



# STAR Reading®

Computer-Adaptive  
Reading Test and Database

## Software Manual

### Learn how to

- Register students for testing
- Set password requirements for student testing
- Extend testing time limits for students with special needs
- Customize STAR Reading reports

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## Welcome

### About STAR Reading, Renaissance Place Edition

STAR Reading, Renaissance Place (RP) Edition is a computer-adaptive, norm-referenced reading test and database. With STAR Reading software, you can access the reading levels of students in grades 1-12 in about 10 minutes. STAR Reading's computer-adaptive testing offers you easy-to-use tools that help you match your instruction to individual student levels. In STAR Reading, the student works through a short, assisted-response (multiple-choice) test. If a student misses a question, the difficulty level is reduced. If a student's response is correct, the difficulty is increased. This system minimizes frustration and provides more accurate scores for both high-performing and low-performing students.

#### Who can take the STAR Reading test?

The STAR Reading test is intended for students in grades 1-12. In general, the student should have a reading vocabulary of at least 100 words or should be identified as a Probable Reader by STAR Early Literacy. In other words, the student should have at least beginning reading skills. If the student can work through the practice questions unassisted, that student should be able to be tested using STAR Reading software. If the student has a lot of trouble getting through the practice, the student probably does not have the basic skills necessary to be measured by STAR Reading. Your student capacity limit determines how many students can take the STAR Reading test in a school year or subscription year. For more information about student capacity, see page 39.

#### The STAR Reading RP programs

STAR Reading 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 other Renaissance Place programs installed on your server.
- The browser-based STAR Reading program, which allows you to register students for testing, change STAR Reading student settings and preferences, and print STAR Reading reports. Students also take tests in the browser-based software.

## What You Can Find in this Manual

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

- To find out if you need to register STAR Reading RP, look under the STAR Reading tab on the **Home** page in Renaissance Place. If you see “Register STAR Reading,” you need to register the software as described in the *Renaissance Place Installation Guide*. To go to 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. To find these procedures, see the *Renaissance Place Software Manual*.

After STAR Reading RP 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 Reading RP. If you have questions about STAR Reading RP software, please email us at [answers@renlearn.com](mailto:answers@renlearn.com) (for general questions) or at [support@renlearn.com](mailto:support@renlearn.com) (for technical questions).

## Compatibility with Other Programs

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STAR Reading RP can share a database with other Renaissance Place software from Renaissance Learning, such as Accelerated Math, Accelerated Reader, English in a Flash, Fluent Reader, MathFacts in a Flash, StandardsMaster, STAR Early Literacy, and STAR Math. 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](mailto:answers@renlearn.com).

## How to Use this Manual and the Online Help

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### Using this software manual

This manual will help you use your STAR Reading 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.
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.	In the Students section of the <b>Report Options</b> page, click “Select Individual Students” to select students by name.
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 blank (field) and type your user name.
Menus	Menu names and items appear in bold type.	From the <b>File</b> menu, select <b>Exit</b> .

## Using the program help

If you need help while you're using STAR Reading 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.

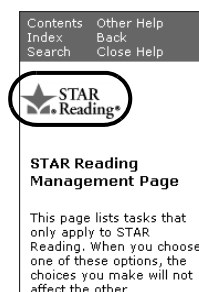
If you have additional questions, you can email your question to us at [answers@renlearn.com](mailto:answers@renlearn.com), or email technical support questions to us at [support@renlearn.com](mailto:support@renlearn.com).

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## HELP FOR STAR READING RP AND RENAISSANCE PLACE

*Renaissance Place, which is installed with STAR Reading 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 Reading 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.*




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## 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 Reading Pretest Instructions, click "Pretest Instructions" under the STAR Reading tab on your **Home** page. (Pretest instructions help you explain the test to your students.)

## Getting Started

Before you can start using STAR Reading 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 Reading 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 (below)
- How to log in to the browser-based software (below)
- 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 6)
- 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

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**Hardware:** For the latest STAR Reading 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 Reading 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

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The steps below describe how personnel log in. For students, see “Taking a STAR Reading 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, go to the address provided by your district or school. The **Welcome** page will appear.
3. Click “Teacher/Administrator.”



4. At the **Teachers/Administrators** login page, follow these steps:

a. Click in the User Name blank (field) and type your user name.

b. Click in the Password blank (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 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 were valid, either the **Change Password** page or your **Home** page will appear.

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 do not 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 blank (field) and type the new password; then, click in the Repeat New Password blank and type it again. When you have finished, click the [Save] button. You will go to your **Home** page. Even if the program does not 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.

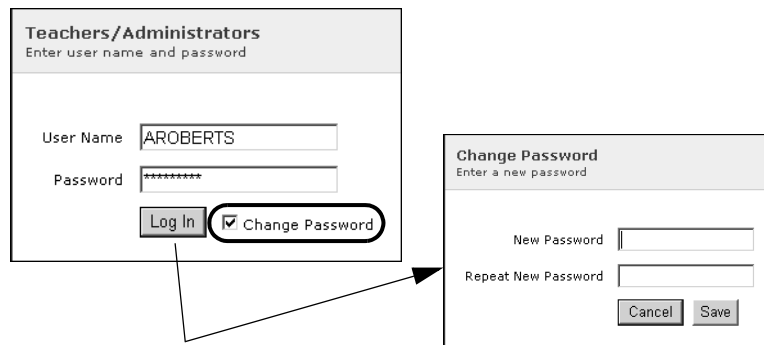
## Changing Your Password

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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 blank (field) and type the new password. Then, click in the Repeat New Password blank and type it again.
5. Click the [Save] button.

## Setting Up Your STAR Reading Data before Testing

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After STAR Reading RP has been installed and registered (see the *Renaissance Place Installation Guide* for instructions), you must enter the following information into the database before your students can begin testing (see the table on the next page):

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

**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) .exp files 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

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The program keeps track of each page you have visited since the last time you left the **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.



### Logging Out of the Software

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When you have finished working in STAR Reading 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 Reading RP have many different roles, they have access to different features in the software.

Some capabilities are for all Renaissance Place programs, and others are for specific programs. STAR Reading RP capabilities include the following:

- Manage STAR Reading Student Information, which controls who can change the STAR Reading student settings (see page 15)
- View STAR Reading Student Information, which controls who can view the STAR Reading student settings (see page 15)
- Manage STAR Reading Student Registration, which controls who can register students for testing if registration is required (see page 17)
- View STAR Reading Student Registration, which controls who can view the list of students registered to take the test
- View Student’s Historical STAR Reading Assessments, which determines whether each group of users can view 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

When you change the default capabilities or the capabilities for groups of existing users, you must select one of the groups listed below.

The table that starts on page 10 lists the tasks that each group can perform in the Renaissance Place and STAR Reading RP software with the standard set of capabilities. To change these capabilities for groups of users or individual users, see the *Renaissance Place Software Manual*. When you add personnel, you choose the position that determines whether each person is a district administrator, district staff member, school administrator, teacher, or school staff member. (Some positions appear in more than one category.)

