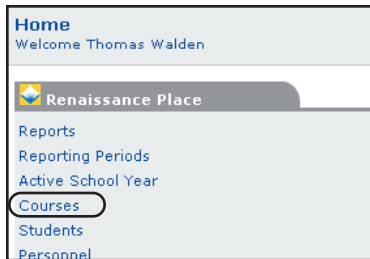


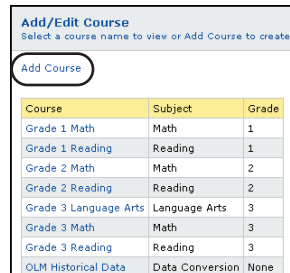
# School Administrator Quick Reference Card

## Adding Courses

1. Click on "Courses."

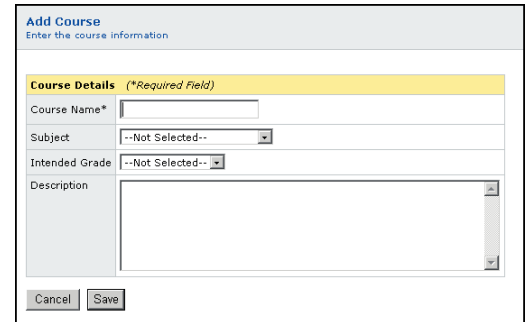


2. Click on "Add Course."



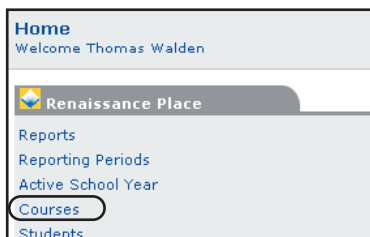
Course	Subject	Grade
Grade 1 Math	Math	1
Grade 1 Reading	Reading	1
Grade 2 Math	Math	2
Grade 2 Reading	Reading	2
Grade 3 Language Arts	Language Arts	3
Grade 3 Math	Math	3
Grade 3 Reading	Reading	3
OLM Historical Data	Data Conversion	None

3. Enter the information and click [Save].

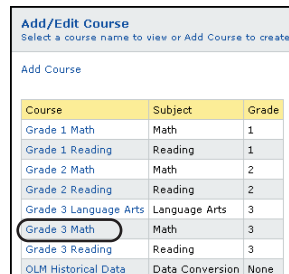


## Adding Classes

1. Click on "Courses."



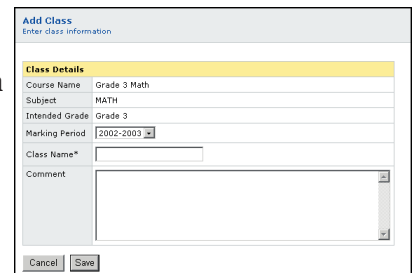
2. Click on the course.



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
OLM Historical Data	Data Conversion	None

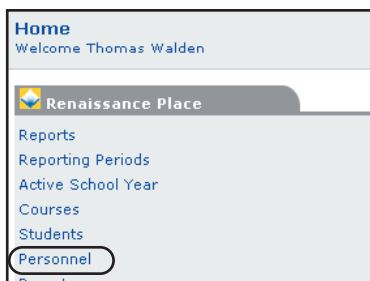
3. On the View Course page, click on "Add Class."

4. Enter the information and click [Save].

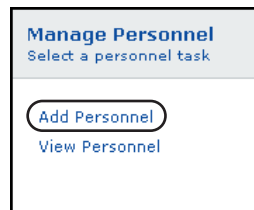


## Adding Personnel

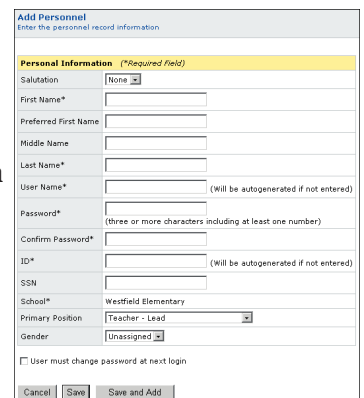
1. Click on "Personnel."



2. Click on "Add Personnel."

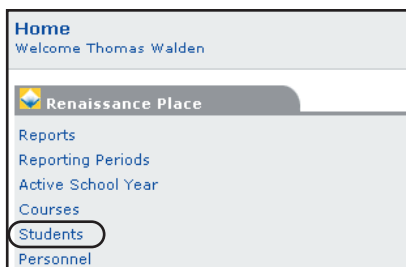


3. Enter the information and click [Save].

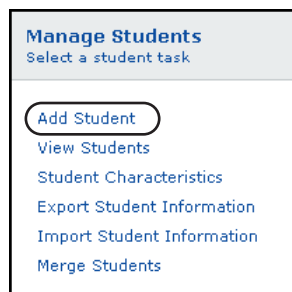


## Adding Students

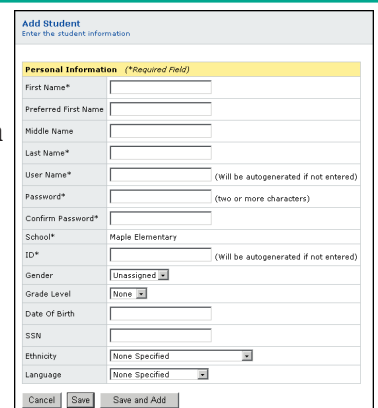
1. Click on "Students."



