STAR Math®

Computer-Adaptive
Math Test and Database

Software Manual

Learn how to

- Register students for testing

- Set password requirements
  for student testing

- Customize STAR Math reports

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STAR Math®

Welcome

About STAR Math, Renaissance Place Edition

STAR Math, Renaissance Place (RP) Edition software is a computer-adaptive, norm-reference mathematics assessment program and database. With STAR Math RP, you can assess the math levels of students in grades 1-12 in about 15 minutes. In STAR Math, your students work through a short assisted-response (multiple-choice) test. If a student misses a question, the difficulty level is reduced. If the student's response is correct, the difficulty is increased. This system minimizes frustration and provides more accurate scores for both high- and low-performing students.

Who can take the STAR Math test?

STAR Math is intended for students in grades 1-12. Students should have beginning reading skills and some math skills. If they can complete the practice questions, they should be able to be tested using the STAR Math software.

The current school year determines when students are allowed to take the STAR Math test. Students are allowed to test within the current school year or subscription year. For more information about student capacity, see page 38.

To set the current school year, see the *Renaissance Place Software Manual*.

The STAR Math RP programs

STAR Math RP includes two programs, which are accessed from the same **Home** page:

- The browser-based Renaissance Place management program, which district and school administrators, staff, and teachers can use to manage school, school year, student, personnel, parent, course, and class information, and print reports among many other tasks. The standard Renaissance Place tasks are also used by the other Renaissance Place programs installed on your server.

- The browser-based STAR Math program, which allows you to register students for testing, change STAR Math student settings and preferences, and print STAR Math reports. Students also take tests in the browser-based software.

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What You Can Find in this Manual

Use this manual to learn how to use STAR Math RP. However, before you use this manual, you should refer to two additional documents:

- To find out if you need to register STAR Math RP, look under the STAR Math tab on the **Home** page in Renaissance Place. If it shows "Register STAR Math," you need to register it as described in the *Renaissance Place Installation Guide*. To access the Renaissance Place **Home** page, see page 4 of this manual.

- You must also set up your school years, schools, courses, classes, personnel, students, and class enrollment using the Renaissance Place tasks in the software. These procedures are described in the *Renaissance Place Software Manual*.

After STAR Math has been registered, and the schools, courses, classes, personnel, and students have been added, you can use this manual to learn how to use STAR Math. If you have questions about STAR Math RP software, please email us at answers@renlearn.com (for general questions) or at support@renlearn.com (for technical questions).

Compatibility with Our Other Programs

STAR Math RP can share a database with other Renaissance Place software from Renaissance Learning, such as Accelerated Math RP, Accelerated Reader RP, English in a Flash, Fluent Reader, MathFacts in a Flash RP, StandardsMaster, STAR Early Literacy RP, or STAR Reading RP. When you install these programs together, they will share the same data, and you can use the same student, parent, personnel, class, course, and school year information for multiple programs. For more information, see the *Renaissance Place Installation Guide* and the *Renaissance Place Software Manual*, or contact us at answers@renlearn.com.

How to Use this Manual and the Online Help

Using this software manual

This manual will help you use your STAR Math RP 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.

Item	How we identify it in the manual	Example
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.	On the **Report Options** page, click "By Teacher" in the Select Students section.
Field names	Field names (blanks on pages or in dialog boxes where you can type text) appear in capital letters.	Click in the User Name field (blank) and type your user name.
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 STAR Math RP, 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 STAR Math RP software, please email us at answers@renlearn.com (for general questions) or at support@renlearn.com (for technical questions).

HELP FOR STAR MATH AND RENAISSANCE PLACE

*Renaissance Place, which is installed with STAR Math RP, 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, not STAR Math help.*

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 and other materials

To download manuals and other materials, click "Download Manuals" in the upper right corner of any page in the program. To print the STAR Math Pretest Instructions, click "Pretest Instructions" under the STAR Math tab on your **Home** page. (Pretest Instructions help you explain the test to your students.)

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Getting Started

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

After installing and registering STAR Math RP, you can follow the steps in this section to begin using it on the computers in your district. This section provides the following information:

- How to check hardware and software requirements (see below)
- How to log in to the browser-based software (see page 4)
- How to switch roles in the software (see page 5)
- How to change your password (see page 6)
- Which information you need to enter before testing (see page 7)
- How to go back to a previous page (see page 8)
- How to log out and close the software (see page 8)

System Hardware and Software Requirements

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

Software: To find out if a specific computer has the software needed to run STAR Math RP, click "Check Software Requirements" on the **Welcome** page before you log in. For detailed instructions, see the *Renaissance Place Software Manual*.

Starting the Software and Logging in

The following steps describe how personnel log in. For students, see "Taking a STAR Math Test" on page 20. Parents can also log in to print reports; see page 33.

Before you begin, make sure that you have your user name and password.

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).
2. In your browser window, go to the address provided by your district or school. The **Welcome** page appears.
3. Click "Teacher/Administrator."

4. At the **Teacher/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 and type your password.

    Note: If you want to change your password, check the Change Password box before you log in. Click in the box to check it or to remove the check mark. (See page 6 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 have 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 the *Renaissance Place Software Manual*.

YOU MAY BE ASKED TO CHANGE YOUR PASSWORD

*You may be asked to change your password when you log in. The program asks you to change your password 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 the [Save] button. 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 6.*

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.

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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.

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.

5. Click the [Save] button.

Setting Up Your STAR Math Data before Testing

After STAR Math RP has been installed and registered (see the *Renaissance Place Installation Guide* for instructions), you must enter the following information into the database before students can begin testing.

