# STAR Reading®
Computer-Adaptive Reading Test and Database

# District Administrator Quick Reference Card

## Adding Schools

**1.** Click on "Schools."
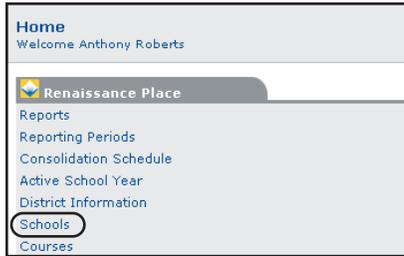
**2.** Click on "Add School."

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

## Adding School Years

**1.** Click on "School Years."
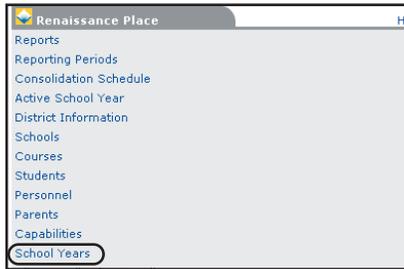
**2.** Click on "Add School Year."

**3.** Enter the information and click [Save].
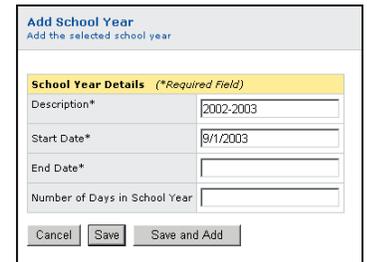
## Setting Marking Periods for Schools

**1.** Click on "School Years."

**2.** Click on the school year.

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

**4.** Click on the school name.

**5.** Enter each marking period and click [Add]. Click [Save] to save the marking periods.
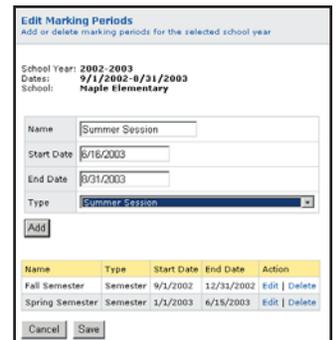
## Adding Personnel

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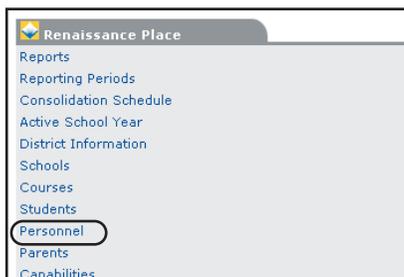
**2.** Click on "Add District Personnel" or "Add School Personnel."

**3.** Enter the information and click [Save].
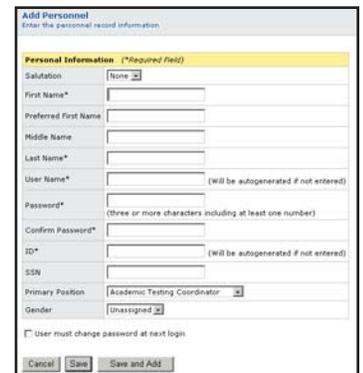
# Adding Students

**1.** Click on "Students."
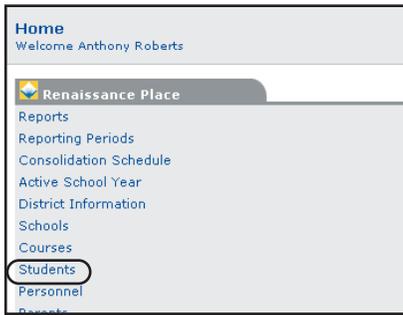
**2.** Click on "Add Student."
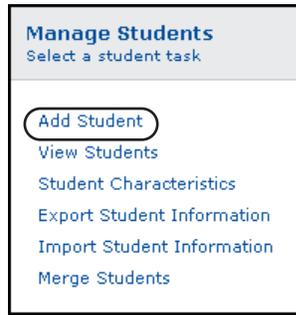
**3.** Enter the information and click [Save].

# Adding Courses

**1.** Click on "Courses."
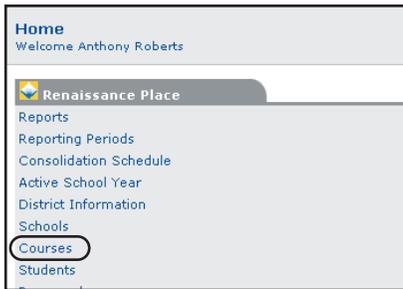
**2.** Then, click on "Add Course."

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

# Adding Classes

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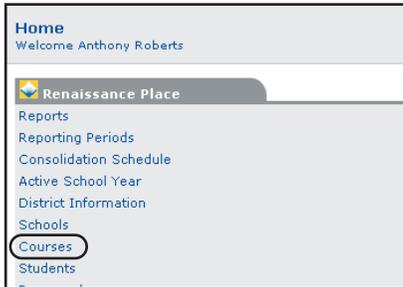
**2.** Click on the drop-down list, choose the school, and click [Set]. Then, click on the course.

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

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

# Printing Reports

**1.** Click on "Reports."

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

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

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