

Getting Ready for a New School Year


RENAISSANCE PLACE™

Perform these tasks when the previous school year has ended and you need to get ready to use your Renaissance Place products in the next school year.

No matter which products you have, your school or district needs to perform the Renaissance Place tasks that start on page 2.

After that, you can find the tasks for each product on these pages:

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 **NOTICE FOR RDI CUSTOMERS**

If you have the Renaissance Data Integrator (RDI) service, your Renaissance Place database is automatically linked to your student information system (SIS) data. **Do not follow the steps in this document;** instead, contact your Technical Services Consultant to set up RDI for the new school year.

Video Training on School Year Setup Tasks

Within this document, wherever you see the video icon shown to the right, you can click it to go to an on-demand video training session that shows you how to do the task.

Note: If you are using Firefox™ and do not see this icon in the rest of the document, click the **Open With Different Viewer** button at the top of the page to open this document in a different PDF viewer.

Sample icon
(not linked)



Renaissance Place™: Setting Up the Data

Checklist for District Administrators, School Administrators, and Non-Teaching Staff

For more information about the tasks below, click Help on any Renaissance Place page, or see the following:

- the *Renaissance Place Software Manual*
- the *Renaissance Place Tips for Getting Started*
- the *Renaissance Place Tips for Consolidated Reports and the Dashboard*

To find these documents, click **Manuals** in the upper-right corner of any page in Renaissance Place. These tasks can be performed by district administrators, district staff, school administrators, and school staff unless otherwise noted.



Summer School

For tips on using your Renaissance Place Programs during summer school, see Knowledge Base article 7901571 at <http://support.renlearn.com/techkb/techkb/7901571e.asp>.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Add the new school year start and end dates (must be done by a district administrator or district staff member). When the new school year begins, it will be the year that all users are working in automatically when they log in.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click School Years. 2. Click Add School Year.
<input type="checkbox"/> Add the marking periods for each school (used for goals and reports). You can also copy the marking periods from the previous school year.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click School Years. 2. If the school year is still in the future, click Work in a Different School Year and choose to work in that school year. This isn't necessary if the new school year is the current year. 3. Click Add/Edit Marking Periods.
<input type="checkbox"/> Add the days off during the school year for each school (used for report calculations). You can also copy the days off from the previous school year.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click School Years. 2. If the school year is still in the future, click Work in a Different School Year and choose to work in that school year. This isn't necessary if the new school year is the current year. 3. Click Add/Edit Days Off.
<input type="checkbox"/> Set reporting periods for Consolidated Reports (district administrators or school administrators only).	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Consolidated Reports. 2. Click View Reporting Periods. 3. On the View Reporting Periods page, click Add Reporting Period to add new reporting periods, or use the Edit or Delete links to make changes to existing reporting periods as needed.



Importing Data Files

You can also import student, personnel, class, and course information (including updates to student enrollments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see the Renaissance Place help or the *Renaissance Place Software Manual*.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Review the list of personnel to see if any need to be added or changed. Edit personnel information or school assignments if necessary.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Personnel, Students, and Parents. 2. Click View Personnel. 3. Search for specific personnel or just click Search to see the full list. 4. If you need to change a person's information or school, click Select next to the person's name. Then, click one of the links on the next page to edit information or school assignments.
<input type="checkbox"/> Add personnel if necessary. Be sure to give each person the user name and password that you assign.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Personnel, Students, and Parents. 2. Click Add School Personnel, or Add District Personnel.
<input type="checkbox"/> Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary. This is also a good time to look for duplicate student records and merge them if necessary.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Personnel, Students, and Parents. 2. Click View Students. 3. Search for specific students or choose a school, grade, and/or class to see a group. 4. If you need to change a student's information or characteristics, click the student's name, then click the tab that requires the changes.
<input type="checkbox"/> Transfer students from one school to another as needed, and unenroll those who aren't returning to your school(s).	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Personnel, Students, and Parents. 2. Click Edit Multiple School Enrollments. 3. Select a school, search for the students, check the ones who need changes, and choose the desired settings on the left.
<input type="checkbox"/> Add new students.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Personnel, Students, and Parents. 2. Click Add Student.
<input type="checkbox"/> Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Courses and Classes. 2. Choose a school if necessary. 3. If courses need to be added to the list for the school, click Add Course.
<input type="checkbox"/> If your classes are similar to those from the previous school year, copy your previous classes (if they are available). When you do this, you can choose whether to copy the assigned teachers, assigned products, and enrolled students. Class preference settings will also be copied.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Courses and Classes. 2. Click the Copy/Edit Classes link.