Task	Usually performed by	Where to find instructions
❑ Enter district information.	District administrators	*Renaissance Place Software Manual*
❑ Add school years (if necessary).	District administrators or district staff	
❑ Add school information.		
❑ Add school administrators and district staff.		
❑ Add teachers and school staff.	District administrators, district staff, or school administrators	
❑ Add students.		
❑ Add school marking periods (for class duration and reports).	District or school administrators	
❑ Add courses and classes, assign teachers to classes and enroll the students. **Important:** Be sure to designate a STAR Math lead teacher for each class as you assign teachers. This tells the software which classes can use STAR Math.	District administrators, district staff, school administrators, or school staff	
❑ Add parents (this is optional).	District administrators, district staff, or school administrators	
❑ Use the student settings to set a Math Instructional Level for each student (this is optional).	District administrators, school administrators, or teachers	Page 15 of this manual
❑ Set your Student Test Registration and Testing Password preferences (this is optional).	District or school administrators	Page 37 of this manual
❑ Register students for testing (this is only necessary if you've required test registration).	District administrators, district staff, school administrators, school staff, or teachers	Page 17 of this manual
❑ Make sure teacher and student computers have the necessary software installed.	District administrators, school administrators, or teachers	Page 4 of this manual (System Hardware and Software Requirements)

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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**.

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.

Logging Out of the Software

When you have finished working in STAR Math RP, 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.

Capabilities

Capabilities give users the right to perform specific tasks in the software. Capabilities have been assigned to groups of users based on their positions and the tasks that personnel in these positions usually perform. Since the people who use STAR Math RP have many different roles, they have access to different features in the software.

Some capabilities are for all Renaissance Place programs. Others apply to specific programs. The capabilities that apply to STAR Math RP include the following:

- Manage the STAR Math Student Information, which controls who can change the STAR Math student settings. (See page 15.)

- View STAR Math Student Information, which controls who can view the STAR Math student settings. (See page 14.)

- Manage STAR Math Student Registration, which controls who can register students for testing if registration is required. (See page 17.)

- View STAR Math Student Registration, which controls who can view the list of students registered to take the test.

- View Student's Historical STAR Math Assessments, which determines whether each group of users can view student test data from past school years on reports.

If you find that you want to change the capabilities that your district or school users have, the district administrator or school administrator can change the following:

- the default capabilities that will be given to new users in a specific group

- the capabilities given to groups of users who are already in your database

- the capabilities given to a specific person

The table starting on the next page lists the tasks that each user group can perform by default in any of the Renaissance Place programs. The table starting on page 14 lists the tasks users can perform in STAR Math RP. To change these capabilities for groups of users or individual users, see the *Renaissance Place Software Manual*. When you add personnel, the position you choose determines which user group the person is assigned to.

The seven user groups recognized by the software along with the positions in each one are listed below. **Note:** Some 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 such as the 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 Librarian/Reading Coordinators.

School staff: This user group is for all other personnel assigned to the school such as the 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.

Capabilities for All Renaissance Place Products

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 expansion 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

Capabilities for All Renaissance Place Products (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 StudentExport and School-Level Student Import	Export student groups within a specific school or import students into a school.	−	−	✓	+	+

✓ = available   + = can be added   − = unavailable

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Capabilities for All Renaissance Place Products (Continued)

Capability	Determines Who Can…	District Admin	District Staff	School Admin	School Staff	Teacher
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

Capabilities for All Renaissance Place Products (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

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| Capability | Determines Who Can… | District | | School | | Teacher |
		Admin	Staff	Admin	Staff	
Manage STAR Math Student Information	Edit a student's Math Instructional Level—the level at which the first STAR Math test will start.	✓	+	✓	+	✓
View STAR Math Student Information	View the student's Math Instructional Level—the starting level for the student's first STAR Math test.	✓	+	✓	+	✓
Manage STAR Math Student Registration at School Level	Register students for testing. Registration tells the program who can take the test. It is only required if the Student Test Registration preference has been set to require it. District personnel can register students for any school. School personnel can register students for their school only.	✓	+	✓	+	✓
View STAR Math Student Registration	View the list of students registered for testing. District personnel can view the registered students for any school. School personnel can view the registered students for their school only.	✓	+	✓	+	✓
View Student's Historical STAR Math Assessments	Include STAR Math tests from previous classes on reports.	✓	+	✓	+	+

✓ = available   + = can be added   − = unavailable

Student Settings

The STAR Math RP student settings determine how the test will work for your students. By viewing the student settings, you can find out if a student has a Math Instructional Level (MIL) set. The MIL controls the level at which the student's first STAR Math test (or the first one in six months) will start.
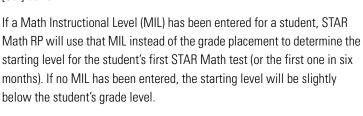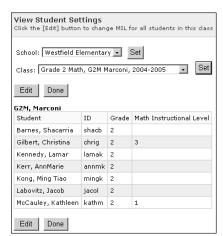
Viewing the STAR Math Student Settings

By default, district administrators, school administrators, and teachers can all view student settings. However, the availability of this feature depends on the capabilities you've been granted.

Follow these steps to view student settings:

1. After you log in to the software, 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 "Student Settings" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **View Student Settings** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. The **View Student Settings** page shows you the student settings for one class at the school. If you have access to more than one class, click the Class drop-down list and choose the class you want to view. Then, click the [Set] button.

   If a Math Instructional Level (MIL) has been entered for a student, STAR Math RP will use that MIL instead of the grade placement to determine the starting level for the student's first STAR Math test (or the first one in six months). If no MIL has been entered, the starting level will be slightly below the student's grade level.

