

# AccelTest™

## Software Installation Guide

Create your own quizzes, tests and other assignments —and mark them immediately

AccelTest 3.x software works with the AccelScan Scanner™, the 2Know! classroom response system (CRS) and NEO 2™



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Technical questions or problems:  
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Email: UK-Help@alphasmart.com

Latest support information:  
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# WELCOME

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## About This Manual

This manual explains how to install the AccelTest test creation, scoring and record book software and how to connect an AccelScan scanner to your computer. If you have additional questions or need more information about AccelTest or other Renaissance Learning software, you can email us at [UK-help@alphasmart.com](mailto:UK-help@alphasmart.com).

## AccelTest and the 2Know! Classroom Response System

AccelTest is designed to work with the optional 2Know! classroom response system, which includes a Renaissance Receiver and Renaissance Responders. This system encourages student participation, and it gives teachers instant information about student work on assignments. To connect the Receiver to your computer and set up the Responders, see the *2Know! Classroom Response System Installation and Setup Guide*. To find out how to use Responders with AccelTest, refer to the *User Manual* that is installed with AccelTest.



**The 2Know! classroom response system works with**

**one program at a time.** If you are using the system with more than one program (such as AccelTest and the 2Know! Toolbar), the Receiver and Responders will only recognise the program that you started first.

The 2Know! classroom response system can also be used by other programs, including the 2Know! Toolbar. Refer to the manual or instructions for the program you are using to find out how to use Renaissance Responders with that program.



NEO 2 can also be used with a Renaissance Receiver in place of (or in addition to) Renaissance Responders for any program that works with Responders.



## About the 2Know! Toolbar



**To ask short answer questions, you must select a 2Know!**

*Toolbar theme that includes the Short Answer button. To find out how to change themes, in the 2Know! Toolbar click **Options** and choose **Getting Started** to view instructions for the program.*

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The 2Know! Toolbar program can also be used with the classroom response system. This program makes it easy for you to get quick feedback from your students (or another group). You can ask true/false, multiple-choice, numeric-response, pulse or short-answer questions verbally and get real-time responses from students who are using Responders or NEO 2s. You can also view a graph that shows student responses and allows you to select the correct response.

You can download the 2Know! Toolbar from our Website at [www.alphasmart.co.uk/support](http://www.alphasmart.co.uk/support).

## About the AccelScan Scanner

You may also have purchased one or more AccelScan scanners, which you can use to score student responses to some assignments. To use the scanner, you have students fill in their answers on score cards, which you then insert into the scanner for scoring. See page 9 to find out how to connect the AccelScan scanner to your computer. The *AccelTest User Manual*, which is installed with AccelTest, explains how to use the scanner to score assignments.

# THINGS TO KNOW BEFORE INSTALLING THE SOFTWARE

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## Default AccelTest Password

The first time you log in to AccelTest, you will need to use the default administrator password, which is **admin**. After you log in, you can change the password using the Password preference; for more information, refer to the *User Manual* that is installed with AccelTest.

## Where to Find the System Requirements

Before you install AccelTest software on your classroom computer, make sure your computer meets the *minimum* hardware and software requirements. For the latest system requirements, visit [www.alphasmart.co.uk/crs/](http://www.alphasmart.co.uk/crs/). If you have questions, email us at [UK-help@alphasmart.com](mailto:UK-help@alphasmart.com).

## Rights Required for the Program and Data Folders

### Rights Required to Use the Program

#### Windows 2000, XP, Vista and Windows 7 Computers

AccelTest users need at least read access to the AccelTest program folder, and they need full access to the Renaissance Learning and Renaissance Wireless Server folders, which are in Documents and Settings\All Users\Application Data for Windows 2000 and XP and in the ProgramData folder on Windows Vista and Windows 7 computers.

#### Macintosh OS 10 Computers

AccelTest users need at least read access to the AccelTest program folder. The Owner, Group and Everyone must have Read and Write permissions to the Renaissance Learning and Renaissance Wireless Server folders in Library : Application Support.