Adding or Transferring Students

If district-level personnel will be adding students or transferring them from one school to another, school personnel should wait until this is done before adding their students to avoid adding the same student more than once.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Add additional classes as needed. As you add classes, choose the primary teacher, select the products the classes will use, and add students to the classes.	<ol style="list-style-type: none"> 1. Under Renaissance Place, click Courses and Classes. 2. Choose a school if necessary. 3. Click the course name. 4. Click Add Class.

Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, click **Manuals** in the upper-right corner of any page in Renaissance Place.

Task	How to Start the Task	Where to Get More Information
<input type="checkbox"/> Check for required supporting software on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	<ol style="list-style-type: none"> 1. Before logging in to Renaissance Place, click Check Software Requirements on the Renaissance Place Welcome page, OR, after logging in, on the Home page under Renaissance Place, click Product Administration, then Download Supporting Software. 2. Click Downloads on the left side of the page (or the top) and view the tab for your operating system. 3. If you will use an AccelScan scanner with Accelerated Math on this computer, click Download for AccelScan and install the program. 4. If you will use Renaissance Responders or NEO 2s with Accelerated Math and a Renaissance Receiver on this computer, click Download for Renaissance Responder and install the program. 5. If you are using programs that require the Renaissance Place Print Plug-In, click Download for instructions. 6. Make sure all required Third-Party downloads are installed. If any software is not installed, click Download for instructions. 	<ul style="list-style-type: none"> • <i>Renaissance Place Software Manual</i> • <i>Accelerated Math Software Manual</i>



Supporting Software Updates

This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).


Task	How to Start the Task	Where to Get More Information
<input type="checkbox"/> Make sure each computer (or tablet) that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	1. Follow the instructions for your computer's operating system and/or browser.	
<input type="checkbox"/> If you are using AccelScan scanners with Accelerated Math, make sure they are connected to the computers where they will be used, and make sure those computers have the AccelScan Scanning software installed.	1. Using the cable provided, connect each AccelScan to the computer where it will be used. 2. If you are using an 1100 USB scanner, install the AccelScan drivers.	<ul style="list-style-type: none"> • <i>Accelerated Math Software Manual</i> • <i>AccelScan Setup</i>
<input type="checkbox"/> If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math, Accelerated Reader, MathFacts in a Flash, and KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	<ul style="list-style-type: none"> • <i>NEO 2 Quick Guide</i> • <i>2Know! Classroom Response System Setup and Resource Guide</i> • <i>Accelerated Math Software Manual</i> • <i>Accelerated Reader Software Manual</i> • <i>MathFacts in a Flash Software Manual</i>
<input type="checkbox"/> If you will be using Accelerated Reader for iOS on iPad®, iPhone®, or iPod touch® or STAR for iOS on iPad®, make sure: <ul style="list-style-type: none"> • The app is downloaded on each device. • You have connected the app to Renaissance Place. 	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	<ul style="list-style-type: none"> • <i>Accelerated Reader Software Manual</i> • The software manual for your STAR product

Accelerated Math™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for Accelerated Math; see page 2.

For more information about the tasks below, click **Help** on any Accelerated Math page, or see the *Accelerated Math Software Manual* and the *Accelerated Math Tips for Getting Started*. To find these documents, click Manuals in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.