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

View Student Settings
Click the [Edit] button to change MIL for all students in this class

School: Westfield Elementary ▾ [Set]

Class: Grade 2 Math, G2M Marconi, 2004-2005 ▾ [Set]

[Edit] [Done]

G2M, Marconi

Student	ID	Grade	Math Instructional Level
Barnes, Shacarria	shacb	2	
Gilbert, Christina	chrig	2	3
Kennedy, Lamar	lamak	2	
Kerr, AnnMarie	annmk	2	
Kong, Ming Tiao	mingk	2	
Labovitz, Jacob	jacol	2	
McCauley, Kathleen	kathm	2	1

[Edit] [Done]

Editing the STAR Math Student Settings

The STAR Math student settings determine how the test will work for your students. By editing the student settings, you can set the Math Instructional Level (MIL) for your students. The MIL controls the level at which each student's first STAR Math test (or the first one in six months) will start.
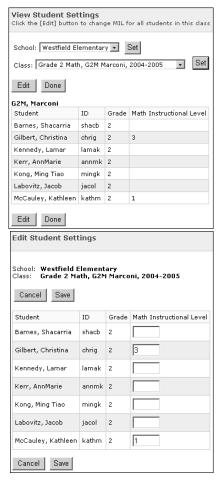
By default, district administrators, school administrators, and teachers can all edit student settings. However, the availability of this feature depends on the capabilities you've been granted.

Follow these steps to edit student settings:

1. After you sign in to the software, 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 "Student Settings" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

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3. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. The **View Student Settings** page shows you the student settings for one class at the school. If you have access to more than one class, click the Class drop-down list and choose the class you want to edit. Then, click the [Set] button.

5. Click the [Edit] button.

6. On the **Edit Student Settings** page, you can enter a Math Instructional Level for any student in the class you chose. Click in the field (blank) for that student and type the level you want used. If the student has not taken a STAR Math test (or taken one in the last six months), the MIL will be used as the starting level for the student's next STAR Math test.

7. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead. You will return to the **View Student Settings** page.

8. At the **View Student Settings** page, click [Done] to exit the page.

Registering for the Test

The sections on the following pages describe how you can register students for testing and how to remove students from the registration list.

Registration is **only** necessary if you've changed the Student Test Registration preference to require it; see page 37. If you have **not** required registration, students can log in and take a STAR Math test as soon as you add them to the program and enroll them in a STAR Math class.

Registration requires you to perform an extra step before student testing, but it can be helpful in three ways:

1. Registration can help you focus on a specific group of students.

2. Registration can help you limit testing to the students you choose.

3. Registration can help your test monitors see which students have and have not tested. The list of students on the **Register Students** page and the Registration Report will only include students who are registered and who have not yet taken the test. Students will be removed from the list after they take a test and their names will not reappear in the list until you register them again.

STAR Math

Registering Students for Testing

Registration is only required if the Student Test Registration preference for your school is set to require it (see page 37). If registration is required, you must register students before **each** of their STAR Math tests. You can add students to the registration list or remove students from the registration list. You cannot register students until you have added them to the program and enrolled them in STAR Math classes. See the *Renaissance Place Software Manual* for information on adding and enrolling students.

By default, district administrators and district staff can manage the registration list for any school, school administrators and school staff can for their school, and teachers can for their classes. However, the availability of this option depends on the capabilities you've been granted.

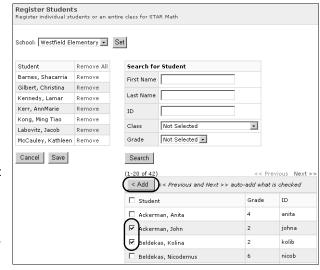Follow these steps register students for testing:

1. After you log in to the software, 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 "Registration" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **Register Students** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

Note: If registration is not required for this school, the page will notify you of that.

4. The **Register Students** page lists the students who are currently registered for testing. **Students who have already taken a test after being registered and who have not been registered again will not be in this list.**

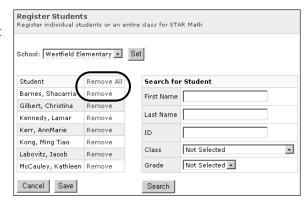To register other students for testing:

a. You must first search for the students. 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 Class drop-down list and choose a class to narrow your search by class or click the Grade drop-down list and choose a grade to narrow your search by grade.

To retrieve all students enrolled in this school, skip this step.

b. Click the [Search] button. The students who matched your search criteria will be listed. If the list is long, click "Next" or "Previous" to move through the list. **Note:** Since the program only searches for students who are enrolled in the school you are working with, if you did not find the student, you may need to enroll the student in the school or add the student to the database.

c. Check the box in front of every student you want to add to the registration list. To automatically check all the boxes, check the box in front of the Student column heading. Click in a box to check it or to remove the check mark.

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    d. When you've selected all the students you want to register, click the [Add] button. The students' names will then appear in the list of registered students.

        Note: As you're choosing students to register, any time you click "Next" or "Previous," the students who are currently selected (checked) will automatically be moved to the registration list.

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

Removing Students from the Registration List

If the Student Test Registration preference for your school requires registration, only students who are registered can take a STAR Math test. The steps below describe how to remove students from the registration list. **Students who have already taken the test after being registered and who have not been registered again will not be in this list.**

District administrators and district staff can remove students from the registrations list at any school in the district. School administrators and school staff can remove any student at their school. Teachers can remove their students.

Follow these steps to remove students from the test registration list:

1. After you log in to the software, 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 "Registration" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **Register Students** page, if you see a School drop-down list on, click it and choose the school you want to work with. Then, click the [Set] button.

    Note: If registration is not required for this school, the page will notify you of that.

4. On the **Register Students** page, click "Remove" next to each student whom you want to remove from the list, or click "Remove All" to remove all students from the list.

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

Taking a STAR Math Test

Students can log in to the browser-based program and take a STAR Math test without having access to the data teachers, administrators, and staff have access to. The following sections describe STAR Math testing, how to log in to the program, and how to take a STAR Math test. **Only students in schools that have registered the STAR Math RP software can take the test.** See the *Renaissance Place Installation Guide* for registration information for STAR Math RP.

The STAR Math Test Session

The time required for a STAR Math test session depends on how many students you have and how many computers you use. The steps below describe a STAR Math test session.

1. The teacher explains the test using the STAR Math *Pretest Instructions*, which are included in your STAR Math RP software kit. These instructions can help students who have never taken the test feel more comfortable. Use the *Pretest Instructions* to show your students what the test looks like, how it works, and what happens when you don't answer a question in time.