**District administrators** are District Superintendents or Assistant Superintendents.

**District staff** are other personnel assigned to the district. They include 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 administrators** are Principals, Assistant Principals, or Librarian/Reading Coordinators.

**School staff** are other personnel assigned to schools, including 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.

**Teachers** are the staff who are responsible for individual classes, such as Lead Teachers, ESL teachers, or team teachers. This category also includes Audiologists, Interpreters, Occupational Therapists, Physical Therapists, Reading Specialists, Speech Therapists, Teacher's Aides, Teacher Appraisers, Teacher Facilitators, and Teacher Supervisors.

**Parents** are added to the software by administrators or staff so they can log in to view predefined reports for their children (see page 33).

**Capabilities for All Renaissance Place Products**

Capability	Determines Who Can...	District		School		Teacher
		Admin	Staff	Admin	Staff	
<b>Installation, Registration, and Updates</b>						
Product Registration	Register Renaissance Place product registration, subscription, and content subscription 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.	✓	+	-	-	-
<b>District and School Information</b>						
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.	✓	✓	-	-	-
<b>School Years, Marking Periods, and Days Off</b>						
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	
<b>Courses and Classes</b>						
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.	✓	✓	✓	+	+
<b>Personnel Information</b>						
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.	✓	+	✓	✓	+
<b>Student Information</b>						
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 <b>not</b> 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 Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	-	-	✓	+	+

✓ = available    + = can be added    - = unavailable

**Capabilities for All Renaissance Place Products (Continued)**

Capability	Determines Who Can...	District		School		Teacher
		Admin	Staff	Admin	Staff	
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	–	–	✓	+	+
<b>Parent Information</b>						
Manage Parents	Add, edit, or delete parent information.	✓	✓	✓	+	+
View Parents	View parent information for parents in the database.	✓	✓	✓	✓	+
<b>Classroom Work</b>						
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.	✓	+	✓	+	✓
<b>Reports</b>						
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.	✓	✓	✓	–	✓
<b>Software Preferences</b>						
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 <b>new</b> 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

**STAR Reading Capabilities**

Capability	Determines Who Can...	District		School		Teacher
		Admin	Staff	Admin	Staff	
Manage STAR Reading Student Information	Edit STAR Reading student settings, including Estimated Instructional Reading Level and question time limit. Estimated Instructional Reading Level is the level at which the first STAR Reading test will start.	✓	+	✓	+	✓
View STAR Reading Student Information	View STAR Reading student settings, including Estimated Instructional Reading Level and question time limit. Estimated Instructional Reading Level is the starting level for the student's first STAR Reading test.	✓	+	✓	+	✓
Manage STAR Reading Student Registration	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 Reading 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 Reading Assessments	Include STAR Reading tests from previous classes on reports.	✓	+	✓	+	+

✓ = available    + = can be added    - = unavailable

**Student Settings**

The STAR Reading student settings determine how the test will work for your students. The student settings show you whether students have an Estimated Instructional Reading Level (Estimated IRL); the Estimated IRL determines the starting level of the student's next test if the student has not taken a STAR Reading test in the past six months. By viewing the student settings, you can also find out if a student's question time limits have been tripled because the student needs more time to read and answer the questions.

The following procedures describe how to view and change the STAR Reading Student Settings.

## Viewing the STAR Reading Student Settings

With the standard capabilities, teachers and administrators can view student settings. To view student settings, follow these steps:

1. After you log in to the software, you'll see the **Home** page. If you are already using the software, you can go to this page by clicking the "Home" link at the top of any page. If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."
2. In the list, click "Student Settings." The **View Student Settings** page will appear.

3. The **View Student Settings** page will show you the student settings for one class at the school. If you have access to more than one school, click the School drop-down list and choose the school for which you want to view STAR Reading student settings. Then, click the [Set] button. Only schools that have registered STAR Reading will be listed; if only one school is registered, the page will not have a School drop-down list.

4. To choose a different class, click the Class drop-down list and choose the class name; then, click the [Set] button.

If an Estimated Instructional Reading Level (Estimated IRL) has been entered for a student, STAR Reading will use the Estimated IRL instead of the grade to determine the starting level for the student's test if the student has not taken a STAR Reading test in the past six months. If no Estimated IRL has been entered, the starting level for the first test is slightly below the student's grade level. If the student has taken a STAR Reading test in the past six months, the program uses the results of previous tests to determine the starting level of the next test.

5. When you have finished viewing the student settings, click the [Done] button.

**View Student Settings**  
Click the [Edit] button to change Estimated IRL or Extended Question class

School: Maple Academy [Set]

Class: Grade 3 Reading, G3R, Rossetti, 2004 - 2005 [Set]

[Edit] [Done]

**Grade 3 Reading, G3R, Rossetti, 2004 - 2005**

Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Arnold, Jacob	jacoba	3		Off
Brooks, Matthew	mattb	3		Off
Donne, Benjamin	bendonne	3		Off
Greene, Nathan	nateg	3		Off
Khang, Bao	bao	3		Off
Martin, Austin	austin	3		Off
Mitchell, D'shon	dm	3		Off
Pagel, David	davep	3		Off
Randall, Jason	jasonr	3		Off

## Changing the STAR Reading Student Settings (Estimated IRL and Extended Time Limit)

The STAR Reading student settings determine how the test will work for your students. Using the student settings, you can set an Estimated Instructional Reading Level (Estimated IRL) for a student to control the level at which the student's first test will start. You can also triple the question time limits for students who need more time to read and answer the questions; for more on time limits, see page 23. With the standard capabilities, teachers, school administrators, and district administrators can change STAR Reading student settings. Follow these steps:

1. After you log in to the software, you'll see the **Home** page. If you are already using the software, you can go to this page by clicking the "Home" link at the top of any page. If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."
2. In the list, click "Student Settings." The **View Student Settings** page will appear.

3. The **View Student Settings** page will show you the student settings for one class at the school. If you have access to more than one school, click the School drop-down list and choose the school for which you want to view STAR Reading student settings. Then, click the [Set] button. Only schools that have registered STAR Reading will be listed; if only one school is registered, the page will not have a School drop-down list.

4. To choose a different class, click the Class drop-down list and choose the class name; then, click the [Set] button.

5. Once you are viewing the class that needs changes, click the [Edit] button.

6. On the **Edit Student Settings** page, you can enter Estimated IRLs and turn extended time limits on or off.

To enter an Estimated IRL for a student, click in the blank in that student's row and type in the Estimated IRL. If the student has not taken a STAR Reading test in the last six months, the Estimated IRL will be used as the starting level for the student's next STAR Reading test.

If the Extended Question Time Limit check box is checked for a student, that student's time limits have been tripled. To check the box or remove a check mark, click in the box.

