each current and previous school or district assignment. For example, in the above picture, Tamara Garcia was assigned to both the District and Westfield Elementary, so she's listed once for each location. Be sure to select the inactive location you want to reactivate.

7. Find the inactive person in your search results. Then, click "Select" by that person.

8. The **View Personnel** page appears and shows you some of the person's information. You will see one of two links under the Personnel Task Menu: "Reactivate Personnel" or "Activate Personnel Record in this School." Click the link.

   Note: Your primary position, the capabilities you've been granted, and the location of the person you chose all determine which links (if any) are available under the Personnel Task Menu.

View Personnel	
View personnel record details	

Personnel Task Menu	Selected Personnel Record Information	
Reactivate Personnel	Daniel Brown at Hillside Elementary	
	Preferred First Name	
	User Name	danb
	Gender	Unassigned
	ID	danb
	Position	Principal
	Account Status	OK

9. You will be asked if you want to activate only the person or the person and all his or her records. To continue, you must click one of three buttons: click the [Only] button to activate only the person, click the [All Records] button to activate the person and all of his or her records, or click the [Cancel] button to cancel the procedure.

10. The program tells you if the person has been successfully activated. Click the [Continue] button.

Unlocking Personnel Accounts

A personnel account can get locked if the person enters the wrong password too many times in a row. The program will automatically unlock all accounts at midnight every day; however, if you need to unlock an administrator, staff, or teacher account, you can do so using the steps in this section. **Note:** You can control the number of times the wrong password can be entered before the program locks the account by using the Account Login preference; see page 181 for details.

By default, district administrators and district staff can unlock accounts for personnel at any school or at the district. School administrators can only unlock the accounts of personnel at their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to unlock personnel accounts:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Clear Locked Personnel" under Personnel.

4. The **Clear Locked Personnel** page appears and lists the accounts that are currently locked. If the list is long, you can do either of the following to find the locked account you're looking for:

   • Click "Next" or "Previous" to move through the list.

   • Search for the person by clicking in the fields (blanks) for the person's first name and/or last name and typing the information. You don't need to type the entire name and you don't need to fill in both fields. If you see a School drop-down list, click it and choose a school to narrow your search by school. Then, click the [Search] button.

5. When you find the account you need to unlock, click "Clear" by it. You can clear all the locked accounts by clicking the [Clear All Personnel Locks] button. **Note:** If the person is listed at more than one location, clearing the lock will unlock all the locations.

6. When you're finished, click the [Done] button.

Managing Students

The following sections describe how to add students, view student information, import and export student information, enroll students in schools, edit student information, edit student characteristics, manage the custom characteristics in your database, choose the classes each student should be enrolled in, promote students, delete students from the database and clear locked student accounts. By default, the district administrator, district staff, and school administrator can perform these tasks. School staff and teachers can only view student information. However, the options available to you depend on the capabilities you've been granted.

Adding Students

By default, district administrators and district staff can add students to any school in the district. School administrators can add students to their school. However, the options available to you depend on the capabilities you've been granted.

Follow these steps to add students:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Add Student" under Students.

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4. The **Add Student** page appears. Click in the fields (blanks) and type the student's information. To choose the student's gender, grade level, ethnicity, and language, click the drop-down lists and choose the correct information. (District administrators and district staff should also choose the student's school by clicking that drop-down list.) In the Grade Level drop-down list, EE means early education, Pre-K means pre-kindergarten, K means kindergarten, and None means a grade has not been assigned.

Required fields are marked with an asterisk (*). Other information is optional. **Note:** If you're using STAR Math RP or STAR Reading RP, we recommend that you enter a grade for the student even though it's not a required field.

When you type the student's password, asterisks (*) or dots are shown instead of the characters you type. **The student's user name and password cannot be the same.**

If you don't enter a User Name or ID, the program will create this information for you. Your students may not need their user names to take the quizzes, tests, or assessments—they may only need their passwords for that; however, they do need their user names in order to log in to Renaissance Place (provided your Renaissance Place software allows them access to Renaissance Place). If you need to know what user name the program gave a student, you can see that information when you view the student's personal information; see page 61.

5. If you want to require this student to change his or her password the first time he or she logs in, check the "User must change password at next login" box. Click in the box to check it or to remove the check mark.

6. *If you want to add another student after this one,* click the [Save and Add] button. Then, repeat steps 4 and 5.

If you're not adding any more students after this one, click the [Save] button.

If you decide not to add this student, click the [Cancel] button.

Note: If the new student you're adding has the same name as a student who's already in the database, the **Duplicate Student Found** page appears.

The **Duplicate Student Found** page asks whether you want to add another student with the same name or cancel this procedure. If the student you're adding has the same name as an inactive student or one who was unenrolled from a school, the **Duplicate Student Found** page also gives you the opportunity to activate or enroll the student. To continue: click the [Activate] button to activate the student (enroll the student in the school that's listed), click the [Add Student] button to add a duplicate student, click the [Add] button to enroll the existing student in the school that's listed, or click the [Cancel] button to cancel the procedure. **Note:** When you activate a student, the program activates the old record from the database. If any of the student's information needs to be updated, you must edit it; see page 70 for details.

GIVE STUDENTS THEIR USER NAMES AND PASSWORDS

Don't forget to give each student his or her user name and password! Students need that information for the programs that allow them to log in to Renaissance Place. Even if they don't log in to Renaissance Place, they'll need their passwords to work in the Student programs of certain Renaissance Place software.

Viewing Student Information

By default, district administrators, district staff, school administrators, and school staff can view information about any student who's in the database. Teachers can only view information about students in their classes. However, the options available to you depend on the capabilities you've been granted.

Follow these steps to view student information:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student whose information you want to view. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all of the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Show Students in All Schools" box if you want your search to include students from all the schools in the district. Click the box to check it or to remove the check mark.

- Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark.

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6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

> **Note:** The program lists the students' current school enrollments (see the School and School Enrollment columns). Be sure to select the school for which you want to view this student's information.

7. Find the student in your search results. Then, click "Select" by that student.

8. The **View Student** page and shows some of the student's information.

> **Note:** Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators and school staff can see if the student is currently enrolled in their school).

View Student
View student information details

Student Task Menu	Selected Student Information	
Edit Student Personal Information	Anita Ackerman at Westfield Elementary	
Edit Student Characteristics	Preferred First Name	
Edit School Enrollment	Date of Birth	
Edit Class Enrollment	User Name	anita
Delete Student	Gender	Female
	ID	anita
	SSN	
	Account Status	OK

Importing Student Information into the Database

There are two ways for you to import student information into the database:

- Use the Renaissance Data Translator. This utility program is intended to be used for major imports such as when you first set up your database. If you're going to use this program to import student assessment data, you should do the import *before* you allow your students to begin using the software.

- Use the Renaissance Place import feature. This feature is intended to be used for smaller imports made during your day-to-day operations. **Note:** If you use this method to import Accelerated Math data, you will have to transfer the assignment data into the students' classes; see the *Accelerated Math Software Manual* for more information.

Both import procedures are described on the next page.

DESKTOP SOFTWARE

Desktop products are Renaissance Learning programs that are installed and run on individual computers. Different users may share the same database over a network; however, these products are not web-based and they are not intended to be installed once on the server and then used by many different workstations. Desktop programs include Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, Accelerated Grammar & Spelling version 1.x, Accelerated Vocabulary version 1.x, Accelerated Writer version 1.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

Importing student information using Renaissance Data Translator

The Renaissance Data Translator is designed to perform a data import of student information into Renaissance Place. The student information that can be imported includes names, basic demographic information, class enrollments, students' assessment data, and (for certain programs, Accelerated Reader RP for instance) other information such as goals and preference settings. If you're going to use Renaissance Data Translator to import student information that includes assessment data, you should do the import *before* you allow your students to begin using the program.

There are five possible sources of data you can use to import student information:

- A database from certain Renaissance Learning desktop programs, such as Accelerated Reader 6.x, STAR Reading 2.x, Accelerated Math 2.x, and STAR Math 2.x.

- A .exp file you've exported from a Renaissance Learning desktop program.

- A file you've exported from another Renaissance Place program.

- A .txt file you've exported from another program you use.

- A .txt file you've created on your own.

Imports using the Renaissance Data Translator program must be done at the server. For more information, see the *Renaissance Data Translator Instructions*. You can access the instructions at the server by clicking the [Start] button, then **Programs**, **Renaissance Learning**, **Utilities**, and **Renaissance Data Translator Instructions**. The instructions can also be found on the Renaissance Place Suite CD-ROM in the **Manuals/Renaissance Data Translator** folder. **Note:** It's possible for you to import personnel, students, and classes all at the same time! See the *Renaissance Data Translator Instructions* for details.

Importing student information using Renaissance Place

Renaissance Place has an import feature. Use this feature for smaller imports performed during your daily operations. You can import both basic student information and student assessment data. By default, district administrators can import student information into any school in the district. School administrators can import student information into their school. However, the options available to you depend on the capabilities you've been granted. **Note:** The only files you can import using this feature are the export files created by Renaissance Learning desktop or Renaissance Place programs.

Follow these steps to import student information using Renaissance Place:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Import Student Information" under Students.

4. At the **Select Import File** page, you locate and select the file that you want to import.

> **Select Import File**
> Use the [Browse] button to select the import file and then click [Next]
>
> [   ]   Browse...
>
> Cancel   Next >

    a. Click the [Browse] button.

    b. In the dialog box that opens, navigate to the file you want to import into your database and click it once to highlight it.

    c. Click the [Open] button.

    d. The program returns you to the **Select Import File** page. Click the [Next] button.

5. The **Select School** page may appear. If so, it lists all the schools available to you for the import. Click the name of the school you want to import the student information into.

6. If you're importing an export file from a Renaissance Learning desktop product, follow these steps:

    a. At the **Select Class** page, you can specify how you want to import the information.

> **Select Class**
> Select the class into which you want to import the student and application data
>
> School: **Westfield Elementary**
>
> Select Class Import Options
>
> ⦿ Use Existing Accelerated Reader Class
>   Grade 4 Reading, Gr4 Rdg Garcia ▾
> ○ Use default historical class for all data
> ○ Import the student data only
>
> Cancel   < Back   Next >

        If the file comes from a Renaissance Place program that's not installed on this server, the program notifies you of this. You cannot choose a class for the students in this file. Go to step 6b.

        If the file comes from a Renaissance Place program that is installed on this server, click the option that you want. You have three choices:

        • **Use Existing Class.** Two conditions must be met before this option will be available: 1) The export file you chose must have student assessment data in it that matches a Renaissance Place program you have installed on this server, and 2) The school you chose must have classes with lead teachers assigned to it for that Renaissance Place program.

          If you choose this option, use the drop-down list to select the class you want to import the data into. You can choose only one class; all the students and data will be imported into that class.

        • **Use default historical class for all data.** If you choose this option, the program will import all the data into one generic Historical Data class that it will create.

        • **Only import the student data.** If you choose this option, the program will import only the students' personal information; it will not import any of the students' assessment data or enroll the students in classes.

    b. Click the [Next] button and go to step 7.

    If you're importing a Renaissance Place export file, follow these steps:

    a. If the **Renaissance Place Import Options** page appears, you can choose to import only the basic student information or the student information along with the assessment and other data the export file contains. The check box for importing the basic student information is already checked for you. If you also want to import assessment and other data, check the box by every Renaissance Place program for which you want to import data. Click a box to check it or to remove the check mark. When you're ready, click the [Next] button.

    b. On the **Renaissance Place Import Student Options** page, you can choose to import all the students in the file or selected students. Click the option you want and click the [Next] button.

   c. If you chose to select the students you want to import, you will see the **Select Students for Import** page. Check the box by every student whose data you want to import. Click a box to check it or to remove the check mark. When you're ready to continue, click the [Next] button.

   d. The **Preprocessing Student Import Data** page appears. It tells you that the program is checking the students in the file you're importing to see if any of them are duplicates of students already in your database. There's no need for you to do anything on this page.

   e. *If no duplicate records are found,* go to step 7.

     If any duplicate records are found, the **Duplicate Students Found** page appears and lists the duplicate student records. For each duplicate, you have three choices: don't import the duplicate record by skipping it in the import file, import the record in the import file as a new student, or merge the record in the import file with the record that already exists in your database. If you choose to merge the records and there are differences in the student's information between the import file and the database, the program will overwrite the information in the database with the information in the import file. When you're ready to continue, click the [Next] button and go to step 7.

7. The **Confirm Import** page summarizes the choices you've made. Review the information carefully. To begin the import, click the [Start] button. If you need to change any of the information, click the [Back] button until you return to the page where you can make the appropriate changes. If you decide not to import the information at this time, click the [Cancel] button.

8. The **Importing Student Data** page shows you the status of your import. When the program indicates that the import has been completed, click the [Done] button.

Merging Students

At times, especially after you've imported students into your database, you may end up with duplicate student records. You can use the student merge feature to compare the records of two students to verify that they are duplicates and then merge them into one record. **Note:** You can only merge the records of duplicate students who are currently enrolled in a school. See page 67 for information on enrolling students.

By default, district administrators and school administrators can merge duplicate student records for any students at any school; however the availability of this option depends on the capabilities you've been granted.

Follow these steps to compare and merge duplicate student records:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Merge Students" under Students.

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4. Use the **Merge Students – Select Students** page to search for the duplicate student records you want to compare and merge. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

To retrieve all enrolled students, skip this step.

5. If you see a "Show Students in All Schools" box, check it if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

   Note: The program lists all the students' current school enrollments (see the School and School Enrollment columns).

7. Find the duplicate student records in your search results. Click "Select" by the first student record you want to look at. Then, click "Select" by the student record you think is a duplicate of the first one you selected. Notice that the two records are now listed at the top of the page and the [Compare] button below them is now active. If necessary, you can choose one student from the list and then do another search to find the second student. **Note:** If you've chosen a student by mistake, click "Remove" by that student to remove him or her from consideration in the merge students process. You will then be able to choose another student from your search results or you can search again.

8. When you've selected the two duplicate students, click the [Compare] button.

9. The **Merge Student – Details** page shows a complete comparison of the two student records you chose. Review the details and then decide what you want done with the records. You have five choices:

   • **Keep Both Students.** Choose this option if the records are really not duplicates of each other and you need to keep both records in your database.

   • **Delete First Student.** Choose this option if the first student you chose (student A) is a duplicate of the second student you chose (student B) and can be permanently deleted from the database. Only choose this option if all the information you want to keep for student A is present in student B's record.

   • **Delete Second Student.** Choose this option if the second student you chose (student B) is a duplicate of the first student you chose (student A) and can be permanently deleted from the database. Only choose this option if all the information you want to keep for student B is present in student A's record.

- **Merges students, with student A as the primary.** Choose this option if you want to merge the two records. Since you're designating student A as the primary record, the program will keep the personal and demographic information for student A and discard that information for student B. Then, the program will merge the characteristics, class enrollment, and any data that's specific to a particular program (StandardsMaster assessment scores, for example) that exist for student B into student A's record.

- **Merges students, with student B as the primary.** Choose this option if you want to merge the two records. Since you're designating student B as the primary record, the program will keep the personal and demographic information for student B and discard that information for student A. Then, the program will merge the characteristics, class enrollment, and any data that's specific to a particular program (StandardsMaster assessment scores, for example) that exist for student A into student B's record.

Click the option you want and click the [Next] button. If you want to return to the page where you can choose your students, click the [Back] button instead.

10. On the **Merge Students – Confirm Merge** page, the program shows you the details of what will happen based on the choice you made in the previous step. Review this information. If you need to return to the page where you can choose how you want the program to merge the records, click the [Back] button. Otherwise:

- *If you chose to keep both student records,* do nothing and go to the next step.

- *If you chose to delete one of the student records,* click the [Delete] button to continue.

- *If you chose to merge the student records,* click the [Merge] button to continue.

11. You will receive a message telling you what the program did.

   If you're finished merging students, click the [Done] button to return to the **Manage Students** page.

   If you need to merge more students, click the [Merge Again] button to return to the **Merge Students – Select Students** page where you can search for the students you want to merge (see step 4 on page 66).

Changing a Student's School Enrollment (Enrolling and Unenrolling)

By default, district administrators and district staff can enroll a student in and unenroll a student from any school. School administrators can enroll a student in their school and remove a student from their school. However, the options available to you depend on the capabilities you've been granted.

Follow these steps to change a student's school enrollment. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student whose school enrollment you want to change. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Show Students in All Schools" box if you want your search to include students from all the schools in the district. Click the box to check it or to remove the check mark.

- Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

Note: The program lists the students' current school enrollments (see the School and School Enrollment columns).

7. Find the student in your search results and do one of the following:

- If you're enrolling the student in a school and there's a row that shows the student as "Not currently enrolled," click "Select" in that row.

- If you're enrolling the student in a school and there isn't a row that shows the student as "Not currently enrolled," it doesn't matter in which row you click "Select" as long as the student's name is in the row.

- If you're unenrolling the student, click "Select" in the row that shows the student enrolled in the school from which you want to unenroll him or her.

8. The **View Student** page appears and shows you information about the student you selected. Your primary position, the capabilities you've been granted, and the status of the student's enrollment at that school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators can see if the student is currently enrolled in their school). To continue, follow the steps on the next page that apply to your position:

District administrators and district staff

a. On the **View Student** page, click "Edit School Enrollment" under the Student Task Menu.

b. When the **Edit School Enrollment** page appears, the student's current school(s) will be listed on the top of the page. If you want to remove the student from a school, click "Unenroll" by for that school.

> **Note:** The student remains in the database even if he or she is not enrolled in a school.

c. If you want to enroll this student in another school, find the school in the list below the buttons on the page. When you find the school, click "Enroll" by that school. The school will be added to the list at the top of the page.

d. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

School administrators

On the **View Student** page:

- If the student is enrolled in your school, you can unenroll him or her by clicking "Unenroll from School" under the Student Task Menu. You will receive a message asking if you're sure you want to unassign the student; click the [OK] button.

  > **Note:** The student remains in the database even if he or she is not enrolled in a school.

- If the student is not enrolled in your school, you can enroll him or her by clicking "Enroll in School" under the Student Task Menu.

Changing Multiple Students' School Enrollments (Enrolling and Unenrolling)

By default, district administrators and district staff can enroll students in and unenroll students from any school. School administrators can enroll students in their school and remove students from their school. However, the options available to you depend on the capabilities you've been granted.

Follow these steps to change multiple students' school enrollments:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

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2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Edit Multiple School Enrollments" under Students.

4. Use the **Edit Multiple School Enrollments** page to search for the students whose school enrollment you want to change. You must click the School drop-down list and choose the school the students are currently enrolled in (you can also choose all the schools or students who are not enrolled in a school).

   You can click the Grade drop-down list and choose a grade to narrow your search by grade.

   You can also click in the First Name and Last Name fields (blanks) and type all or part of a name to search for.

5. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list. **Note:** The program lists the students' current school enrollments in the Current School Enrollment column.

6. Check the box by each student who needs to be enrolled in or unenrolled from a school. Click in a box to check it or to remove the check mark. To select all the students on the page, check the box by the Student column heading.

7. To indicate what you want the program to do with the students you chose:

   • If you're enrolling the students in a school, check the "Enroll in" box. Then, click the drop-down list and choose the school they should be enrolled in. A student can be enrolled in more than on school.

   • If you're unenrolling the students from the schools you've selected (see the Current School Enrollment column in the student list), check the second box.

   You can do both of the things described in the above bullet points at one time.

8. Click the [Apply] button above the student list. After the program makes the changes, it will display a summary of what was done.

9. Repeat steps 4-8 for more school enrollment changes.

10. When you're finished changing school enrollments, click the [Done] button.

Editing Student Information

By default, district administrators, district staff, and school administrators can edit a student's information; however the options available to you depend on the capabilities you've been granted. The steps in this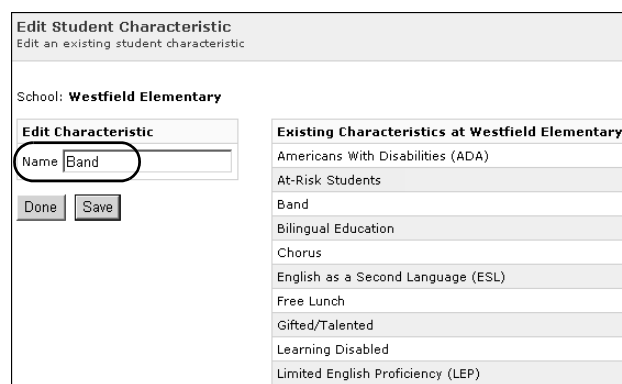 section are for editing a student's personal information. If you want to change the student's characteristics, see page 73.

You can only edit personal information for students who are enrolled in schools. See page 67 for instructions on enrolling students.

Follow these steps to edit a student's information. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student whose information you want to edit. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

- Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark. **Note:** You can edit personal information only for students who are enrolled in a school. See page 67 for information on enrolling students.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

Note: The program lists the students' current school enrollments (see the School and the School Enrollment columns). It doesn't matter at which school you select the student because when you make changes to a student's personal information, the program updates the information at all the schools he or she is (or was) enrolled in. If you choose a student who is not enrolled in a school, you will need to enroll the student first.

7. Find the student in your search results. Then, click "Select" by that student.

8. The **View Student** page appears and shows some of the student's information. Click "Edit Student Personal Information" under the Student Task Menu.

Note: Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators can see if the student is currently enrolled in their school).

9. The **Edit Student** page appears. Click in the fields (blanks), delete the existing text, and type the new information. To change the gender, grade level, ethnicity, or language, click the drop-down lists and choose the correct information. Required information is marked with an asterisk (*). **The student's user name and password cannot be the same.** If you leave the User Name or ID fields blank, the program will create this information for you. If you change the student's grade, the program will adjust the grade for the student in past and future school years.

Note: You cannot change the school the student is enrolled in from the **Edit Student** page. See page 67 for instructions on enrolling students in or unenrolling them from schools.

10. If you want to require this student to change his or her password the next time he or she logs in to Renaissance Place, check the "User must change password at next login" box. Click the box to check it or to remove the check mark.

11. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Note: If the student's new name is the same as an active or inactive student who's already in the database, the **Duplicate Student Found** page appears.

The **Duplicate Student Found** page asks whether you want to add another student with the same name or cancel this procedure. If the student has the same name as an inactive student or one who was unenrolled from a school, the **Duplicate Student Found** page also gives you the opportunity to activate or enroll the student. To continue: click the [Activate] button to activate the student (enroll the student in the school that's listed), click the [Add Student] button to add a duplicate student, click the [Add] button to enroll the existing student in the school that's listed, or click the [Cancel] button to cancel the procedure.

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TELL STUDENTS IF YOU CHANGE USER NAMES OR PASSWORDS

If you change student user names or passwords, don't forget to tell the students about the changes! Your students won't be able to log in to Renaissance Place without the new information. Even if they don't log in to Renaissance Place, they'll need their passwords to work in the Student programs of certain Renaissance Place software.

Editing Characteristics Assigned to One Student

By default, district administrators, district staff, and school administrators can change the characteristics assigned to a student; however the options available to you depend on the capabilities you've been granted. If you want to change the characteristics assigned to a group of students, see page 77. If you want to change the student's personal information instead (the student's name, for example), see page 70. You can use student characteristics when you generate reports to view results for students with common characteristics. Renaissance Place comes with a default set of characteristics; if you don't see the characteristic you need in the default list, you can add more characteristics by following the steps on page 75.

