

District Administrator Quick Reference Card

Adding Schools

1. Click on "Schools."

2. Click on "Add School."

School	District Number
Bach Elementary	
Hillside Elementary	
Maple Elementary	

3. Enter the information and click [Save].

Adding School Years

1. Click on "School Years."

2. Click on "Add School Year."

School Year
08/28/98 - 08/28/99 School Year
08/29/99 - 08/29/00 School Year
08/30/00 - 08/30/01 School Year
08/31/01 - 08/31/02 School Year
2002-2003

3. Enter the information and click [Save].

Setting Marking Periods for Schools

1. Click on "School Years."

2. Click on the school year.

3. Click on "Edit Marking Periods by School."

4. Click on the school name.

5. Enter each marking period and click [Add].

Click [Save] to save the marking periods.

Name	Type	Start Date	End Date	Action
Summer Session	Summer Session	6/16/2003	8/31/2003	Edit Delete
Fall Semester	Semester	9/1/2002	12/31/2002	Edit Delete
Spring Semester	Semester	1/4/2003	6/15/2003	Edit Delete

Adding Personnel

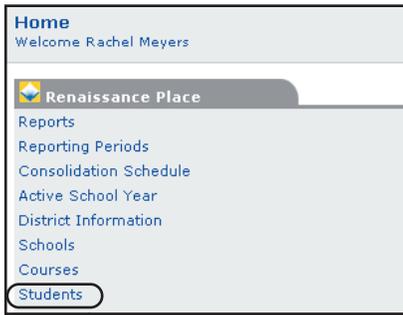
1. Click on "Personnel."

2. Click on "Add District Personnel" or "Add School Personnel."

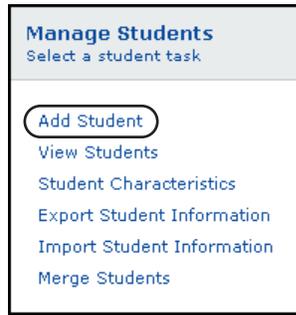
3. Enter the information and click [Save].

Adding Students

1. Click on "Students."



2. Click on "Add Student."



3. Enter the information and click [Save].

Add Student
Enter the student information

Personal Information (*Required Field)

First Name*

Preferred First Name

Middle Name

Last Name*

User Name* (Will be autogenerated if not entered)

Password* (two or more characters)

Confirm Password*

School*

ID* (Will be autogenerated if not entered)

Gender

Grade Level

Date Of Birth

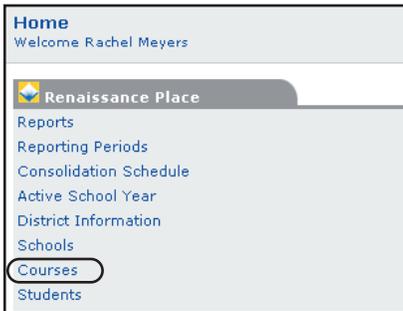
SSN

Ethnicity

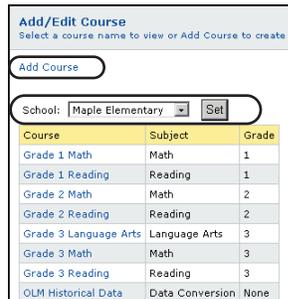
Language

Adding Courses

1. Click on "Courses."



2. Click on the drop-down list, choose the school, and click [Set]. Then, click on "Add Course."



3. Enter the information and click [Save].

Add Course
Enter the course information

Course Details (*Required Field)

Course Name*

School*

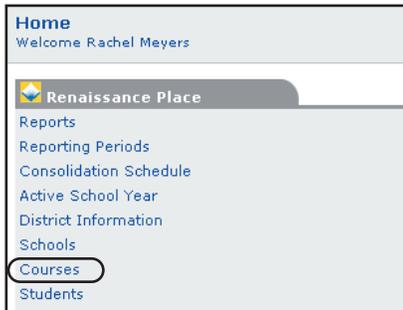
Subject

Intended Grade

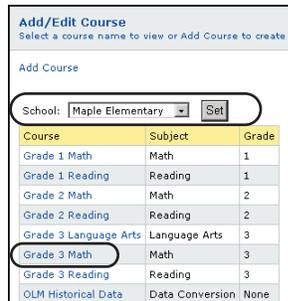
Description

Adding Classes

1. Click on "Courses."



2. Click on the drop-down list, choose the school, and click [Set]. Then, click on the course.



3. On the **View Course** page, click on "Add Class."

4. Enter the information and click [Save].

Add Class
Enter class information

Class Details

Course Name

School Name

Subject

Intended Grade

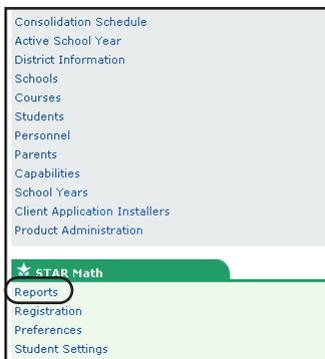
Marking Period

Class Name*

Comment

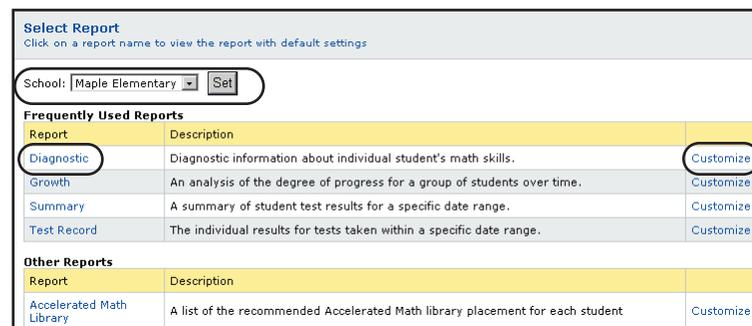
Printing Reports

1. Click on "Reports."



2. Click on the drop-down list, choose a school, and click [Set].

3. Click on a report name, or click on "Customize," choose custom options, and click [Next].



4. To print the report, click the **Acrobat Print** button that is just above the report itself.



Renaissance Learning

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