### Rights Required for Data Folders

#### For Data Folders on a Network

- **For Windows NT Networks:** Grant the Change permission to the data folder on your network, including all files. If you want to assign specific rights to the folder, include the Read, Write and Delete permissions. If you will be using this data folder on both Macintosh and Windows computers, set the Macintosh permissions first; then, set the Windows permissions.
- **Windows 2000 Server, Windows Server 2003 and Windows Server 2008 Networks:** Grant the Modify permission to the data folder on your

network, including all files. If you want to assign specific rights to the folder, make sure you include the Read, Write and Delete permissions.

- **Novell Networks:** Grant the following rights to the data folder on your network, including all files: [RWCEMF] (read, write, create, erase, modify and file scan).
- **Unix/Linux Networks:** Grant the following permissions to the data folder on your network (including all files) for the owner, group, and others: Read, Write and Execute (drwxrwxrwx). If you have a group created for students and teachers, you can grant the Read, Write and Execute permissions to the owner and to that group only (drwxrwx---).
- **AppleShare Networks:** Grant the following privileges to the data folder on your network server, including all files:  
*AppleShare 4.x:* Tick all nine boxes.  
*AppleShare IP 5.x and 6.x:* Pencil and glasses (write and read).
- **OS 10 Networks:** Grant the following permissions to the data folder on your network (including all files) for the Owner, Group and Everyone: Read and Write. If you have a group created for students and teachers, you can grant the Read and Write permissions to the owner and to that particular group only.

### For Data Folders on Local Computers

- **Windows 2000 Professional, Windows XP, Windows Vista and Windows 7 Computers:** If you put your data folder on your computer, but not in the default location, make sure you have full access to the data folder.
- **OS 10 Computers:** If you put your data folder on your computer, but not in the default location, grant the Read and Write permissions for the Owner, Group and Everyone. If you have a group created for students and teachers, you can grant the Read and Write permissions to the owner and to that particular group.



# INSTALLING ACCELTEST SOFTWARE

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To install AccelTest software see the instructions below for your type of computer. You will find the installer on the UK Software and Manuals CD; you can also download the software at [www.renlearn.co.uk/login\\_crs.php](http://www.renlearn.co.uk/login_crs.php).

**Important:** If you want to upgrade from a previous version of AccelTest, see page 8.

## Windows Installation



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**The AccelTest User Manual is installed with the AccelTest software.** To open it, click **Start ▶ Programs ▶ AccelTest ▶ User Manual.** (You will need Adobe Reader installed to view the manual; if you do not have it, you can download Adobe Reader at [www.adobe.com](http://www.adobe.com).)

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1. Double-click **AccelTest.msi** in the files you downloaded or on the UK Software and Manuals CD.
2. When the Welcome panel of the AccelTest installation Wizard opens, click **Next >**.
3. Click **Install** to begin the installation. The installation progress will be shown.
4. Click **Finish** in the AccelTest installation wizard. To start AccelTest, see page 6.

**Note:** QuickTime is no longer installed automatically with the AccelTest software because AccelTest itself supports the most common graphic formats. If you need to support additional formats or convert graphics, you can still download QuickTime at [www.apple.com/downloads/](http://www.apple.com/downloads/).

## Macintosh Installation



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**The AccelTest User Manual is installed with the AccelTest software.** To open it, open the **Applications** folder on your hard drive; then, open the **AccelTest** folder and double-click the file named **ATSoftwareManual.pdf.**

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1. If you downloaded the software, double-click the file that you downloaded.
2. Double-click **AccelTest Installer** in the volume you downloaded or on the UK Software and Manuals CD.
3. If the program asks you to enter your password, enter the administrator password for this computer; then, click **OK**. This shows that you have the permissions required to install the software.
4. On the Welcome panel of the Installer, click **Install**.
5. If the computer must be restarted, a message will notify you. Click **Restart** to restart the computer now or **Continue** to perform other tasks before restarting the computer.

If a restart is not necessary, click **Quit** when the installation is complete.