**View Student Settings**  
Click the [Edit] button to change Estimated IRL or Extended Question class

School: Maple Academy [Set]

Class: Grade 3 Reading, G3R, Rossetti, 2004 - 2005 [Set]

[Edit] [Done]

**Grade 3 Reading, G3R, Rossetti, 2004 - 2005**

Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Arnold, Jacob	jacoba	3		Off
Brooks, Matthew	mattb	3		Off
Donne, Benjamin	bendonne	3		Off
Greene, Nathan	nateg	3		Off
Khang, Bao	bao	3		Off
Martin, Austin	austin	3		Off
Mitchell, D'shon	dm	3		Off
Pagel, David	davep	3		Off
Randall, Jason	jasonr	3		Off

**Edit Student Settings**

School: Maple Academy  
Class: Grade 3 Reading, G3R, Rossetti, 2004 - 2005

[Cancel] [Save]

Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Arnold, Jacob	jacoba	3		<input type="checkbox"/> On
Brooks, Matthew	mattb	3		<input type="checkbox"/> On
Donne, Benjamin	bendonne	3		<input type="checkbox"/> On
Greene, Nathan	nateg	3		<input type="checkbox"/> On
Khang, Bao	bao	3		<input type="checkbox"/> On
Martin, Austin	austin	3		<input type="checkbox"/> On
Mitchell, D'shon	dm	3		<input type="checkbox"/> On

## EXTENDED TIME LIMITS AND STAR READING TECHNICAL DATA

*If you use extended time limits for some of your students, remember that STAR Reading norms, as well as other technical data such as reliability and validity, are based on test administration using the standard time limits. On reports, tests taken with the extended time limit include a footnote. For more information on time limits, see page 23.*

7. When you have finished making changes, click the [Save] button. If you do not 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] when you have finished viewing and changing the student settings.

## Registering for the Test

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

Registration is **only** necessary if you have changed the Student Test Registration preference to require it for your school (see page 37). If you have **not** required registration, students can take a STAR Reading test as soon as you add them and enroll them in classes that have assigned lead teachers for STAR Reading.

If registration is required at your school, the Registration list determines which students can take a STAR Reading test. Students who are not registered will not be allowed to start the test.

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; their names will not reappear in the list until you register them for testing again.

## Registering Students for Testing

Registration is only required if your school's Student Test Registration preference has been set up to require it (see page 37). The steps below describe how to register individual students for testing. If registration is required, you must register students before **each** of their STAR Reading tests. You cannot register students until you have added them and enrolled them in classes that have a lead teacher assigned for STAR Reading. To add students and enroll them in classes, see the *Renaissance Place Software Manual*.

Teachers can register their students. School administrators can register any student in their school. District administrators can register students from any school in the district. Registration can only be done in schools that have registered their STAR Reading serial numbers.

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."
2. In the list of STAR Reading tasks, click "Registration." You will go to the **Register Students** page.
3. If you have access to more than one school, click the School drop-down list and choose the school for which you want to register students. Then, click the [Set] button. Only schools that have registered STAR Reading RP will be listed.

- On the **Register Students** page, you can search for and select students you want to register. (If registration is not required by the Student Test Registration preference for this school, the page will notify you that registration is not necessary. If registration is required, the students who are already registered will be listed.)

To search for specific students, enter information in the First Name, Last Name, or ID blank. You do not need to enter the entire name if you are not sure how it is spelled.

To search for all students in a specific class, click the Class drop-down list and choose the class. To search for all students in a specific grade, click the Grade drop-down list and choose the grade.

**Register Students**  
Register individual students or an entire class for STAR Reading

School: **Maple Academy**

Student	Remove All
Arnold, Jacob	Remove
Brentwood, Leah	Remove
Brooks, Jamal	Remove
Brooks, Matthew	Remove
Collins, Sherrica	Remove
Davis, Rebekah	Remove
Del Castillo, Miranda	Remove
Donne, Benjamin	Remove
Espinosa, Johanna	Remove
Evans, Samuel	Remove
Fuller, Keisha	Remove
Gordon, Jonathan	Remove
Greene, Nathan	Remove
Hanson, Abigail	Remove
Jackson, Cody	Remove
Johnson, Myra	Remove
Khang, Bao	Remove
King, Lydia	Remove

Search for student

First Name

Last Name

ID

Class

Grade

*Make selections and click the Add button*

<input type="checkbox"/> Student	Grade	ID
<input checked="" type="checkbox"/> Barber, Shanique	6	shanique
<input checked="" type="checkbox"/> Camacho, Luis	6	luis
<input checked="" type="checkbox"/> Duncan, Morgan	6	morgan
<input type="checkbox"/> Johnson, Myra	6	myra

- Click the [Search] button. The students who match your criteria will be listed below the button. If the list is long, it may not fit on one page; if this happens, you can click "Next" and "Previous" to move forward and back through the list.
- In the search results, check the box next to each student that you want to register. To check a box or remove a check mark, click in the box. To select all of the students in the list you're viewing, check the box next to "Student" at the top of the list. After selecting the students, click the [< Add] button above the checklist to move them to the list of registered students on the left side of the page.

If you decide to remove any or all of the students from the registration list after you add them, you can click "Remove" next to a student's name or "Remove All" to remove all students from the registration list.

- When you have finished, click the [Save] button to save the registration list. If you do not want 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 log in to the Student program to take a STAR Reading test. The steps below describe how to remove students from the Registration list if you do not want them to be allowed to take the test. **Students who have already taken the test after being registered and who have not been registered again will not be in this list.**

Teachers can remove their students from the Registration list. School administrators can remove any student in their school from the Registration list. District administrators can remove students in any school in the district from the Registration list.

- After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page.) If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."

- In the list of STAR Reading tasks, click "Registration." You will go to the **Register Students** page.
- If you have access to more than one school, click the School drop-down list and choose the school for which you want to remove students from the registration list. Then, click the [Set] button. Only schools that have registered STAR Reading RP will be listed.
- On the **Register Students** page, click "Remove" next to each student that you want to remove from the list, or click "Remove All" to remove all students from the list. When you have finished, click the [Save] button to save the registration list.

**Note:** If registration is not required for this school, this page will not list any students. Instead, the page will notify you that the Student Test Registration preference for this school does not require registration before testing. Click [Done].

## Taking the Test

STAR Reading allows students to log in and take a test without having access to the data that teachers, administrators, and other staff can see. The following sections describe STAR Reading testing sessions and how to take a STAR Reading test. **Only students in schools that have registered STAR Reading RP can take the test; to register schools, see the *Renaissance Place Software Manual*.** Students can only test within the current school year or subscription year.

### The STAR Reading Test Session

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

- The teacher in charge of testing explains the test using the STAR Reading *Pretest Instructions*. To print these instructions, click the link in the list of STAR Reading tasks on your **Home** page. 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.
- The teacher or test monitor starts the browser, enters the address for the software, and clicks "Student" on the **Welcome** page.
- The first student enters his or her user name and password.
- The student clicks "Take a Test" under STAR Reading on the **Home** page and starts the test.