2. The teacher or test monitor starts the browser, enters the address for the software, and clicks "Student" on the **Welcome** page.

3. The first student enters his or her user name and password to log in to the program.

4. The student clicks "Take a Test" under STAR Math on his or her **Home** page.

   Note: The student cannot start the test if 1) the student is not registered for testing and registration is required; see page 17, 2) the Macromedia Flash Player is not installed, or 3) the student capacity limit has been reached; see page 38, 4) the student hasn't been assigned a grade.

5. The person who is monitoring the test enters a monitor password, if it's required. **Note:** The Testing Password preference determines if a monitor password is required for testing (see page 36).

6. The student goes through a short practice session to become familiar with the test format. Students can pass the practice session by answering two out of the first three questions correctly. If a student doesn't get at least two questions correct, the program presents three more questions. The student can pass by answering two of those questions correctly. If the student doesn't pass after the second attempt, the student cannot take the actual STAR Math test.

7. When the student successfully completes the practice session, the actual test begins.

8. When the student finishes the test, he or she is logged out of the program and the next student can log in to take a test.

9. When all of the students have finished testing, the browser window can be closed.

STAR Math

Taking a STAR Math Test

Before students start testing, check the following:

- Students must be added to the database (make sure they are assigned a grade when they are added), and enrolled in a STAR Math class. To add students, create STAR Math classes, and enroll them in those classes, see the *Renaissance Place Software Manual*.

- If your school has set up the Student Test Registration preference to require registration before testing (see page 37), you must register the students who will test (see page 17).

- Make sure the Macromedia Flash Player is installed on each computer that students will use for testing. To check each computer and install the software if it's not already installed, click "Check Software Requirements" on the **Welcome** page before the student logs in.

Only students who are in grades 1-12 in schools that have registered STAR Math RP can take the test. Students can only test within the current school year or subscription year.

MAKE SURE STUDENTS KNOW THEIR USER NAMES AND PASSWORDS

Before students log in, make sure they know their user names and passwords. (You can find this information in the Student Information Report.)

If students try to log in too many times with the incorrect password, their accounts will be locked. Locked accounts can be unlocked by teachers and other personnel. If the accounts are not manually unlocked, they are unlocked automatically the next day. For more information, see the "Renaissance Place Software Manual."

Follow these steps to take a test:

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

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

3. Click "Student."

4. At the **Students** log in page:

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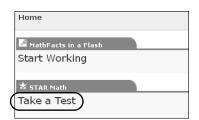
a. Click in the User Name field (blank) and type the student's user name.

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

c. Click the [Log In] button.

STAR Math

If you do not know the student's user name, follow these steps:

a. Click "Find User Name."

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

c. On the **Find User Name – Search for Name** page, you can search for the student's name. 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 shows the results of your search. If the student is listed, click the student's name to continue (go to the next step). If the student is not listed, click the [Back] button if you want to go back to the **Find User Name – Search for Name** page where you can try to search for the student again (return to the previous step).

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 and click the [Log In] button.

5. On the **Home** page, click "Take a Test" under STAR Math.

SOME STUDENTS MAY NOT BE ALLOWED TO TEST

If your school has set the Student Test Registration preference to require registration before testing, the next page may notify some students that they are not registered for testing. To register a student so that he or she can take the test, see page 17.

If your school has reached its student capacity limit, and the student who is logged in has not yet taken the test, the next page will tell the student that the limit has been reached. For more information, see page 38.

*If the Macromedia Flash Player is not installed on this computer, the **Checking Setup** page appears next. This page tells the student to see the teacher or administrator for help. If the teacher or administrator logs in at this page, the **Check Software Requirements** page appears. Click the link in the Action column to go to a web site where you can download the Macromedia Flash Player.*

6. If the student is enrolled in more than one active STAR Math RP class, the **Select a Class** page appears. Click the class the student should be working in.

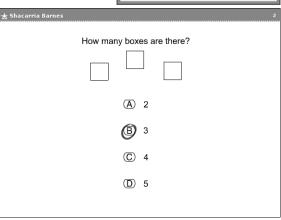**7.** Click the [Start] button on the next page.

STAR Math

8. If the monitor password is required before the test can begin, click in the Monitor Password field (blank), type the test monitor's password, and click the [OK] button. **Note:** You can use the Testing Password preference to require a monitor password and specify what it should be; see page 36.

STAR Math Student

Confirm action for:
Shacarria Barnes

Monitor Password: [   ]

Friday, 3/11/2005, 4:06 PM

[OK]   [Cancel]

9. Next, the practice session presents the student with a few simple practice questions to make sure the student understands how to take the test.

A list of possible answers is shown below each question. The student can choose an answer by pressing the <A>, <B>, <C>, or <D> key on the keyboard. A blue circle appears around the answer the student selected. The circle does not mean that the student chose the correct answer, it only indicates the answer the student chose. (If the circle does not appear, ask the student to click on the test screen with the mouse and then select the answer from the keyboard once again.) The student can change his or her answer if

♣ Shacarria Barnes   2

How many boxes are there?

⬜ ⬜ ⬜

Ⓐ 2

Ⓑ 3

Ⓒ 4

Ⓓ 5

necessary by pressing a different key. When the student is satisfied with his or her answer, the student presses the <Enter> key (Windows) or the <return> key (Macintosh).

Students must pass the practice session before they can go on to the actual test. A student can pass the practice session by answering at least two out of the first three questions correctly. If the student doesn't do this, the program presents three more questions, and the student can pass the practice session by answering at least two out of those three questions correctly.

If the student passes the practice session, this message will appear: "Great job with the practice test! Let's go on to the actual test." Then, the actual STAR Math test will begin.