To start AccelTest, see the instructions on page 6.

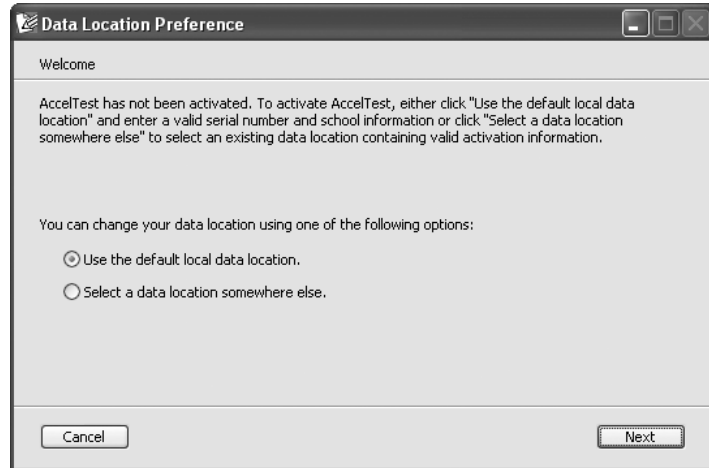
# STARTING ACCELTEST AFTER INSTALLATION

Follow these steps to start AccelTest:

1. **Windows:** Click **Start** ▶ **Programs** ▶ **AccelTest** ▶ **AccelTest**.  
**Macintosh:** Open the AccelTest folder in your Applications folder. Double-click **AccelTest** in that folder.
2. When the Data Location Preference opens, click one of the options. Then, click **Next**.



**If you select a data location somewhere else, you can choose a data location that you have already created, or you can create a new data folder. Although you can select the same data location that someone else is using, please note that only one person can use AccelTest with that data at any given time.**

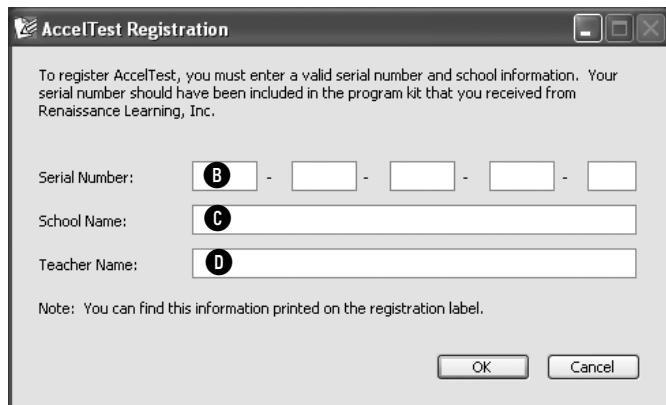


**On Macintosh computers, if you select a network data folder, make sure you connect to that network using an **afp** connection.**

3. If you chose to select a data location that is somewhere else, a dialog box will open. Find and open the folder that you want to use, or create a new folder in the location you prefer. Then, click **OK** (Windows) or **Choose** (Macintosh).
4. Check the data location shown on the next panel. If it is correct, click **Next**. (If not, click **Back** to choose a different location.)
5. If AccelTest has not been registered before for this data location, enter the serial number **B**, school name **C** and teacher name **D**. The serial number is on the one-page instruction sheet you received with the software. Click **OK** to continue.



**Type the serial number carefully. Be careful not to confuse "Z" and "2", "l" and "1", "S" and "5" or "O" and "0".**

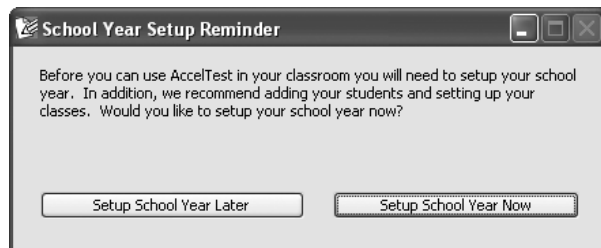


6. Click **Done** in the Summary for the Data Location Preference.

7. Enter **admin** (the default administrator password). Then, click **OK**.



8. AccelTest will check for updates. (See the next page for details if updates are found.)
9. Next, decide whether you want to set up the school year and click the button you prefer. When you set up the school year, you enter the school year and term dates that will be used for assignments and marks in the Record Book.