**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, 3) the student capacity limit has been reached (see page 39), or 4) the student does not have a grade of 1 to 12 assigned in his or her personal information.

5. The person who is monitoring the test enters a password if it is required. The Testing Password preference determines whether the monitor password is required for testing (see page 38).
6. The student goes through a short practice session to become familiar with the test format. The student must correctly answer three practice questions to go on to the actual test. (The student may receive up to seven practice questions if he or she does not answer some questions correctly.)
7. When the student successfully completes the practice session, the actual test begins. When the student finishes the test, the program logs the student out, the next student logs in, and the process starts over.
8. When all of the students are done testing, the test monitor closes the browser.

## Taking a STAR Reading Test

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### How to abort 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 are sure that you want to abort the test, click the [Yes] button. The program will then ask you to enter the monitor password. If the password is required, enter the monitor password set up in the Testing Password preference (see page 38); you cannot substitute another password. 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.

### How students take a STAR Reading test

The steps on the next page describe how to take a STAR Reading test. Before students start testing, check the following:

- Students must be added to the database and enrolled in a class that has a STAR Reading lead teacher assigned. To add students, enroll them in classes, and assign a STAR Reading lead teacher to the class, 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 also register students before the 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, click the “Check Software Requirements” link on the welcome page before you log in.

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



## MAKE SURE STUDENTS KNOW THEIR PASSWORDS

*Before students log in, make sure they know their passwords. (You can find student user names and passwords in the STAR Reading 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.*

1. At the **Welcome to Renaissance Place** page, click "Student."
2. The **Students** page will appear next.

If the student knows his or her user name and password, the student can click in the blanks and type the information. Then, the student should click the [Log In] button to finish logging in. To continue, go to step 3.

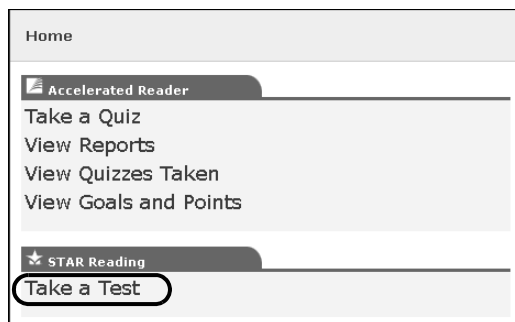
If the student remembers his or her password, but not his or her user name, the student can follow these steps:

- a. Click the "Find User Name" link below the blanks and button.
- b. If the next page asks the student to choose a school, he or she can click the school name and then click the [Next] button.

If the page shows a school name and asks the student to search, the student should check the school name. If the correct school isn't shown, the student should click "change school now"; then, the student should click the correct school name on the next page and click the [Next] button.

- c. On the **Find User Name - Search for Name** page, the student should click in the blanks and type all or some of his or her first or last name. Then, the student needs to click the [Search] button to find the name. If the student's name appears in the search results, the student should click that name; if not, the student can click the [Back] button to search again.
- d. If you found your name, the **Please Log In** page will appear next. Your user name will be filled in. Click in the Password blank and type your password; then, click the [Log In] button. **Note to teachers:** Make sure students have their password. Although a student can search for his or her user name, the student cannot search for his or her password.

3. The **Home** page will list the tasks that are available to the student. The student should click "Take a Test" under the STAR Reading tab.



## 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 39.

If the Macromedia Flash Player is not installed on this computer, the **Checking Setup** page will tell 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 will appear next. Click the link in the Action column to go to a web site where you can download the Macromedia Flash Player.

4. If the student is enrolled in more than one STAR Reading class, the next page will ask the student to choose a class. The student must click the name of the class for which he or she is taking the test.
5. On the next page, the student must click the [Start] button.
6. If the Monitor Password preference has been set up to require a password before each test (see page 38), the program will ask for that password next. The teacher or test monitor must enter the monitor password; then, click the [OK] button.  
**Note:** You cannot substitute a teacher password.
7. Next the practice session will start. The practice session will present the student with a few simple practice questions to make sure the student knows how to take the test.

A list of three or four possible answers is shown below each question. The student can choose an answer by pressing the <1>, <2>, <3>, or <4> key on the keyboard. A blue circle will appear around the answer the student selected. (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 necessary by pressing a different key. When the student is satisfied with his or her answer, the student must press the <Enter> key (Windows) or the <return> key (Macintosh) to go on.

Students must pass the practice session before they can go on to the actual test. A student can pass the practice session by answering three practice questions correctly. Students who don't answer the first three questions correctly will receive up to seven practice questions.

If the student passes the practice session, the program will notify the student that it is preparing the test; then, a message will tell the student that the test is about to start.

If the student does not pass the practice session after answering seven questions, the program will not allow the student to take the actual test; instead, this message will appear: "Please ask the monitor to help you the next time you practice." After the student clicks [OK], the program will notify the student that the test is over and it will log the student out. A teacher or test monitor should help students understand how the test works. If the student understands how the test works but does not 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.

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## TIME LIMITS

*Although scores are not based on how quickly students answer questions, there is a time limit for answering each test question. Students in 1st and 2nd grade have 60 seconds to answer each question; all other students have 45 seconds to answer each of the first 20 questions and 90 seconds to answer each of the last 5 questions, which are longer.*

*If some of your students require more time to read and answer STAR Reading test questions, you can triple the time limits for those students. To extend the time limit for multiple students, see page 15. If you extend the time limit, remember that STAR Reading norms, as well as other technical data such as reliability and validity, are based on test administration using the standard time limits. When you print reports that include tests taken with the extended time limit, a footnote will appear on the report to remind you that the extended time limit was used.*

*Fifteen seconds before the time limit is up for a question, the program will flash a picture of a clock in the top right corner of the question screen. At that time, students should make their best guess. If the student does not select an answer and press <Enter> or <return> before time runs out, the screen will go blank, and the program will notify the student that time has run out. Then, the next question will appear. The unanswered question will be counted as an incorrect answer **unless** the correct answer was selected when time ran out. If the correct answer was selected, the question will be counted as a correct answer.*

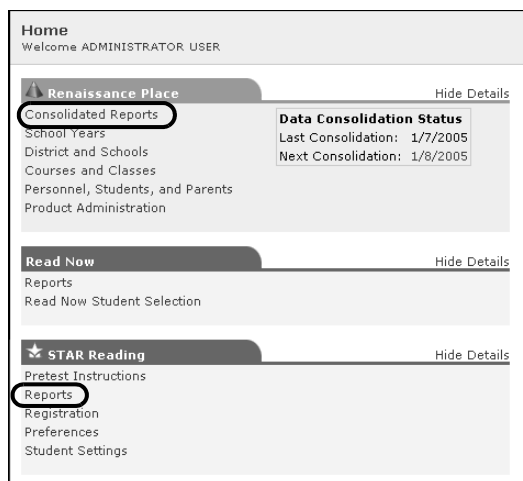
- 
8. If the student passes the practice session, the actual test will begin. The student must answer questions until the test is over. (For grades 3-12, the last five questions are longer authentic text passages.) When the student has answered all of the questions, the program will show the student that the test is over; then, it will log the student out so the next student can log in.