If the student doesn't pass the practice session, the program will not allow the student to take the actual test; instead, this message will appear: "Please ask for help the next time you practice." After the student clicks [OK], the program will notify the student that the test is over. A teacher or test monitor should help students understand how the test works. If the student understands how the test works but doesn't know the correct answers, the test monitor may help the student select the correct answers during the practice session, but not during the actual test.

TIME LIMITS

Each question has a time limit so that students do not spend too much time on any one question. Practice questions have a 90-second time limit; questions in the actual test have a 3-minute time limit. Fifteen seconds before the questions time limit is reached, the program flashes a picture of a clock in the top right corner of the question screen. Students should make their best guess based on the possible answers that are listed. If the student does not choose an answer and press <Enter> or <return> before time runs out, the next question will appear.

*STAR Math RP scores are not based on how quickly students answer questions. However, if the student does not choose an answer before time runs out, the question will be counted as an incorrect answer **unless** the correct answer was already selected when time ran out. If the correct answer was circled, the question will be counted as being answered correctly.*

10. If the student passes the practice session, the actual test begins. The actual test questions are similar to the practice questions. The numbers in the upper right corner of the screen show you how many questions the student has answered and how many remain.

    When the student has answered all of the test questions, the program notifies the student that the test is over. Then, it logs the student out so the next student can log in and take a test.

Aborting a Test

Once a test has started you can stop it at any time by pressing the <Ctrl> and <A> keys together (Windows) or the <control> and <A> keys together (Macintosh). When the program asks if you're sure you want to abort the test, click the [Yes] button. The program will then ask you to enter the test monitor password. You must enter the monitor password that's been specified in the Testing Password preference (see page 36) to confirm that you want to abort the test. Data from aborted tests is not used to calculate test scores. However, the Test Activity Report includes the number of incomplete tests for each student (see page 32).

Closing the Program

After the last student is done testing, you can close the program by closing the browser window.

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Reports

About Renaissance Place Reports and STAR Math Reports

This software includes two types of reports: Renaissance Place and STAR Math RP. Renaissance Place reports are only available to the district and school administrators. They provide information about student performance in any or all of the Renaissance Place products installed on your server. These reports can include district-wide information from all schools using the server. To access these reports, click "Consolidated Reports" under Renaissance Place on the **Home** page. Before generating these reports, you should set up reporting periods and consolidate the data from the products on the server. For more information about Renaissance Place reports, reporting periods, and data consolidation, see the *Renaissance Place Software Manual*.

By default, district administrators and district staff can generate STAR Math reports for any school in the district. School administrators and school staff can generate these reports for their school. Teachers can generate the reports for their classes. However, the availability of this option depends on the capabilities you've been granted. To access the STAR Math RP reports, click "Reports" under STAR Math on your **Home** page. The following pages describe these reports and how to print them.

Printing STAR Math Reports

By default, district administrators, district staff, school administrators, school staff, and teachers can print STAR Math RP reports. The level of information included in each report depends on your primary position; see page 28 for details. **Reports can only be printed for those schools that have registered their STAR Math RP software.** See the *Renaissance Place Installation Guide* for registration information.

ADOBE READER IS REQUIRED TO VIEW AND PRINT REPORTS

*Most computers must have the Adobe Acrobat Reader installed to view and print reports. (Macintosh computers running OS 10.x can use Preview instead.) If the Adobe Reader is not already installed on this computer, a district administrator, school administrator, or teacher can download an installer for it. To do this, click "Product Administration" on your **Home** page. Then, click "Download Client Application Installers" on the **Product Administration** page. On the **Client Install** page, click "Install" next to the Adobe Acrobat Reader installer. After you've downloaded the file, you can start the installation by double-clicking the file.*

*You can also download the installer directly from the Adobe web site. Click the Get Acrobat Reader icon at the bottom of the **Select Report** page to go to the Adobe web site.*

Follow these steps to generate and print a report:

1. After you log in to the software, 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 "Reports" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. If your district is using a secondary reporting database, the **Select Database** page may appear. You can choose to use the reporting database or the live database for your report. Click the option you want and click the [Next] button.

4. The **Select Report** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

5. On the **Select Report** page, you can do one of two things:

   - If you want to print a report that cannot be customized or if you want to print a report without choosing any custom options, click the report name. Then, go to step 7.

   - If you want to customize the report, click "Customize" in the row for that report and go to step 6. When you customize a report, you may be able to choose the students, teachers, classes, or reporting parameter groups to include, the time period covered by the report, some of the information included, and how that information is grouped and sorted. **Note:** Some reports cannot be customized. Those reports will not have a "Customize" link.

6. If you chose to customize the report, the **Report Options** page appears (see the picture on the next page). Select the options you want for this report and click the [Next] button. The available options will vary depending on the report you chose.

   For more information about the custom options available for each report, see the table that begins on page 29. For some reports, you can select reporting parameter groups. For more information about these groups, see page 26.
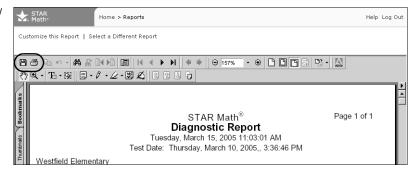
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7. As the program generates the report, the **Report Progress** page appears. When the report is ready, it will open in Adobe Acrobat Reader (or in Preview), either within your browser window or in a separate window.

You can save the report or print it by clicking one of the Adobe Reader buttons (in Preview, click the **File** menu and then **Print** or **Save**).

If this report has custom options, click "Customize this Report" to choose different options and generate the report again.

Click "Select a Different Report" to return to the **Select Report** page where you can choose another report to generate.

About Reporting Parameter Groups

When you customize certain STAR Math RP reports before printing them (see page 24), you can select or create a reporting parameter group for the report.

Reporting parameter groups allow you to focus reports on students with specific enrollment dates, ethnicities, genders, languages, characteristics, and/or grades.

Note: The reporting parameter groups you create in STAR Math are available in your other Renaissance Place programs as well.