You can only edit the characteristics for students who are enrolled in schools. See page 67 for instructions on enrolling students.

Follow these steps to change the characteristics assigned to a student. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student whose characteristics you want to edit. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list., click it and choose a class to narrow your search by class.

    To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   • Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

   • Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

   Note: The program lists the students' current school enrollments (see the School and the School Enrollment columns). Be sure to select the school for which you want to edit this student's characteristics (the changes you make will apply only at that school). If you choose an unenrolled student, you will have to enroll the student in a school before you can edit his or her characteristics.

7. Find the student in your search results. Then, click "Select" by that student.

8. The **View Student** page appears and shows some of the student's information. Click "Edit Student Characteristics" under the Student Task Menu.

   Note: Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators can see if the student is currently enrolled in their school).

9. On the **Edit Student Characteristics** page, check the box by each characteristic you want to assign to this student. Click a box to check it or to remove a check mark. **The characteristics you choose will apply only at the school that's listed on this page.**

10. When you're finished, click the [Save] button.

    If you don't want to save your changes, click the [Cancel] button instead.

    The program returns you to the **View Student** page.

Adding Custom Student Characteristics

By following the steps in the previous section, you can assign characteristics to a student so that it's easy to create reports allowing you to view results for specific student groups. As you assign characteristics to students, you may notice that some characteristics you'd like to use are not available. By default, district administrators and district staff can add characteristics to the program for any individual school or for all the schools in the district. School administrators can add characteristics to the program for their school. However, the options available to you depend on the capabilities you've been granted.

Characteristics can be helpful when you're creating reporting parameter groups to use when generating reports. For more information about reporting parameter groups, see page 121.

Follow these steps to add your own custom characteristics to the program:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Edit School Characteristics" under Related Student Tasks.

4. The **Manage Student Characteristics** page appears and lists the characteristics and the school(s) each one has been added to. **Note:** "Shared" means that the characteristic is shared by all the schools.

    If you see a School drop-down list, click it and choose the school you want to add the characteristic to or choose "All Schools" to add the characteristic to all the schools.

5. Click "Add Characteristic."

6. The **Add Student Characteristics** page lists the existing characteristics.

    To add a new student characteristic, click in the Name field (blank) under Add Characteristic and type a name for the new characteristic. Then, click the [Add] button. Your new characteristic will be added to the list.

    To add another characteristic, repeat this step.

7. When you're finished adding characteristics to the school(s), click the [Done] button.

Editing Custom Student Characteristics

You can change the name of a custom student characteristic by editing it. By default, district administrators and district staff can edit student characteristics for any individual school or for all schools in the district. School administrators can edit student characteristics for their school. However, the options available to you depend on the capabilities you've been granted.

Note: You can only edit the custom characteristics that were added. The program includes a standard set of characteristics that cannot be edited.

Follow these steps to edit custom student characteristics:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Edit School Characteristics" under Related Student Tasks.

4. The **Manage Student Characteristics** page appears and lists the characteristics and the school(s) each one has been added to. Click "Edit" by the characteristic you want to change. **Note:** "Shared" means that the characteristic is shared by all the schools.

5. On the **Edit Student Characteristics** page, the characteristics for the school(s) are listed.

The name of the characteristic you chose is in the Name field (blank) under Edit Characteristic. Delete the text in the field and type the correct name.

6. When you've finished, click the [Save] button. Then, click the [Done] button.

Edit Student Characteristic
Edit an existing student characteristic

School: **Westfield Elementary**

Edit Characteristic

Name Band

Done   Save

Existing Characteristics at Westfield Elementary

Americans With Disabilities (ADA)
At-Risk Students
Band
Bilingual Education
Chorus
English as a Second Language (ESL)
Free Lunch
Gifted/Talented
Learning Disabled
Limited English Proficiency (LEP)

Deleting Custom Student Characteristics

By default, district administrators and district staff can delete student characteristics for any individual school or for all the schools in the district. School administrators can delete student characteristics for their school. However, the options available to you depend on the capabilities you've been granted.

Note: You can only delete the custom characteristics that were added. The program includes a standard set of characteristics that cannot be deleted.

Follow these steps to delete custom student characteristics:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Edit School Characteristics" under Related Student Tasks.

4. The **Manage Student Characteristics** page appears and lists the characteristics and the school(s) each one has been added to. Click the "Delete" link by the characteristic you want to delete. **Note:** "Shared" means that the characteristic is shared by all the schools.

5. You receive a message asking if you're sure you want to delete the characteristic. Click the [OK] button. **Note:** If the characteristic you're deleting has been assigned to any of the students in your database, it will be removed from those students' records when you delete it, but only for the school(s) you're working with.

Editing Multiple Student Records

You can edit multiple student records at one time. There are several pieces of information you can change: adding and removing student characteristics, changing the grade level by one year, changing the password, and requiring the students to change their password the next time they log in to Renaissance Place.

By default, district administrators, district staff, and school administrators can edit multiple student records at once. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit multiple student records:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Edit Multiple Students" under Students.

4. Use the **Edit Multiple Students** page to search for the students whose records you want to edit.

   Click the school drop-down list and choose the school you want to work with.

   Click the grade, characteristic, and class drop-down lists to narrow your search using that criteria. You can also click in the fields (blanks) for the student's first name and last name and type the information to narrow your search by name.

5. Click the [Search] button. The students who matched your search criteria are listed.

6. Under Select Changes, check the box by each change you want to make. (Click in a box to check it or to remove the check mark.) You can choose more than one. Following are the five changes you can make:

   • **Add.** Check this box if you want to add the same characteristic to the students you choose. Then, click the drop-down list and select the characteristic you want applied to the students.

- **Remove.** Check this box if you want to remove the same characteristic from the students you choose. Then, click the drop-down list and select the characteristic you want removed from the students.

- **Grade.** Check this box if you want to change the students' grade level by one year. Then, click the drop-down list and select whether to increase or decrease the grade level.

- **Passwords.** Check this box if you want to change the students' passwords. Then, type the password you want the students to use in the first field (blank). Retype the password in the second field to confirm it.

- **Change passwords.** Check the box by "Prompt students to change password at next login" to require the students to change their passwords the next time they log in to Renaissance Place.

7. After you specify which changes you want to make, you need to choose the students to apply the changes to.

If you want to apply the changes to only a few students in your search results, check the box by each student you want to change. Click in a box to check it or to remove the check mark. To check all the students on the page, check the box by the Student column heading.

If you want to apply the changes to all the students in your search results, skip this step.

8. Click the [Apply] button. The same changes will be applied to all the students you checked.

9. Repeat steps 7 and 8 if you want to apply the same changes to other students in the list.

Return to step 6 if you want to adjust the kinds of changes you're making to the students in the list.

Return to step 4 if you need to search for students again.

10. When you're finished, click the [Done] button.

Viewing a Student's Class Enrollment

It's possible for you to view which classes a student is enrolled in.

- By default, district administrators, district staff, and school administrators can view any student's class enrollment by using the same procedure they use to enroll a student in a class; see page 80 for details.

- By default, school staff and teachers can view any student's class enrollment by following the procedure in this section. However, the availability of this option depends on your primary position and the capabilities you've been granted.

Follow these steps to view a student's class enrollment. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student whose class enrollment you want to view. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You do not need to type the entire name or ID number and you don't need to fill in all the fields. You can click the Grade drop-down list and choose a grade to narrow your search by grade. You can also click the Class drop-down list and choose a class to narrow your search by class.

To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

- Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

Note: The program lists the students' current school enrollments (see the School and the School Enrollment columns). *You can only view class enrollment for schools the student is currently enrolled in.*

7. Find the student in your search results. Then, click "Select" by that student.

8. The **View Student** page appears and shows some of the student's information. Click "View Class Enrollment" under the Student Task Menu.

Note: Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links
(if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school staff can see if the student is currently enrolled in their school).

9. The **View Student Class Enrollment** page opens and lists the classes the student is enrolled in. For each class, it shows the school where it's held, the course it's a part of, it's name, and the lead teacher. You cannot change any of the information on this page.

To exit this page, click the [Cancel] button.

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Enrolling/Unenrolling a Student from One or More Classes

By default, district administrators, district staff, and school administrators can change a student's class enrollment; however the options available to you depend on the capabilities you've been granted.

A student must be enrolled in a school before you can enroll him or her in classes at that school; see page 67 for instructions on enrolling students in schools. If you need to enroll/unenroll multiple students from one class, see "Changing Class Enrollment" on page 111.

Follow these steps to enroll a student in, or unenroll him or her from, one or more classes. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student you want to enroll in or unenroll from classes. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

   To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   - Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

   - If you see a "Show Unenrolled Students" check box, there's no need to check it because students must be enrolled in a school before they can be enrolled in classes. (See page 67 for information on enrolling a student in a school.)

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

   Note: The program lists the students' current school enrollments (see the School and the School Enrollment columns). If you're unenrolling the student from classes, you must select the student at the school where those classes are held. If you're enrolling the student in classes, you can select the student at any school he or she is currently enrolled in.

7. Find the student in your search results. Then, click "Select" by that student.

8. The **View Student** page appears and shows some of the student's information. Click "Edit Class Enrollment" under the Student Task Menu.

    Note: Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators can see if the student is currently enrolled in their school).

9. The **Edit Student Class Enrollment** page lists the classes in which this student is already enrolled (if any); it also tells you if the student is not currently enrolled in any classes. Below this list, is the Course Catalog.

    To enroll a student in a class, click the name of the school where the class is held. **Note:** Only the schools the student is currently enrolled in are listed. If the school you want is not listed, see page 67 to enroll the student in that school.

10. The Course column lists the courses available at the school you chose. Click the student's course.

11. The Class column lists the classes that are available for the course you selected. Click the class the student should be enrolled in.

12. Notice that the class you selected has been added to the list at the top of the page. If you want to enroll the student in another class, repeat steps 9-11.

13. To unenroll the student from a class, click "Unenroll" by that class in the list at the top of the page. Repeat this step for every class the student shouldn't be in.

14. To finish changing the student's enrollment, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Promoting Students

Renaissance Place was designed to eliminate the need for administrators or staff members to manually promote their students every school year.

When you add a student to the database, you should assign a grade level to the student; see page 59 for instructions on adding students. The program uses the grade information you entered to calculate the "graduation date" for that student. In each of the subsequent school years, the program increases the

student's grade level by one until he or she reaches grade 12+ and therefore graduates. **Note:** If you edit a student's grade level after you've added the student, the program adjusts the student's grade level in all the other school years: past, current, and future.

Note: Even though you don't need to promote your students every year, you can change the grade level for one or more students. See "Editing Student Information" on page 70 for information on editing a student's grade. See "Editing Multiple Student Records" on page 77 for information on adjusting the grade level (by one year) for several students at once.

Exporting Student Information

Using Renaissance Place, you can export basic student information. For some programs, you can also export the student quiz, test, assessment, and other data.

By default, district administrators can export student information for any school, teacher, class, grade, or student in the district. School administrators can export student information for their school, or for any teacher, class, grade, or student in their school. However, the options available to you depend on your primary position and the capabilities you've been granted.

Follow these steps to export student information:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Export Information" under Related Student Tasks.

4. On the **Select Student** page that appears, you can choose what level of export you want to do: district, school, teacher, class, grade, or student. Click "Export" in the row for the one you want to perform.

   Some of the items in the Name column may be links. Click those links to see other groups within that level that are available for export. For example, if you click a teacher's name, you will see the classes that teacher is assigned to, or if you click a class name, you will see the individual students in that class.

   Depending on the level you're viewing, you may also see a drop-down list that allows you to switch to another school, teacher, class, or grade. To do this, click the drop-down list and choose the item you want to switch to. Then, click the [Go] button.

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5. On the **Select Export Options** page, you can choose the format(s) for the export file(s). You have three choices:

- **Renaissance Place Export.** Choose this option if you're exporting student information that will be imported into another Renaissance Place database. When you choose this option, "Export student data only" means that you will export only the students' personal information; but, no quiz, test, assessment, or other data. If you choose one of the programs listed, the students' quiz, test, and assessment data will also be exported. All of the data will be in one export file.

- **Desktop Export.** Choose this option if you are exporting student information that will be imported into one of Renaissance Learning's desktop products, such as STAR Reading 2.x or STAR Math 2.x. When you select this option, you receive a separate export file for each product you choose.

- **Diagnostic Export.** Choose this option if you need to provide information to Renaissance Learning. Currently, this option is available only for Accelerated Math.

Check the box by each type of export you want to create. You can choose more than one. Click a box to check it or to remove the check mark. When you're finished, click the [Next] button.

6. If you chose Diagnostic Export in the last step, the Diagnostic Export Options page appears. On this page:

a. Click in the Export Start Date field (blank) and type the first date of the time period you want for your data export. In some browsers, you may be able to click a calendar button to open a calendar where you can choose the date.

b. Click in the Export End Date field and type the last date of the time period you want for your data export. In some browsers, you may be able to click a calendar button to open a calendar where you can choose the date.

c. Click in the School ID field and type the ID that you received from Renaissance Learning. This information is optional.

d. If you want to include individual student data in the export, check the Optional Data box. Click in the box to check it or to remove the check mark.

e. Click the [Next] button to continue.

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7. On the **Generating Export Files** page, the program instructs you to wait while the export files are created. After the files are created, the program tells you whether or not each export was successful.

   To download and save your export files, click the "Download" link by the first file you want to save. You can then choose to save the file to the location you want. Do this for each file you want to download and save. When you're through downloading and saving the export files, click the [Done] button.

DESKTOP SOFTWARE

Desktop products are Renaissance Learning programs that are installed and run on individual computers. Different users may share the same database over a network; however, these products are not web-based and they are not intended to be installed once on the server and then used by many different workstations. Desktop programs include Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, Accelerated Grammar & Spelling version 1.x, Accelerated Vocabulary version 1.x, Accelerated Writer version 1.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

Deleting Students

By default, district administrators, district staff, and school administrators can delete students; however, the availability of this option depends on the capabilities you've been granted.

When you delete students, you can choose whether you want to inactivate them or permanently delete them from the database. **Note:** The program won't allow you to permanently delete students with other records attached to their names (such as being assigned to a class or associated with a parent); those students will be inactivated instead.

Follow these steps to inactivate or permanently delete a student. **Note:** If you're already at the **View Student** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Students" under Students.

4. Use the **Select Student** page to search for the student you want to inactivate or delete. To narrow your search, click in the fields (blanks) for the student's first name, last name, and/or ID number and type the information. You don't need to type the entire name or ID number and you don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

    To retrieve all enrolled students, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

    - Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

    - Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark. **Note:** A student must be enrolled in a school before you can permanently delete that student.

6. Click the [Search] button. The students who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

    Note: The program lists the students' current school enrollments (see the School and the School Enrollment columns).

7. Find the student in your search results. Then, click "Select" by that student. **Note:** If the student is enrolled in more than one school, deleting the student will affect only the school you chose.

8. The **View Student** page appears and shows some of the student's information. Click "Delete Student" under the Student Task Menu.

    Note: Your primary position, the capabilities you've been granted, and the status of the student's enrollment at this school determine which links (if any) are available under the Student Task Menu. Your primary position also determines what additional information is shown (school administrators can see if the student is currently enrolled in their school).

9. The **Delete Student** page asks if you're sure you want to delete the student.

- *If you only want to make the student inactive,* click the [Yes] button.

- *If you want to permanently delete the student and all of his or her records from the database,* check the "Erase Permanently" box and then click the [Yes] button. Click the box to check it or to remove the check mark.

> **Delete Student**
>
> **Are you sure you want to remove Anita Ackerman from the software?**
>
> - Leave the box unchecked to inactivate this student record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
> - Check the box to permanently erase this student record from the database.
>
> ☐ Erase Permanently
>
> Yes   No

Next, the page notifies you whether the student has been inactivated or deleted. Click the [Continue] button.

Note: If you accidentally inactivate a student whose records you will need again, you can restore the inactive student. First, add a student with exactly the same name as the one you inactivated (make sure you use a different user name). When you try to save the new student, the **Duplicate Student Found** page appears because the new student has the same name as the one you inactivated. To restore the inactive student instead of adding a new one, click the [Activate] button on the **Duplicate Student Found** page. After you restore the student, you can change the student's school enrollment (see page 67) or personal information (see page 70).

Unlocking Student Accounts

A student's account can get locked if the student enters the wrong password too many times in a row. The program will automatically unlock all accounts at midnight every day; however, if you need to unlock an student account, you can do so using the steps in this section. **Note:** You can control the number of times the wrong password can be entered before the program locks the account by using the Account Login preference; see page 181 for details.

By default, district administrators and district staff can unlock accounts for students at any school. School administrators can unlock student accounts at their school. Teachers can unlock student accounts for their classes. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to unlock student accounts:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Clear Locked Students" under Students.

4. The **Clear Locked Students** page appears and lists the accounts that are currently locked. If the list is long, you can do either of the following to find the locked account you're looking for:

   - Click "Next" or "Previous" to move through the list.

   - Search for the student by clicking in the fields (blanks) for the student's first name, last name, and/or ID number and typing the information. You don't need to fill in all the fields. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. If you see a School drop-down list, click it and choose a school to narrow your search by school. Then, click the [Search] button.

5. When you find the account you need to unlock, click "Clear" by it. You can clear all the locked accounts by clicking the [Clear All Student Locks] button. **Note:** If the student is listed at more than one school, clearing the lock will unlock all the schools.

6. When you're finished, click the [Done] button.

Managing Parents

The following sections describe how to add parents, view parent information, edit parent information, associate children with parents, and delete parents. Parents who are added to the Renaissance Place database (see below) and assigned children (see page 90) are allowed to view certain information about their children and generate reports.

Adding Parents

By default, district administrators, district staff, and school administrators can add parents to the database. However, the availability of this option depends on the capabilities you've been granted.

Adding parents to the Renaissance Place database and assigning children to them (see page 90) grants those parents access to the program. They can view certain information about their children and generate reports. Parents are not associated with a particular school; their children can be enrolled in any school. **Parents only have access to information about their children; no other information is available to them.**

Note: If some of your district or school personnel have children in the district's schools, *you do not need to add them as parents if you've already added them as personnel.* You indicate to the program that personnel are parents simply by assigning children to them. Follow the procedure on page 90 to assign children to personnel.

Follow these steps to add a parent:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "Add Parent" under Parents.

4. The **Add Parent** page appears. Click in the fields (blanks) and type the parent's information. Required fields are marked with an asterisk (*). All other fields are optional. **The parent's user name and password cannot be the same.**

To select the parent's salutation and gender, click each drop-down list and choose the correct information.

Note: If you don't enter a User Name or ID for this parent, the program will create that information for you.

5. If you want to require this parent to change his or her password the first time he or she logs in, check the "User must change password at next login" box. Click in the box to check it or to remove the check mark.

6. *If you want to add another parent after you save this one,* click the [Save and Add] button. Then, repeat steps 4 and 5.

Add Parent
Enter the parent information

Parent Information *(*Required Field)*

Salutation	None
First Name*	
Preferred First Name	
Middle Name	
Last Name*	
User Name*	(Will be autogenerated if not entered)
Password*	(three or more characters including at least one number)
Confirm Password*	
ID*	(Will be autogenerated if not entered)
Gender	Unassigned

☐ User must change password at next login

Cancel   Save   Save and Add

If you're not adding more parents after this one, click the [Save] button. You can then assign children to this parent, see page 90 for details.

If you decide not to add this parent, click the [Cancel] button.

Note: If the new parent you're adding has the same name as an active or inactive parent in the database, the **Duplicate Parent Found** page appears. The **Duplicate Parent Found** page asks if you want to add another parent with the same name or cancel this procedure. If the parent you're adding has the same name as an inactive parent, the **Duplicate Parent Found** page also gives you the opportunity to activate (restore) the inactive parent. To continue: click the [Activate] button to activate the inactive parent, click the [Add Parent] button to add a duplicate parent, click the [Edit Children] button to change the children assigned to an existing parent, or click the [Cancel] button to cancel the procedure. **Note:** When you choose to activate a parent, the program activates the old record from the database. If any of the parent's information needs to be updated, you must edit it; see page 90 for details.

GIVE PARENTS THEIR USER NAMES AND PASSWORDS

Don't forget to give each parent his or her user name and password! Parents need this information to log in to Renaissance Place to view information about their children and generate certain reports. Parents can change their passwords at any time, if they wish; see page 9.

Viewing Parent Information

By default, district administrators, district staff, school administrators, and school staff can view information about a specific parent; however the availability of this option depends on the capabilities you've been granted.

Note: Whenever you search for parent records, you can include all school and district personnel in the search. You're given this option so that you can create parent records simply by assigning children to the personnel you've already added, without having to add them again as parents. See "Editing Parent Information and Assigning Children to a Parent" on page 90 for information on how to assign children to a parent.

Follow these steps to view a parent:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Parent" under Parents.

4. Use the **Select Parent** page to search for the parent whose information you want to view. To narrow your search, click in the fields (blanks) for the parent's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields.

   To retrieve all active parents, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

   • Check the "Also Show Personnel" box if you want your search to include personnel from the schools and the district. Click the box to check it or to remove the check mark.

   • Check the "Show Inactive Parent Records" box if you want your search to include parents whose records have been inactivated. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The parents (and personnel) who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

7. Find the parent in your search results. Then, click "Select" by that parent.

8. The **View Parent** page appears. It shows some of the parent's information and lists the children assigned to this parent, if any.

> **Note:** Your primary position, the capabilities you've been granted, and the status of the parent determine which links (if any) are available under the Parent Task Menu.

View Parent
View parent information details

Parent Task Menu	**Selected Parent Information**	
	Marsha Ackerman	
Edit Parent Personal Information	Preferred First Name	
Edit Children	User Name	marsa
Delete Parent	Gender	Unassigned
	ID	marsa
	Access/Relationship	Anita Ackerman/Mother John Ackerman/Mother

Children

Student	ID	School
Anita Ackerman	anita	Westfield Elementary
		Three Oaks Academy
John Ackerman	johna	Westfield Elementary

Editing Parent Information and Assigning Children to a Parent

District administrators, district staff, and school administrators can change a parent's personal information and the children assigned to the parent. This is also the procedure you must follow to assign children to district or school personnel who are also parents. **Note:** Parents must have children assigned to them before they can access Renaissance Place.

Follow these steps to edit a parent's information and/or assign children to or remove children from the parent. **Note:** If you're already at the **View Parent** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Parent" under Parents.

4. Use the **Select Parent** page to search for the parent whose information you want to edit or whom you want to assign children to. To narrow your search, click in the fields (blanks) for the parent's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields.

To retrieve all active parents, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

- Check the "Also Show Personnel" box if you want your search to include personnel from the schools and the district. Click the box to check it or to remove the check mark.

Select Parent
Enter the search criteria and select a parent.
Select [Search] with no search criteria to view all parents.

Search for Parent

First Name [ ]

Last Name [ ]

☑ Also Show Personnel
☑ Show Inactive Parent Records

[Cancel] [Search]

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Parent	
Ackerman, Marsha	Select
Baker, Bobbi	Select
Barnett, Patti	Select
Benson, Andrea	Select
Blake, Henry	Select

- Check the "Show Inactive Parent Records" box if you want your search to include parents whose records have been inactivated. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The parents (and personnel) who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

7. Find the parent in your search results. Then, click "Select" by that parent.

The **View Parent** page appears. It shows some of the parent's information and lists the children assigned to this parent, if any.