## Reports

### About Renaissance Place and STAR Reading Reports

This software includes two types of reports: Renaissance Place reports and STAR Reading reports.

Renaissance Place reports are available to the district and school administrator and teachers. (One report is also available to parents.) Renaissance Place reports 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, the administrator or teacher can click “Consolidated Reports” under the “Renaissance Place” tasks 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*, which is available when you click “Download Manuals” in the upper right corner of any Renaissance Place or STAR Reading page.



STAR Reading reports are available to teachers, staff, and administrators. (The Parent Report is also available to parents.) These reports are listed under the “STAR Reading” tasks on the **Home** page. The following pages describe these reports and how to print them.

### Printing STAR Reading Reports

With the standard capabilities, teachers, school staff, school administrators, district staff, and district administrators can print STAR Reading reports. **Only schools that have registered STAR Reading RP can print reports; see the *Renaissance Place Software Manual* to register STAR Reading for additional schools.**

**Note:** If the administrator adds parents and gives them their user names and passwords, parents can view and print the Parent Report for their children. For more information, see page 33.

## ACROBAT READER IS REQUIRED TO VIEW AND PRINT REPORTS

You must have Adobe Acrobat Reader or Adobe Reader installed on the computer that you will use to view and print reports. If Acrobat Reader is not already installed on this computer, a teacher, school administrator, or district administrator can download Acrobat Reader from the Renaissance Place program. To do this, click "Product Administration" on the **Home** page; then, click "Download Client Application Installers." On the **Client Install** page, click "Install" next to the Adobe Acrobat Installer. After you have downloaded the file, you can start the installation by double-clicking on the file. You can also click the "Get Adobe Reader" icon on the **Select Report** page to go to a web site where you can download the Reader. (**Note:** The Macintosh OS X Preview program also allows you to view reports.)

To generate reports, follow these steps:

1. After you log in, you'll see the **Home** page. (If you are already working in the software, you can go to this page by clicking the "Home" link at the top of any page. If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading.")
2. In the list of STAR Reading tasks, click "Reports." The program will verify that you have Acrobat Reader installed; if not, the program will take you to the **Check Software Requirements** page so that you can download the Reader before generating reports.

**Note:** If your server has a reporting database, the next page will ask you to choose whether to use the reporting database or the live database. The reporting database may generate reports more quickly; the live database may have more recent results. Click one of the options; then, click the [Next] button. If you choose the reporting database, the words "Reporting Database" will be added to the title of some report pages.

3. The **Select Report** page will appear. If you have access to more than one school, click the School drop-down list and choose the school for which you want to print reports. (If only one school has STAR Reading RP registered, the page will not have a School drop-down list.)

4. On the **Select Report** page, you can proceed in one of two ways:

- If you want to print the report without choosing any custom options, click the report name. If you chose this option, go to step 6.
- If you want to customize the report to include the information

**Select Report**  
Click on a report name to view the report with default settings

School: Hillside Elementary Set

2004-2005  
ADMINISTRATOR USER, District

**Frequently Used Reports**

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
Parent - English	An informational letter, in English, for parents and guardians.	Customize
Parent - Spanish	An informational letter, in Spanish, for parents and guardians.	Customize
Reading Range	A list of students and their reading range information.	Customize

you need, click "Customize" in the row for the report. (Some reports cannot be customized; these reports have no "Customize" link.) When you customize a report, you may be able to choose the classes, students, or reporting parameter groups to include, the time period covered by the report, the information included, and how that information is grouped and sorted.

- If you chose to customize the report, the **Report Options** page will appear next. Select the options for the report; then, click the [Next] button. For more information about the custom options that are available for each report, see the table that starts on page 29. For some reports, you can select reporting parameter groups. For more information about these groups, see page 27. The example below shows the custom options available for the Diagnostic Report. When you have finished choosing the custom options for the report, click the [Next] button.

**Report Options**  
Select the options for this report

School: **Maple Academy**  
Report: **Diagnostic Report**

**Customization Options**

Students	<input type="radio"/> Select Individual Students (0 students selected) <input type="radio"/> By Teacher: <input type="text" value="All Teachers"/> <input checked="" type="radio"/> By Class: <input type="text" value="All Classes"/>
Reporting Parameter Group	<input type="text" value="All Demographics [Default]"/> OR Create New or Edit Selected
Reporting Period	<input checked="" type="radio"/> Predefined Date Range: <input type="text" value="2004 - 2005"/> <input type="radio"/> Custom Dates: <input type="text" value="8/22/2004"/> to <input type="text" value="8/21/2005"/>
Show Grade Equivalent	<input checked="" type="radio"/> Yes <input type="radio"/> No
Group By	<input type="radio"/> Class <input type="radio"/> Grade <input type="radio"/> Teacher <input checked="" type="radio"/> Do not group
Sort By	<input checked="" type="radio"/> Last Name <input type="radio"/> ID

- As the program generates your report, the **Report Progress** page will appear. When the report is ready, the report will appear in Adobe Acrobat Reader, either within your browser window or in a separate window. The picture below shows what the report looks like when it opens in the browser window, not a separate window.

You can save the report or print it by clicking one of the Acrobat Reader buttons. (If you are using the Macintosh OS X Preview program, click the **File** menu and choose **Print**.)

For reports with custom options, you can click the "Customize this Report" link to go back and choose different options. To select another report, click "Select a Different Report."

The screenshot shows a web browser window with the address bar containing a URL to the report controller. The browser displays the STAR Reading Diagnostic Report. The report header includes the school name (Maple Academy), student name (Allen, Michael), teacher name (Maxwell, Lisa), and class (G1R, Maxwell). The report date is Wednesday, March 9, 2005, at 2:10:19 PM. The test date is March 9, 2005, at 9:25:14 AM. The report provides diagnostic information about the student's general reading skills. A table at the bottom shows scores for various skills: SS (146), GE (1.7), PR (55), PR Range (38-63), Below Average (50), Average (50), Above Average (52.6), NCE (P), and IRL (1.7-2.7). The browser's toolbar shows various navigation and printing options.

## About Reporting Parameter Groups

---

When you customize some STAR Reading reports (see “Printing STAR Reading Reports”, which starts on page 24), you can select a reporting parameter group for the report by clicking on a drop-down list. You can also create or change a group by clicking “Create New or Edit Selected.” Reporting parameter groups allow you to focus reports on students who were enrolled in the school before a certain date and students with specific ethnicities, genders, languages, characteristics, and or grades. See the example of the **Reporting Parameter Groups** page on the next page.

