



School Administrator Quick Reference Card

2. Click on "Add Course." **Adding Courses** 3. Enter the information and click [Save]. 1. Click on "Courses." Add/Edit Course Add Course information Home Add Course Course Details (*Required Field) Welcome Daniel Brown Course Name* Course Subject Grade --Not Selected--Subject Ŧ 🜳 Renaissance Place Grade 3 Language Arts Language Arts 3 Grade 3 Math Math Intended Grade --Not Selected-- + Reports 3 Grade 3 Reading Reading Description **Reporting Periods** Grade 4 Language Arts Language Arts 4 Active School Year Grade 4 Math Math Courses Grade 4 Reading Reading 4 Students Ŧ Personnel Cancel Save **Adding Classes** 3. On the View Course page, click on **2.** Click on the course. "Add Class." 1. Click on "Courses." Add/Edit Course Add Class view or Add Course to cr 4. Enter the Add Course Class Details Course Name Grade 3 Reading Subject Reading Intended Grade Grade 3 Marking Period Summer Session 💌 Home information Welcome Daniel Brown Subject Course Grade and click Grade 3 Language Arts Language Arts 3 😪 Renaissance Place Grade 3 Math Math 3 [Save]. Class Name* Reports Grade 3 Reading Reading Comment * **Reporting Periods** Grade 4 Language Arts Language Arts 4 Active School Year Grade 4 Math Math Courses Grade 4 Reading Reading 4 ¥ Students Cancel Save Add Personnel Enter the personnel record info **Adding Personnel** Personal Information 1. Click on "Personnel." 2. Click on "Add Personnel." None 💌 First Name* Preferred First Name Manage Personnel **3.** Enter the Home Middle Name Welcome Daniel Brown Select a personnel task Last Name* information User Name* 🗣 Renaissance Place and click Password* Add Personnel Reports [Save]. Confirm Password* View Personnel **Reporting Periods** ID* Active School Year SSN Courses Teacher - Lead Primary Position ٠ Students Unassigned • Personnel User must change password at next logi Parents Cancel Save Save and Add Add Student **Adding Students** Personal Inform First Name* 1. Click on "Students." 2. Click on "Add Student." **3.** Enter the Preferred First Na information Middle Name Home Manage Students Last Name* elcome Daniel Brown and click Select a student task User Name* (Will be autogenerated if not entered [Save]. Password* two or more characters) 😪 Renaissance Place Confirm Pa Add Student Reports School* Maple Eler ID* **Reporting Periods** (Will be autogenerated if not entered) View Students Gender Unassigned • Active School Year Student Characteristics None 💌 Grade Level Courses Date Of Birth Export Student Information Students SSN Personne Import Student Information None Specified ¥ Ethnicity Parents Language None Specified . Merge Students Cancel Save Save and Add

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Enrolling Students in Classes

- 1. Click on "Courses."
- **2.** On the **Add/Edit Course** page, click on a course.

Home Welcome Daniel Brown	
😪 Renaissance Place	
Reports	
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Students	

Assigning Personnel to Classes

- 1. Click on "Courses."
- 2. On the Add/Edit Course page, click on a course.

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- **Setting School Preferences**
 - 1. Click on "Preferences."



2. Click on a preference.

3. On the View Course

4. Click on "Edit Class

ion details

Enrollment."

3. On the View Course

4. Click on "Edit Class Personnel."

page, click on a class.

on details

View Class

Class Task Menu

Edit Class Details

Edit Class Personr

Delete Class

View Class

Class Task Menu

Edit Class Details Edit Class Personnel

Delete Class

Edit Class Enrollment

page, click on a class.

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School: Maple Elementa	ry	
Preferences	Description	Current :
Testing Password	Define password requirements for student testing	Student - Monitor
Student Test Registration	Set student test registration preference	Registrat

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

Number of students: 8 Enrolled in: Grade School: Maple	e 1 Reading, G Elementary	1R, Maxwell			
Enrolled Students (* Select [Save] to Enroll)	Remove All	Search fo	r Student		
Arnold, Jacob	Remove	First Name			
Brentwood, Leah	Remove	Last Name			
Cornwell, Adam Joseph	Remove		1 		
Davis, Rebekah	Remove	ID	1		
Evans, Samuel	Remove	Grade	Not Selected		
Gordon, Jonathan	Remove				
Jacobs, Micah	Remove	Search			
Knuston, Jessica	Remove	of 38)		<< 1	Previous Next
Cancel Save		(Indexe) ve se	elected vious and Next >> automat	ically move	selected)
		C Studen	t	Grade	ID
		-			

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

Class Personnel	Products that can use this class / Teacher role	e
Lisa Maxwell	Image: StandardsMaster 1.2 Lead image: Lead imag	Remove
Search for Per	sonnel	
First Name		
Last Name		
Cancel Sea	rch Save	
Personnel	Primary Position	

3. Choose the preference settings. Then, click [Save].

ichool: Maple Elementary	
Preference Options	
Testing Password	 Student and monitor Student only Monitor only
Monitor Password (Only required if monitor password requirement set above) Passwords must be a minimum of 2 characters	ADMIN

Printing Reports

1. Click on "Reports."



2. Click on a report name,

or click "Customize," choose custom options, and click [Next].

Select Report Click on a report nam	ne to view the report with default settings	2002-20 Daniel Brown, Scho
School: Maple Elen	aentary	
Frequently Used P	leports	
Report	Description	
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
Other Reports		
Report	Description	
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.	

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





Renaissance Learning

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Lick on a preference.