Note: Your primary position, the capabilities you've been granted, and the status of the parent determine which links (if any) are available under the Parent Task Menu.

8. If you want to change the parent's personal information, follow these steps:

a. On the **View Parent** page, click "Edit Parent Personal Information" under the Parent Task Menu.

View Parent
View parent information details

Parent Task Menu	Selected Parent Information	
Edit Parent Personal Information	Marsha Ackerman	
Edit Children	Preferred First Name	
Delete Parent	User Name	marsa
	Gender	Unassigned
	ID	marsa
	Access/Relationship	Anita Ackerman/Mother John Ackerman/Mother

Children

Student	ID	School
Anita Ackerman	anita	Westfield Elementary
		Three Oaks Academy
John Ackerman	johna	Westfield Elementary

b. The **Edit Parent** page appears. Required information is marked with an asterisk (*). Click in the fields (blanks) and change the parent's information. If you change the password, you will see asterisks (or dots) instead of the characters you type. **The parent's user name and password cannot be the same.** To change the salutation or gender, click each drop-down list and choose the correct information.

Note: If you leave the User Name or ID fields blank, the program will create that information for you.

c. If you want to require the parent to change his or her password the next time he or she logs in to Renaissance Place, check the box labeled "User must change password at next login." Click the box to check it or to remove the check mark.

Edit Parent
Enter the parent information

Parent Information (*Required Field)

Salutation	Mrs.
First Name*	Marsha
Preferred First Name	
Middle Name	
Last Name*	Ackerman
User Name*	marsa (Will be autogenerated if not entered)
Password*	●●●●●●●●●●●●●●●● (three or more characters including at least one number)
Confirm Password*	●●●●●●●●●●●●●●●●
ID*	MARSA (Will be autogenerated if not entered)
Gender	Female

☐ User must change password at next login

Cancel | Save

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Note: If the parent's new name is the same as an active or inactive parent in the database, the **Duplicate Parent Found** page appears. The **Duplicate Parent Found** page asks if you want to add another parent with the same name or cancel this procedure. If the parent you're adding has the same name as an inactive parent, the **Duplicate Parent Found** page also gives you the opportunity to activate (restore) the parent. To continue: click the [Activate] button to activate the inactive parent, click the [Add Parent] button to add a duplicate parent, click the [Edit Children] button to change the children assigned to an existing parent, or click the [Cancel] button to cancel the procedure.

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9. If you want to change the list of children assigned to this parent, follow these steps:

   a. On the **View Parent** page, click "Edit Children" under the Parent Task Menu.

   b. The **Edit Parent's Children** page appears. The children already assigned to this parent are listed at the top of the page.

       For any of the children in the list, you can edit the parent's relationship to that child using the Parent Type drop-down list. Click the drop-down list and choose the appropriate parent type.

   c. To remove a child from the list, click the "Remove" link for that child.

   d. To search for a child to add to the list, click in the fields (blanks) and type the student's first name, last name, and/or ID number. You can also click the Grade drop-down list and choose a grade to narrow your search by grade. **Note:** If you see a Class drop-down list, click it and choose a class to narrow your search by class.

       If you want to see a list of all students, skip this step.

   e. You will see one or two check boxes that you can use to widen or narrow your search:

      • Check the "Show Students in All Schools" box if you want your search to include students in all the schools in the district. Click the box to check it or to remove the check mark.

      • Check the "Show Unenrolled Students" box if you want your search to include students who aren't currently enrolled in a school. Click the box to check it or to remove the check mark.

   f. Click the [Search] button. The results of your search appear at the bottom of the page. If available, click "Next" or "Previous" to move through the list.

   g. If the student is listed, click "Assign To Parent" in the row for that student. The student's name will be added to the list at the top of the page.

   h. Once you've assigned the child to the parent, you can choose the parent's relationship to the child by clicking the Parent Type drop-down list and choosing the correct information.

   i. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

TELL PARENTS IF YOU CHANGE USER NAMES OR PASSWORDS

If you change your parents' user names or passwords, don't forget to tell each parent about the changes! Parents cannot log in to Renaissance Place to view information about their children and generate reports without this information. Even if you don't require a parent to change the password the next time he or she logs in, parents can change their passwords if they wish; see page 9.

Deleting Parents

By default, district administrators, district staff, and school administrators can delete parents; however, the availability of this option depends on the capabilities you've been granted. Do not delete parents until you are sure that you do not need their records in your database.

When you delete parents, you can choose whether you want to inactivate them or to permanently delete them from the database. If you delete a parent who also has a district or school personnel record, only the parent record will be deleted; the personnel record won't be affected. **Note:** The program will not allow you to permanently delete parents with certain records attached to their name (such as parents who have children assigned to them); those parents will be inactivated instead.

Follow these steps to inactivate or permanently delete a parent. **Note:** If you're already at the **View Parent** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Parent" under Parents.

4. Use the **Select Parent** page to search for the parent you want to inactivate or permanently delete. To narrow your search, click in the fields (blanks) for the parent's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields.

    To retrieve all active parents, skip this step.

5. You will see one or two check boxes that you can use to widen or narrow your search:

    •   Check the "Also Show Personnel" box if you want your search to include personnel from the schools and the district. Click the box to check it or to remove the check mark.

- Check the "Show Inactive Parent Records" box if you want your search to include parents whose records have been inactivated. Click the box to check it or to remove the check mark. **Note:** If the parent is inactive, you will need to reactivate him or her (see below) before you can permanently delete the record.

6. Click the [Search] button. The parents who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

7. Find the parent in your search results. Then, click "Select" by that parent.

8. The **View Parent** page appears. It shows some of the parent's information and lists the children assigned to this parent, if any. Click "Delete Parent" under the Parent Task Menu.

   Note: Your primary position, the capabilities you've been granted, and the status of the parent determine which links (if any) are available under the Parent Task Menu.

   View Parent
   View parent information details

   Parent Task Menu

   Edit Parent Personal Information
   Edit Children
   Delete Parent

   Selected Parent Information

Marsha Ackerman	
Preferred First Name	
User Name	marsa
Gender	Unassigned
ID	marsa
Access/Relationship	Anita Ackerman/Mother John Ackerman/Mother

   Children

Student	ID	School
Anita Ackerman	anita	Westfield Elementary
		Three Oaks Academy
John Ackerman	johna	Westfield Elementary

9. The **Delete Parent** page asks if you're sure you want to delete the parent.

   - *If you only want to make the parent inactive,* click the [Yes] button.

   - *If you want to permanently delete the parent and all of his or her records from the database,* check the "Erase Permanently" box and click the [Yes] button. Click the box to check it or to remove the check mark.

   Delete Parent

   Are you sure you want to remove Marsha Ackerman from the software?

   - Leave the box unchecked to inactivate this parent record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
   - Check the box to permanently erase this parent record from the database.

   ☐ Erase Permanently

   [Yes] [No]

   Next, the page notifies you whether the parent has been inactivated or deleted. Click the [Continue] button.

Restoring Inactive Parents

When you delete parents from the database, you have the option of only inactivating them instead of permanently deleting them. Inactive parents can be restored. By default, district administrators, district staff, and school administrators can restore inactive personnel. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to restore inactive parents. **Note:** If you're already at the **View Parent** page, skip steps 1-7 and go to step 8.

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Personnel, Students, and Parents" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Personnel, Students, and Parents** page, click "View Parent" under parents.

4. Use the **Select Parent** page to search for the parent you want to reactivate. To narrow your search, click in the fields (blanks) for the parent's first name and/or last name and type the information. You don't need to type the entire name and you don't need to fill in both fields.

5. You will see one or two check boxes:

   - It's not necessary to check the "Also Show Personnel" box because you're searching for a parent record.

   - Since you want your search to include inactive parents, check the "Show Inactive Parent Records" box. Click the box to check it or to remove the check mark.

6. Click the [Search] button. The parents who matched your search criteria will be listed. If available, click "Next" or "Previous" to move through the list.

7. Find the inactive parent in your search results. Then, click "Select" by that parent.

8. The **View Parent** page appears. It shows some of the parent's information and lists the children assigned to the parent, if any. Click "Reactivate Parent" under the Parent Task Menu. The program reactivates the parent's record.

   Note: Your primary position, the capabilities you've been granted, and the status of the parent determine which links (if any) are available under the Parent Task Menu.

Managing Courses

Courses are created for each school in the district. The following sections describe how to add your courses, view courses, import courses, edit course information, and delete courses.

For information on managing the classes that are a part of your courses, see "Managing Classes" on page 100.

Adding Courses

You must add courses before you can add the classes in which you will enroll students. Courses are linked to schools but they're not linked to a specific school year, so they remain in your database from year to year until you delete them. Unlike classes, courses don't need to be added every time you start a new school year.

By default, district administrators and district staff can add courses to any school. School administrators and school staff can only add courses to their schools. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to add courses to a school:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. The **Courses and Classes** page lists the courses that have been added so far. Click "Add Course." **Note:** If you see a School drop-down list, you don't have to select a school before you click "Add Course" because you choose the school in the next step.

4. On the **Add Course** page, you enter information about the course you're adding. To enter the name or a description, click in the fields (blanks) and type the information. To choose the subject and intended grade level for the course, click each drop-down list and choose the correct information. In the Intended Grade drop-down list, N/A means that a grade doesn't apply, EE means early education, Pre-K means pre-kindergarten, K means kindergarten, None means a grade has not been assigned to this course, and 12+ means that the course is intended for students beyond grade 12.

5. You may also have to choose the school(s) to add the course to. If so, do one of the following:

- To add the course to one school, click the School drop-down list and choose the school.

- To add the course to more than one school, click "Select Multiple Schools" by the School drop-down list. The page that appears lists the school in the district. Check the box by every school you want to add the course to. (Click in a box to check it or to remove the check mark.) Then, click the [Save] button.

6. If you want to add another course after you save this one, click the [Save and Add] button; then, repeat step 4. If you're not adding any more courses after this one, click the [Save] button. If you decide not to add this course, click the [Cancel] button.

7. When you're finished entering the course information, click the [Save] button. If you decide not to save the course, click the [Cancel] button instead.

Note: If the course you're adding has the same name as an active or inactive course in the database, the **Duplicate Course Found** page appears:

a. The **Duplicate Course Found** page asks if you want to add another course with the same name or cancel this procedure. If the course you're adding has the same name as an inactive course, the **Duplicate Course Found** page also gives you the opportunity to activate (restore) the inactive course. To continue: click the [Activate] button to activate the inactive course, click the [Add Course] button to add a duplicate course, or click the [Cancel] button to cancel the procedure.

b. If you choose to activate a course, you're given the choice to activate the course or the course and all its records. Click the [Only] button to restore only the course, click the [All Records] button to restore the course and all its records, or click the [Cancel] button to cancel this procedure. **Note:** When you choose to activate a course or a course and all its records, the program activates the old record that was already in the database. If any of the course information needs to be updated, you must edit it (see page 98).

c. After you choose to reactivate a course, the program tells you if the course has been successfully activated. Click the [Continue] button.

DON'T FORGET TO ADD YOUR CLASSES!

After you add courses, you need to add the individual classes in which you will enroll students. See page 101 for instructions.

Viewing Courses

By default, district administrators and district staff can view the courses for any school. School administrators and school staff can only view courses for their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view a course:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

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3. The **Courses and Classes** page lists the courses that have been added. If you see a School drop-down list, click it and choose the school that has the courses you want to view. Then, click the [Set] button.

4. For more information about a particular course, click the course name.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ Set

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

5. If you click a course name, the **View Course** page appears and shows more information about the course, including a list of classes that have been added to it. **Note:** The capabilities you've been granted determine which links (if any) are available under the Course Task Menu.

View Course
View course information details

Course Task Menu

Edit Course
Add Class
Delete Course

Selected Course Information

Grade 4 Reading at Westfield Elementary	
Name	Grade 4 Reading
Subject	Reading
Intended Grade	Grade 4
Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

Importing Courses into the Database

You can import course information into the database by using the Renaissance Data Translator utility program; however, courses can only be imported as you import classes. See "Importing Classes into the Database" on page 104 for details.

Editing Course Information

By default, district administrators and district staff can edit the courses for any school. School administrators and school staff can only edit courses for their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit a course:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to edit.

5. The **View Course** page shows you the course name, subject, intended grade, and description. It also lists the classes that have been added to it and the primary teacher assigned to each class. To edit the course information, click "Edit Course" under the Course Task Menu. **Note:** The capabilities you've been granted determine which links (if any) are under the Course Task Menu.

6. On the **Edit Course** page, you can change the course information, except for the school where the course is held. To change the name or description, click in the fields (blanks), delete the old information, and type the new information. To change the subject or intended grade level, click the drop-down list and choose the correct information. In the Intended Grade drop-down list, N/A means that a grade does not apply, EE means early education, Pre-K means pre-kindergarten, K means kindergarten, None means a grade has not been assigned to this course, and 12+ means that the course is intended for students beyond grade 12.

7. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Deleting Courses

By default, district administrators and district staff can delete courses for any school. School administrators and school staff can only delete the courses for their school. However, the options available to you depend on the capabilities you've been granted.

When you delete courses, you can choose whether you want to inactivate them or permanently delete them from the database. **Note:** The program won't allow you to permanently delete a course with certain records attached to it (such as classes or an assigned teacher); the course will be inactivated instead.

Follow these steps to inactivate or permanently delete a course:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to delete.

5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. To delete the course, click "Delete Course" under the Course Task Menu. **Note:** The capabilities you've been granted determine which links (if any) are under the Course Task Menu.

View Course
View course information details

Course Task Menu	**Selected Course Information**			
Edit Course	Grade 4 Reading at Westfield Elementary			
Add Class	Name	Grade 4 Reading		
Delete Course	Subject	Reading		
	Intended Grade	Grade 4		
	Description			

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

6. The **Delete Course** page asks if you're sure you want to delete the course.

- *If you only want to make the course inactive,* click the [Yes] button.

- *If you want to permanently delete the course and all its records from the data-base,* check the "Erase Permanently" box and click the [Yes] button. Click the box to check it or to remove the check mark.

Delete Course

Are you sure you want to delete Course: Grade 4 Reading ?

- Leave the box unchecked to inactivate this Course record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
- Check the box to permanently erase this Course record from the database.

☐ Erase Permanently

Yes No

Next, the page notifies you whether the course has been inactivated or deleted. Click the [Continue] button.

Note: If you accidentally inactivate a course, you can restore it. Follow these steps:

a. Add a course with exactly the same name as the one you inactivated.

b. When you attempt to save the new course, the **Duplicate Course Found** page appears because the new course name matches the inactive course's name. To restore the old course instead of creating a new one, click the [Activate] button on the **Duplicate Course Found** page.

c. When you activate the old course, you will be asked if you want to activate just the course or the course and all its associated records. To continue, you must click one of three buttons: click the [Only] button to activate only the course, click the [All Records] button to activate the course and all of its records, or click the [Cancel] button to cancel the procedure. **Note:** When you choose to activate a course or a course and all of its records, the program activates the old record that was already in the database. If any of that information needs to be updated, you must edit it (see page 98).

d. After you choose to reactivate a course, the program tells you if the course has been successfully activated. Click the [Continue] button.

Managing Classes

Unlike courses, classes are assigned marking periods which in turn links them to a specific school year. When you start a new school year, you must add the classes for that year (see page 101) or copy the class setup from a previous year (see page 104).

The sections on the following pages describe how to add classes, view class information, import classes, edit class information, change the enrollment for a class, change the teachers assigned to a class, delete classes, or copy the class setup from previous school years.

Adding Classes

After the courses have been added (see page 95), you can add classes to a course by following the steps in this section. If you've already set up the same classes in a previous school year, you can copy that class setup instead (see page 104). Classes are linked to a school year, so it's important that you're working in the appropriate school year when you add your classes; see page 25 for information on changing the school year you're working in.

It's helpful to set up your marking periods before adding classes (see page 18) so you can choose the marking period that reflects the duration of each class. You don't need to add marking periods if your classes last the entire school year because you can select the school year as the marking period.

By default, district administrators and district staff can add classes to any school. School administrators and school staff can only add classes to their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to add a class:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

    Note: The school year you're working in is shown in the upper right section of the page. Make sure this is the school year in which the classes you're adding will be held. Classes are linked to specific school years, so you need to add classes each time you begin a new school year. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to work with.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ [Set]

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

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5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click "Add Class" under the Course Task Menu.

View Course
View course information details

Course Task Menu

Edit Course
Add Class
Delete Course

Selected Course Information

Grade 4 Reading at Westfield Elementary	
Name	Grade 4 Reading
Subject	Reading
Intended Grade	Grade 4
Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

6. At the **Add Class** page, the course name, school name, subject, and intended grade are already shown. You can add the class name or number and a comment about the class by clicking in the fields (blanks) and typing the information. To choose the marking period during which this class is held, click the drop-down list and choose the correct marking period. **Note:** Each class assigned to a particular course must have a unique name.

7. When you're finished, click the [Save] button. After you save the class, you will go to the **View Class** page where you can assign a teacher (see page 108) and enroll students (see page 111).

If you decide not to save your changes, click the [Cancel] button instead.

Note: If your new class name is the same as a class you've inactivated, the **Duplicate Class Found** page appears. This page gives you the opportunity to reactivate (restore) the old class. Click the [Activate] button to activate the class or click the [Cancel] button to cancel this procedure. If you activate an inactive class, you will be asked whether you want to activate the class name only or the class and all its records (including the assigned teachers and enrolled students).

Add Class
Enter class information

Class Details   (*Required Field)

Course Name	Grade 4 Reading
School Name	Westfield Elementary
Subject	Reading
Intended Grade	Grade 4
Marking Period*	2003-2004
Class Name*	
Comment	

Cancel   Save

Viewing Class Information

Since classes are linked to a school year, it's important that you're working in the appropriate school year when you view classes. See page 25 for information on changing the school year you are working in.

By default, district administrators and district staff can view class information for any school. School administrators and school staff can only view class information for their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view class information:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

Note: The school year you're working in is shown in the upper right section of the page. Make sure this is the school year in which the classes you want to view are held. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to work with.

5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click the name of the class you want to view.

View Course
View course information details

Course Task Menu	Selected Course Information	
Edit Course	Grade 4 Reading at Westfield Elementary	
Add Class	Name	Grade 4 Reading
Delete Course	Subject	Reading
	Intended Grade	Grade 4
	Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

6. The **View Class** page shows you the class subject, grade, marking period, comment, assigned teachers, and enrolled students. The teachers are listed once for each Renaissance Place program that they're assigned to for this class.

Note: The capabilities you've been granted determine which links (if any) are available under the Class Task Menu.

View Class
View class information details

Class Task Menu	Selected Class Information	
Edit Class Details	Grade 4 Reading, Gr4 Rdg Garcia at Westfield Elementary	
Edit Class Personnel	Subject	RDG
Edit Class Enrollment	Grade	Grade 4
Delete Class	Marking Period	2004-2005
	Comment	

Class Personnel

Class Personnel	Position
Tamara Garcia	Teacher - Lead
Tamara Garcia	Teacher - Accelerated Reader

Students

Student
Ackerman, Anita
Brandon, Michele
Rhoers, Jonathon
Sanchez, Maria
Smith, Rhona
Vang, Ma

Importing Classes into the Database

You can import basic class and course information into the database by utilizing the Renaissance Data Translator utility program.

The Renaissance Data Translator is designed to perform a data import of class information into Renaissance Place. The information that can be imported includes the class name and the course the class is a part of. If no course is specified in the file, Renaissance Place will create a generic course and use it for the class.

There are three possible sources of data you can use to import class information:

- A database from certain Renaissance Learning desktop programs, such as Accelerated Reader 6.x, STAR Reading 2.x, Accelerated Math 2.x, and STAR Math 2.x.

- A .txt file you've exported from another program you use.

- A .txt file you've created on your own.

Imports using the Renaissance Data Translator program must be done on the server. For more information, see the *Renaissance Data Translator Instructions*. You can access the instructions on the server by clicking the [Start] button, then **Programs**, **Renaissance Learning**, **Utilities**, and **Renaissance Data Translator Instructions**. The instructions can also be found on the Renaissance Place Suite CD-ROM in the **Manuals/Renaissance Data Translator** folder. **Note:** It's possible for you to import personnel, students, and classes all at the same time! See the *Renaissance Data Translator Instructions* for details.

DESKTOP SOFTWARE

Desktop products are Renaissance Learning programs that are installed and run on individual computers. Different users may share the same database over a network; however, these products are not web-based and they are not intended to be installed once on the server and then used by many different workstations. Desktop programs include Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, Accelerated Grammar & Spelling version 1.x, Accelerated Vocabulary version 1.x, Accelerated Writer version 1.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

Copying Classes from a Previous School Year

You can copy the class setup from a previous school year, but you can do so only if **no** classes have been added in the new school year. (Since courses stay in the database from year to year until you delete them, your courses will already be in the new school year.) When you copy the class setup from a previous school year, you can also choose which marking periods you want to copy the classes into and you can choose to copy the assigned teachers as well.

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By default, district administrators and district staff can copy classes for any school. School administrators and school staff can only copy classes for their school. However, the availability of this option depends on the capabilities you've been granted.

Note: If you have marking periods defined in the school year you are copying classes *from*, you should define marking periods in the school year you are copying the classes *into* <u>before</u> you begin copying the class setup. See page 17 to define marking periods for multiple schools or page 18 to define marking periods for one school.

Follow these steps to copy the class setup from a previous school year:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

2. On your **Home** page, click "School Years" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **School Years** page, click "View School Year."

4. On the **Select a School Year** page, click the school year you want to copy the class setup *into*.

5. On the **View School Year** page, click "Copy/Edit Classes from a Previous Year" under the School Year Task Menu.

6. If you see a School drop-down list on the **Select a School Year** page, click it and choose the school you want to work with.

7. Click the school year you want to copy the classes and marking periods *from*.

8. On the **Select Options** page, you decide if you want to copy the classes only, or the classes along with the assigned teachers. Click one of the options. Then, click the [Next] button.

    Click the [Back] button if you need to return to the previous page.

9. On the **Copy Marking Periods** page, you decide which marking periods you want to copy the classes **from**. You only have the option of copying from marking periods during which classes are held. Check the box in front of every marking period you want to copy classes from. Click a box to check it or to remove the check mark.

If there are marking periods already set up in the school year you're copying the classes into, you can choose which of the marking periods in the "To" year you want to copy the classes into (you can do this with every marking period except the school year). Use the drop-down lists to choose the appropriate marking periods.

In the example pictured, all four Quarter boxes are checked to indicate that the classes in the four quarters are to be copied from the school year 2004-2005 (see the From column) into the four quarters that already exist in the school year 2005-2006 (see the To column). The Full School Year box is also checked to indicate that the classes that last the entire school year are to be copied into the 2005-2006 school year.

When you're finished, click the [Next] button to continue, or click the [Back] button to return to the previous page.

10. The **Review Selected Options** page lists the items to be copied. Carefully review the information. If it's correct, click the [Execute] button to continue. If it's not correct, click the [Back] button until you return to the page where you can make the appropriate changes.

11. *If the program was able to successfully copy the information,* you will see a **Confirmation** page next. It will detail what information was copied into your new school year. If there were any problems, it will list them.

If the program wasn't able to copy all the information, you will see a **Failure** page that explains why the program couldn't copy the items you chose.

Click the [Done] button to return to the **View School Year** page.