User Names and Passwords

If you use online assignments, be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. To print all of the results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up groups if necessary for each class. (Groups allow some students to work on objectives that the class as a whole is not working on.)	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Create Group.
<input type="checkbox"/> Check the objective lists available to make sure you have the ones you need for your classes and groups.	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Libraries. 2. Click Manage Objectives. 3. Click View/Edit Lists. 4. Review the available objective lists. To see the objectives in any one objective list, click View in the row for that list.
<input type="checkbox"/> Create/add new objective lists if necessary.	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Libraries. 2. Click Manage Objectives. 3. Click Create New List. Then, enter the information and choose the objectives.
<input type="checkbox"/> Select/assign an objective list for each class and group.	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you're choosing a list for a group, select the group.) 3. Click Manage Objectives. 4. Click Select/Copy Existing List. (You can click Create New List if you need a new list.)
<input type="checkbox"/> Assign objectives to students in each class and group. (For Accelerated Math for Intervention, you do not assign objectives until after each student's first diagnostic test.)	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you're assigning objectives for students in a group, select the group.) 3. Check the boxes next to the student names. 4. Click Assign. 5. Click Done.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set goals for students. (You can also set up teams from the Teams & Goals page.)	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Teams & Goals. 2. Choose a school if necessary. 3. Click Manage Goals. 4. If necessary, click Select Class Marking Periods to choose the goal time periods before setting the goals.
<input type="checkbox"/> Check preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over either <i>unless</i> you have copied classes from the previous school year, so you need to set preferences for this year's classes.	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Preferences. 2. Choose a school and class from the drop-down lists if necessary. 3. To change a preference, click its name.
<input type="checkbox"/> Generate the students' first assignment.	<ol style="list-style-type: none"> 1. Under Accelerated Math, click Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you're generating assignments for a group, select the group.) 3. Check the boxes next to students who need assignments. 4. Click Generate Practice, Generate Exercise, or Generate Diagnostic.



Renaissance Home Connect and Enterprise

If you are using Renaissance Home Connect (for Enterprise subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Math students.

Accelerated Reader™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for Accelerated Reader; see page 2.

For more information about the tasks below, click **Help** on any Accelerated Reader page, or see the *Accelerated Reader Software Manual* and the *Accelerated Reader Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> If you use the Date and Time Restrictions preference to restrict student quizzing before and after specified dates, check this preference for each school and set your new school year dates.	<ol style="list-style-type: none"> Under Accelerated Reader, click Preferences. Click Date and Time Restrictions under School Preferences. Use the drop-down list to choose a school if necessary. Click Edit Date and Time Restrictions. Change the settings as needed; make sure the Before Date and After Date settings are up-to-date. Click Save. Repeat these steps for other schools if necessary.
<input type="checkbox"/> Check the settings of the other school preferences and make changes if necessary. These settings carry over from year to year (except for Monitor Override).	<ol style="list-style-type: none"> Under Accelerated Reader, click Preferences. Click a preference link under School Preferences. Use the drop-down list to choose a school if necessary. Review the current preference settings. If any need changing, click the Edit link. Repeat steps 2–4 for each school preference category.
<input type="checkbox"/> Check classroom preference settings. Since classes do not automatically carry over from year to year, these settings don't carry over either unless you have copied classes from the previous school year, so you need to check and set preferences for this year's classes. (If students will take Other Reading Quizzes, be sure to set the Other Reading Series preference.) Note: Individual Student Settings do carry over from one school year to the next, regardless of the student's school or class enrollment. However, it is a good idea to check these with each new school year in case some settings are no longer appropriate.	<ol style="list-style-type: none"> Under Accelerated Reader, click Preferences. Click a preference link under Classroom Preferences. Use the drop-down lists to choose the school and class if necessary. Review the preference settings. If any need changing, click the Edit link(s). Repeat steps 2–4 for each classroom preference category.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Select the marking periods for Reading Practice goals and set the goals for students in your new classes if necessary. Note: For Reading Practice goals to carry over from one marking period to another, you must have those marking periods selected before each one starts. Select all marking periods for the entire school year at the beginning of the year.	<ol style="list-style-type: none"> 1. Under Accelerated Reader, click Record Books and Goals. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Reading Practice Goals. 4. Click Select Marking Periods. Select the marking periods that will be used for goals; then, click Save. 5. Set the goals and click Save.
<input type="checkbox"/> Set Reading Practice certification goals if necessary.	<ol style="list-style-type: none"> 1. Under Accelerated Reader, click Record Books and Goals. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Reading Practice Certifications.
<input type="checkbox"/> Set up Successful Reader student groups if necessary. These settings automatically carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Under Accelerated Reader, click Successful Reader. 2. Click Create Group or Add/Remove Students.



