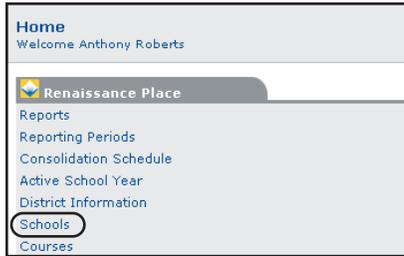


District Administrator Quick Reference Card

Adding Schools

1. Click on "Schools."



2. Click on "Add School."



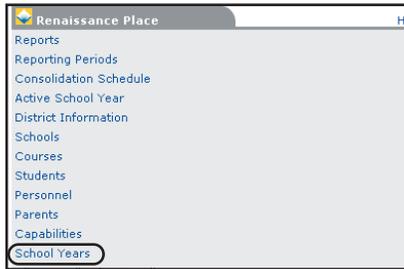
School	District Number
Bach Elementary	
Hillside Elementary	
Maple Elementary	

3. Enter the information and click [Save].



Adding School Years

1. Click on "School Years."

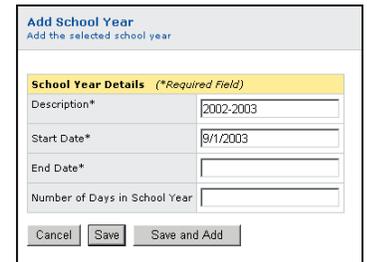


2. Click on "Add School Year."



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

3. Enter the information and click [Save].



Setting Marking Periods for Schools

1. Click on "School Years."



2. Click on the school year.

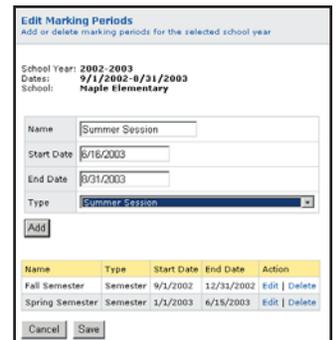


3. Click on "Edit Marking Periods by School."

4. Click on the school name.

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

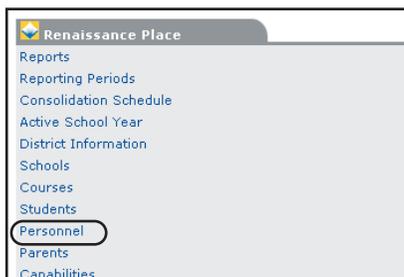
Click [Save] to save the marking periods.



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

Adding Personnel

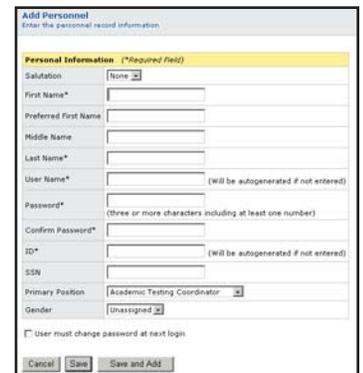
1. Click on "Personnel."



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

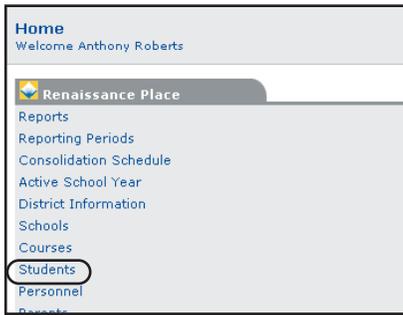


3. Enter the information and click [Save].

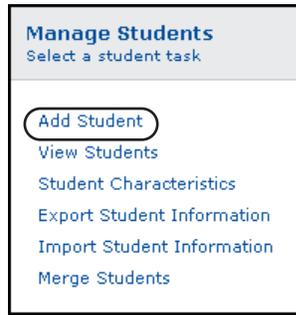


Adding Students

1. Click on "Students."



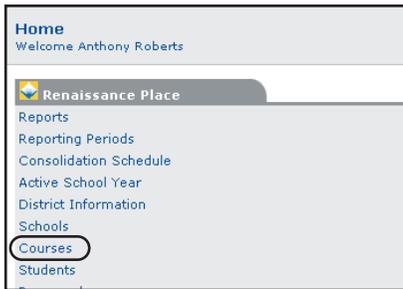
2. Click on "Add Student."



3. Enter the information and click [Save].

Adding Courses

1. Click on "Courses."



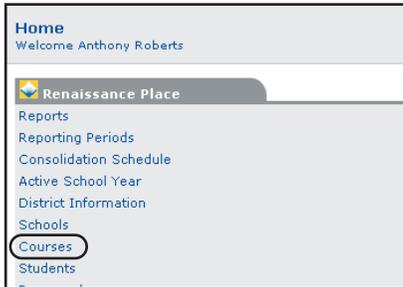
2. Then, click on "Add Course."

Course	Subject	Grade
Grade 3 Language Arts	Language Arts	3
Grade 3 Math	Math	3
Grade 3 Reading	Reading	3
Grade 4 Language Arts	Language Arts	4
Grade 4 Math	Math	4
Grade 4 Reading	Reading	4

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.

Course	Subject	Grade
Grade 3 Language Arts	Language Arts	3
Grade 3 Math	Math	3
Grade 3 Reading	Reading	3
Grade 4 Language Arts	Language Arts	4
Grade 4 Math	Math	4
Grade 4 Reading	Reading	4

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].

Report	Description	Customize
Diagnostic	An individual skills assessment.	Customize
Growth	An analysis of the degree of progress for a group of students over time.	Customize
Summary	A summary of student test results for a specific date range.	Customize
Test Record	The individual results for tests taken within a specific date range.	Customize

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



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