Editing Classes

By default, district administrators and district staff can edit classes for any school. School administrators and school staff can only edit classes for their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to edit class information. **Note:** If you're already at the **View Class** page, skip steps 1-5 and go to step 6.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

    Note: The school year you're working in is shown in the upper right section of the page. Make sure this is the school year in which the classes you're editing are held. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ Set

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

4. Click the name of the course you want to work with.

5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click the name of the class you want to change.

View Course
View course information details

Course Task Menu

Edit Course
Add Class
Delete Course

Selected Course Information

Grade 4 Reading at Westfield Elementary	
Name	Grade 4 Reading
Subject	Reading
Intended Grade	Grade 4
Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

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6. The **View Class** page shows the class subject, grade level, marking period, comment, assigned teachers, and the enrolled students. Click "Edit Class Details" under the Class Task Menu.

View Class
View class information details

Class Task Menu	Selected Class Information	
Edit Class Details	Grade 4 Reading, Gr4 Rdg Garcia at Westfield Elementary	
Edit Class Personnel	Subject	RDG
Edit Class Enrollment	Grade	Grade 4
Delete Class	Marking Period	2004-2005
	Comment	

Class Personnel

Class Personnel	Position
Tamara Garcia	Teacher - Lead
Tamara Garcia	Teacher - Accelerated Reader

Students

Student
Ackerman, Anita
Brandon, Michele
Rhoers, Jonathon
Sanchez, Maria
Smith, Rhona
Vang, Ma

7. On the **Edit Class** page, click in the fields (blanks), delete the old text, and enter the correct class name or comment. To change the marking period during which the class is held, click the drop-down list and choose a marking period. **Note:** Each class assigned to a particular course must have a unique name.

Edit Class
Enter class information

Class Details	(*Required Field)
Course Name	Grade 4 Reading
School Name	Westfield Elementary
Subject	RDG
Intended Grade	Grade 4
Marking Period*	2004-2005
Class Name*	Gr4 Rdg Garcia
Comment	

Cancel   Save

8. When you're finished, click the [Save] button. You will return to the **View Class** page, where you can change the assigned teacher (see the next section) or enrolled students (see page 111).

If you don't want to save your changes, click the [Cancel] button instead.

Note: If you change the name of the class and the new name matches the name of an inactive class, the **Duplicate Class Found** page appears. To restore the old class instead of creating a new one, click the [Activate] button on the **Duplicate Class Found** page. When you choose to activate the old class, you're asked if you want to activate just the class or the class and all its associated records. To continue, you must click one of three buttons: click the [Only] button to activate only the class, click the [All Records] button to activate the class and all of its records, or click the [Cancel] button to cancel the procedure. After you choose to reactivate a class, the program tells you if the class was successfully activated. Click the [Continue] button.

Assigning a Teacher to a Class

By default, district administrators and district staff can assign teachers to classes at any school. School administrators and school staff can only assign teachers to classes at their school. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to change the teachers assigned to a class. **Note:** If you're already at the **View Class** page, skip steps 1-5 and go to step 6.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

   Note: Above your name in the upper right section of the page, you will see the name of the school year you're working with. Make sure this is the school year in which the class you want to assign teachers to is held. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to work with.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ [Set]

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click the name of the class you want to assign teachers to.

View Course
View course information details

Course Task Menu
Edit Course
Add Class
Delete Course

Selected Course Information

Grade 4 Reading at Westfield Elementary	
Name	Grade 4 Reading
Subject	Reading
Intended Grade	Grade 4
Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

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6. The **View Class** page shows the class subject, grade, marking period, comment, assigned teachers, and enrolled students. Click "Edit Class Personnel" under the Class Task Menu.

View Class
View class information details

Class Task Menu

Edit Class Details
Edit Class Personnel
Edit Class Enrollment
Delete Class

Selected Class Information

Grade 4 Reading, Gr4 Rdg Garcia at Westfield Elementary	
Subject	RDG
Grade	Grade 4
Marking Period	2004-2005
Comment	

Class Personnel

Class Personnel	Position
Tamara Garcia	Teacher - Lead
Tamara Garcia	Teacher - Accelerated Reader

Students

Student
Ackerman, Anita
Brandon, Michele
Rhoers, Jonathon
Sanchez, Maria
Smith, Rhona
Vang, Ma

7. The **Edit Class Personnel** page shows the teachers currently assigned to the class (if any).

To remove a teacher from the class, click "Remove" by that teacher.

8. To assign another teacher to the class, you must first search for the teacher. Click in the fields (blanks) and type all or part of the teacher's first name and/or last name. If you want to see a list of all the active teachers assigned to this school, do not enter any information in these fields.

Next, click the [Search] button. The results of your search appear at the bottom of the page. If available, click "Next" or "Previous" to move through the list. If the teacher is listed, click "Assign to Class" by that teacher to assign him or her to the class. The teacher's name then appears in the list at the top of the page.

Note: Since the program only searches for teachers who are assigned to the school you're working with, if you didn't find the teacher, you may need to assign the teacher to the school (see page 51) or add the teacher to the database (see page 41).

Edit Class Personnel
Enter personnel information

Personnel for: **Grade 4 Reading, Gr4 Rdg Garcia**
School: **Westfield Elementary**

Class Personnel	Products that can use this class / Teacher role	
Tamara Garcia	☑ Renaissance Place / StandardsMaster [Lead ▾]	Remove
	☑ Accelerated Reader [Lead ▾]	
	☐ STAR Math [Lead ▾]	
	☐ Fluent Reader [Lead ▾]	

Search for Personnel

First Name [   ]

Last Name [   ]

[Cancel] [Search] [Save]

Personnel	Primary Position	
Baker, Bobbi	Teacher - Lead	Assign to Class
Barnett, Patti	Secretary - School	Assign to Class
Blake, Henry	Other School Staff	Assign to Class
Garcia, Tamara	Teacher - Lead	Assign to Class

9. For each teacher assigned to this class, you must indicate which Renaissance Place program(s) the class is for and the teacher's role.

Class Personnel	Products that can use this class / Teacher role	
Tamara Garcia	☑ Renaissance Place / StandardsMaster [Lead ▾]	Remove
	☑ Accelerated Reader [Lead ▾]	
	☐ STAR Math [Lead ▾]	
	☐ Fluent Reader [Lead ▾]	

   a. Check the box for every Renaissance Place program the class applies to. Click a box to check it or to remove the check mark.

   b. Then, for every program you've checked, click the drop-down list and choose the teacher's role. You can choose "Lead" or "Team." **Although you can assign more than one person to the class, you can only designate one of them as the Lead teacher for the class.**

10. When you're ready to save your changes, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

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ASSOCIATING A CLASS WITH A RENAISSANCE PLACE PROGRAM

How do you associate a class with one of your Renaissance Place programs (make a class a STAR Reading class, for instance)? Simply assign a lead teacher to the class for that program (see step 9b above for details).

Changing Class Enrollment

By default, district administrators and district staff can change the class enrollment for classes at any school. School administrators and school staff can only change the class enrollment for classes at their school. However, the availability of this option depends on the capabilities you've been granted.

The procedure in this section explains how to add or remove students from the roster of one class at a time. If you want to change multiple class enrollments for one student, see page 80.

Follow these steps to change the enrollment for one class. **Note:** If you're already at the **View Class** page, skip steps 1- 5 and go to step 6.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

    Note: The school year you're working in is shown in the upper right section of the page. Make sure this is the school year in which the class for which you want to change enrollment is held. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to work with.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ Set

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

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5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click the name of the class for which you want to change the enrollment.

6. The **View Class** page shows the class subject, grade, marking period, comment, assigned teachers, and enrolled students. Click "Edit Class Enrollment" under the Class Task Menu.

7. The **Edit Class Enrollment** page shows the student(s) who are currently enrolled in the class (if any).

To remove a student from the class, click "Remove" by that student.

To remove all the students from the class, click "Remove All."

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8. To enroll another student in the class:

    a. You must first search for the student. To narrow your search, click in the fields (blanks) for the first name, last name, and/or ID number and type the information. You can also click the Grade drop-down list and choose a grade if you want to narrow your search by grade. However, if you want to retrieve a list of all the active students at this school, leave the fields blank and do not choose a grade.

    Next, click the [Search] button. The results of your search appear at the bottom of the page. If available, click "Next" or "Previous" to move through the list. **Note:** Since the program only searches for students who are enrolled in the school you're working with, if you didn't find the student, you may need to enroll the student in the school (see page 67) or add the student to the database (see page 59).

    b. Check the box in front of every student you want to add to the class. (Click a box to check it or to remove the check mark.) To automatically check all the boxes, check the box in front of the Student column heading.

    c. When you've selected all the students you want to add to this class (checked the boxes by their names), click the [Add] button. The students' names then appear in the list of enrolled students along the left side of the page. The names of the students you just moved to the class list will be bold-faced. This indicates that those students will not be on the class roster until you save your changes.

    Note: As you are choosing the students to enroll in this class, any time you click "Next" or "Previous," the students you have currently selected (checked) will be moved to the class list.

9. When you're ready to save your changes, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Deleting Classes

By default, district administrators and district staff can delete a class at any school. School administrators and school staff can only delete classes at their school. However, the availability of this option depends on the capabilities you've been granted.

When you delete classes, you will be able to choose whether you want to inactivate them or to permanently delete them from the database. **Note:** The program won't allow you to permanently delete a class with certain records attached to it (such as an assigned teacher, or enrolled students); the class will be inactivated instead.

Follow these steps to inactivate or permanently delete a class:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page. **Note:** If you're a school administrator or school staff *and* you have access to more than one school, click the User Type drop-down list on your **Home** page and choose your School User role at the school you want to work with.

    Note: The school year you're working in is shown in the upper right section of the page. Make sure this is the school year in which the class you want to delete is held. If you're not working in the correct school year, see page 25 for instructions on how to change years.

2. On your **Home** page, click "Courses and Classes" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. If you see a School drop-down list on the **Courses and Classes** page, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click the name of the course you want to work with.

Courses and Classes
Select a course name to view or Add Course to create a new course

Add Course

School: Westfield Elementary ▾ Set

Course	Identifier	Subject	Grade	Number of Classes
Grade 2 Math		Math	2	2
Grade 2 Reading		Reading	2	2
Grade 4 Math		Math	4	3
Grade 4 Reading		Reading	4	3
Grade 6 Math		Math	6	2
Grade 6 Reading		Reading	6	2
RP Historical Data		Data Conversion	None	

5. The **View Course** page shows more information about the course. It also lists the classes that have been added to it and the primary teacher assigned to each class. Click "Delete" in the row for the class you want to delete.

View Course
View course information details

Course Task Menu
Edit Course
Add Class
Delete Course

Selected Course Information

Grade 4 Reading at Westfield Elementary	
Name	Grade 4 Reading
Subject	Reading
Intended Grade	Grade 4
Description	

Classes: Select a class to view

Class	Teacher	Comment	Action
Advanced Reading	Robert Johnson		Delete
Gr4 Rdg Garcia	Tamara Garcia		Delete
Remedial Reading	Robert Johnson		Delete

6. The **Delete Class** page asks if you're sure you want to delete the class.

- *If you only want to make the class inactive,* click the [Yes] button.

- *If you want to permanently delete the class and all of its records,* check the "Erase Permanently" box and click the [Yes] button. Click the box to check it or to remove the check mark.

Delete Class

Are you sure you want to delete Class: Grade 4 Reading Gr4 Rdg Garcia ?

- Leave the box unchecked to inactivate this Class record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
- Check the box to permanently erase this Class record from the database.

☐ Erase Permanently

Yes No

Next, the page notifies you whether the class has been inactivated or deleted. Click the [Continue] button.

Note: If you accidentally inactivate a class, you can restore it. Follow these steps:

a. Add a class to this course with exactly the same name as the one you inactivated.

b. When you attempt to save the new class, the **Duplicate Class Found** page appears because the new class name matches the name of the inactive class. To restore the old class, click the [Activate] button.

c. When you activate the old class, you're asked if you want to activate just the class or the class and all its associated records. To continue: click the [Only] button to activate only the class, click the [All Records] button to activate the class and all of its records, or click the [Cancel] button to cancel the procedure. **Note:** When you choose to activate a class or a class and all of its records, the program activates the old record that was already in the database. If any of that information needs to be updated, you must edit it (see page 106).

d. After you choose to reactivate a class, the program tells you if the class has been successfully activated. Click the [Continue] button.

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Consolidating Data

Consolidating Data on Demand

By following the steps below, district administrators can consolidate the data from the Renaissance Place programs that are installed and registered on the Renaissance Place server. You must consolidate your data before you can run a Renaissance Place report; the consolidated data will be used on your Renaissance Place reports until the next consolidation. **You should consolidate data at a time when no one is using the programs on the server. You cannot run any Renaissance Place reports while data consolidation is taking place.**

Data Consolidation Status
Last Consolidation: --
Next Consolidation: Not Scheduled
An initial consolidation must occur before reports can be generated.

Note: If you prefer, you can set up a consolidation schedule so that data is automatically consolidated on the date(s) and at the time you choose. See next section, "Setting up a Consolidation Schedule".

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 the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. On the left side of the **Consolidated Reports** page, click "Consolidate Now."

4. The **Confirm Immediate Consolidation** page will appear next. If you want to continue, click the [Consolidate] button. If not, click the [Cancel] button.

5. After you click [Consolidate], the program will notify you that consolidation is in progress. The consolidation may take some time to complete. On the **Consolidated Reports** page, a message appears stating, "Consolidation is in progress," while the consolidation is running.

   To find information about a data consolidation that has been completed, see "Viewing the Consolidation Log" on page 116.

Consolidation In Progress

Data Consolidation is in progress.

To check on the status, refresh (or return to) the consolidation log or any page displaying an *in progress* message, such as the home page or consolidation schedule.

OK
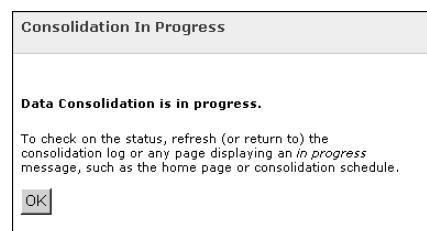
Setting up a Consolidation Schedule

By following the steps below, district administrators can set up a consolidation schedule so that the software will automatically consolidate data on the date(s) and time you choose. Consolidation gathers data from all Renaissance Place programs that are installed and registered on the server. By following the steps below, district administrators can set up a consolidation schedule so that the software will automatically consolidate data on the date(s) and at the time you choose. Consolidation gathers data from all Renaissance Place programs that are installed and registered on the server. This data is then used for the Renaissance Place reports until the next consolidation.

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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 the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. On the left side of the **Consolidated Reports** page, click "Schedule Consolidation."

4. On the **Schedule Data Consolidation** page, you can set the date and time for the next data consolidation, and you can choose whether you want the software to automatically consolidate data every day, week, or month. **Be sure to choose dates or times when other users are not likely to be using the programs on the server.**

    To change the date of the next consolidation, click in the Next Consolidation Date blank (field), delete the old date, and type the new date. In some browsers, you can click the calendar button instead and click the date in the calendar that appears.

    To change the time (2:00 a.m. is default), click the drop-down lists for the hour, minute, and AM/PM and choose the correct information.

    Consolidation will occur automatically every day (default), week, or month. Click the "Recurrence" drop-down list and choose "Daily," "Weekly," or "Monthly." To prevent data consolidation from repeating, select "None" in the drop-down list; the consolidation will occur only once at the date and time selected.

5. When you have finished making your changes, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Viewing the Consolidation Log

By following the steps below, district administrators can view an information log for any consolidation done on the Renaissance Place server.

Consolidation gathers data from all Renaissance Place programs that are installed on the server and registered by the district or at least one school. This data is used on Renaissance Place reports (see page 130) until the next consolidation.

The log can show you when the consolidation was done, which programs were consolidated, and whether the software encountered any errors. To view the log, 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 the "Home" link at the top of any page.)

    Note: If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. On the **Consolidated Reports** page, click "View Logs."

4. The **View Log** page will appear next. This page lists the consolidations done at this server. For each consolidation, the list includes the date and time and a summary, which shows whether the consolidation was successfully completed.

To view more information about a specific consolidation, click "View Summary" in the row for that consolidation.

Symbol	Status	Action
⏩ (Green)	Normal Consolidation in progress	None required
⏩ (Yellow)	Consolidation Problem - consolidation continues	Click View Summary or View Details to learn more. Contact Renaissance Learning technical support, if necessary.
⏩ (Red)	Consolidation Failure - consolidation continues	Click View Summary or View Details to learn more. Contact Renaissance Learning technical support.
✔ (Blue)	Normal Consolidation is Complete	None required
✔ (Yellow)	Consolidation is Complete, but with possible problems	Click View Summary or View Details to learn more. Contact Renaissance Learning technical support, if necessary.
◆ (Red)	Consolidation Failure	Click View Summary or View Details to learn more. Contact Renaissance Learning technical support.

5. In the **Select Consolidation Details for a Specific Product** page, click "View Details" for a program.

6. The **View Product Details** page shows you more information about a consolidation for a particular program. It also includes any errors and warnings that occurred during the consolidation.

7. If you are unable to determine the cause of a data consolidation failure in Renaissance Place, contact Renaissance Learning Technical Support; email us at support@renlearn.com.

   You can save the browser window pages (in Internet Explorer, for example, click **File** then **Save As**) when viewing the **View Log** page, **Select Consolidation Details for a Specific Product** page, and **View Product Details** page, and then attach the saved .htm files to your email to assist our technical support staff in resolving your consolidation problem.

Managing Consolidated Reports

Renaissance Place Edition software allows you to generate and print reports. District administrators, school administrators, and teachers have access to all Renaissance Place reports.

- For a description of Renaissance Place reports, see "Report Descriptions" on page 123.

- For information on printing Renaissance Place reports, see "Printing Renaissance Place Reports" on page 130.

- For detailed instructions for using and customizing Renaissance Place reports see pages 132 to 167.

Important: Reporting periods must be added before you can use your Renaissance Place reports. See "Adding Reporting Periods" on page 118. **Note:** You must consolidate your data if you add, edit, or delete reporting periods before running reports; see "Consolidating Data on Demand" on page 115.

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Adding Reporting Periods

Before you start to use your reports, you need to add your reporting periods; reporting periods are used for all Renaissance Place reports. You can select the reporting periods to include when you generate one of these reports. With the default capabilities, district administrators and school administrators can add a reporting period by following the steps below. Each reporting period that you add will be available to every teacher, staff member, and administrator that uses the Renaissance Place software on this server, after the next data consolidation.

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. Click "Consolidated Reports."

3. On the **Consolidated Reports** page, click "View Reporting Periods."

4. On the **Reporting Periods** page, click "Add Reporting Period."

5. The **Add Reporting Period** page will appear. On this page, you can enter the information for one reporting period. First, click in the Reporting Period Name and Short Name blanks (fields) and type the information. Please note that the short name appears on reports.

6. To enter the start date, click in the blank and type the date. You can also click the calendar button and click the date in the window that appears (you can use the arrows to move from one month to another).

7. You can enter the end date as you did the start date, **or** you can choose to set the end date a set number of days, weeks, or months after the start date. To do this, click in the blank and type the number of days, weeks, or months. Then, click the drop-down list and choose "Day(s)," "Week(s)," or "Month(s)." Click [Set].

8. To save your reporting period **and** add another reporting period, click the [Save and Add] button, and then, repeat steps 5 - 7. To save your reporting period and exit this page, click the [Save] button. To exit this page without saving the reporting period, click the [Cancel] button. Consolidate your data after adding reporting periods before running reports.

Editing Reporting Periods

Reporting periods are used for Renaissance Place reports. You can select the reporting periods to include when you generate one of these reports. With the default capabilities, district administrators and school administrators can edit the reporting periods that have been added by following the steps below. Each reporting period is available to every teacher, staff member, and administrator that uses the Renaissance Place software on this server.

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. Click "Consolidated Reports."

3. On the **Consolidated Reports** page, click "View Reporting Periods."

4. The **Reporting Periods** page will appear next. This page lists the reporting periods that have been added. To edit a reporting period, click "Edit" in the row for that reporting period

5. The **Edit Reporting Period** page will appear. On this page, you can change the reporting period name, the short name that appears on reports, the start date, and the end date.

   To change the reporting period name or the short name, click in the blank (field), delete the old information, and type the new information.

   To change the start date, you can click in the field, delete the old date, and type a new date, or you can click the calendar button and click a date in the calendar that appears.

   You can change the end date as you did the start date, **or** you can choose to set the end date a set number of days, weeks, or months after the start date. To do this, click in the blank and type the number of days, weeks, or months. Then, click the drop-down list and choose "Day(s)," "Week(s)," or "Month(s)." Click [Set].

6. To save your changes to the reporting period, click the [Save] button. To exit this page without saving the reporting period changes, click the [Cancel] button. Consolidate your data after editing reporting periods before running reports.

Deleting Reporting Periods

Reporting periods are used for Renaissance Place reports. You can select the reporting periods to include when you generate one of these reports. With the default capabilities, district administrators and school administrators can delete reporting periods so that they can no longer be used for Renaissance Place reports.

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. Click "Consolidated Reports."

3. On the **Consolidated Reports** page, click "View Reporting Periods."

4. The **Reporting Periods** page will appear next. This page lists the reporting periods that have been added.

   To delete a reporting period, click "Delete" in the row for that reporting period. When you are asked if you are sure you want to do this, click [OK]. To leave this page, click the [Done] button.

   Consolidate your data after deleting reporting periods before running reports.

Read Now Student Selection

When you create a Read Now Status Report (see page 158), you are comparing student achievement on STAR Reading, Accelerated Reader, and Fluent Reader work. Before you generate the Read Now Status Report you need to select Read Now Students for the report. You can select students from a specific school, teacher, or class. The following steps describe how to select (or remove) Read Now students for the report.

1. On your **Home** page, click on "Read Now Student Selection" under the Read Now tab. You may need to click "Show Details" next to "Read Now" to show the tasks under Read Now.

2. The **Select School** panel appears. Choose the school for which you want to select your Read Now students. Click the name of the school. If you want to leave this page without choosing a school, click the [Done] button.

   Select School
   Select a school to view or edit Read Now student selections

School:	Read Now Students
Hillside Elementary	3
Maple Academy	24
Martin Middle School	0
Three Oaks Academy	0
Westfield Elementary	0

   Done

3. On the **Select Read Now Students** page:

   • If you are adding students, enter all or part of a student name and click [Search] or click [Search] and select student(s) you want to add by clicking the box next to their name. Click [Add]. If you scroll to another page; students selected on current page are automatically added.

   • If you are deleting students, click on "Remove" after the name of any student you are removing, or "Remove All" if removing all the Read Now students listed. Click [Save] when you are done.

4. The **Select School** panel appears once more. If you need to select another school to select students, click on the school name. If you are finished selecting students, click [Done].