2. Click on "Add Student."

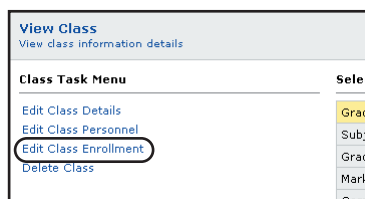
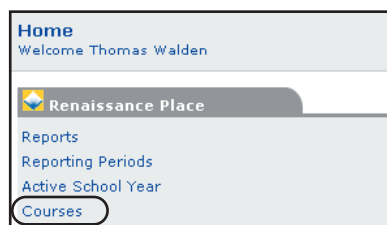


3. Enter the information and click [Save].

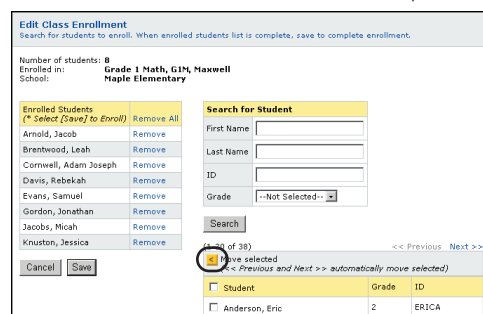


## Enrolling Students in Classes

1. Click on "Courses."
2. On the **Add/Edit Course** page, click on a course.
3. On the **View Course** page, click on a class.
4. Click on "Edit Class Enrollment."

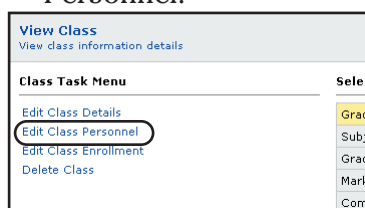
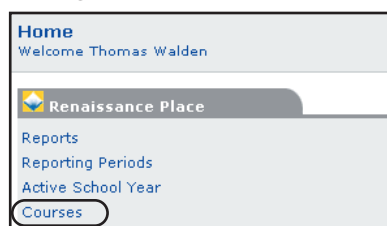


5. Search for the students. Check the boxes for the students you want to enroll and click on the "Move Selected" arrow. Then, click [Save].

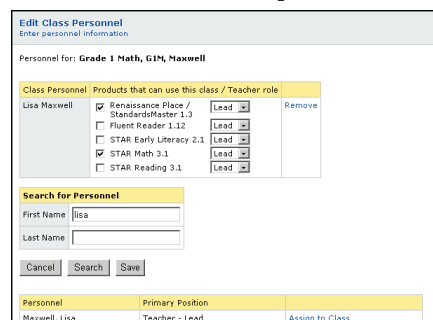


## Assigning Personnel to Classes

1. Click on "Courses."
2. On the **Add/Edit Course** page, click on a course.
3. On the **View Course** page, click on a class.
4. Click on "Edit Class Personnel."

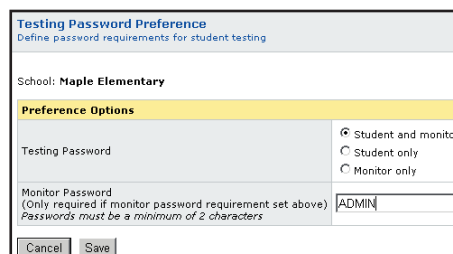
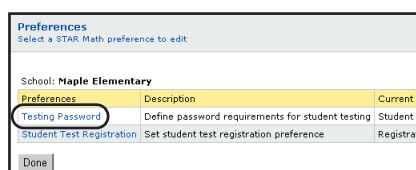
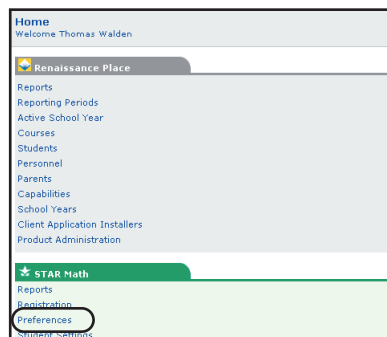


5. Search for the personnel. Click on "Assign to Class." Check the box for each program and choose "Lead" for one person. Click [Save].



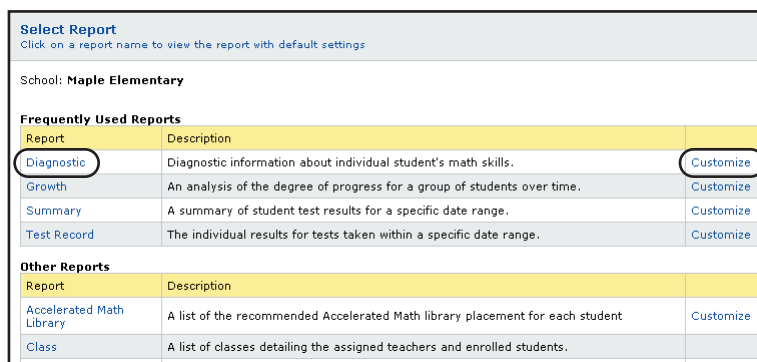
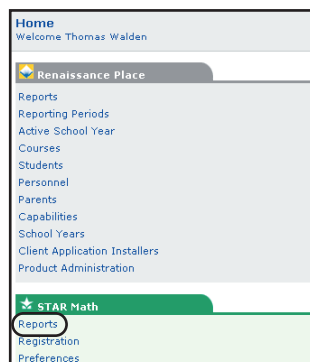
## Setting School Preferences

1. Click on "Preferences."
2. Click on a preference.
3. Choose the preference settings. Then, click [Save].



## Printing Reports

1. Click on "Reports."
2. Click on a report name, or click "Customize," choose custom options, and click [Next].
3. To print the report, click the **Acrobat Print** button that is just above the report itself.



**Renaissance Learning**

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