BLOCKING CHARACTERISTICS AND ETHNICITY ON REPORTS

If you don't want your teachers or staff to create reporting parameter groups based on characteristics or ethnicity, the district or school administrator can take away two capabilities: Filter Reports by Characteristic and Filter Reports by Ethnicity. Personnel who don't have these capabilities cannot select this type of information when creating a reporting parameter group. Also, characteristics and ethnicity will be omitted from the Student Detail Report. For details on editing the capabilities granted to user groups and to individual users, see the "Renaissance Place Software Manual."

To open the **Reporting Parameter Groups** page you must choose to customize a report before printing it; see page 24. On the **Report Options** page (see step 6 on page 25), click the Reporting Parameter Group drop-down list and choose the group you want to change (if you want to change an existing one). Then, click "Create New or Edit Selected."

To create or change a reporting parameter group:

1. If you want to create a new reporting parameter group, go to step 2 and begin entering the group information.

   If you want to edit an existing group, click the drop-down list at the top of the page and choose the group. Then, click the [Select] button. **Note:** After you select a reporting parameter group to edit, you can delete it if you wish by clicking the [Delete] button. You will only see a [Delete] button after you select an existing group.

2. To create or change the group name, click in the Reporting Parameter Group Name field (blank), delete any existing text, and type the group's name. A name is required.

3. To limit the students included in reports by the date they were first enrolled in the school, click in the Enroll Date field, delete any existing text, and type the date. When you use this reporting parameter group for a report, only students who were enrolled in the school before that date will be included.

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4. To choose the ethnicities, genders, primary languages, characteristics, and/or grades you want included in this reporting parameter group, check the box by each item you want to include (click in a box to check it or to remove the check mark). You can also click "select all" or "deselect all" under the category name. For characteristics, click "Any" or "All" to specify whether the group should include students with any of the selected characteristics or only those with all of the selected characteristics.

   Note: If you cannot select ethnicity or characteristics, it's because two capabilities were removed: Filter Reports by Ethnicity and Filter Reports by Characteristics. Personnel who do not have these capabilities cannot select this type of information when creating a reporting parameter group.

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

Note: You can specify a student's ethnicity, gender, language, and grade when you add the student to the program or when you edit the student's information. If you want to use characteristics as criteria in your reporting parameter group, you must first assign the appropriate characteristics to your students. If the characteristic you want to use is not listed, you can add it to the program. See the *Renaissance Place Software Manual* for details.

Report Descriptions

The table beginning on the next page lists the STAR Math RP reports. The table describes each report and tells you the custom options available for it. **Note:** If you want to know more about the Renaissance Place reports, see the *Renaissance Place Software Manual*.

HOW YOUR POSITION AFFECTS REPORTS

- ***District administrators and district staff:*** *You can choose to generate a report for any school in the district. The reports can include information about any classes or students in that school.*
- ***School administrators and school staff:*** *You can only generate reports for your school. The reports can include information about any classes or students in your school.*
- ***Teachers:*** *When you generate a report, it will only include information about your classes and students.*

Report name	Custom options available when you print the report (see page 24)	What the report includes
Accelerated Math Library Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report suggests Accelerated Math libraries for your students based on the results of their STAR Math tests. For each student, the report includes the student name, ID, grade, class, teacher, and the recommended Accelerated Math library. It also has a summary of the number of students recommended for each library.
Class Report	This report cannot be customized.	This report lists your STAR Math RP classes, the lead teacher assigned to each, and the students enrolled in them.
Diagnostic Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to include Grade Equivalent (GE) scores • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report provides an individual skills assessment and other diagnostic information for each of the students you have selected. The report shows the student's name, grade, teacher, class, and ID. For each student it shows the student's Scaled Score (SS), Percentile Rank (PR), Percentile Rank range, Normal Curve Equivalent (NCE), and the recommended Accelerated Math library. By customizing the report, you can choose whether to include the Grade Equivalent (GE) score as well. For more information about the scores, see page 33. The report also includes charts that show the student's progress toward mastering numeration and computation objectives, and it suggests how the student can achieve additional growth. For more information about the Numeration and Computation objective clusters and Advanced Concepts I and II, see Chapter 2 of the *STAR Math Technical Manual*. You can access the manual by clicking "Download Manuals" in the upper right corner of any page.
Enrollment Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Choose whether to include unenrolled students (students who are not enrolled in a STAR Math class) • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report lists the students in the database who are enrolled in STAR Math classes. The classes that are included depend on your primary position. The report includes each student's name, ID, grade, STAR Math class(es), and the teacher assigned to each class. The report will indicate which students (if any) are enrolled in more than one STAR Math class.

Report name	Custom options available when you print the report (see page 24)	What the report includes
Growth Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) for both the pretest period and the posttest period • Choose whether to include only the summary • Choose whether to include Grade Equivalent (GE) scores • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report shows the test results for the students you've selected and measures their progress between two testing sessions. Only students who have taken a STAR Math test more than once will appear in this report. You can use this report to evaluate your students' improvement throughout the year or over many years. The report includes each student's name, class, teacher, test date, grade placement, Scaled Score (SS), Percentile Rank (PR), Percentile Rank range, and Normal Curve Equivalent (NCE) for the pretest and posttest. By customizing the report, you can choose to whether to include the Grade Equivalent (GE) score as well. You can also choose to only include the summary. For the entire group of students, the report includes the mean pretest and posttest scores and the change in these mean scores. For more information on the scores, see page 33. **Note:** The teacher shown on the report is the latest teacher assigned to the class, not necessarily the teacher of the class at the time the student took the test.
Parent Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to include Grade Equivalent (GE) scores • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report, which is available in either English or Spanish, presents a student's test results from a particular testing session for his or her parents or guardians. Each student's report is printed on a separate page and shows the student's name, grade, teacher, class, and ID. The report includes a detailed comparison to scores on the national level; it shows the Scaled Score (SS), Percentile Rank (PR), Percentile Rank range, and Normal Curve Equivalent (NCE). By customizing the report, you can choose to whether to include the Grade Equivalent (GE) score as well. For more information on these scores, see page 33. The report is generated in an easy-to-read letter format with space for the teacher's signature and additional comments. It also includes suggestions for parents to help improve students' math skills at home. **Note:** Parents can also print this report; see page 33.
Registration Report	• Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report lists the students who are currently registered for testing. (See the Student Test Registration preference on page 37.) If you've chosen not to require students to be registered before they can test, the report will tell you that none of the students found are registered. The report lists each student's name, ID, grade, Math Instructional Level (MIL), class, teacher, user name, and password.
Score Definition Report	This report cannot be customized.	This report provides a brief explanation of each test score that appears in the other reports. These definitions can help you understand and analyze the various scores on the other reports. The report may also be useful when you discuss student test results with parents and guardians. You can also see the score definitions on page 33 of this manual.

