

# 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	District Number
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.

School Year	District Number
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. 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	4/15/2003	Edit   Delete

## Adding Personnel

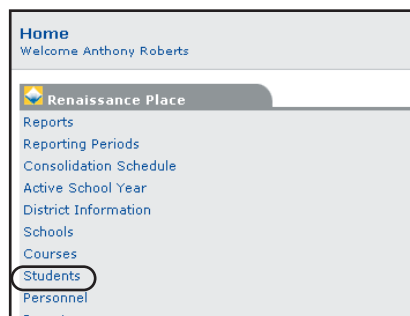
1. Click on "Personnel."

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

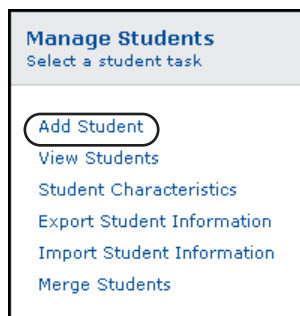
3. Enter the information and click [Save].

## Adding Students

1. Click on "Students."



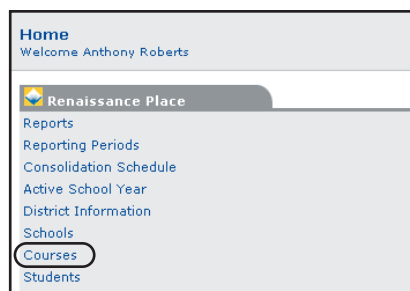
2. Click on "Add Student."



3. Enter the information and click [Save].

## Adding Courses

1. Click on "Courses."



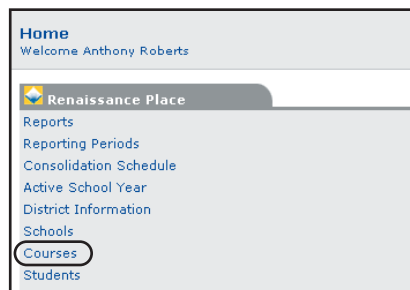
2. Then, click on "Add Course."

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."



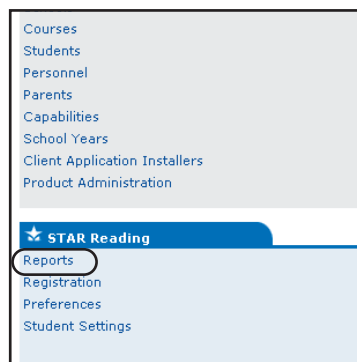
2. Click on the drop-down list, choose the school, and click [Set]. Then, click on the course.

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	Action
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

Report	Description	Action
Class	A list of classes detailing the assigned teachers and enrolled students.	
Enrollment	A list of students detailing their enrollment in STAR Reading.	Customize
Master Student	A list of all students and their personal identification information.	

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



**Renaissance Learning**

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