   Select Read Now Students   2004-2005
   Enter search criteria to find and select students to participate in the   ADMINISTRATOR USER, District
   Read Now program

   School: **Hillside Elementary**

Read Now Students	Remove All	**Search for Student**		
Acker, Leah	Remove	First Name		ID
Arnold, Rebekah	Remove	Last Name		Grade All grades
Broderick, Malcolm	Remove			

   Cancel   Save   Search

                                    < Add   Make selections and click the Add button

Student	Grade	ID
☑ Acker, Leah	3	LA
☑ Arnold, Rebekah	3	RA
☑ Broderick, Malcolm	3	MALB
☐ Chang, Lin Yao	3	LYC
☐ Dahman, Jason	3	JD
☐ Dawson, Erica	3	ED
☐ Del Castro, Jaqi	3	JDELC
☐ Grebe, Danielle	3	danig
☐ Gullick, Keisha	3	kg
☐ Rossolini, Alesandro	3	alesr

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Reporting Parameter Groups

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. When you customize a report, you can choose to use a reporting parameter group by clicking a drop-down list.
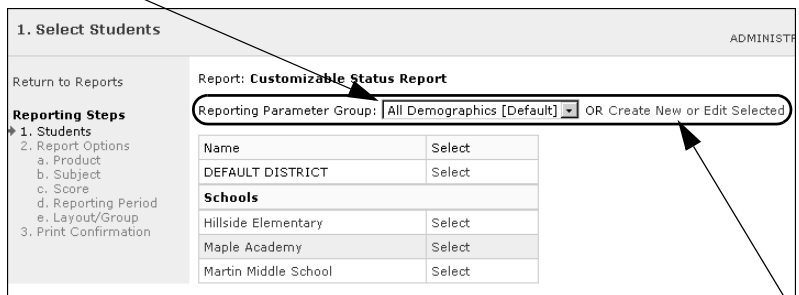
On the **Home** page, click "Consolidated Reports" and then click the report you want. Click "Create New or Edit Selected" to create a new reporting parameter group or change an existing group (if the report you selected allows you to choose a reporting parameter group).

Note: The reporting parameter groups that you create in Renaissance Place when customizing a report for one of the Renaissance Place programs (such as STAR Math) are then available for use in the other Renaissance Place programs, such as STAR Reading and Accelerated Reader.

BLOCKING REPORTS BASED ON CHARACTERISTICS OR ETHNICITY

Teachers can create a reporting parameter group based on characteristics or ethnicities, unless the district or school administrator has taken 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. Also, when they print reports, characteristics and ethnicity will be omitted.

To change capabilities for new district or school users, see page 38; for existing district or school users, see page 39.

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

You can choose to include students enrolled in a school before a certain date. Enter the date in Enroll Date field.

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

For characteristics, click "Any" if you want to include students with any of the checked characteristics, or click "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 (see page 59) or edit the student's information (see page 70).

If you want to use characteristics to create a reporting parameter group, you must first assign the appropriate characteristic to your student (see page 73). If the characteristic that you want to use is not listed, you can add the characteristic (see page 75).

Reporting Database

Large school districts may wish to consider using a reporting database. This will speed report generation and reduce the primary server load. If a district uses a reporting database, when users generate reports for Renaissance Place programs they select which database to use. Consolidated reports automatically use the reporting database, if available. For information on adding a reporting database, contact Renaissance Learning Technical Support; email us at support@renlearn.com. Any reports that are generated from the reporting database are identified by "Reporting Database" at the end of the header line that includes the date and time. See the second example of an Assessment Proficiency Report on page 136.

When a reporting database is available, the **Select Database** page appears when a Renaissance Place program report is printed.

By default "Live Database" is selected. If you switch to "Reporting Database," the next time you print a report, "Reporting Database" will be selected.

The Consolidated Reports always use the reporting database, if available.

Select Database

Which database do you want to use for reporting?

○ **Reporting Database**
Use this option to reduce the load on the Live Database. Updates to the Reporting Database are scheduled by your administrator; nightly replication is recommended.

○ **Live Database**
Use this option only if you need data from today. Reports generated with this database during peak usage may time out or affect application performance.

[Cancel] [Next >]

Report Descriptions

Reports show you the assessment results for your entire district or school or for a specific teacher, class, or student. The table below describes each report that is available in Renaissance Place. Refer to the Grouping and Display options on page 130 following this table for information on drilldown levels and groups, as well as display defaults and options.

Report Name	Options available when you print the report	Description
Assessment Proficiency Report	Grouping and sorting abilities are available depending upon your access level; options may include: • Select the district, a school, teacher or classroom • Choose StandardsMaster, STAR Reading or STAR Math • For StandardsMaster, select subject: language arts, math, or reading. • Select score category • Select Reporting period • Select grouping and sorting options and proficiency value • Change/add student parameters for ethnicity and/ or characteristics to include in subgroup • Select mean or median scores	The Assessment Proficiency Report shows student achievement in one subject based on a proficiency level that you set. Students are grouped as **Proficient or Above** or **Below Proficient**. Administrators can use it to identify struggling students and gauge performance on upcoming state tests. For detailed information on how to use and customize this report, see page 132.

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Report Name	Options available when you print the report	Description

Customizable Progress Report	• Select the district, a school, teacher or classroom
	
	Customizable report template allows choice of data displayed in each column.
	  • Displays 1 or 2 columns of data
	  • Column data choice options are any two of Accelerated Math, Accelerated Reader, Fluent Reader, StandardsMaster, STAR Math, STAR Reading, STAR Early Literacy, and external sources
	
	User options for each column include:
	  • Product or external source
	  • Subjects
	  • Score types
	    Products or Sources usually have multiple scores to choose from
	  • Reporting period (2 for each)
	  • Grouping options
	  • Mean or median results
		The Customizable Progress Report compares student achievement on one or two in one or two products or sources. For each product or source, you choose two reporting periods and a score type.
		
		When displaying data by grade, if the reporting periods are not all from the same school year, students will be included in their current grade as of the most recent reporting period displayed.
		
		Your reporting capabilities and the grouping options that you select determine the detail level of data that appears in the report: district, school, teacher, class or individual student data. The report also shows you the products or sources you selected and the reporting parameter group you are using for this report.
		
		For detailed information on how to use and customize this report, see page 136.

Report Name	Options available when you print the report	Description

Customizable Ranking Report	• Select the district, a school, teacher or classroom
	
	Customizable report template allows choice of data displayed in each column, with ranking displayed next to each column.
	
	  • Displays 1 - 3 columns of data
	
	  • Column data choice options are any three of Accelerated Math, Accelerated Reader, Fluent Reader StandardsMaster, STAR Math, STAR Reading, and STAR Early Literacy, and external sources
	
	  • Column order can be changed after data choice options are selected
	
	User options for each column include:
	
	  • Product or external source
	
	  • Subject
	
	  • Score type
	   Products or Sources usually have multiple scores to choose from
	
	  • Reporting period
	
	  • Layout and grouping options
	
	  • Sort option of lowest to highest instead of highest to lowest or alphabetical
	
	  • Mean or median results
	
	  • In first column, show or print scores above or below or between certain criteria
		The Customizable Ranking Report ranks student achievement from highest to lowest or lowest to highest for up to three products or external sources, subjects, score categories, and reporting periods.
		
		Report rows are automatically sorted by the rank order of the first data column. Rankings in subsequent columns that differ from the first column are indicated with an asterisk (*).
		
		Your reporting capabilities and the grouping options that you select determine the detail level of data that appears in the report: district, school, teacher, class or individual student data. The report also shows you the products or sources you selected and the reporting parameter group you are using for this report.
		
		For detailed information on how to use and customize this report, see page 140.

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Report Name	Options available when you print the report	Description
Customizable Status Report	• Select the district, a school, teacher or classroom Customizable report template allows choice of data displayed in each column. • Displays 1 - 5 columns of data • Column data choice options are Accelerated Math, Accelerated Reader, Fluent Reader, StandardsMaster, STAR Math, STAR Reading, STAR Early Literacy, and external sources • Column order can be changed after data choice options are selected User options for each column include: • Product or external source • Subject • Score type Products or Sources usually have multiple scores to choose from • Reporting period • Layout and grouping options • Mean or median results	The Customizable Status Report shows student achievement for up to five products or external sources, subjects, score categories, and reporting periods. Your reporting capabilities and the grouping options that you select determine the detail level of data that appears in the report: district, school, teacher, class or individual student data. The report also shows you the products or external sources you selected and the reporting parameter group you are using for this report. For detailed information on using this report, see page 144.
Math - Implementation Progress Report	Grouping and sorting abilities are available depending upon your access level; options to select may include: • Students (from district, school, teacher, or a classroom) • Subject • Reporting periods • Grouping options	The Math - Implementation Progress Report compares students' achievement in Accelerated Math for up to seven reporting periods. Administrators use this report to see how well Accelerated Math is helping students grow in math skills. For detailed information on how to use and customize this report, see page 148.

Report Name	Options available when you print the report	Description
Reading - Implementation Progress Report	Grouping and sorting abilities are available depending upon your access level; options to select may include: • Students (from district, school, teacher, or a classroom) • Subject • Reporting period • Grouping options	The Reading - Implementation Progress Report compares students' achievement in Accelerated Reader for up to seven reporting periods. Administrators use this report to see how students are progressing in their reading performance. For detailed information on how to use and customize this report, see page 151.
Math - Implementation Status Report	Grouping and sorting abilities are available depending upon your access level; options to select may include: • Students (from district, school, teacher, or a classroom) • Subject • Reporting period • Grouping options	The Math - Implementation Status Report shows results of students' comprehension of math objectives in Accelerated Math for one reporting period. Administrators use this report to check math performance in the district or schools and to see if classes are keeping pace with one another. For detailed information on how to use and customize this report, see page 153.
Reading - Implementation Status Report	Grouping and sorting abilities are available depending upon your access level; options to select may include: • Students (from district, school, teacher, or a classroom) • Subject • Reporting period • Grouping options	The Reading - Implementation Status Report shows students' success in their reading practice for one reporting period. Administrators use this report to evaluate reading performance in the district or schools, to see details of students' reading practice, and to identify students needing intervention. For detailed information on how to use and customize this report, see page 155.
Read Now Status Report	Grouping and sorting abilities are available depending upon your access level; options to select may include: • Students (from district, school, teacher, or a classroom) • Primary reporting period and up to six additional reporting periods • Grouping options and whether to show students' names or IDs.	The Read Now Status Report shows student achievement in the Read Now intervention program, including data from STAR Reading, Accelerated Reader, and Fluent Reader for one reporting period. The report helps you compare actual results to goals. For detailed information on how to use and customize this report, see page 158.

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Report Name	Options available when you print the report	Description
School-to-Home Report	• Displays data from selected products • Compares a student to other students selected in a class or grade in a school. User options include: • Students (selected by school, class or teacher) • Select up to seven Renaissance Place products • Select a reporting period • Select comparison of a student with the student's class or all students in the same grade in the school.	The School-to-Home report summarizes performance of one student (selected from a list for a school, class or teacher) in as many as seven Renaissance Place products, in comparison to the average of his or her class, or other students in the same grade in the school, for a selected reporting period.
STAR Summary Report	• Displays data from one product • Column data choice option is either STAR Math, STAR Reading, or STAR Early Literacy User options include: • Students (from district, school, teacher, or a classroom) • Product • Reporting Period • Grouping options • Sort first column by name or rank (highest to lowest or lowest to highest) • STAR Reading and STAR Math only, include students by percentile rank • STAR Early Literacy only, suppress or include levels of Literacy Skills Classification • Mean or median results	The STAR Summary report summarizes student results on a STAR Math, STAR Reading, or STAR Early Literacy assessment for one reporting period. The STAR Summary report is similar to the Summary Report in STAR Reading, STAR Math and STAR Early Literacy, with district level reporting. Depending on the group for which you are printing the report, the top of the report may identify the district, school, teacher, class and student. This report summarizes test results, and displays the number of students, and their Literacy Skills Classification (with all students or list of included groups for SEL only). Depending upon group selected, it can include each student's name, grade placement, class, teacher, rank, scores for a STAR product, and a summary of the scores. For detailed information on how to use and customize this report, see page 165.

Viewing and Using External Sources

Renaissance Place allows you to generate reports showing Tier 3 data and other external source data for students who are in your Renaissance Place database. The external source data must be created in a flat file format, imported from external sources using the Renaissance Data Translator, and then be stored in the Renaissance Place database.

The Renaissance Data Translator must be used to import external source data at your server. For more information on importing data using the Renaissance Data Translator, see the note about importing student data on page 11.

To see what external source data is available in your Renaissance Place database, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available and provides links to additional information. Click "View External Sources."

4. On the **External Sources** page you can see the external data sources that have been imported and that are available for viewing.

5. Click [Done] when you have finished.

There are three Renaissance Place consolidated reports you can use to view Tier 3 or other data from external sources, after it is imported. The reports are the Customizable Progress Report, Customizable Ranking Report, and Customizable Status Report. These, and other Renaissance Place reports are described in "Managing Consolidated Reports" on page 117. For detailed information on printing the three reports that allow viewing of external data, see:

"Customizable Progress Report" on page 136.

"Customizable Ranking Report" on page 140.

"Customizable Status Report" on page 144.

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Grouping and Display Options

Drilldown Level	Group by:	Display in Data Table (vertical axis)
District	• District (Not Grouped)	Schools*, Grades, Teachers, Classes, Students
	• School	Grades, Teachers, Classes, Students
	• Grade	Schools, Teachers, Classes, Students
	• Teacher	Classes, Students
	• Class	Students
School	• School (Not Grouped)	Grades*, Teachers, Classes, Students
	• Grade	Teachers, Classes, Students
	• Teacher	Classes, Students
	• Class	Students
Teacher	• Teacher (Not Grouped)	Classes*, Students
	• Class	Students
Class	• Class (Not Grouped)	Students*
	*Indicates default for drilldown level	

Printing Renaissance Place Reports

Renaissance Place reports give you an overview of student and school performance in multiple Renaissance Place programs, such as Accelerated Math, Accelerated Reader, Fluent Reader, StandardsMaster, STAR Reading, STAR Math, or STAR Early Literacy. These reports are based on the information gathered the last time the software consolidated data. Renaissance Place reports are highly customizable; you choose the information that you want to include on reports.

Note: Renaissance Place reports are listed in the Renaissance Place tasks. Each Renaissance Place program that is installed and registered on the server has its own set of reports. To print those reports look for the "Reports" link under each program name on your **Home** page.

IMPORTANT! BEFORE YOU RUN ANY RENAISSANCE PLACE REPORTS, YOU MUST CONSOLIDATE YOUR DATA.

You should only consolidate data when your RP server is not being used, as the consolidation process slows server operation. You cannot print reports while data consolidation is running. By default, only district administrators can run or schedule data consolidation. See ***"Consolidating Data on Demand" on page 115.***
You should consolidate your data on a regular basis; see ***"Setting up a Consolidation Schedule" on page 115.***
To see when your data was last consolidated, see ***"Viewing the Consolidation Log" on page 116.***

Student Data Source for Reports

Student data will always appear in reports in association with the school where they were enrolled when they worked in a program. For example, historical data from an elementary school will still be associated with the elementary school, even though the students have since advanced to a junior high school.

Viewing Sample Reports and Using Renaissance Place Reports

Administrators, staff and teachers can all print Renaissance Place reports. For information on customizing and printing individual reports, and to see report samples, click the sample report in your report panel when it appears. See the list below and on the following page to find detailed instructions for using each Renaissance Place report.

Typically the sample is available for viewing after you enter information in the first report panel, and click the sample. However the sample will not contain any of your data. To close the sample report, click the [Close Window] button.

To start to work with the reports and view samples, see:

Assessment Proficiency Report

The Assessment Proficiency Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from the Renaissance Place StandardsMaster, STAR Reading, and STAR Math programs that are installed and registered (see page 170) on this server.

The Assessment Proficiency Report gives a high level view of how students in the district are doing in one subject and identifies specific subgroups of students needing attention.

When you print the Assessment Proficiency Report, you must choose the Renaissance Place program (StandardsMaster, STAR Reading, or STAR Math) and if choosing StandardsMaster, the subject (language arts, math or reading). You must also enter in the level of proficiency or proficiency value, and you may change or add student characteristics/ethnicities. To print this report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Assessment Proficiency."

   (You will need Adobe Reader to view and print reports. Click the Adobe Reader button to go to the Adobe web site and download the reader if it is not already installed on your computer.)

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name. (Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

5. After you click "Select" next to a group, the **Select 1 Product** page will appear. Click in the circle next to the Renaissance Place product that you want to include in the report. When you're ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure, or one of the links in left hand column.)
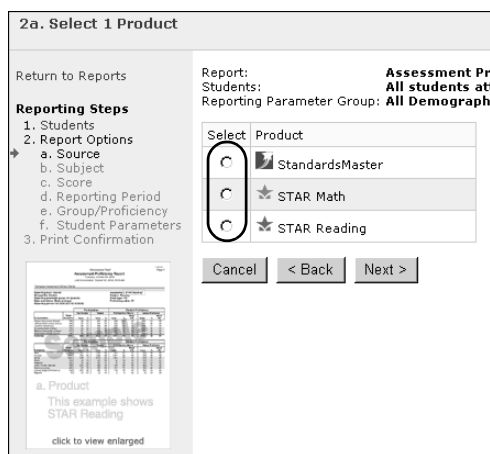
Note: The list includes products that are installed on the server and registered by the district or at least one school.

6. Next, if you selected StandardsMaster, in the **Select 1 Subject** panel, you will need to select a subject.

For products that only address one subject, such as STAR Math or STAR Reading, the subject is already selected, and the selection cannot be changed. Click the [Next] button.

Renaissance Place
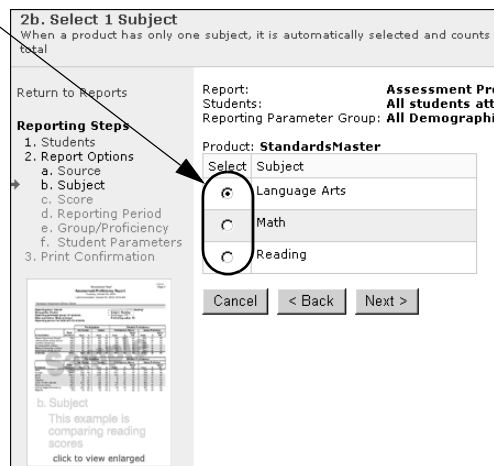
7. In the **Select 1 Score Category** panel, you may need to select a score. STAR Reading and STAR Math allow choice of Normal Curve Equivalent or Percentile Rank; StandardsMaster allows percent correct only. If you need to select a score, click in the circle next to the score you want, then click [Next].

8. Next, in the **Select 1 Reporting Period** panel, you will be asked to select a reporting period. Then click [Next].

9. Next, in the **Set Grouping Options and Proficiency Value** panel, you can choose grouping options for the report.

First, click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped.

Next, click the Then List drop-down list and choose which items you want to list within each group.

In Proficiency Value enter the score value at which you want students to be considered proficient. When you're ready to continue, click the [Next] button.

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10. The **Select Student Parameters** panel lets you select (by Ethnicity or Characteristics) the students who make up your report subgroup. Click the sample report; the subgroups (determined by Ethnicity and Characteristics selected in this step) are shown below the group. Taken together, the subgroups make up the group. The group is limited by your selection of a Reporting Parameter Group in step 4 and the selections made in step 9.

Click a box that is checked to deselect the item; click a box that is not checked to select the item. Click [Next].

11. In the **Confirm Reporting Data and Select Mean/Median** panel, you will see the information you've chosen to include on the report. Now, choose whether to include the mean or median scores by clicking one of the options below the reporting data. When you are ready to continue, click the [Next] button.

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12. The Assessment Proficiency Report will appear either within your browser window or in a separate window. To save or print the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.)

If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report.

If you want to choose a different report, click "Select a Different Report."

Reporting Database appears in the report header after the date and time if the report is generated from the reporting database. See "Reporting Database" on page 122.

Customizable Progress Report

The Customizable Progress Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs that are installed and registered (see page 170) on this server.

The Customizable Progress Report compares student achievement on one or two products over time; it shows you scores for a grade or school on each assessment and the change in those scores over time.

When you print the Customizable Progress Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group, which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the Renaissance Place programs or external sources to include, the subjects, the score categories, the reporting periods, the grouping options, and whether to include the mean or the median. To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Customizable Progress."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.) If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected."

Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

5. After you click "Select" next to a group, the **Select Sources (up to 2)** page will appear. Check the box next to the Renaissance Place products that you want to include in the report, as well as any external product or data sources. To check a box or remove a check mark, click in the box. When you're ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure, or click one of the links in the left-hand column.)

Note: The list includes products that are installed on the server and registered by the district or at least one school, as well as external data sources.

6. Next, in the **Select Subjects (up to 2)** panel you will be asked to select up to 2 subjects. Subjects are listed under the name of each included Renaissance Place product or external product. For products that only address one subject, that subject is already checked, and the check mark cannot be removed. To select an additional subject from another product, check the box next to each subject. To check a box or remove a check mark, click in the box. When you're ready to continue, click the [Next] button.

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7. In the **Select Score Categories (up to 2)** panel, you will be asked to select up to 2 score categories from the Renaissance Place or external products in the report. Check the box next to each score category that you want to include. Products that have only one score available will have that box automatically checked, and you cannot remove it.

For definitions of the scores in STAR Reading, STAR Early Literacy, and STAR Math, you can print the Score Definition Report for each product. (If you are using the help in the software, click the "Other Help" link at the top of the topic to go to the help for that product.) After choosing the score categories, click the [Next] button.

8. Next, you will be asked to select 2 reporting periods for each score category. The report will show student progress from one reporting period to the other. You must select 2 reporting periods for each product/ source included in the report. To do this, check the box next to each reporting period that you want to include. When you're ready to continue, click the [Next] button.

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9. In the **Set Grouping Options** panel you can choose grouping options for the report. First, click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. When you're ready to continue, click the [Next] button.

10. The next page will list the information you've chosen to include on the report. Now, choose whether to include the mean or median scores by clicking one of the options below the reporting data. When you are ready to continue, click the [Next] button.

11. The Customizable Progress Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."
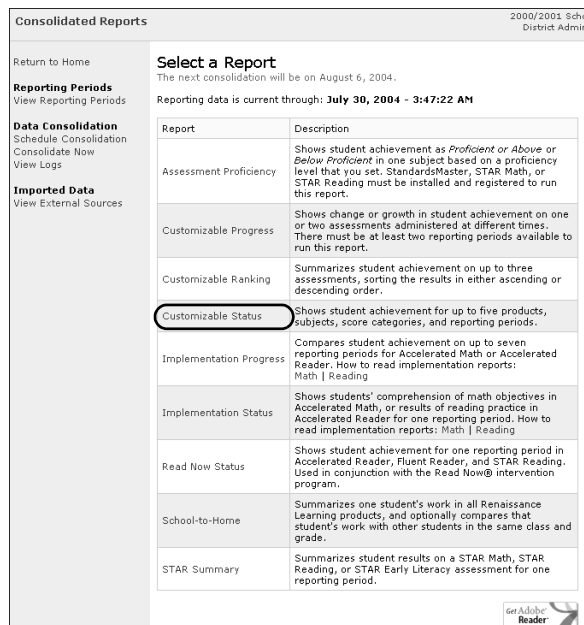
Customizable Ranking Report

The Customizable Ranking Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs that are installed and registered (see page 170) on this server. The Customizable Ranking Report shows how students in each group did in selected products or sources in the reporting periods you selected. It also ranks scores from highest to lowest or lowest to highest.

When you print the Customizable Ranking Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group (see page 121), which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the Renaissance Place programs or external sources of data to include, the subjects, the score categories, the reporting periods, the column layout and grouping options, and whether to include the mean or the median. To print the report, 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 the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Customizable Ranking."


4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after you click on a school name. Click Classes to see a list of classes in place of teacher list.)

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected."

Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

5. After you click "Select" next to a group, the **Select Sources (up to 3)** page will appear. Check the box next to each Renaissance Place product or external source that you want to include in the report. To check a box or remove a check mark, click in the box. When you're ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure or click one of the links in the left-hand column.)