Report name	Custom options available when you print the report (see page 24)	What the report includes
Snapshot Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to include only the summary • Choose whether to include Grade Equivalent (GE) scores • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report summarizes students' test results over time. The report shows each student's name, grade placement, test date, Scaled Score (SS), Percentile Rank (PR), Percentile Rank range, and a graph showing the student's standing compared to other students nationally. The report also shows a class summary and a summary of Percentile Rank distribution. By customizing the report, you can choose whether to include the Grade Equivalent (GE) score as well. You can choose to include only the summary. For more information about the scores in this report, see page 33 of this manual.
Student Detail Report	This report cannot be customized.	This report lists all of the students in the school. It shows each student's name, ID, gender, date of birth, grade, ethnicity, and characteristics. **Note:** If the Filter Reports by Ethnicity and Filter Reports by Characteristics capabilities have been removed, this report will not include ethnicity or characteristics. See page page 27 for more details.
Student Information Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or ID)	This report lists students who are enrolled in STAR Math RP classes. The report shows each student's name, ID, user name, Math Instructional Level (MIL), gender, date of birth, and password.

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Report name	Custom options available when you print the report (see page 24)	What the report includes
Summary Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to include only the summary • Choose whether to include Grade Equivalent (GE) scores • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name, test date, or rank)	This report summarizes students' test results over time. It includes each student's name, grade placement, class, teacher, test date, rank, Scaled Score (SS), Percentile Rank (PR), and Normal Curve Equivalent (NCE). By customizing the report, you can choose whether to include the Grade Equivalent (GE) score as well. For more information about the scores, see page 33. The report also indicates which students are enrolled in more than one STAR Math RP class, and shows a summary of the mean scores for the class, a summary of the Percentile Rank distribution, and a summary of the Grade Equivalent distribution (if customized to include GE scores).
Teacher Report	This report cannot be customized.	This report lists the teachers in the selected school who are assigned to at least one STAR Math RP class. The report includes each teacher's name, user name, the STAR Math RP classes they are assigned to, and their position in each class.
Test Activity Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose how to sort the information (by last name or test date)	This report shows you how many STAR Math tests your students have and have not completed during a specific time period. The report includes each student's name, grade, class, teacher, the number of tests completed, the number of tests that weren't completed (aborted tests), and the date of the last test. It also indicates which students have not tested, which ones are enrolled in more than one STAR Math RP class, and if historical data is included on the report.
Test Record Report	• Select the students, teachers, or classes • Select the reporting parameter group (see page 26) • Select the reporting time period (by predefined or custom date range) • Choose whether to include Grade Equivalent (GE) scores • Choose whether to place a page break after each student	This report shows individual results for every test taken during the time period you chose. For each test, the report shows the student's name, ID, test date, grade placement, class, teacher, Scaled Score (SS), Percentile Rank (PR), and Normal Curve Equivalent (NCE). By customizing the report, you can choose to whether to include the Grade Equivalent (GE) score as well. For more information about the scores, see page 33. This report is an easy way to get a detailed look at a student's test history. **Note:** The teacher shown on the report is the latest teacher assigned to the class, not necessarily the teacher of the class at the time the student took the test.

How Parents Print the Parent Report

Parents can log in to the program and view STAR Math Parent Reports for their children. Parents must be added to the program, assigned children, and given the server address (or server name), their user name, and a password before they can log in. For more information, or to find out how parents can request access to the software, see the *Renaissance Place Software Manual*.

Parents can follow these steps to print the Parent Report in either English or Spanish:

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

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

3. Click "Parent."

4. At the **Parents** log in page, type the user name and password that you received. Then, click the [Log In] button.

5. Your **Home** page appears. If you have more than one child using the Renaissance Place programs, you can click the View drop-down list and choose the child whose information you want to view. Then, click the [Set] button.

6. Under STAR Math, click the Parent Report name in either English or Spanish.

7. The report is generated and is displayed in Adobe Acrobat Reader (or in Preview on certain Macintosh computers), either within your browser window or in a separate window.

   To print the report, click the Adobe Reader print button (in Preview, click the **File** menu, then **Print**).

8. Click "Home" at the top of the page to return to your **Home** page.

Score Definitions

The scores that are described in this section are used on many STAR Math RP reports. You can also find this information on the Score Definition Report. For more information about the scores, see the *STAR Math Technical Manual*. You can access the manual by clicking "Download Manuals" in the upper right corner of any page.

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Scaled Score (SS)

The Scaled Score is the most fundamental STAR Math score. It ranges from 1 to 1400 and spans grades 1 through 12. It is calculated based on the difficulty of the questions and the number of correct responses. Scaled Scores are useful for comparing student performance over time and across grades. In the STAR Math software, all other norm-referenced scores are derived from the Scaled Score.

Grade Equivalent (GE)

Grade Equivalent scores range from 0.0 to 12.9+. They represent how a student's test performance compares with that of other students nationally. For example, if a 5th-grade student has a GE of 7.6, his or her score is equal to that of a typical 7th grader after the sixth month of the school year. This score does not necessarily mean that the student is capable of handling 7th-grade math material. It only indicates that his or her math skills are well above average for his or her grade level.