---

### BLOCKING REPORTS BASED ON CHARACTERISTICS OR ETHNICITY

*If you do not want your teachers or staff to create a reporting parameter group based on characteristics or ethnicities, the district or school administrator can take away two capabilities: Filter Reports by Characteristics and Filter Reports by Ethnicity. Personnel who do not have these capabilities cannot select characteristics or ethnicities when they create a reporting parameter group, and when they print the Student Detail Report, characteristics and ethnicity will be omitted. To change capabilities for new users, existing users, or a single user, see the Renaissance Place Software Manual.*

---

To create or change a reporting parameter group, first click in the Reporting Parameter Name blank and type or edit the name.

To limit the group to students enrolled in the school before a certain date, click in the Enroll Date blank and type a date.

To choose the criteria for the group, click in the check boxes for the traits you want students in this group to share. To check a box or remove a check mark, click in the box. You can also click “select all” or “deselect all” under the name of each category. For characteristics, click “Any” if you want to include students with any of the checked characteristics, or click “All” if you only want to include students with all of the checked characteristics.

When you have finished choosing the criteria, click the [Save] button.

You can specify a student’s ethnicity, gender, language, and grade when you add the student to the software or edit the student’s information as described in the *Renaissance Place Software Manual*.

If you want to use characteristics to create a reporting parameter group, you must first assign the appropriate characteristic to your student. If the characteristic that you want to use is not listed, you can add the characteristic. To add characteristics and assign them to students, see the *Renaissance Place Software Manual*.



## Report Descriptions

The table below describes each STAR Reading report and the custom options available for that report. (For descriptions of the Renaissance Place reports, refer to the *Renaissance Place Software Manual*, which is available when you click “Download Manuals” on any Renaissance Place or STAR Reading page.)

### YOUR POSITION AFFECTS YOUR REPORTS

*When a teacher prints a report, the report can include that teacher’s classes and students. When a school staff member or school administrator prints a report, the report can include any classes or students in the person’s school(s). When a district staff person or district administrator prints a report, the district person must first choose a school; then, the report can include any classes or students in that school. **Only district and school administrators can include historical data from past school years on reports (unless capabilities have been changed — see page 8).***

Report Name	Options available when you customize the report	Description
Class Report	This report cannot be customized.	This report lists your STAR Reading classes, their lead teachers, and the enrolled students.
Diagnostic Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	The Diagnostic Report provides an individual skills assessment and other diagnostic information for each of the students you have selected. This report helps teachers determine how to improve their student’s performance. It also supports a direct discussion with an individual student’s parents or guardians. Each student’s report prints on a separate page. For each student’s most recent test, this report includes the Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Percentile Rank Range, Normal Curve Equivalent (NCE), Instructional Reading Level (IRL), and Zone of Proximal Development (ZPD). The Diagnostic Report also suggests how the student can achieve additional growth, especially if the student falls below the 25th percentile.

Report Name	Options available when you customize the report	Description
Enrollment Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Choose whether to include unenrolled students (students who are not enrolled in any class)</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>The Enrollment Report lists students who are enrolled in STAR Reading classes. The classes that are included depend on your position. The report lists students, their student IDs, grades, classes, the teachers assigned to those classes, and the Question Time Limit that is used for each student. The time limit is Standard or Extended. For more information about time limits, see page 23. To extend time limits, see page 15.</p>
Growth Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range for both the pretest and the posttest</li> <li>• Choose whether to include the summary only</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>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 the STAR Reading test more than once will appear on this report. You can use this report to evaluate your students' improvement during the year or over many years. The report includes each student's name, class, teacher, test date, grade placement, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Percentile Rank Range, Normal Curve Equivalent (NCE), and Instructional Reading Level (IRL) for the pretest and posttest, as well as the mean pretest and posttest scores for the entire group of students.</p>
Parent Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul> <p><b>Note:</b> When parents print this report (see page 33), they do not have these custom options.</p>	<p>The Parent Report, which is available in English or Spanish, presents a student's test results from a particular testing session for his or her parents or guardians. The report includes a detailed comparison to scores on the national level; it shows the Grade Equivalent (GE), Percentile Rank (PR), Percentile Rank Range, Instructional Reading Level (IRL), and Zone of Proximal Development (ZPD). The parent report is generated in an easy-to-read letter format with sections for a teacher's signature and additional comments about the student's performance.</p> <p>Parents can print this report directly for their children. For details, see page 33.</p>

Report Name	Options available when you customize the report	Description
Reading Range Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>This report lists your students and their Zones of Proximal Development (ZPD). It also defines the Zone of Proximal Development. For more information about the Zone of Proximal Development, see page 35.</p>
Registration Report	<ul style="list-style-type: none"> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>This report lists the students who are currently registered for testing. The report is only needed if the Student Test Registration preference is set to require registration before testing (see page 37). The report includes each student's name, ID, grade, Estimated Instructional Reading Level (see page 15), question time limit (see page 23), class, teacher, user name, and password.</p>
Score Definition Report	<p>This report cannot be customized.</p>	<p>This report provides a brief explanation of each test score referenced in the other STAR Reading reports. It helps you understand and analyze the various scores on the other reports. The report may also be useful when you discuss a student's test results with his or her parents or guardians. For score definitions, see page 34.</p>
Snapshot Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to include summary information only</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>This report summarizes students' test results. The report shows each student's name, grade placement, test date, Instructional Reading Level (IRL), Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Percentile Rank Range, and a PR Range graph. The report also shows class summaries of Percentile Rank distribution and IRL distribution. <b>Note:</b> Individual student scores are not included if you choose to include the summary only in the custom options.</p>
Student Detail Report	<p>This report cannot be customized.</p>	<p>This report lists all students who are using STAR Reading RP in the school. It shows each student's name, ID, gender, date of birth, grade, ethnicity, and characteristics. <b>Note:</b> If the Filter Reports by Ethnicity and Filter Reports by Characteristics capabilities have been removed, this report will not include ethnicity and characteristics.</p>