Note: The list includes products that are installed on the server and registered by the district or at least one school, as well as external data sources.
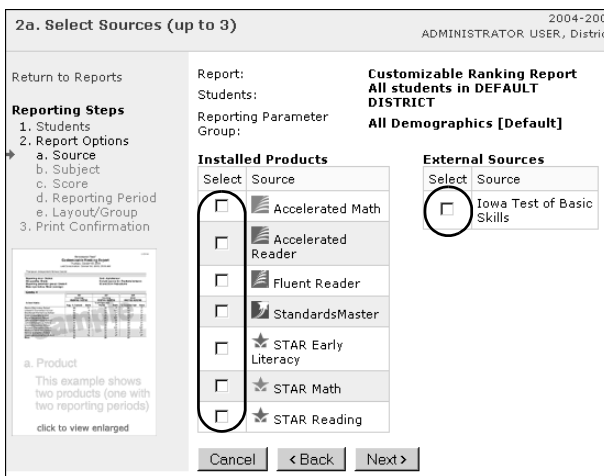
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6. In the **Select Subjects (up to 3)** panel, you will be asked to select up to 3 subjects. Subjects are listed under the name of each included Renaissance Place or external product. For products that only address one subject, that subject is already checked, and the check mark cannot be removed. To select an additional subject from another product, check the box next to each subject. To check a box or remove a check mark, click in the box. When you are ready to continue, click the [Next] button.

7. Next, in the **Select Score Categories (up to 3)** panel, you will be asked to select up to 3 score categories from the Renaissance Place or external products in the report. Check the box next to each score category that you want to include. Products that have only one score available will have that box automatically checked, and you cannot remove it.

For definitions of the scores in STAR Reading, STAR Early Literacy, and STAR Math, you can print the Score Definition Report for each product. (If you are using the help in the software, click the "Other Help" link at the top of the topic to go to the help for that product.) After choosing the score categories, click the [Next] button.

8. Next, you will be asked to select up to 3 reporting periods. You can select reporting periods for each product included in the report. To do this, check the box next to each reporting period that you want to include. When you are ready to continue, click the [Next] button.

9. Next, in the **Set Layout and Group/Rank Options** panel, you can choose layout and group/rank options for the report. This page lists the products that you chose to include in the report.

For each product, click the drop-down list, and choose the column number that you want that product to appear in. Click [Reorder].

For example, if you chose Accelerated Math, STAR Math and Iowa Test of Basic Skills, and you wanted Iowa Test of Basic Skills to appear first (followed by StandardsMaster), you could choose "Column 1" for Iowa Test of Basic Skills, "Column 2" for Accelerated Math, and "Column 3" for STAR Math.

Next, click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. After choosing the grouping option, click the Then List drop-down list and choose which items you want to list within each group. You must also select how to rank scores (alphabetically from highest to lowest, or from lowest to highest). When you're ready to continue, click the [Next] button.

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10. The **Confirm Reporting Data and Select Mean/Median** page will list the information you have chosen to include on the report.

   Below the reporting data, you can select which students to include by score, depending upon type of scores selected; see step 7 on page 142.

   Then, choose whether to include the mean or median scores by clicking one of the options. When you are ready to continue, click the [Next] button.

11. The Customizable Ranking Report will appear within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."

Customizable Status Report

The Customizable Status Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs that are installed and registered (see page 170) on this server.

The Customizable Status Report shows how students in each group did in selected products or sources in the reporting periods you selected.

When you print the Customizable Status Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group, (see page 121) which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the Renaissance Place programs to include, the subjects, the score categories, the reporting periods, the column layout and grouping options, and whether to include the mean or the median. To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Customizable Status."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name. (Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)
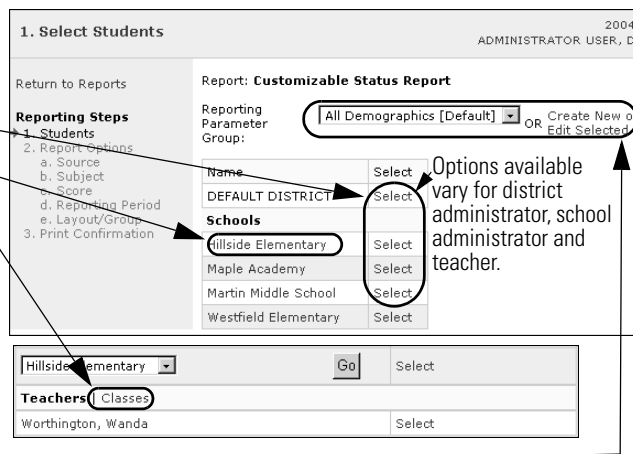
If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

After you click "Select" next to a group, the **Select Sources (up to 5)** page will appear. Check the box next to each Renaissance Place product or external source that you want to include in the report. To check a box or remove a check mark, click in the box. When you are ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure or click one of the links in the left-hand column.) **Note:** The list includes products that are installed on the server and registered by the district or at least one school, as well as external data sources.

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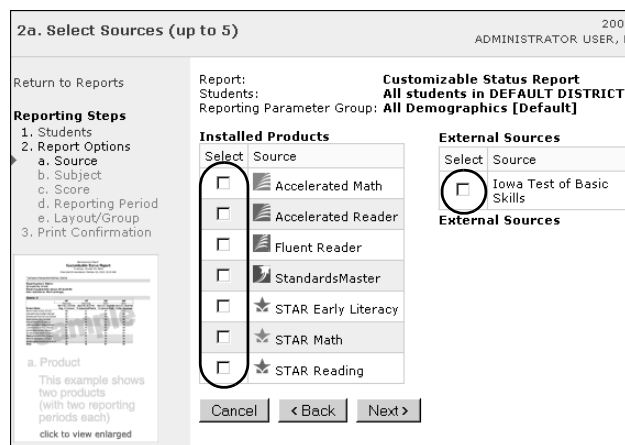
Renaissance Place

5. In the **Select Subjects (up to 5)**, you will be asked to select up to 5 subjects. Subjects are listed under the name of each included Renaissance Place or external product. For products that only address one subject, that subject is already checked, and the check mark cannot be removed. To select an additional subject from another product, check the box next to each subject. To check a box or remove a check mark, click in the box. When you are ready to continue, click the [Next] button.

6. Next, in the **Select Score Categories (up to 5)** page, you will be asked to select up to 5 score categories from the Renaissance Place products in the report. Check the box next to each score category that you want to include. Products that have only one score available will have that box automatically checked, and you cannot remove it.

For definitions of the scores in STAR Reading, STAR Early Literacy, and STAR Math, you can print the Score Definition Report for each product. (If you are using the help in the software, click the "Other Help" link at the top of the topic to go to the help for that product.) After choosing the score categories, click the [Next] button.

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7. In the **Select Reporting Periods (up to 5)** panel, you will be asked to select up to 5 reporting periods. You can select reporting periods for each product included in the report. To do this, check the box next to each reporting period that you want to include. When you are ready to continue, click the [Next] button.

2d. Select Reporting Periods (up to 5) — 2004-2005 ADMINISTRATOR USER, District

Return to Reports

Reporting Steps
1. Students
2. Report Options
   a. Source
   b. Subject
   c. Score
   d. Reporting Period
   e. Layout/Group
3. Print Confirmation

d. Reporting period
Each reporting period has its own column in this report

click to view enlarged

Report: **Customizable Status Report**
Students: **All students in DEFAULT DISTRICT**
Reporting Parameter Group: **All Demographics [Default]**

Cancel   < Back   Next >

Product: **Accelerated Reader**
Subject: **Reading**
Score Category: **Total Points Earned**

Select	Reporting Period	Start Date	End Dat
☐	Spring Semester 2005	January 3, 2005	June 3,
☑	Fall Semester 2004	August 22, 2004	Decemb

Product: **StandardsMaster**
Subject: **Reading**
Score Category: **Percent Correct**

Select	Reporting Period	Start Date	End Dat
☐	Spring Semester 2005	January 3, 2005	June 3,
☑	Fall Semester 2004	August 22, 2004	Decemb

Product: **STAR Reading**
Subject: **Reading**
Score Category: **Percentile Rank (PR)**

Select	Reporting Period	Start Date	End Dat
☐	Spring Semester 2005	January 3, 2005	June 3,
☑	Fall Semester 2004	August 22, 2004	Decemb

Product: **Iowa Test of Basic Skills**
Subject: **Reading**
Score Category: **Percentile Rank**

Select	Reporting Period	Start Date	End Dat
☐	Spring Semester 2005	January 3, 2005	June 3,
☑	Fall Semester 2004	August 22, 2004	Decemb

Cancel   < Back   Next >

8. Next, you can choose layout and grouping options for the report. This page lists the products that you chose to include in the report. For each product, click the drop-down list, and choose the column number that you want that product to appear in. Click [Reorder].

For this example, if you chose Accelerated Reader, StandardsMaster, STAR Reading, and Iowa Test of Basic Skills and you wanted STAR Reading to appear first, you could choose "Column 1" for STAR Reading, "Column 2" for StandardsMaster, "Column 3" for Accelerated Reader, and "Column 4" for Iowa Test of Basic Skills.

Next, click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. After choosing the grouping option, click the Then List drop-down list and choose which items you want to list within each group. When you are ready to continue, click the [Next] button.

2e. Set Layout and Grouping Options — 2004-20 ADMINISTRATOR USER, Distri

Return to Reports

Reporting Steps
1. Students
2. Report Options
   a. Source
   b. Subject
   c. Score
   d. Reporting Period
   e. Layout/Group
3. Print Confirmation

e. Layout: column order
Grouping: this example shows by grade, then list school

click to view enlarged

Report: **Customizable Status Report**
Students: **All students in DEFAULT DISTRICT**
Reporting Parameter Group: **All Demographics [Default]**

Cancel   < Back   Next >

Columns of Reporting Data		Layout Position
Accelerated Reader	Subject: **Reading** Score Category: **Total Points Earned** Reporting Period: **Fall 2004**	Column 1 ▼
StandardsMaster	Subject: **Reading** Score Category: **Percent Correct** Reporting Period: **Fall 2004**	Column 2 ▼
STAR Reading	Subject: **Reading** Score Category: **Percentile Rank (PR)** Reporting Period: **Fall 2004**	Column 3 ▼
Iowa Test of Basic Skills	Subject: **Reading** Score Category: **Percentile Rank** Reporting Period: **Fall 2004**	Column 4 ▼

Reorder

Grouping Options
Group by [District (not grouped) ▼]
Then list [Schools ▼]

Cancel   < Back   Next >

9. The **Confirm Reporting Data and Select Mean/Median** page will list the information you've chosen to include on the report. Now, choose whether to include the mean or median scores by clicking one of the options below the reporting data.

   When you are ready to continue, click the [Next] button.

10. The Customizable Status Report will appear within your browser window or in a separate window.

    To save or print the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.)

    If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report.

    To choose a different report, click "Select a Different Report."

Math - Implementation Progress Report

The Math - Implementation Progress Report is a Renaissance Place Report. Its data is based on the most recent data consolidation (see page 116).
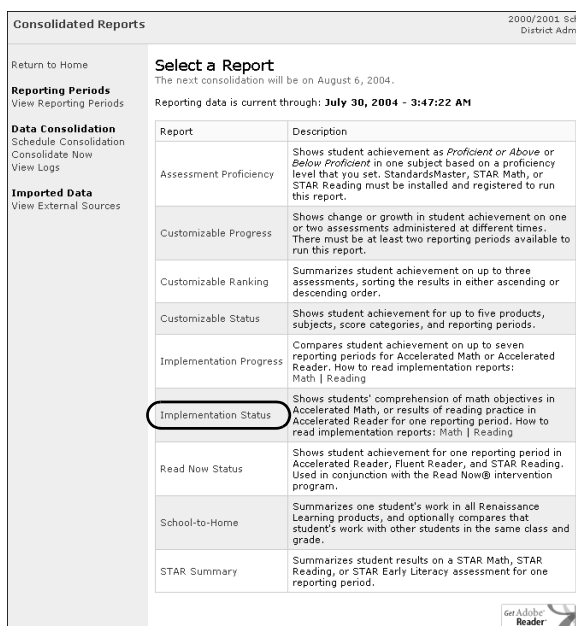
The Math - Implementation Progress Report compares student achievement in Accelerated Math in up to seven reporting periods.

When you print the Math - Implementation Progress Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group, which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the reporting periods.
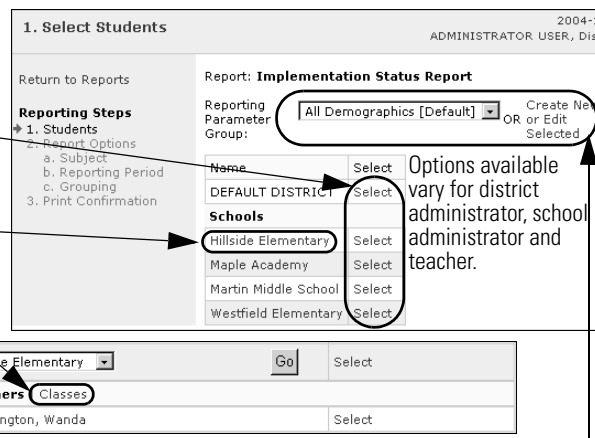
To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available.
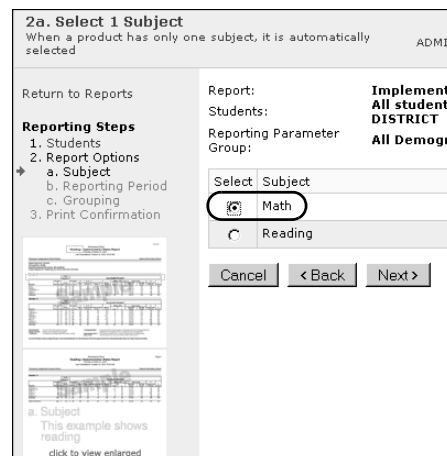
Click "Implementation Progress."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

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5. Select Math in the **Select 1 Subject** panel. Click [Next].

6. In the **Select Reporting Periods (up to 7)** page, you will be asked to select up to 7 reporting periods. The report will show student progress from one reporting period to the other. When you are ready to continue, click the [Next] button.

7. Next, in the **Select Grouping Options** panel, you can choose the grouping options for the report. First, click the Group By drop-down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. When you're ready to continue, click the [Next] button.

8. The next page will list the information you've chosen to include on the report. When you are ready to continue, click the [Next] button.

9. The Math - Implementation Progress Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."
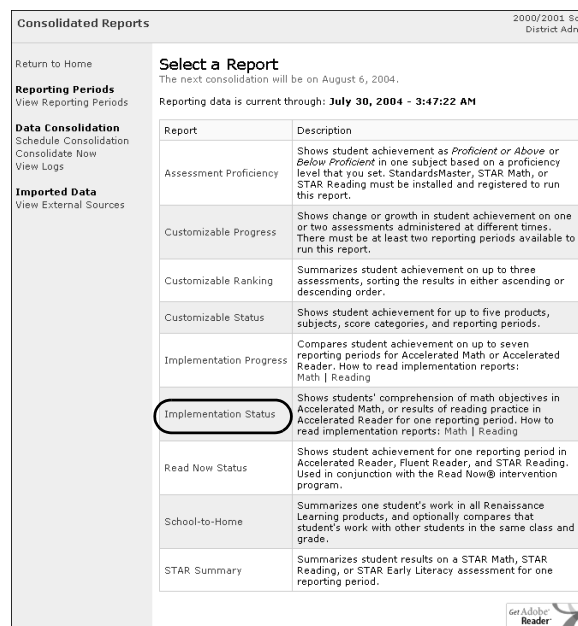
Reading - Implementation Progress Report

The Reading - Implementation Progress Report is a Renaissance Place Report. Its data is based on the most recent data consolidation (see page 116).

The Reading - Implementation Progress Report compares student achievement in Accelerated Reader in up to seven reporting periods.

When you print the Reading - Implementation Progress Report, you must choose the students to include (all students in the district or students from a specific school, teacher or class) as well as the reporting parameter group which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the reporting periods.
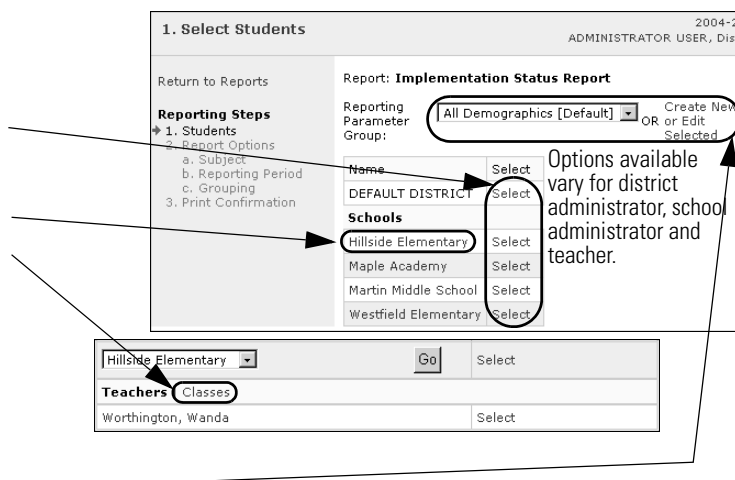
To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Implementation Progress."
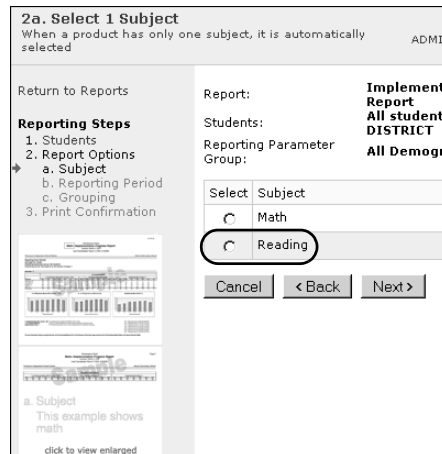
4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)
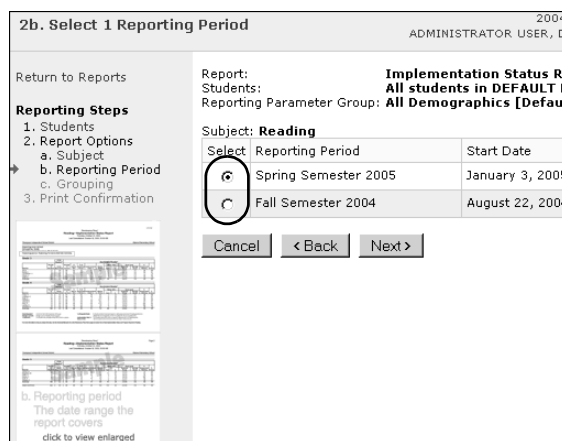
If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).
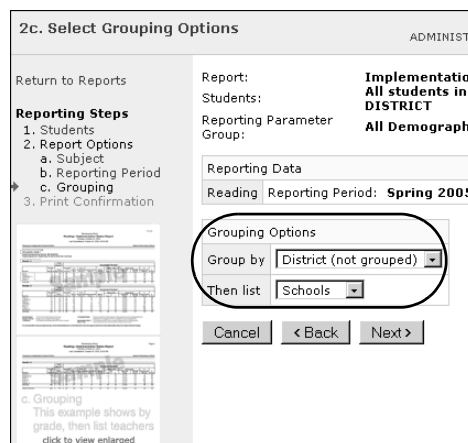
5. Select Reading in the **Select 1 Subject** panel. Click [Next].

6. Next, you will be asked to select up to 7 reporting periods. The report will show student progress from one reporting period to the other. When you are ready to continue, click the [Next] button.

7. In the **Select Grouping Options** panel, you can choose the grouping options for the report. First, click the Group By drop-down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. When you're ready to continue, click the [Next] button.

8. The **Confirm Reporting Data** page will list the information you've chosen to include on the report. When you are ready to continue, click the [Next] button.

9. The Reading - Implementation Progress Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."

Math - Implementation Status Report

The Math - Implementation Status Report is a Renaissance Place Report. Its data is based on the most recent data consolidation (see page 116).

The Math - Implementation Status Report shows how students in each group did in Accelerated Math in selected reporting periods. It also ranks scores from highest to lowest.

When you print the Math - Implementation Status Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group (see page 121), which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade.

To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

Renaissance Place

3. The **Consolidated Reports** page lists the reports that are available. Click "Implementation Status."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

5. Select Math in the **Select 1 Subject** panel. Click [Next].

6. Next, in the **Select 1 Reporting Period** panel, you will be asked to select a reporting period. To do this, click in the circle next to the desired reporting period. When you're ready to continue, click the [Next] button.

7. Next you can choose the grouping options for the report. First, click the Group By drop-down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. When you're ready to continue, click the [Next] button.

8. The **Confirm Reporting Data** page will list the information you've chosen to include on the report. When you are ready to continue, click the [Next] button.

9. The Math - Implementation Status Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, at top of page, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."

Reading - Implementation Status Report

The Reading - Implementation Status Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs that are installed and registered (see page 170) on this server.

The Reading - Implementation Status Report shows how students in each group did in Accelerated Reader in selected reporting periods.

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When you print the Reading - Implementation Status Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group (see page 121), which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the subject, the reporting periods, and the grouping options.

To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Implementation Status."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

   (Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)

   If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

Renaissance Place

5. Select Reading in the **Select 1 Subject** panel. Click [Next].

6. In the **Select 1 Reporting Period** panel, you will be asked to select a reporting period. To do this, click in the circle next to the desired reporting period. When you are ready to continue, click the [Next] button.

7. Next, in the **Select Grouping Options** panel, you can choose the grouping options for the report. First, click the Group By drop-down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. When you're ready to continue, click the [Next] button.

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8. The **Confirm Reporting Data** page will list the information you've chosen to include on the report. When you are ready to continue, click the [Next] button.

```
3. Confirm Reporting Data                    ADMINISTRA

Return to Reports          Report:            Implementation S
                           Students:          All students in DE
                                              DISTRICT
Reporting Steps            Reporting Parameter
  1. Students              Group:             All Demographics
  2. Report Options        Group by:          District, then list S
     a. Subject
     b. Reporting Period    ┌─Reporting Data──────────────────
     c. Grouping            │
▶ 3. Print Confirmation     │ Reading  Reporting Period :  Spring 2005
                            └──────────────────────────────────

                           [ Cancel ]  [ ‹ Back ]  [ Next › ]
```

9. The Reading - Implementation Status Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.) If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report. If you want to choose a different report, click "Select a Different Report."

Read Now Status Report

The Read Now Status Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from Renaissance Place versions of Fluent Reader, Accelerated Reader and STAR Reading programs that are installed and registered (see page 170) on this server.

The Read Now Status Report compares student achievement on STAR Reading, Accelerated Reader, and Fluent Reader work; you must also have data available from one or more of these programs for the Read Now Reports link on the Home Page to work. The Read Now-Status Report is available to district and school administrators, as well as teachers.

When you print the Read Now Status Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group, which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the reporting periods, grouping options, and one of two student ID options.

Note: To quickly access and print the Read Now Status Report, click the Read Now tab on the **Home** page. (If the Read Now tasks are not listed, click "Show Details" next to "Read Now.") Click "Reports." The Read Now Status Report will open; go to step 4. If the Reports link appears in grey, there is no Read Now data to report on. The Read Now Status report is the only report available under Read Now. You can select Read Now participants by clicking the "Read Now Student Selection" link under the Read Now tab. See page 120 for details. Since district and school staff do not have access to Read Now, they will not see any links under Read Now.