Percentile Rank (PR) and Percentile Rank Range

The Percentile Rank score compares a student's test performance with that of other students nationally in the same grade. It ranges from 1 to 99. This score indicates the percentage of other students nationally who obtained scores lower than the score of a particular student. For example, if a student has a PR of 85, the student's math skills are greater than that of 85% of students nationally in the same grade. PRs give the best measure of a student's math skills compared to those of his or her peers.

The PR range indicates the range of PR scores a student would likely have achieved had he or she taken the test many times in a short period of time. It reflects the amount of statistical variability in a student's PR score.

Normal Curve Equivalent (NCE)

Normal Curve Equivalents (NCEs) are scores that have been scaled in such a way that they have a normal distribution, with a mean of 50 and a standard deviation of 21.06 in the normative sample for a specific grade. NCEs range from 1 to 99. They appear similar to Percentile Ranks, but they have the advantage of being based on an equal interval scale. That is, the difference between two successive scores on the scale has the same meaning throughout the scale. They are useful for making meaningful comparisons between different achievement tests and for statistical computations, such as determining an average score for a group of students. NCEs are mostly used for research purposes and government program evaluations.

Preferences

Preferences determine how the software will work for your school. The STAR Math RP preferences affect how the program works for everyone who uses it.
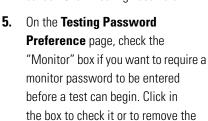
By default, district administrators can view or change the preference settings for any school in the district and school administrators can for their school. District staff can only view the settings for any school in the district. School staff and teachers can only view the settings for their school. **Preferences can only be changed for those schools that have registered their STAR Math RP software.** See the *Renaissance Place Installation Guide* for registration information.

Viewing the Preference Settings

Even though by default, district staff, school staff, and teachers cannot change the STAR Math RP preference settings, they can view those settings—district staff can view the settings for any school in the district; school staff and teachers can only view the settings for their school. Since preferences are set for each school, the settings can be different for the different schools using the software.

Follow these steps to view the preference settings:

1. After you log in to the software, 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 "Preferences" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **Preferences** page, if you see a School drop-down list, click it and choose the school you want to view. Then, click the [Set] button.

4. The **Preferences** page shows you the name of each preference, a brief description of its function, and the current setting for this school. Following are the STAR Math RP preferences:

Preferences
View STAR Math preferences

School: Westfield Elementary ▾ Set

Preferences	Description	Current Setting
Testing Password	Define password requirements for student testing	Monitor password required **Monitor password:** ADMIN
Student Test Registration	Set student test registration preference	Registration Required

Done

- **Testing Password:** You can use this preference to indicate if you want to require the monitor password to be entered before a student is allowed to test. You can also set the monitor password that you want used by all test monitors. (The password is entered when a test is aborted, and depending on the setting in this preference, it may also be needed before a test can start.)

- **Student Test Registration:** You can use this preference to require that students at this school must be registered before they can take a STAR Math test (see page 17). If registration is not required, any student enrolled in a STAR Math RP class can take a test.

When you're finished viewing the preference settings, click the [Done] button.

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Editing the Preference Settings

By default, district administrators can change the preference settings for any school in the district and school administrators can for their school. **Preferences can only be changed for those schools that have registered their STAR Math RP software.** See the *Renaissance Place Installation Guide* for registration information. Since preferences are set for each school, the settings can be different for the different schools using the software.

Editing the Testing Password preference

Using the Testing Password preference, district and school administrators can control whether a monitor password is required before each STAR Math test in a specific school. This preference also allows you to set the monitor password that will be used before a test or when a test is aborted. When the monitor password is required, other passwords cannot be substituted.

Follow these steps to edit the Testing Password preference:

1. After you log in to the software, 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 "Preferences" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. The **Preferences** page shows you the name of each preference, a brief description of its function, and the current setting for this school. Click "Testing Password."

5. On the **Testing Password Preference** page, check the "Monitor" box if you want to require a monitor password to be entered before a test can begin. Click in the box to check it or to remove the check mark.

6. You can also set a password that all test monitors must use when they are requested to enter their password (they will need this password before a test begins and when a test is aborted). They cannot substitute another password. Click in the field (blank) and type the password you want used.

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

Editing the Student Test Registration preference

Using the Student Test Registration preference, district administrators and school administrators can control whether students in a specific school must be registered before they can take STAR Math tests. By default, all students can log in to the program to take a test as long as they are enrolled in STAR Math classes. However, you can use this preference to require that students be registered before they can take a test. This can help you focus on a particular group of students, such as a particular class or new students.

When you require registration, only students who are registered will be able to take a test. After testing, students will not be able to take another test until you register them again. To register students, see page 17.

Follow these steps to edit the Student Test Registration preference:

1. After you log in to the software, 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 "Preferences" under STAR Math. **Note:** You may need to click "Show Details" by STAR Math to see the available tasks.

3. On the **Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. The **Preferences** page shows you the name of each preference, a brief description of its function, and the current setting for this school. Click "Student Test Registration."

5. On the **Student Test Registration Preference** page, click "Yes" if you want to require students to be registered before they can take a STAR Math test. Click "No" if you don't want to require registration before testing.

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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Student Capacity in STAR Math

STAR Math has a student capacity limit. This limit determines how many students can take STAR Math tests within a school year or subscription year. The student capacity limit is determined by the amount of capacity that your school or district purchased with the software.

If you reach your student capacity limit, students who log in for the first time after that will be notified that the limit has been reached and they will not be allowed to take a test.

You can purchase expansions to your student capacity. The Renaissance Place help and the *Renaissance Place Software Manual* provide information about how to view and manage your student capacity. To view the Renaissance Place help, click "Help" and then "Other Help" at the top of the page; then click "Renaissance Place." To view the *Renaissance Place Software Manual*, click "Download Manuals" in the upper right corner of any page.

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