Renaissance Home Connect and Enterprise

If you are using Renaissance Home Connect (for Enterprise subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Reader students.

English in a Flash™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for English in a Flash; see page 2.

For more information about the tasks below, click **Help** on any English in a Flash page, or see the *English in a Flash Software Manual* and the *English in a Flash Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by all users.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Print a Student Progress Chart for each student.	<ol style="list-style-type: none"> 1. Under English in a Flash, click Resources. 2. Click Forms and Charts. 3. Click Student Progress Chart. 4. Print the number of copies you need.
<input type="checkbox"/> When class starts, use Teacher Mode to demonstrate how the program works.	<ol style="list-style-type: none"> 1. Under English in a Flash, click Teacher Mode. 2. Choose a school from the drop-down list if necessary. 3. Click a library, then a chapter, and then a lesson.

KeyWords™

Do the Renaissance Place setup tasks for the school year **before** this task so that your classes are available for KeyWords; see page 2.

For more information about the task below, see the *NEO User Manual*, which is installed with NEO Manager. You can find the manual in the Windows Start menu or in the Macintosh program folder.

Task	How to Start the Task
<input type="checkbox"/> Reset the KeyWords students on NEOs to remove previous students and their work.	<ol style="list-style-type: none"> 1. Connect either individual NEOs or a SmartOption Mobile Lab to a computer with NEO Manager software installed. 2. In NEO Manager, click the Setup menu and choose Reset KeyWords Students.

MathFacts in a Flash™

Do the Renaissance Place setup tasks for the school year before these tasks so that your classes are available for MathFacts in a Flash; see page 2.

For more information about the tasks below, click **Help** on any MathFacts in a Flash page, or see the *MathFacts in a Flash Software Manual* and the *MathFacts in a Flash Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> For each class, check the levels and add or remove levels as needed.	<ol style="list-style-type: none"> 1. Under MathFacts in a Flash, click Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Click Add/Remove on the left to begin viewing the available levels.
<input type="checkbox"/> Set starting levels for any students who need to start at a higher level than 1 (Addition of 1, 0).	<ol style="list-style-type: none"> 1. Under MathFacts in a Flash, click Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Check the boxes next to students who need changes. 4. Click Set Level on the left and choose the starting levels.



User Names, Passwords, and PINs

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

If students will be practicing math facts offline on Renaissance Responders or using the MathFacts in a Flash (Offline) SmartApplet on NEO 2, be sure to note the NEO 2/Responder PIN as well so students can send the practice history to Renaissance Place.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Change mastery times for students who need longer or shorter times than two minutes.	<ol style="list-style-type: none"> 1. Under MathFacts in a Flash, click Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Check the boxes next to students who need changes. 4. Click Edit Mastery Time on the left and make your changes.
<input type="checkbox"/> Check preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over unless you have copied classes from the previous school year, so you need to set preferences for this year's classes.	<ol style="list-style-type: none"> 1. Under MathFacts in a Flash, click Preferences. 2. Choose a school and class from the drop-down lists if necessary. 3. To see the settings for a preference (and to make changes if necessary), click the preference name.
<input type="checkbox"/> Check benchmark settings for the school. Administrators can make changes if necessary.	<ol style="list-style-type: none"> 1. Under MathFacts in a Flash, click Preferences. 2. Click Benchmarks. 3. Choose a school from the drop-down list if necessary. 4. Make changes to the target date and grade-level benchmarks as needed.