To print the report, just like other Renaissance Place reports, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "Read Now Status."
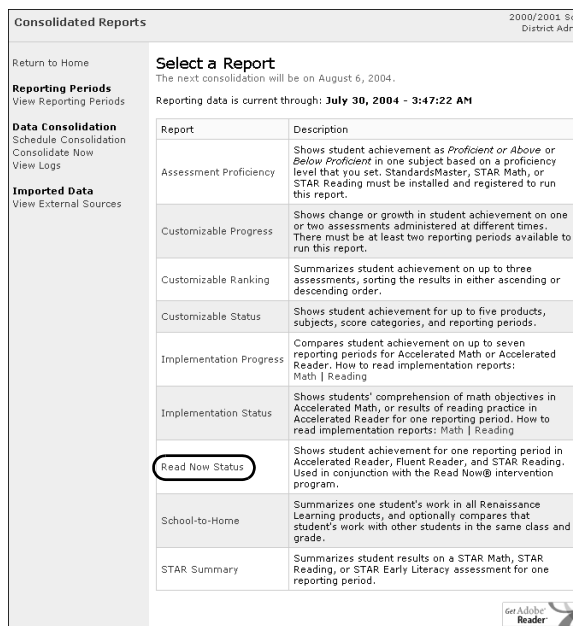
4. On the **Select Students/Scope** page, choose the group of students to include on the report. You can choose whether to include students from the district, a specific school, class or teacher. You can also select the students participating in Read Now.
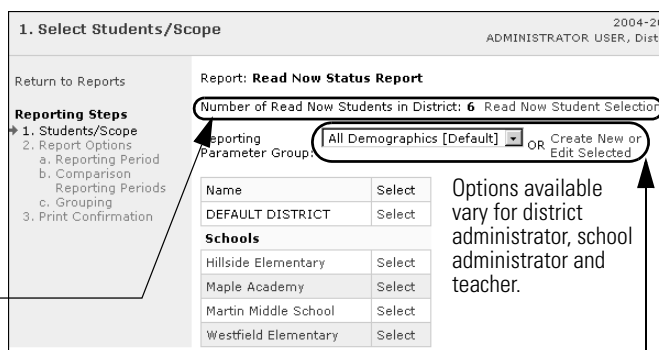
5. First, look at the number of Read Now students you can include in the report.

Options available vary for district administrator, school administrator and teacher.

If none are selected, this page will notify you that you must select Read Now participants before running the report. Click "Select Read Now Students." If Read Now students have already been selected, but the number of Read Now students is not correct, or you want to select a different group of Read Now students, click "Read Now Student Selection." You will go to a page to select students who are participating in the Read Now program.

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

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6. Next, you will be asked to select a primary reporting period. To do this, click the circle next to the desired reporting period. When you are ready to continue, click the [Next] button.

7. In the **Select Additional Reporting Periods for Comparison (up to 6)** panel, select additional reporting periods by clicking the box next to each reporting period.

Click [Next].

8. Next, in the **Set Grouping Options** panel, you can choose grouping options for the report. First, click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped. Next, click the Then List drop-down list and choose which items you want to list within each group. (If Students is selected in Then List, you can choose Student Names or Student IDs.) When you are ready to continue, click the [Next] button.

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9. The **Confirm Reporting Data** page will list the information you have chosen to include on the report. When you are ready to continue, click the [Next] button.

10. The Read Now Status Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.)

If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report.

If you want to choose a different report, click "Select a Different Report."

School-to-Home Report

The School-to-Home Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs. The School-to-Home Report summarizes one student's work in all Renaissance Place programs that are installed on the server and registered (see page 170) by at least one school. You have the option of comparing the student's work with other students in the same class and grade; page breaks occur between students and data displays as mean. You can print this report for all Renaissance Place programs.

Parents can use this report to see how their children are doing compared to their class and grade level; a glossary of scores that can appear on the report appears at the end of the School-to-Home Report. Parents must be added to the software, assigned the correct children, and given the server address, user name, and a password to be able to log in and view the School-to-Home Report. See "Managing Parents" on page 87. For information on how parents print the School-to-Home Report, see "School-to-Home Report (for Parents)" on page 163.

When you print the School-to-Home Report, you must choose the students to include (all students in a specific school, class, or a specific teacher's students). You can also choose the Renaissance Place program(s) to include, the reporting period, and the comparisons. To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.)
    Note: If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

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3. The **Consolidated Report** page lists the reports that are available. Click "School-to-Home."
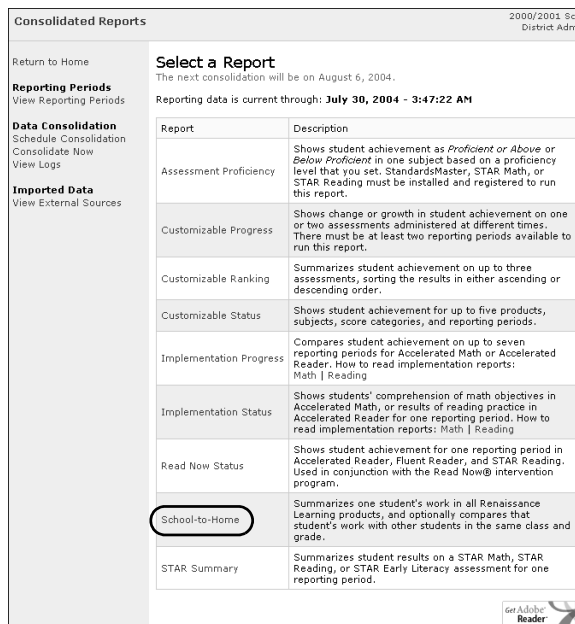
4. On the **Select Students** page, you can choose whether to include students from a specific school, classes or teacher by clicking "Select" next to the school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)
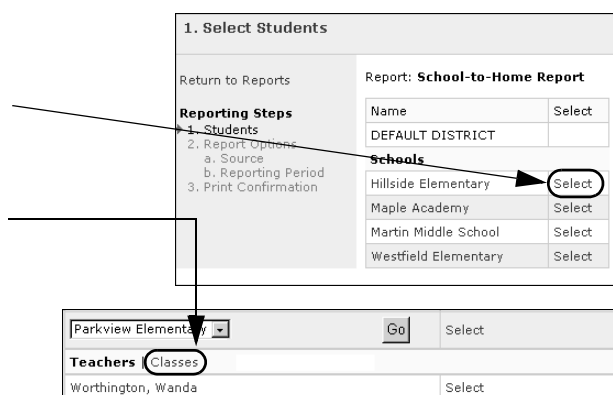
5. After you click "Select" next to a group, the **Select Sources** page will appear.

Click in the box next to the Renaissance Place product(s) that you **do not** want to include in the report to remove the check mark. By default, all installed and registered Renaissance Place products are selected.

When you are ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure or click one of the links in the left-hand column.)
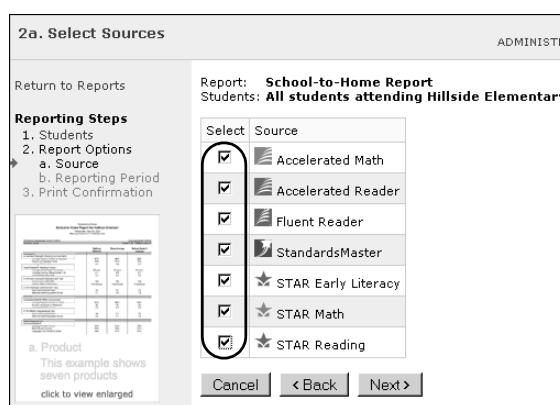
6. Next, in the **Select 1 Reporting Period** page, you will be asked to select one reporting period. To do this, click the circle next to the reporting period. When you are ready to continue, click the [Next] button.


7. The **Confirm Reporting Data and Select Comparisons** page will list the information you have chosen to include on the report. It also allows you to select the comparisons you want to make for this report by clicking in the box next to: All students in the same class (to compare to other students in this students class), and/or All students in the same grade and school (to compare with students in the same grade in this school).

When you are ready to continue, click the [Next] button.

8. The School-to-Home Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.)

If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report.

If you want to choose a different report, click "Select a Different Report."

School-to-Home Report (for Parents)

The School-to-Home Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs. The School-to-Home Report summarizes one student's work in all Renaissance Place programs that are installed on the server and registered (see page 170) by at least one school.

Parents can use this report to see how their children are doing compared to their class and grade level; a glossary of scores that can appear on the report appears at the end of the School-to-Home Report. Parents must be added to the software, assigned the correct children, and given the server address, user name, and a password to be able to log in and view the School-to-Home Report. See "Managing Parents" on page 87.

Parents can print the School-to-Home Report by logging in as parents; see "Requesting Parental Access and Logging in as a Parent" on page 5. After parents log in, they will see the parent **Home** page.

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1. Parents click on "School-to-Home" report under Renaissance Place at the top of the parents **Home** page. Parents with more than one child in school will need to click on a drop-down list to select which of their children they want the report on.

   Parents need to have the Adobe Reader installed on the computer they are using. Parents can click on the Adobe Reader icon to go to a web site where they can download a free copy of Adobe Reader.
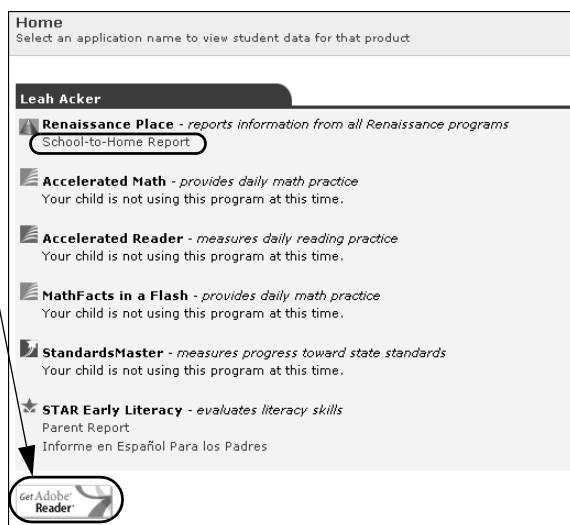
2. The **Generate Report** page opens; here the parent must check to see if the correct reporting period is selected and, if necessary, click on a radio button to select a different reporting period. Clicking "Next" generates the report.

3. The Adobe Reader opens after the report has been generated. Parents can click on "Customize this Report" to select a different reporting period.
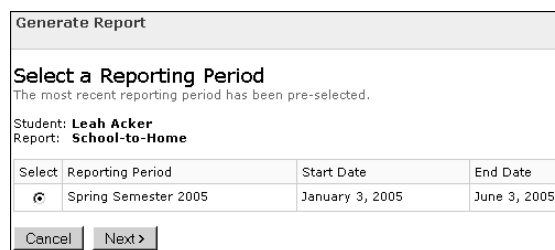
Parents can click on the Adobe save icon to save the report. Clicking the print icon allows parents to print the report from their own computer.

Renaissance Place®
School-to-Home Report for Leah Acker
Wednesday, April 13, 2005

	Leah Acker
Reading	
STAR Early Literacy® (Standardized Test)	
Scaled Score (Scale 300-900)	873
Literacy Skills Classification	Probable Reader

Understanding your child's scores:

Literacy Skills Classification:
Emergent Readers (300-674) can identify some printed words, such as signs or their names. They are also beginning to sound o
Transitional Readers (675-774) can easily identify letters of the alphabet and know the sound for each letter. They can read sim
Probable Readers (775-900) can identify many words. They can blend sounds and word parts to read words and sentences more independently.

Teacher Comments: **Parent (Guardian) Signature:**

STAR Summary Report

The STAR Summary Report is a Renaissance Place Report. Its data is based on the most recent consolidation of data (see page 116) from all Renaissance Place programs that are installed and registered on this server. The STAR Summary Report summarizes scores for one Renaissance Place STAR program that is installed on this server and registered (see page 170) by at least one school. You can print this report for STAR Reading, STAR Math, or STAR Early Literacy.

When you print the STAR Summary Report, you must choose the students to include (all students in the district or students from a specific school, teacher, or class) as well as the reporting parameter group, which allows you to select students with a specific ethnicity, language, gender, characteristic, or grade. You can also choose the STAR program to include, the reporting period, the grouping options, and whether to include the mean or the median.

To print the report, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) **Note:** If the Renaissance Place tasks are not listed, click "Show Details" next to "Renaissance Place."

2. In the list, click "Consolidated Reports."

3. The **Consolidated Reports** page lists the reports that are available. Click "STAR Summary."

4. On the **Select Students** page, you can choose whether to include students from the district, a specific school, classes or teachers by clicking "Select" next to the district, school, teacher, or class name.

(Teachers/Classes appear after clicking a school name. Click Classes to see a list of classes in place of teacher list.)

If you want to narrow the group further, you can choose a reporting parameter group or create a new group by clicking "Create New or Edit Selected." Reporting parameter groups allow you to select students with a specific ethnicity, gender, language, characteristic, or grade (see page 121).

5. After you click "Select" next to a group, the **Select 1 Product** page will appear. Click the circle next to the Renaissance Place STAR product that you want to include in the report. When you are ready to continue, click the [Next] button. (To go back, click [Back] at any point in this procedure or click one of the links in the left-hand column.)

Note: The list includes STAR products that are installed on the server and registered by at least one school.

6. Next, in the **Select 1 Reporting Period** page, you will be asked to select one reporting period. To do this, click the circle next to the reporting period. When you are ready to continue, click the [Next] button.

7. Next, in the **Select Grouping Options** panel, you can choose grouping options for the report. Click the Group By drop down list. You can choose to group by school, grade, teacher, or class, or you can choose "District," which means the information will not be grouped.

After choosing the grouping option, click the Then List drop-down list and choose which items you want to list within each group.

You can choose to sort alphabetically or by rank (from highest to lowest or lowest to highest).

For STAR Math or STAR Reading, the report will include students with percentile ranks that are selected. For STAR Early Literacy, the report will include students with the literacy skills classifications that are selected (checked). Click a box to deselect a classification.

When you are ready to continue, click the [Next] button.
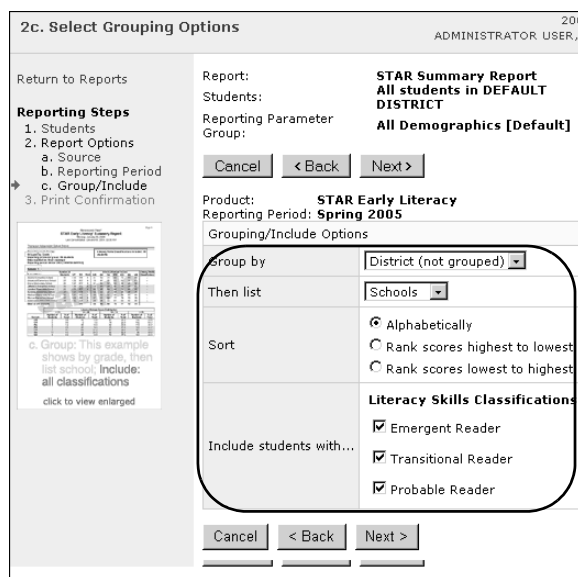
8. The next page will list the information you've chosen to include on the report. Now, choose whether to include the mean or median scores by clicking one of the options below the reporting data. When you are ready to continue, click the [Next] button.

9. The STAR Summary Report will appear, either within your browser window or in a separate window. To print or save the report, use the Acrobat Reader buttons that appear just above the report window. (You cannot print the report using the browser's print button.)
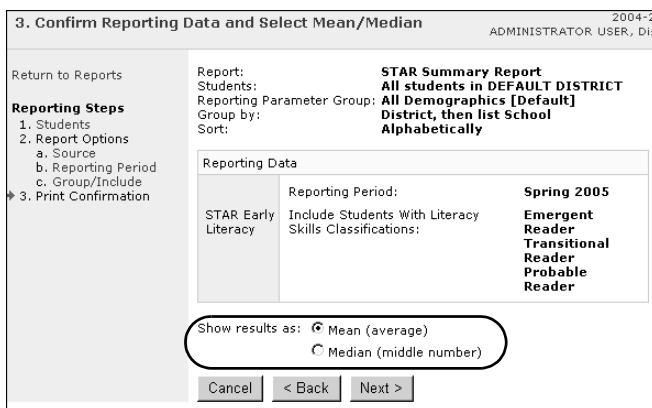
If you want to change some of the options you selected before you printed this report, click "Customize This Report" to go back to the Wizard for this report.

If you want to choose a different report, click "Select a Different Report."

Report Error Messages

When you run a Renaissance Place Consolidated Report:

- You may see a message at the top of the **Consolidated Reports** page or under the report description table, with all reports in gray text. The message explains why the reports are not available.

- Some reports may be shown in gray text followed by an asterisk. An asterisk that applies to these reports (with an explanatory note) appears under the report description table.

The table below lists error messages, report(s) that the message applies to, and corrective action.

Error Message	Applicable Reports	Corrective Action
Reports cannot be generated until a reporting period is added and data is consolidated.	All Renaissance Place reports	Add at least one reporting period. (Customizable Progress reports require at least two reporting periods.) See page 118.
Reports cannot be generated until data is consolidated.	All Renaissance Place reports	Consolidate your data. See page 115.
Data consolidation is in progress. Reports cannot be generated until it completes.	All Renaissance Place reports	Wait until the data consolidation finishes. See page 115.
Report cannot be generated until one or more required products are installed and registered.	Assessment Proficiency, Implementation Progress, Implementation Status, Read Now Status, STAR Summary	Install and register required products. The required products are listed under Description for each applicable report. See the *Renaissance Place Installation Guide* for installation information. See page 170 of this manual for registration information.
The Read Now Status Report cannot be generated unless Accelerated Reader, Fluent Reader, and STAR Reading are installed and registered.	Read Now Status Report	
The Implementation Reports cannot be generated unless Accelerated Reader or Accelerated Math is installed and registered.	Implementation Progress and Implementation Status	
The Customizable Progress Report cannot be generated until an additional reporting period is added.	Customizable Progress Report	Add one more reporting period. See page 118.

Registrations and Subscriptions

The sections on the following pages cover the registration and subscription tasks you can access by clicking "Product Administration" on your **Home** page.

Viewing Registration Information

By default, district administrators can view a list of the Renaissance Place programs installed on the server and registration information about each one. However, the availability of this option depends on the capabilities you've been granted.

Follow these steps to view registration information about the software:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

4. The Registration/Subscription Summary section of the **Registrations and Subscriptions** page shows a list of the Renaissance Place programs installed on this server. For each program, it shows how many schools in the district have registered it, the registration code and product subscription code, the subscription expiration (end) date, the current student capacity limit, the remaining (unused) student capacity, and the capacity allocation mode (district or school) chosen for each program.

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Registration/Subscription Summary

Installed Products	Schools Registered	Registration Code Subscription Code	Subscription End Date	Student Capacity	Capacity Allocation	Actions
Accelerated Math	4	Reg: 0000-0000-0000-0000-00 Sub: 0000-0000-0000-0000-00	8/30/2005	Purchased: 1,000 Remaining: 298	District	Manage Capacity | Register School
Accelerated Reader	3	Reg: 0000-0000-0000-0000-00 Sub: 0000-0000-0000-0000-00	8/21/2005	Purchased: 1,000 Remaining: 329	District	Manage Capacity | Register School
English in a Flash	Enter codes to activate this product.					Enter Codes
Fluent Reader	3	Reg: 0000-0000-0000-0000-00 Sub: 0000-0000-0000-0000-00	8/21/2005	Purchased: 1,000 Remaining: 223	District	Manage Capacity | Register School
StandardsMaster	N/A	Reg: 0000-0000-0000-0000-00 Sub: 0000-0000-0000-0000-00	8/21/2005	Purchased: 5,000 Remaining: 2,506	District	Manage Capacity
STAR Early Literacy	Enter codes to activate this product.					Enter Codes
STAR Math	Enter codes to activate this product.					Enter Codes
STAR Reading	3	Reg: 0000-0000-0000-0000-00 Sub: 0000-0000-0000-0000-00	8/21/2005	Purchased: 1,000 Remaining: 528	District	Manage Capacity | Register School

Done

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The School Registrations/Usage portion of the page shows which schools in the district have registered each of the programs. It also shows each school's serial number and the student capacity was used for each school and program. For each program that's using the school capacity allocation mode, the school's allocated capacity is shown in the Allocated column. For each program that's using the district capacity allocation mode, (District) is shown in the Allocated column.

Click the "School" or the "Product" link to sort the list by school or by program.

5. When you're finished, click the [Done] button.

Sort school registrations/usage by **School | Product**

School Registrations/Usage

School	Product	Serial Number	Student Capacity Used	Student Capacity Allocated
Hillside Elementary	Accelerated Math	0000-0000-0000-0000-00	162	250
	Accelerated Reader	0000-0000-0000-0000-00	192	(District)
	Fluent Reader	0000-0000-0000-0000-00	259	(District)
	STAR Reading	0000-0000-0000-0000-00	196	(District)
Maple Academy	Accelerated Math	0000-0000-0000-0000-00	191	250
	Accelerated Reader	0000-0000-0000-0000-00	201	(District)
	Fluent Reader	0000-0000-0000-0000-00	221	(District)
	STAR Reading	0000-0000-0000-0000-00	157	(District)
Martin Middle School	Accelerated Math	0000-0000-0000-0000-00	201	250
Westfield Elementary	Accelerated Math	0000-0000-0000-0000-00	148	250
	Accelerated Reader	0000-0000-0000-0000-00	278	(District)
	Fluent Reader	0000-0000-0000-0000-00	297	(District)
	STAR Reading	0000-0000-0000-0000-00	119	(District)

Done

Registering Renaissance Place Edition Software

You must register each of the Renaissance Place programs installed on your server before you can use them. There are a couple of steps involved in registering the software. First, you must enter the registration code you received for your district and the product subscription code you received for your subscription period and student capacity. Then, you must enter the serial number you received for each school and program. After the software is registered, you do not have to repeat the registration procedure at each computer used with Renaissance Place. **Note:** If you're changing your student capacity limit or renewing your product subscription, see "Registering a New Product Subscription Code for Student Capacity" on page 172 for instructions on entering the new codes.

By default, only district administrators can register software; however, the availability of this option depends on the capabilities you've been granted.

Before you begin, make sure you have the Renaissance Place Product Registration Information sheet that came with your software. If your subscription code is not on the sheet, contact your project manager to obtain it.

Follow these steps to register your software:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

4. On the **Registrations and Subscriptions** page, find the Renaissance Place program you need to register and click "Enter Codes" for it in the Actions column.

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5. On the **Enter Codes** page, type the product registration code and the product subscription code in the appropriate fields (blanks). As you enter each code, the program should automatically advance to the next field. If it doesn't, press the <Tab> key to move one field to the next. **Note:** If you receive a product subscription code from Renaissance Learning after you've registered your software, enter the code using the procedure found on page 172.

6. When you're finished, click the [Register] button.

   If you're registering StandardsMaster, go to step 8.

   If you're registering any of the other Renaissance Place programs, go to step 7.

7. On the **Register Schools** page, you enter the serial numbers for each school that will use the Renaissance Place program listed at the top of the page. Follow these steps:

   a. Click the School drop-down list and choose the school you want to register.

   b. Click in the first Serial Number field (blank) and begin typing the school's serial number. As you enter the code, the program should automatically advance to the next field. If it doesn't, press the <Tab> key to move from one field to the next.

   c. When you're finished, click the [Register] button. The school appears in the list at the bottom of the page.

   d. Repeat steps 7a-7c for each school you need to register.

   e. When you're finished, click the [Done] button. You will return to the **Registrations and Subscriptions** page.