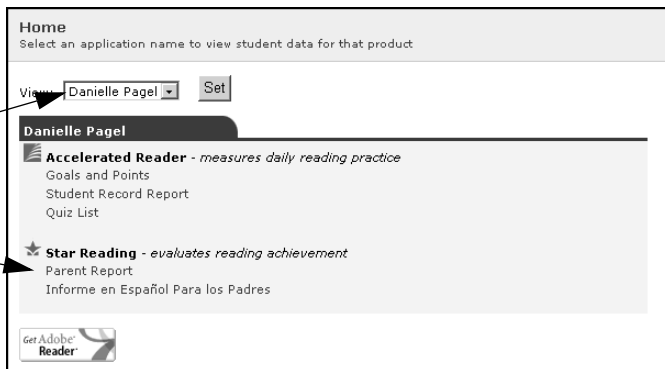
Report Name	Options available when you customize the report	Description
Student Information Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or ID)</li> </ul>	<p>This report lists students who are enrolled in classes. It includes each student's name, ID, user name, gender, date of birth, Estimated Instructional Reading Level (see page 15), question time limit, and password.</p>
Summary Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to include the summary only</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name, test date, or rank)</li> </ul>	<p>This report summarizes the results of each student's most recent test. It includes each student's name, grade placement, class, teacher, test date, rank, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Normal Curve Equivalent (NCE), Instructional Reading Level (IRL), and Zone of Proximal Development (ZPD). The report also shows a summary of the scores, the PR distribution, the IRL distribution, and the GE distribution. <b>Note:</b> Individual student scores are not included if you choose to include the summary only in the custom options.</p>
Teacher Report	<p>This report cannot be customized.</p>	<p>This report lists teachers who are designated STAR Reading teachers for at least one class. The report includes each teacher's name, user name, classes, and class position.</p>
Test Activity Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to group information and how to group it (by class, grade, or teacher)</li> <li>• Choose how to sort information (by last name or test date)</li> </ul>	<p>This report identifies students who have and have not completed tests during a specific time period. The report includes each student's name, grade, class, teacher, the number of tests completed, the number of tests not completed, and the date of the last test.</p>

Report Name	Options available when you customize the report	Description
Test Record Report	<ul style="list-style-type: none"> <li>• Select classes, teachers, or students</li> <li>• Select the reporting parameter group (see page 27)</li> <li>• Select the reporting time period by marking period or a custom date range</li> <li>• Choose whether to include Grade Equivalent (GE) scores</li> <li>• Choose whether to start each student's information on a new page</li> </ul>	<p>This report shows individual student results for every test taken during the time period you chose. For each test, the report includes the test date, grade placement, class, teacher, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Normal Curve Equivalent (NCE), Instructional Reading Level (IRL), and Zone of Proximal Development (ZPD). This report is the easiest way to get a detailed look at a student's test history.</p>

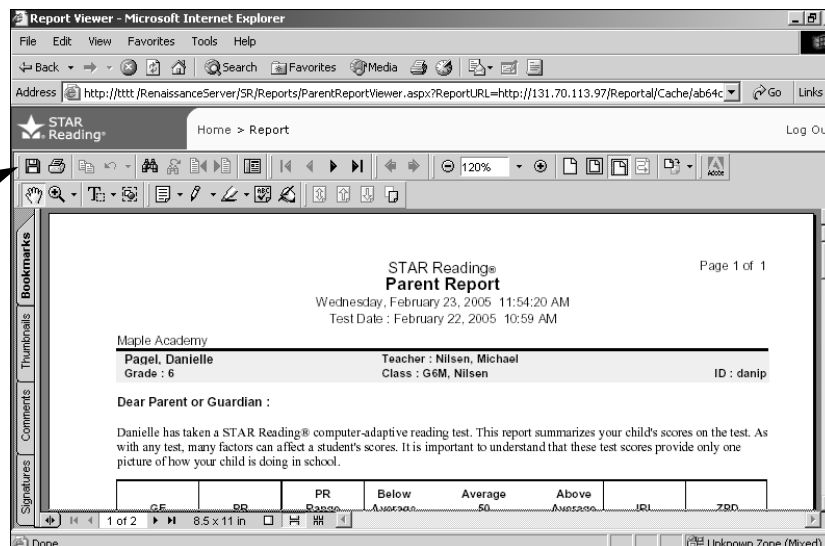
## How Parents Print the Parent Report

Parents can log in to view STAR Reading Parent Reports for their children. Only parents who have been added to the software, assigned the correct children, and given the server address, user name, and a password can log in and view the Parent Report. For more information, or to find out how parents can request access to the software, see the *Renaissance Place Software Manual*. Parents can print the STAR Reading Parent Report in English or Spanish by following these steps:

1. To log in to the software, go to the web site address provided by the school or district (the address of the STAR Reading RP server). On the **Welcome** page, click "Parents." Enter the user name or password that the school or district gave you; then, click the [Log In] button.
2. On the **Home** page, you'll see the name of one of your children. (If not, contact the school or district.) If you have more than one child using Renaissance Place software, click the drop-down list and choose the child whose reports you want to see; then, click the [Set] button.
3. Under STAR Reading, click the Parent Report name in either English or Spanish.



- STAR Reading RP will create the report. When it is ready, the report will open in Acrobat Reader, either in your browser window or in a separate window. Use the Acrobat Reader print button (**not** the browser's print button) to print the report. (If the report opened in the Macintosh OS X Preview program, you can print it by clicking the **File** menu and choosing **Print**.)



## Score Definitions

The following terms are used on many STAR Reading reports. You can also find this information on the Score Definition Report. For more information about the scores, see the *STAR Reading Technical Manual*, which you can download from the **Product Manuals** page in the software. (To go to this page, click the “Download Manuals” link in the top right corner of any Renaissance Place or STAR Reading page.)

### 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 reading 7th-grade material. It only indicates that his or her reading skills are well above average for his or her grade level.

This score can be included on the following reports: the Diagnostic Report, the Growth Report, the Parent Report, the Snapshot Report, the Summary Report, and the Test Record Report.

### Instructional Reading Level (IRL)

The Instructional Reading Level is the grade level at which a student is at least 80% proficient at recognizing words and comprehending reading material with assistance. IRL scores are Pre-Primer (PP), Primer (P), 1 through 12, or Post-High School (PHS). If a 7th-grade student has an IRL of 8, he or she reads 8th-grade words and books with 80% accuracy or better.

The IRL is included on these reports: the Diagnostic Report, the Growth Report, the Parent Report, the Snapshot Report, the Summary Report, and the Test Record Report.

## Normal Curve Equivalent (NCE)

Normal Curve Equivalent scores are similar to Percentile Ranks, but they are based on an equal interval scale. This means that the difference between any two successive scores on the NCE scale has the same meaning throughout the scale. NCEs range from 1 to 99. 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.

The NCE is included on these reports: the Diagnostic Report, the Growth Report, the Summary Report, and the Test Record Report.

## 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 reading skills are better than those of 85% of other children in the same grade. PRs give the best measure of a student's reading ability compared to that 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.

The PR is included on these reports: the Diagnostic Report, the Growth Report, the Parent Report, the Snapshot Report, the Summary Report, and the Test Record Report.

## Scaled Score (SS)

The Scaled Score is the most fundamental score produced by STAR Reading tests. It ranges from 0 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 STAR Reading tests, all other norm-referenced scores are derived from the Scaled Score.

The Scaled Score is included in these reports: the Diagnostic Report, the Growth Report, the Snapshot Report, the Summary Report, and the Test Record Report.

## Zone of Proximal Development

The Zone of Proximal Development (ZPD) defines the reading level range from which a student should be selecting books for optimal growth in reading without frustration. The ZPD is especially useful for students using the Accelerated Reader reading management system, which provides readability levels on all books included in the system. The ZPD, however, is approximate. Success at any reading level also depends on the student's interest and prior knowledge of a book's content. Teachers should use their professional judgment to adjust the level of books read to match an individual student's needs and interests.

