

# Teacher Quick Reference Card

## Viewing Student Information

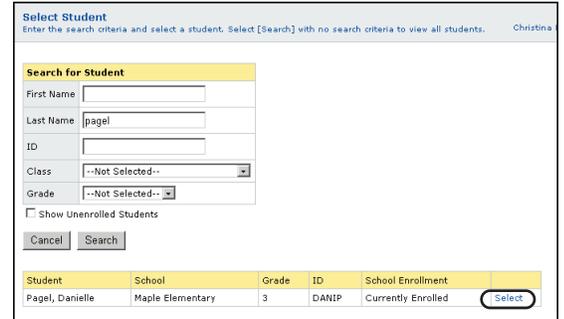
1. Click on “Students.”



2. Click on “View Students.”

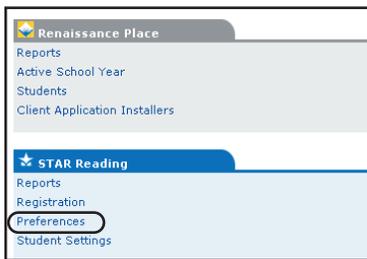


3. Search for the student. Then, click “Select.”

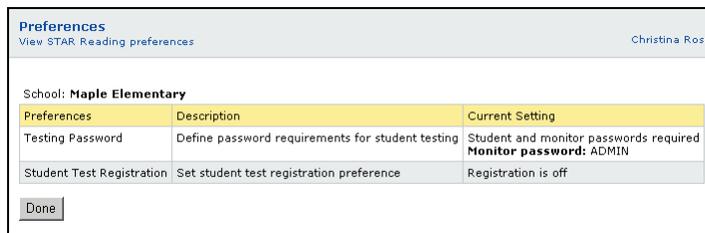


## Viewing School Preferences

1. Click on “Preferences.”



2. The Preferences page shows you the password and test registration requirements.



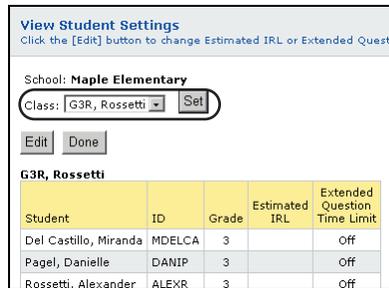
Click [Done] when you have finished.

## Editing Student Settings

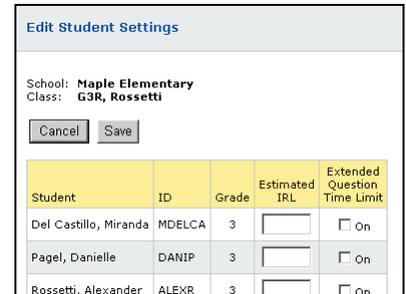
1. Click on “Student Settings.”



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



3. Click [Edit]. Then, edit the student settings and click [Save].



## Registering Students for Testing (if Required)

1. Click on “Registration.”

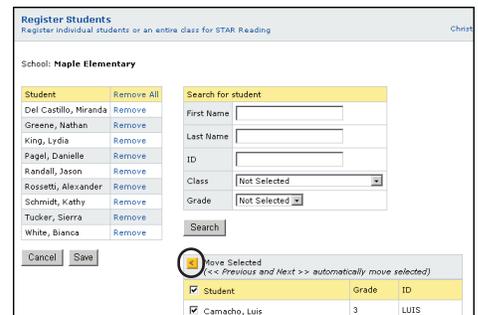


2. Search for students.

3. Check the box for each student who should be registered to test.

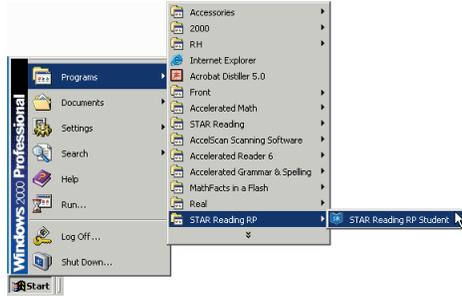
4. Click the “Move Selected” arrow.

5. Click [Save].

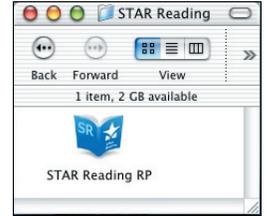


## Starting the Student Program

**Windows:** Click the [Start] button. Then, click on **Programs (or All Programs), STAR Reading RP, and STAR Reading RP Student.**

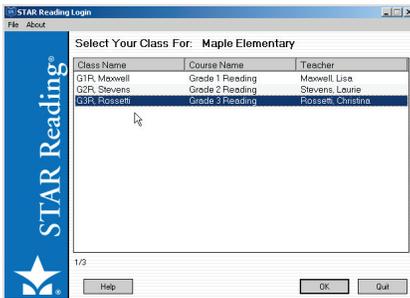


**Macintosh:** Find the folder where you installed the program and double-click on **STAR Reading RP.**



## Taking the Test in the Student Program

1. Select a class and click [OK] or [Login].



2. Select the student name and click [OK] or [Login].

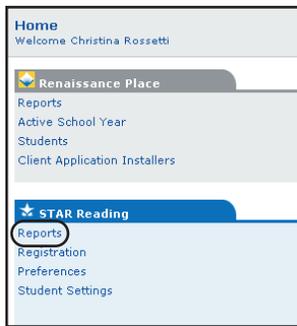


3. Enter the required passwords (the student and monitor passwords by default) and click [OK]. The practice test will begin. The actual test begins after the student passes the practice test.

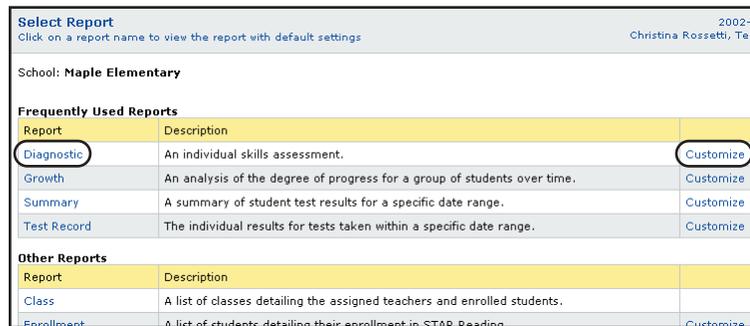


## Printing Reports

1. Click on "Reports."



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

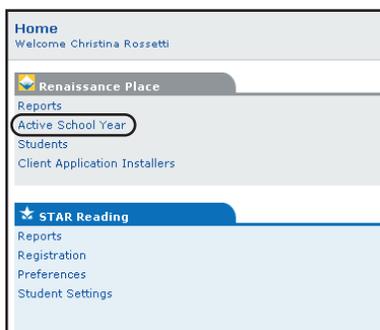


3. To print the report, click the **Acrobat Print** button that is just above the report itself.

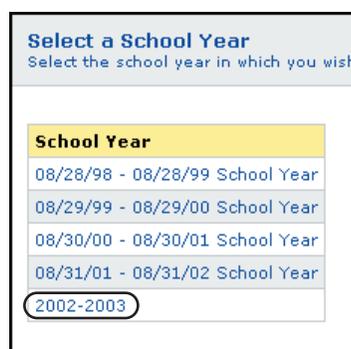


## Changing the Active School Year

1. Click on "Active School Year."



2. Click on the school year that you want to make active.



**Renaissance Learning**

P. O. Box 8036, Wisconsin Rapids, WI 54495-8036 • (866) 846-7323 • Fax: (715) 424-4242 • Email: answers@renlearn.com • Web: www.renlearn.com