8. Repeat steps 4-7 for each Renaissance Place program you need to register.

9. When you're finished registering your software, click the [Done] button.

Registering Serial Numbers for Additional Schools

There may be times when you will need to register school serial numbers after you've already registered the software using the procedure in the previous section. Only use this procedure if you do not need to enter your existing (or a new) registration code or product subscription code. If you need to enter a registration or product subscription code, see "Registering Renaissance Place Edition Software" on page 170.

By default, only district administrators can register schools to use Renaissance Place programs; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to register school serial numbers.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

4. On the **Registrations and Subscriptions** page, find the program you need to register and click "Register School" for it in the Actions column.

5. The **Register Schools** page lists all the schools that have been registered for the program shown at the top of the page.

   Click the School drop-down list and choose the school you want to register.

6. Click in the first Serial Number field (blank) and begin typing the serial number for that school. As you enter the serial number, the program should automatically advance to the next field. If it doesn't, press the <Tab> key to move from one field to the next.

7. When you're finished, click the [Register] button. The school appears in the list at the bottom of the page.

8. Repeat steps 5-7 for each school you need to register.

9. When you're finished, click the [Done] button.

Registering a New Product Subscription Code for Student Capacity

Each of the Renaissance Place programs that you have installed and registered has a student capacity attached to its subscription code. The student capacity governs how many students can use the program during the subscription period or school year, depending on the type of service or license you purchased.

You can purchase additional student capacity from Renaissance Learning. When you receive a new product subscription code, whether you are purchasing additional student capacity or you are renewing your subscription, you must enter the code into the program.

By default, only district administrators can register product subscription codes for student capacity; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to enter a new product subscription code:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

4. On the **Registrations and Subscriptions** page, find the program for which you need to register a new product subscription code and click "Manage Capacity" for it in the Actions column.

5. The **Manage District Capacity** page (or the **Manage School Capacity** page, depending on the capacity allocation mode) opens and shows you information about the current student capacity. Click "Enter Subscription Code."

Manage District Capacity
View district capacity, allocate capacity to schools, or add additional subscription code

Allocate Capacity to Schools (Enter Subscription Code)

Product: **Accelerated Reader**

Active Student Capacity Code

Subscription Code	0000-0000-0000-0000-00
Subscription Dates	8/22/2004 - 8/21/2005
Capacity	1,000
Used	99
Available	901

[Done]

School Usage for Active Code

Registered School	Capacity Used
Three Oaks Academy	57
Westfield Elementary	42

[Done]

Additional Subscription Codes

Subscription Code	Start Date	End Date	Capacity	Status
0000-0000-0000-0000-00	8/22/2004	8/21/2005	1,000	Active

6. On the **Enter Subscription Code** page, click in the first Subscription Code field (blank) and begin typing the code you received. As you enter the code, the program should automatically advance to the next field. If it doesn't, press the <Tab> key to move from one field to the next.

7. When you're finished, click the [Save] button.

Enter Subscription Code
Enter a student capacity subscription code for this product

Enter Product Subscription Code

Product	Accelerated Reader
Subscription Code	[ ] - [ ] - [ ] - [ ] - [ ]

[< Back] [Save]

Existing Subscription Code

Subscription Code	Start Date	End Date	Capacity	Status
0000-0000-0000-0000-00	8/22/2004	8/21/2005	1,000	Active

Managing Your Student Capacity

Each of the Renaissance Place programs you have installed and registered has a student capacity attached to its subscription code. The student capacity governs how many students can use the program during the subscription period, or during the school year, depending on the type of service or license your district or school purchased. You can purchase additional student capacity from Renaissance Learning. When you receive a new product subscription code for student capacity, you must enter it into the program; see page 172 for instructions.

Renaissance Place

There are two ways that you can allocate your student capacity for your Renaissance Place programs: for the district as a whole or by school. Each method is described below:

- If you choose the district student capacity allocation mode (this is the default setting when you enter a subscription code for student capacity), all of the student capacity is shared among all the schools in the district that have registered that program. Each school that uses the program claims student seats on a first-come, first-serve basis. See page 175 for instructions on allocating your student capacity to the district. When using the district allocation mode, each student counts against the program's capacity only once, even if the student is enrolled in and works in that program at more than one school.

- If you choose the school student capacity allocation mode, you must assign the number of student seats you want to allow each school that has registered that program. See below for instructions on allocating student capacity to your schools. When using the school allocation mode, a student counts against the program's capacity for each school where he or she is enrolled and uses in that program.

By default, only district administrators can manage student capacity; however, the availability of this option depends on the capabilities you've been granted.

Allocating student capacity to the schools

By default, when you install your Renaissance Place programs, the student capacity is allocated to the district. Based on the needs of your district and schools, you can change a Renaissance Place program's student capacity allocation mode from the district to the schools. **Note:** You can do this for any Renaissance Place program except StandardsMaster. StandardsMaster is strictly a district-wide program, therefore student capacity can only be allocated at the district level.

By default, district administrators can change the student capacity allocation mode and change the number of student seats allocated to each registered school in the district; however, the availability of these options depend on the capabilities you've been granted.

Follow these steps to allocate your student capacity to the schools:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

4. On the **Registrations and Subscriptions** page, you can see if the capacity for each program is allocated by school or to the district by looking at the Capacity Allocation column. Find the program for which you need to change the student capacity allocation mode and click "Manage Capacity" for it in the Actions column.

    Note: You cannot allocate capacity by school for StandardsMaster.

5. On the **Manage District Capacity** page, click "Allocate Capacity to Schools." **Note:** If the page name is **Manage School Capacity**, this program's capacity is already allocated by school. If you want to change the number of seats allocated to each school, go to step 7.

6. You receive a message explaining the impact of changing your student capacity to be allocated by school. Read the message and click the [Continue] button.

7. On the **Manage School Capacity** page, you specify the number of student seats you want each school to have. The student capacity limit is shown and all the schools that have registered the program are listed. To allocate the capacity to the schools:

a. In the row for the first school you want to allocate student capacity to, click in the field (blank) in the Total Allocation column, delete the existing number, and type the number of student seats you want to grant to that school. Remember that the number you choose is the maximum number of students who can work in that program in the subscription year (or in the school year, depending on the type of service or license you purchased).

b. Repeat step 7a for each school to which you want to allocate capacity. The program keeps a running total of both the capacity you've already allocated to the schools and the amount that remains. You cannot allocate more student seats than the total student capacity shown on this page.

Manage School Capacity
View or edit school capacity allocations, revert to district capacity mode, or add additional subscription code

Revert to District Capacity Mode | Enter Subscription Code

Product: **Fluent Reader**

Active Student Capacity Code	
Subscription Code	0000-0000-0000-0000-00
Subscription Dates	8/22/2004 - 8/21/2005
Capacity	1,000
Unallocated Capacity	360

Cancel   Save

Registered School	Currently Used	Currently Allocated	Change Allocation
Hillside Elementary	12	20	20
Maple Academy	13	20	20
Three Oaks Academy	90	250	250
Westfield Elementary	168	350	350
	Currently Used	Currently Allocated	Change Allocation
TOTALS	**283**	**640**	**640**

Cancel   Save

Additional Subscription Codes

Subscription Code	Start Date	End Date	Capacity	Status
0000-0000-0000-0000-00	8/22/2004	8/21/2005	1,000	Active

c. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

8. Repeat steps 4-7 for every program for which you want to allocate student capacity by school.

Allocating student capacity to the district

By default, when you install a Renaissance Place program, your student capacity is shared among all the registered schools in the district. If you've changed to school capacity allocation mode for a program, you can change it back to the district allocation mode by following the steps in this section.

By default, district administrators can change the type of student capacity allocation; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps to allocate your student capacity to the district:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Product Registrations and Subscriptions" under Registrations and Subscriptions.

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4. On the **Registrations and Subscriptions** page, you can see if the capacity for each program is allocated by school or to the district by looking at the Capacity Allocation column. Find the program for which you need to change the student capacity allocation mode and click "Manage Capacity" for it in the Actions column.

5. On the **Manage School Capacity** page, click "Revert to District Capacity Mode." **Note:** If the page name is **Manage District Capacity**, this program's student capacity is already allocated to the district.

6. You receive a message explaining the impact of changing the allocation of your student capacity back to the district. Read the message and click the [Continue] button.

7. The **Manage District Capacity** page shows the details of the district student capacity allocation. Click the [Done] button to continue.

8. Repeat steps 4-7 for every program you need to revert back to allocating student capacity to the district.

9. When you're finished, click the [Done] button to exit the **Registrations and Subscriptions** page.

Registering Content Subscription Codes

StandardsMaster has subject set limits—they limit the number of students who can use the content. If you purchase content subscription codes from Renaissance Learning to expand the number of students who can use the content, you must register these codes. **Note:** If you remove the StandardsMaster registration and then register it again, you will have to reenter the codes.

By default, only district administrators can register content subscription codes; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Content Subscription Codes" under Registrations and Subscriptions.

4. At the **Active Content Subscriptions** page, click "Enter Subscription Code."

5. On the **Enter Subscription Code** page, click the District or School drop-down list (if available) and choose either your district or the individual school for which the content subscription was purchased.

6. If available, click the Registered Products drop-down list and choose the program for which you purchased this code. Currently, only StandardsMaster has content subscription codes.

7. Click in the first Content Subscription Code field (blank) and begin typing the code you received. As you enter the code, the program should automatically advance to the next field. If it doesn't, press the <Tab> key to move from one field to the next.

8. When you're finished, click the [Register] button.

9. The program will confirm that the code has been registered. Click the [Done] button.

Viewing Content Subscription Details

StandardsMaster has subject set limits—they limit the number of students who can use the content. After you register the content subscription codes that expand the number of students who can use the content, you can view the subscription details, including its status.

By default, only district administrators can view content subscription details; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Manage Content Subscription Codes" under Registrations and Subscriptions.

4. At the **Active Content Subscriptions** page, click either "View All Codes" at the top of the page or the district name.

5. The **View All Codes** page appears and shows all the content subscription codes that have been registered and the status of each. When you're finished viewing the details, click the [Done] button.

View All Codes						
Enter Subscription Code						
StandardsMaster Content Codes at District						
District or School	Type	Subscription Code	Start Date	End Date	Capacity	Status
DEFAULT DISTRICT	20889	0000-0000-0000-0000-00	9/1/2004	8/31/2005	5,000	Active
	20890	0000-0000-0000-0000-00	9/1/2004	8/31/2005	5,000	Active
	20891	0000-0000-0000-0000-00	9/1/2004	8/31/2005	5,000	Active

Done

Removing Product Registration

By default, district administrators can remove product registration for any school or the district; however, the availability of this option depends on the capabilities you've been granted.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Remove Product Registration" under Registrations and Subscriptions.

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4. The **Remove Product Registration** page shows a list of the Renaissance Place programs installed on this server. For each program, it shows the district and schools that are registered, the start and end date for each subscription, the current student capacity limit for each district and school, and the registration number (for the district) or serial number (for each school).

Remove Product Registration
Remove registration to make a product no longer usable at a particular school

Installed	District / School	Registered			District Registration Code / School Serial Number	Action
		Start Date	End Date	Student Limit		
Accelerated Math 3.1	*DEFAULT DISTRICT*	8/1/2004	7/30/2005	200	0000-0000-0000-0000-00	*Remove**
	Maple Academy	8/1/2004	7/30/2005	--	0000-0000-0000-0000-00	Remove
	Martin Middle School	8/1/2004	7/30/2005	--	0000-0000-0000-0000-00	Remove
	Westfield Elementary	8/1/2004	7/30/2005	--	0000-0000-0000-0000-00	Remove
Fluent Reader 2.0	*DEFAULT DISTRICT*	*N/A*	*N/A*	*N/A*	0000-0000-0000-0000-00	*Remove**
	Westfield Elementary	N/A	N/A	N/A	0000-0000-0000-0000-00	Remove
MathFacts in a Flash 2.0	⚠ Not Registered					
StandardsMaster 2.0	*DEFAULT DISTRICT*	9/1/2004	8/31/2005	5,000	0000-0000-0000-0000-00	*Remove*
STAR Early Literacy 3.0	*DEFAULT DISTRICT*	8/22/2004	8/21/2005	1,000	0000-0000-0000-0000-00	*Remove**
	Hillside Elementary	8/22/2004	8/21/2005	--	0000-0000-0000-0000-00	Remove

* A product's district registration cannot be removed if school registrations exist.

[Done]

Click "Remove" in the row for the program and school (or district) for which you need to remove the registration.
Note: You must remove a product's registration for every school in the district that had it registered before you can remove the product registration from the district.

5. You will see a message explaining the results of removing the registration. Click the [OK] button.

6. Repeat steps 4 and 5 for every registration you need to remove.

7. When you're finished, click the [Done] button.

Setup and Maintenance

The sections on the following pages cover the setup and maintenance tasks you can access by clicking "Product Administration" on your **Home** page.

Download Client Application Installers

Even though the Renaissance Place programs are installed on your server, some of them require client software or other software to be installed on each of the computers you want to use with those programs. For details on what's required, see the software manual for each program. You can also check what's needed on a particular computer without logging in to Renaissance Place, see "System Hardware and Software Requirements" on page 3 for details.

By default, district administrators, school administrators, and teachers can install client and other software; however, the availability of this option depends on the capabilities you've been granted.

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Follow these steps to install the client software:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Download Client Application Installers" under Setup and Maintenance.

4. The **Client Install** page shows you the server you're logged in to and lists all the software you can install for the programs on this server. Normally, only the software for the operating system of the computer you're at (Windows or Macintosh) will be listed. To see the list of software for both operating systems, click the [Show All] button at the bottom of the page (you may need to scroll down the page to see the button). To view only the list for the operating system at this computer, click the [Show Less] button.

   To download a software installer, click "Install" by it. As you download each installer, your browser may let you choose what to do with it. *Do not open or launch the installer yet;* instead, save the file to your computer. If you want, you can even save it to a location that all of your workstations (with the same operating system) can access so you only have to download each installer once. On Macintosh computers, if the browser asks you whether to unstuff the file, choose to unstuff it.

5. Locate the installer you downloaded and double-click it. Follow the instructions in the Wizard or Assistant to install the software.

6. Repeat this procedure at every computer your teachers and students will use.

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 **000.00.000.00**

Client applications available for installation

Accelerated Math
Install	Client Application
Install	Adobe Acrobat Reader for Macintosh OS 8.6, 9.0
Install	Adobe Acrobat Reader for Macintosh OS 9.1
Install	Adobe Acrobat Reader for Windows
Install	Renlearn Print Plug-in for Macintosh
Install	Renlearn Print Plug-in for Windows

AccelScan
Install	Client Application
Install	AccelScan for Windows 95
Install	AccelScan for Macintosh
Install	AccelScan for Windows 98, 2000, XP

Fluent Reader
Install	Client Application
Install	.NET Installer for Windows
Install	Adobe Acrobat Reader for Macintosh OS 8.6, 9.0
Install	Adobe Acrobat Reader for Macintosh OS 9.1
Install	Adobe Acrobat Reader for Windows
Install	CarbonLib Installer for Macintosh
Install	Fluent Reader Student for Macintosh
Install	Fluent Reader Student for Windows
Install	QuickTime for Macintosh OS 8.6, 9.0
Install	QuickTime for Windows

< Back   Show Less

Set the Data Editing Restrictions Preference

The district administrator (or the administrative user) can restrict data editing in Renaissance Place or warn users who are attempting to edit data. The data can be for the district, schools, school years, personnel, students, parents, courses, or classes.

This feature is useful if you're using SIF (Schools Interoperability Framework), certain software from Skyward, RDI (Renaissance Data Integrator), or some other method that synchronizes information in your Renaissance Place database with the information in another database.

Follow these steps to restrict or warn users who are attempting to edit data:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

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2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Set Data Editing Restrictions Preference" under Setup and Maintenance.

4. For each of the items on the **Set Data Editing Restrictions Preference** page, you have three choices.

   - **OK:** Click this option by any item to allow editing without warning the person doing the editing that their changes may be overwritten by the primary server or may result in duplicate data. Choose this option if your Renaissance Place database is not being synchronized with or automatically updated using any other database or data source. Choosing this option is not recommended if your Renaissance Place database is your secondary database.

   - **Caution:** Click this option by any item to allow your personnel to edit the data. When your personnel are working in the program, they will see a yellow caution icon (⚠) by each task affected by the restrictions you've set. This should remind them that the changes they are making may be overwritten by the primary server or may result in duplicate data.

   - **No Edits:** Click this option by any item to prevent changes to it. When your personnel are working in the program, they will not be able to click on any tasks that you've restricted by using this preference and they will see an icon (⊘) by each task affected to show them that it's a restricted task.

5. When you're finished, click the [Save] button. If you decide not to change the restrictions, click the [Cancel] button instead.

Access and Security

The sections on the following pages cover the other access and security tasks you can access by clicking "Product Administration" on your **Home** page. **Note:** Working with capabilities is covered in its own section that begins on page 30.

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Set Account Login Preferences

To help keep sensitive data secure and prevent unauthorized use of the program, Renaissance Place will lock a personnel or student account if the wrong password was used too many times while trying to log in (the default is three times). You can use the Account Login Preferences to set the number of missed login attempts allowed before an account is locked. **Note:** See page 58 for information on manually unlocking personnel accounts and page 86 for manually unlocking student accounts. All accounts are automatically unlocked each day at midnight.

Follow these steps to change the settings for the Account Login Preferences:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Set Login Account Preferences" under Access and Security.

4. On the **Set Account Login Preferences** page, you choose the number of invalid login attempts to allow your personnel and students before locking their account.

   To change the setting, click the appropriate drop-down list and choose the setting you want. You can choose any number from 3-10. You can also choose not to lock accounts by selecting "Off."

5. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

Set Account Login Preferences

   Set the number of consecutive login attempts allowed before the user account locks and access is denied.

   Unlocking Accounts:

   - All accounts are automatically unlocked at midnight each day
   - To manually unlock accounts, go to the Personnel, Students, and Parents page
   - District administrators can unlock any user account
   - School administrators can unlock accounts for users at their school
   - Teachers can unlock accounts for students enrolled in their classes

Preference	Setting
Personnel Login Attempts Allowed	3
Student Login Attempts Allowed	3

   Cancel   Save

Set Up Student and Parent Access Security

Renaissance Place has two settings that deal with the access your students and parents have to the program:

- The first one allows you to identify specific computers your students can use when accessing the Renaissance Place programs. If you don't specify the IP addresses of the computers you want to allow your students to use, they will be able to access the program from any computer that has an Internet connection—even from home.

- The second preference allows you to compose a security question to add to the online form parents use when requesting access to the program. The purpose of the security question is to help you ascertain that it's actually the student's parent or guardian who's requesting access. You can use the information you have on file for the parents to determine an appropriate question to ask. **Notes:** See page 5 for information on how parents request access to the program. See page 183 for information on processing those requests. A parent is automatically granted access to the program when you add the parent and assign at least one child to him or her. See page 87 for information on adding parents to the program and assigning them children.

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By default district administrators can set up student access to Renaissance Place and set the security question to be used for parents who are requesting access However, the availability of these options depend on the capabilities you've been granted.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Set Up Student and Parent Access Security" under Access and Security.

4. The **Set Up Student and Parent Access Security** page appears. Use this page to specify the IP addresses for your student's computers and to add a security question to the parent access request form.

To specify the IP addresses for the computers your students are allowed to use when accessing the program, click in the field and type the information. Follow the examples provided to make sure that the addresses are entered properly. **Note:** If you don't enter addresses, students will be able to access the program from any computer that has Internet access—even from home.

5. To add a security question to the parental access request form, click the "Show the following security question" option. Then, click in the field and type the question you want to use. The purpose of the security question is to help you make sure it's actually the parent who's requesting access to the program. All parents and guardians requesting access to the program are asked the same question. You can use the type of information you normally keep on file for parents to help you decide what question to ask. **Note:** See page 5 for information on how parents request access to the program. See the next section for details on processing those requests.

6. When you're finished, click the [Save] button. If you decide not to save your changes, click the [Cancel] button instead.

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Process Access Requests from Parents

Parents and guardians are automatically granted access to the program when you add them to the program and assign them children. If you have a parent who isn't in the database and who wants to have access to the parental information and reports, he or she can request access; see page 5. The district receives these access requests and must process them.

By default, district administrators can process access requests from parents; however, the availability of these options depend on the capabilities you've been granted.

Follow these steps to process access requests from parents:

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "View Parent Access Requests" under Access and Security.

4. You can use the **View Parent Access Requests** page that opens to view and manage the requests you receive from your students' parents and guardians. The steps you need to follow are listed at the top of the page.

    First, click the [Print All] button to open your computer's **Print** dialog box. Print a copy of the requests. You can use the printed information as you add the parents to the program. You can also keep the printed copy for your files.

5. If there's a security question on the form, use the school or district records to verify the answer each parent gave.

6. Add the parents to the program (see page 87 for details).

7. Each parent requesting access to the program must list which students' records he or she need access to. Use the records at your district or school to verify that the parent is allowed to have access to information for those students. Then, use the program to assign the children to the parents (see the procedure beginning on page 90 for details).

8. Send each parent his or her user name and password. They will need that information to log into the program. You can use the email address they provided.

9. Return to the **View Parent Access Requests** page (see steps 1-4 above). Click the "Clear" link in the Actions column for each parent that you've added to the program and assigned children to. If you want to clear all the requests at once, click the [Clear All] button. **Note:** When you clear an access request, it's permanently deleted.

10. Click the [Done] button to exit this page.

Renaissance Update

Downloading Software Updates

By default, district administrators can find and download updates for your Renaissance Place software; however, the availability of this option depends on the capabilities you've been granted.

1. After you log in, you will see your **Home** page. If you're already using the program, go to this page by clicking "Home" at the top of any page.

2. On your **Home** page, click "Product Administration" under Renaissance Place. **Note:** You may need to click "Show Details" by Renaissance Place to show the available tasks.

3. On the **Product Administration** page, click "Download Software Updates" under Renaissance Update.

4. On the **Manage Software Updates** page, click "Check for Updates."

5. A new page will appear with a list of the updates available for your Renaissance Place software. This list will show all the available updates, even ones you may have already downloaded; be sure to keep records of your updates.

   a. Click "Download Update" in the Action column for the first update you need.

   b. Save the file to a location that you can access from the server.

   c. Repeat steps a and b for each update you need.

   d. When you're finished downloading the updates, click "Close Window."

6. Go to the location where you saved the updates and extract the files from within the update's .zip file. If a Read Me file is included, be sure to read the instructions before running the update at the server.

7. Click the [Done] button to exit the **Manage Software Updates** page.
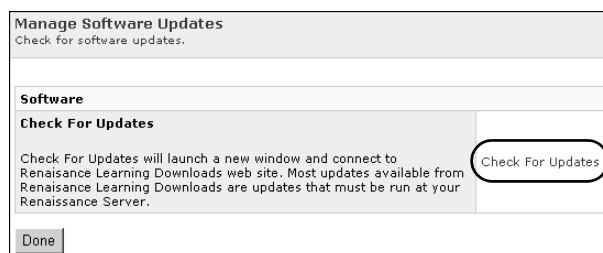
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