

Computer-Adaptive Math Test and Database

# **District Administrator Quick Reference Card**



			Add School
Adding Schools 1. Click on "Schools." Home Welcome Rachel Meyers Reports Reports Reporting Periods Consolidation Schedule Active School Year District Information Schools Courses	2. Click on "Add School." Manage Schools Select a school name to view or Add School Add School School District Number Bach Elementary Hillside Elementary Maple Elementary	<b>3.</b> Enter the information and click [Save].	Count Details       (*Required /#Md)         Hanne*
Adding School Years. 1. Click on "School Years."	2. Click on "Add School Year." Manage School Year Add or Edit a School Year 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	<b>3.</b> Enter the information and click [Save].	Add School Year         Add the selected school year         School Year Details (*Required Field)         Description*       2002-2003         Start Date*       9/1/2003         End Date*       9/1/2003         Number of Days in School Year
Setting Marking Periods for 1. Click on "School Years."	<b>Schools</b> <b>2.</b> Click on the school year. Add or Edit a School Year 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	<ul> <li>3. Click on "Edit Marking Periods by School."</li> <li>4. Click on the school name.</li> <li>5. Enter each marking perio and click [Ad Click [Save] t</li> </ul>	Edit Marking Periods Ad or dalate making periods for the salected school year         School Year: 2012-2013 Dete: 2012-2013 School: Haple Elementary         Name       Summer Session         Status       Stafford         Status       Stafford         Status       Stafford         Name       Summer Session         Status       Stafford         Status       Stafford         Status       Stafford         Status       Status         Status
Adding Personnel 1. Click on "Personnel." Home Welcome Rachel Meyers Menissance Place Reports Rosolidation Schedule Active School Year District Information Schools Courses Students Personnel Parents	2. Click on "Add District Perso or "Add School Personnel." Manage Personnel Select a personnel task Add District Personnel View Personnel	onnel" <b>3.</b> Enter the information and click [Save].	Add Personnel         Enter the personnel information         Performed First Name         Performed First Name         Model Kiame         User Name*         User Name*         Order Table         Optimizer Status         Resource*         Optimizer Status         District Status         Subject         Optimizer Status

# **District Administrator Quick Reference Card**

### **Adding Students**

1. Click on "Students." 2. Click on "Add Student." **3.** Enter the First Name Preferred First information Middle Name Home Manage Students Welcome Rachel Meyers and click Last Name\* Select a student task User Name' (Will be autogenerated if not entered [Save]. Password\* o or more characters) 🜳 Renaissance Place Add Student Reports School\* Banach Elementary **Reporting Periods** View Students ID\* (Will be autogenerated if not entered Consolidation Schedule Unassigned 💌 Gender Student Characteristics Active School Year Grade Leve None 🔹 Export Student Information Date Of Birth District Information SSN Schools Import Student Information None Specifier • Ethnicity Courses Merge Students None Specified Language Students Cancel Save Save and Add

### **Adding Courses**

#### 1. Click on "Courses."

Home Welcome Rachel Meyers
🔷 Renaissance Place
Reports
Reporting Periods
Consolidation Schedule
Active School Year
District Information
Schools
Courses
Students

## **Adding Classes**

#### 1. Click on "Courses."

Home Welcome Rachel Meyers
Senaissance Place
Reports
Reporting Periods
Consolidation Schedule
Active School Year
District Information
Schools
Courses
Students

## **Printing Reports**

1. Click on "Reports."

Consolidation Schedule
Active School Year
District Information
Schools
Courses
Students
Personnel
Parents
Capabilities
School Years
Client Application Installers
Product Administration
🛨 STAR Math
Reports
Registration
Preferences
Student Settings

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



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

Add Course		
School: Maple Elemen	tary 🔹 Set	$\supset$
Course	Subject	Grade
Grade 1 Math	Math	1
Grade 1 Reading	Reading	1
Grade 2 Math	Math	2
Grade 2 Reading	Reading	2
Grade 3 Language Arts	Language Arts	3
Grade 3 Math	Math	3
Grade 3 Reading	Reading	3

**3.** Enter the information and click [Save].

Add Student

Add Course Enter the course information			
<b>Course Details</b>	(*Required Field)		
Course Name*			
School*	Maple Elementary		
Subject	Not Selected		
Intended Grade	Not Selected		
Description	2		
Cancel Save			

- **3.** On the **View Course** page, click on "Add Class."
- **4.** Enter the information and click [Save].

Class Datails		
Course Name	Grade 3 Math	
School Name	Maple Elementary	
Subject	MATH	
Intended Grade	Grade 3	
Marking Period	2002-2003 •	
Class Name*		
Comment		X

- 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].

Select Report Click on a report name to view the report with default settings				
School: Maple Elementary 💌 Set				
Frequently Used Rep	Frequently Used Reports			
Report	Description			
Diagnostic	Diagnostic information about individual student's math skills.	Customize		
Growth	An analysis of the degree of progress for a group of students over time.	Customize		
Summary	A summary of student test results for a specific date range.	Customize		
Test Record	The individual results for tests taken within a specific date range.	Customize		
Other Reports				
Report	Description			
Accelerated Math Library	A list of the recommended Accelerated Math library placement for each student	Customize		

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





#### **Renaissance Learning**