The ZPD is included on these reports: the Diagnostic Report, the Parent Report, the Reading Range Report, the Summary Report, and the Test Record Report.

## Preferences

With the standard capabilities, district and school administrators can change the STAR Reading preferences. **Preferences can only be changed for schools that have registered a serial number for STAR Reading RP.** These preferences affect the password required before a test and the registration requirement for testing. Since preferences are set for each school, they can be set differently for different schools that are using this software. To set preferences, see page 37.

Teachers, school staff, and district staff cannot change these preferences, but they can view their settings. See the next section for details.

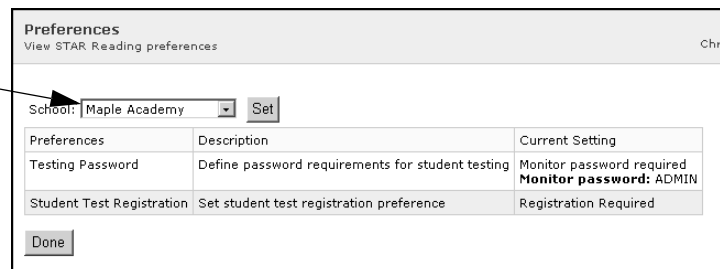
### HISTORICAL DATA IN REPORTS

*In STAR Reading, Renaissance Place Edition, teacher access to historical test data (data from past school years) is controlled by a capability, not a preference. To give teachers or staff members the ability to include historical data on their reports, grant them the capability named "View Student's Historical STAR Reading Assessments." District and school administrators have this capability by default. For more information on capabilities, see page 8.*

### Viewing Preference Settings (Teachers, School Staff, District Staff)

Although teachers, school staff, and district staff with standard capabilities cannot change the STAR Reading preferences, they can view their settings. With the standard capabilities, only school administrators and district administrators can change preferences (see page 37). Since preferences are set for a school, they can be different for different schools who are using this software, but they can only be set for registered schools. To view preferences, follow these steps:

1. After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking "Home" at the top of any page in the software.) If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."
2. In the list of STAR Reading tasks, click "Preferences." The **Preferences** page will appear. This page will list the preferences for a specific school.
3. If you have access to more than one school, you must choose the school for which you want to view preferences. Click the School drop-down list and choose the school name. Then, click the [Set] button.





- The **Preferences** page shows you the name of each preference, a description of its function, and its current setting for this school. When you have finished viewing the preference settings, click the [Done] button.

The **Testing Password** preference determines whether a monitor password is required before each STAR Reading test. If the monitor password is required, you can set that password; other passwords cannot be substituted for the monitor password. (The monitor password is always required when you abort a test; see page 20.)

The **Student Test Registration** preference determines whether students must be registered before taking the STAR Reading test (see page 17). If registration is **not** required, any student who is enrolled in a class that has a STAR Reading Lead teacher can take the test.

## Changing Preferences

With the standard capabilities, school administrators can change STAR Reading preferences for their school(s), and district administrators can change the preferences for any school in the district that has registered STAR Reading RP. The STAR Reading preferences set the requirements for testing. To change the preferences, follow the steps below.

### Changing 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 Reading tests. By default, all students can take a test as long as they are enrolled in classes that have assigned STAR Reading lead teachers. 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 you would like to test, such as a particular class or new students. When you require registration, only students who are registered will be allowed to take a test, and they will not be able to test again until you register them again. To register students, see page 17.

- After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking "Home" at the top of any page in the software.) If the STAR Reading tasks are not listed, click "Show Details" next to "STAR Reading."
- In the list of STAR Reading tasks, click "Preferences." The **Preferences** page will appear. This page will list the preferences for a specific school.
- If you are a district administrator, you must choose the school for which you want to change the preference. Click the School drop-down list and choose the school name. Then, click the [Set] button. Only schools that have registered STAR Reading RP will be listed.
- The **Preferences** page shows you the name of each preference, a description of its function, and its current setting for this school. Click "Student Test Registration."

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

- On the **Student Test Registration Preference** page, click “Yes” if you want to require students to be registered before they can take the STAR Reading test. Click “No” if you do not want to require registration before testing.
- To save your changes, click the [Save] button. To close this preference without saving your changes, click the [Cancel] button.

**Student Test Registration Preference**  
Set student test registration preference

School: **Maple Academy**

**Preference Options**

Require Registration before students can take tests  Yes  No

[Cancel] [Save]

### Changing the Testing Password preference

Using the Testing Password preference, district and school administrators can set whether the monitor password is required before each STAR Reading test in a specific school. When you require this password before the test, this preference allows you to set the monitor password. When the monitor password is required, other passwords cannot be substituted; test monitors must enter the monitor password before each test.

- After you log in, you will see the **Home** page. (If you are already working in the software, you can go to this page by clicking “Home” at the top of any page in the software.) If the STAR Reading tasks are not listed, click “Show Details” next to “STAR Reading.”
- In the list of STAR Reading tasks, click “Preferences.” The **Preferences** page will appear. This page will list the preferences for a specific school.

- If you are a district administrator, you must choose the school for which you want to change the preference. Click the School drop-down list and choose the school name. Then, click the [Set] button. Only schools that have registered STAR Reading RP will be listed.

**Preferences**  
Select a STAR Reading preference to edit ADMINISTRATOR

School: **Maple Academy** [Set]

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

[Done]

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

- On the **Testing Password Preference** page, check the Monitor box if you want to require the monitor password before tests. To check the box or remove the check mark, click in the box.

**Testing Password Preference**  
Define password requirements for student testing ADMINISTRATOR

School: **Maple Academy**

**Preference Options**

Testing Password  Monitor

Monitor Password  
(Only required if monitor password requirement set above)  
Passwords must be a minimum of 2 characters.  
**Note: The monitor password is always required when a student aborts a test.**

ADMIN

[Cancel] [Save]

- If you have chosen to require the monitor password, you must set a monitor password that all test monitors must enter before each test. (They cannot substitute their own passwords.) Click in the blank and type the password that you would like your test monitors to use. (Note that the monitor password is also required when you abort a test; see page 20.)
- To save your changes, click the [Save] button. To close this preference without saving your changes, click the [Cancel] button.

## Student Capacity Limit

STAR Reading has a student capacity limit that determines how many students can take a test within a school year or subscription year. The student capacity limit is determined by the capacity (student limit) your school or district purchased with the software. It is set by your subscription code.

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

You can purchase expansions to your student capacity limit if necessary. When you do this, you will receive an updated subscription code. To register your capacity limit and view and manage student capacity, refer to the instructions in the *Renaissance Place Software Manual*.

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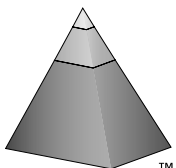
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