Renaissance Home Connect and Enterprise

If you are using Renaissance Home Connect (for Enterprise subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your MathFacts in a Flash students. You will find the links for these tasks under Renaissance Home Connect on the Home page.

STAR Early Literacy™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Early Literacy; see page 2.

For more information about the tasks below, click **Help** on any STAR Early Literacy page, or see the *STAR Early Literacy Software Manual* and the *STAR Early Literacy Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set class preferences for each STAR Early Literacy class to set the monitor password requirements and options for the demonstration video and hands-on exercise. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Under STAR Early Literacy, click Preferences. 2. Choose a school and a <i>single</i> class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Classroom Preferences.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.


Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up benchmarks (administrators and nonteaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Early Literacy, click Screening, Progress Monitoring & Intervention. 2. Click View Benchmarks. 3. Click one of the tabs to choose whether to view the School or District benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. To change the cut scores, click Edit Cut Scores. 6. To change the benchmark structure, click Edit Benchmark Structure (district administrators and district staff only).
<input type="checkbox"/> Set screening dates (administrators and nonteaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Early Literacy, click Screening, Progress Monitoring & Intervention. 2. Click View Screening Dates. 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
<input type="checkbox"/> Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Under STAR Early Literacy, click Screening, Progress Monitoring & Intervention. 2. Click Manage Groups. 3. Click Create Group, or click Add/Remove Students for an existing group.
<input type="checkbox"/> Set Growth Targets based on Student Growth Percentiles (district administrators only). For more information, see the help or the <i>STAR Early Literacy Software Manual</i> .	<ol style="list-style-type: none"> 1. Under STAR Early Literacy, select Growth Targets, then Set Growth Targets. 2. Set the targets for each STAR product.

STAR Math™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Math; see page 2.

For more information about the tasks below, click **Help** on any STAR Math page, or see the *STAR Math Software Manual* and the *STAR Math Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Change the Enterprise Tests Administrator preference setting if necessary. (The setting stays the same from year to year until you change it.) Use the Enterprise Tests preference to set whether to administrator Enterprise tests only or both Enterprise and non-Enterprise tests. <i>This preference affects both STAR Math and STAR Reading at the same time.</i>	<ol style="list-style-type: none"> 1. Under STAR Math, click Preferences. 2. To change the preferences, click Edit under Administrator Preferences.
<input type="checkbox"/> Set the classroom preferences for each STAR Math class. Preferences set the monitor password requirements, test(s) used (for Enterprise subscriptions), and test registration requirements. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Under STAR Math, click Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Classroom Preferences.
<input type="checkbox"/> Register students for testing if registration is required.	<ol style="list-style-type: none"> 1. Under STAR Math, click Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. Click Edit under Classroom Preferences. 4. Click the Yes option if necessary, then click Register Students. Then, check the students to register and click Save. (You can also click the No option in the preference if you don't want to require registration.)
<input type="checkbox"/> Set the student preferences for each STAR Math class. You can use these preferences to set an Estimated Math Instructional Level or an extended time limit for students who need them; you can also set the type of test to administer. (If you choose extended time limits, these carry over for the students from one year to the next.)	<ol style="list-style-type: none"> 1. Under STAR Math, click Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Student Preferences.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up benchmarks (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Math, click Screening, Progress Monitoring & Intervention. 2. Click View Benchmarks. 3. For Enterprise subscriptions only, click one of the tabs to choose whether to view the School, District, or state benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. For school and district benchmarks, you can do the following: <ul style="list-style-type: none"> • To change the cut scores, click Edit Cut Scores. • To change the benchmark structure, click Edit Benchmark Structure (district administrators and district staff only). <p>For state benchmarks, to set cut scores for grades with no benchmark data, click Edit Non-Linked Grades.</p>
<input type="checkbox"/> Set screening dates (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Math, click Screening, Progress Monitoring & Intervention. 2. Click View Screening Dates. 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
<input type="checkbox"/> Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Under STAR Math, click Screening, Progress Monitoring & Intervention. 2. Click Manage Groups. 3. Click Create Group, or click Add/Remove Students for an existing group.
<input type="checkbox"/> Set Growth Targets based on Student Growth Percentiles (district administrators only). For more information, see the help or the <i>STAR Math Software Manual</i> .	<ol style="list-style-type: none"> 1. Under STAR Math, select Growth Targets, then Set Growth Targets. 2. Set the targets for each STAR product.