For more information about setting up the school year, refer to the information about the School Year preference in the *AccelTest User Manual*. The manual will also tell you how to set up your classes and students, create your assignments, and add them to the Record Book so you can start using AccelTest.

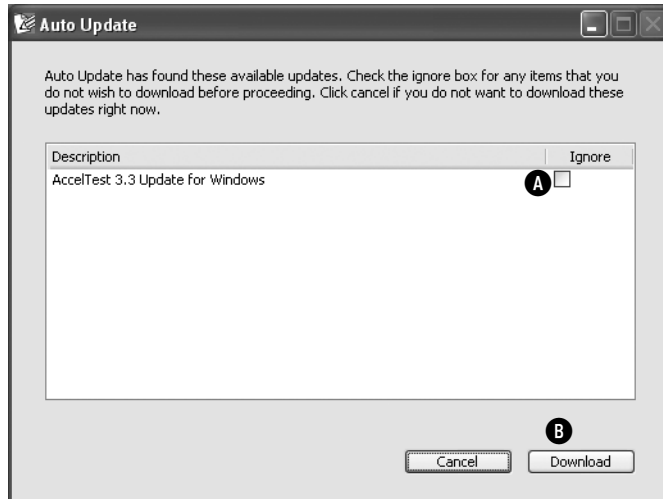
# UPGRADING ACCELTEST SOFTWARE



You can also download AccelTest software at [www.renlearn.co.uk/login\\_crs.php](http://www.renlearn.co.uk/login_crs.php)

The easiest way to upgrade to the latest version of AccelTest is to use the update feature in the software itself. Follow these steps:

1. In the AccelTest software, click the **Help** menu and choose **Check for Updates**.
2. If updates are available, you will see a window like this one, listing the updates that you can download and install.



If more than one update is listed, and you want to install some, but not all, of the updates, tick the **Ignore** box next to the updates you do *not* want to install **A**. (If you do not want to install any updates, you can click **Cancel** instead.)

3. Click **Download B**.
4. Read and respond to the prompts on the screen to download and install the update(s). When you have finished, you will return to the Auto Update window.
5. Click **Done**.



If you are upgrading from AccelTest version 2.x to version 3.x, the next time you start AccelTest, the software will upgrade your database for use with version 3.x using the Data Migration Tool. The data migration may take some time.

# CONNECTING AN ACCELSCAN TO YOUR COMPUTER

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Follow these steps to connect the AccelScan scanner to your computer.

1. For AccelScan models 2110 and 2210 or model 1100 *Serial*, plug the round connector on the AccelScan power cable into the matching port on the AccelScan, and plug the scanner into an electrical outlet.

For AccelScan model 1100 *USB*, you received a power cord and a power supply box with a cable attached. Connect the power cord to the power supply box. Then, plug the small round connector into the AccelScan, and plug the power cord into an electrical outlet.

2. Connect the data cable coming from the AccelScan to the matching port on your computer. If the data cable has a USB connector, attach it to a USB port on your computer.

If the data cable has a serial connector, do the following:

- **For Windows Computers:** Attach the 9-pin serial port adapter to the end of the AccelScan cable and then attach the cable to your computer.
  - **For Macintosh Computers:** Connect the data cable to an 8-pin female serial port on your computer, such as the printer or modem port.
3. For AccelScan model 1100 *USB*, see the *User's Guide* that came with your scanner to install the AccelScan drivers.

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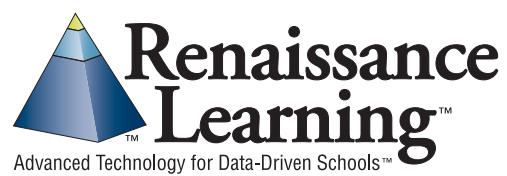
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