STAR Reading™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Reading; see page 2.

For more information about the tasks below, click **Help** on any STAR Reading page, or see the *STAR Reading Software Manual* and the *STAR Reading Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Change the Enterprise Tests Administrator preference setting if necessary. (The setting stays the same from year to year until you change it.) Use the Enterprise Tests preference to set whether to administrator Enterprise tests only or both Enterprise and non-Enterprise tests. <i>This preference affects both STAR Math and STAR Reading at the same time.</i>	<ol style="list-style-type: none"> Under STAR Reading, click Preferences. To change the preferences, click Edit under Administrator Preferences.
<input type="checkbox"/> Set the preferences for each STAR Reading class. Preferences set the monitor password requirements, test used, test registration requirements, and ATOS 2000 score names. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> Under STAR Reading, click Preferences. Choose a school and a single class from the drop-down lists if necessary. To change the preferences, click Edit under Classroom Preferences.
<input type="checkbox"/> Register students for testing if registration is required.	<ol style="list-style-type: none"> Under STAR Reading, click Preferences. Choose a school and a single class from the drop-down lists if necessary. Click Edit under Classroom Preferences. Click the Yes option if necessary, then click Register Students. Then, check the students to register and click Save. (You can also click the No option in the preference if you don't want to require registration.)
<input type="checkbox"/> Set the student preferences for each STAR Reading class. You can use these preferences to set an Estimated Instructional Reading Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	<ol style="list-style-type: none"> Under STAR Reading, click Preferences. Choose a school and a single class from the drop-down lists if necessary. To change the preferences, click Edit under Student Preferences.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up benchmarks (administrators and nonteaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Reading, click Screening, Progress Monitoring & Intervention. 2. Click View Benchmarks. 3. For Enterprise subscriptions only, click one of the tabs to choose whether to view the School, District, or state benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. For school and district benchmarks, you can do the following: <ul style="list-style-type: none"> • To change the cut scores, click Edit Cut Scores. • To change the benchmark structure, click Edit Benchmark Structure (district administrators and district staff only). <p>For state benchmarks, to set cut scores for grades with no benchmark data, click Edit Non-Linked Grades.</p>
<input type="checkbox"/> Set screening dates (administrators and nonteaching staff only).	<ol style="list-style-type: none"> 1. Under STAR Reading, click Screening, Progress Monitoring & Intervention. 2. Click View Screening Dates. 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
<input type="checkbox"/> Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Under STAR Reading, click Screening, Progress Monitoring & Intervention. 2. Click Manage Groups. 3. Click Create Group, or click Add/Remove Students for an existing group.
<input type="checkbox"/> Set Growth Targets based on Student Growth Percentiles (district administrators only). For more information, see the help or the <i>STAR Reading Software Manual</i> .	<ol style="list-style-type: none"> 1. Under STAR Reading, select Growth Targets, then Set Growth Targets. 2. Set the targets for each STAR product.

STAR Reading Spanish™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Reading Spanish; see page 2.

For more information about the tasks below, click **Help** on any STAR Reading Spanish page, or see the *STAR Reading Spanish Software Manual* and the *STAR Reading Spanish Tips for Getting Started*. To find these documents, click **Manuals** in the upper-right corner of any page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, under Renaissance Place, click **Personnel, Students, and Parents**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. If you want to print all results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set the Testing Password preference for each STAR Reading Spanish class. This preference sets the monitor password requirements. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Under STAR Reading Spanish, click Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preference, click Edit under Classroom Preferences.
<input type="checkbox"/> Set the student preferences for each STAR Reading Spanish class. You can use these preferences to set an Estimated Spanish Instructional Reading Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	<ol style="list-style-type: none"> 1. Under STAR Reading Spanish, click Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Student Preferences.