

TIPS

FOR GETTING STARTED

Record Books and Goals

Who can do this?

District Admin, School Admin, Teacher

There are six class Record Books and Goals you can access to guide and monitor your students' work. To get to the Record Books and Goals:

1. On the Home page, under Accelerated Reader, click **Record Books and Goals**.
2. If necessary, use the drop-down lists to choose the school and class you want to work with.

School:

Class:

Set Reading Practice Goals

Who can do this?

District Admin, School Admin, Teacher

We recommend that you set four Reading Practice goals individually for your students for each marking period assigned to the class:

- average percent correct
- daily reading time
- total points earned
- average book level on passed quizzes

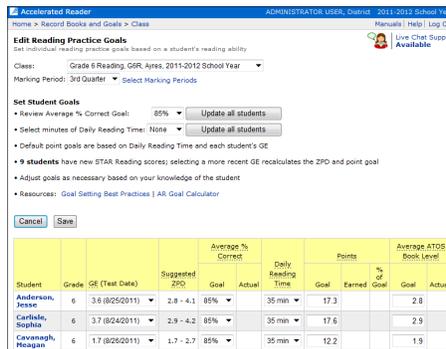
Resources to help:

- **Goal Setting Best Practices**, found on the Edit Reading Practice Goals page and in Resources/Resources to Get Started.
- **Goal-Setting Chart and Goal Setting-Chart for ATOS 2000**, found in Resources/Forms and Charts.

If you have STAR Reading (Service or Enterprise), your students' STAR Reading test scores will be imported into AR automatically, making goal setting easier.

1. On the Home page, under Accelerated Reader, click **Record Books and Goals**.
2. If necessary, choose the school and class from the drop-down lists.
3. Click **Reading Practice Goals**.

4. Click **Select Marking Periods**.
5. Click **Select** by each marking period you want to assign to the class. We recommend that you select all the marking periods for the whole school year at once so the goals carry over from one marking period to the next.
6. Click **Save**.
7. Make sure the correct class and marking period are shown. If not, use the drop-down lists to change them.



Student	Grade	GE (Test Date)	Suggested ZPD	Goal	Actual	Daily Reading Time	Points Goal	Points Earned	% of Goal	Average ATOS Book Level
Anderson, Jesse	6	3.6 (8/25/011)	2.8 - 4.1	85%		35 min	17.3			2.8
Carlisle, Sophie	6	3.7 (8/24/011)	2.9 - 4.2	85%		35 min	17.6			2.9
Cavanaugh, Meagan	6	1.7 (8/25/011)	1.7 - 2.7	85%		35 min	12.2			1.9

8. To set the Average % Correct goal for the whole class at once, select the percentage you want from the drop-down list (the default is 85%). Then click **Update all students**.
9. To set the minutes of Daily Reading Time for the whole class at once, select the number of minutes from the drop-down list. Then click **Update all students**.
10. For each student (if necessary), type the number of points the student should earn by passing quizzes during the marking period. If the student has taken a STAR Reading test and you have set a Daily Reading Time goal, this number will be filled in for you.
11. For each student, type the Average Book Level Goal the student should earn for this marking period.
 - For ATOS enter values from 0.1–20.0.
 - For ATOS 100 (or user-defined name) enter values from 0.0–100.0.
 - For for ATOS 2000 (or user-defined name) enter values from 0–2000.

12. To change any of the goals for a student, do so in the row for that student.
13. Click **Save**.
14. Click **OK**.

Set Certification Goals

Who can do this?

District Admin, School Admin, Teacher

Reader certifications are milestones that recognize students' reading achievements. You can set Reading Practice certification goals for your students. **Note:** If you enable the TWI Monitoring Preference (see the "Set Preferences" section), the program automatically tracks your students' progress toward the goals you set and awards the certifications they achieve.

Follow these steps to set certification goals:

1. On the Home page, under Accelerated Reader, click **Record Books and Goals**.
2. If necessary, use the drop-down lists to choose the school and class.
3. Click **Reading Practice Certifications**.
4. The View Reading Practice Certifications Record Book page opens. The Status column shows you if a new goal is needed for any student in the class. Depending on the status, you can do one of the following to set a certification goal for students who need one set:
 - Click **Set Goal** under Actions/New Goals to set a student's first goal.
 - Click a specific certification goal listed under Actions/New Goals to set it as the student's next goal.
 - Click **More** under Actions/New Goals if the goal you want to set isn't listed.
5. If you chose Set Goal or More in the previous step, the page that opens allows you to set the certification goal. Enter the information and click **Save**.

Set Preferences

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

Accelerated Reader has many school, class, and student-level preferences you can use to set up the program to work the way you want it to. Follow these steps to set preferences:

1. On the Home page, under Accelerated Reader, click **Preferences**.
2. There are eight categories of preferences grouped under School or Classroom Preferences (the student-level preferences are found under the Individual Student Settings in the Classroom Preferences).

Click the category you want.

School Preferences	
Preference	Description
Student Quizzing	Define school preferences for Skills, Other Reading Quizzes, and Other Reading Series.
Date and Time Restrictions	Define restrictions on when quizzes can be taken.
Classroom Restrictions	Define restrictions on which quizzes can be taken in a classroom.
Student Experience	Specify the interface for students.

Classroom Preferences	
Preference	Description
Student Quizzing	Define classroom preferences for Literacy Skills, Other Reading Quizzes, and Other Reading Series.
Other Reading Series	Define which Other Reading Series are available to students.
Quiz Setup	Define which quizzes are available to students.
Individual Student Settings	Edit TOPS language and quizzing allowed for individual students.

Here are some AR preferences you may want to look at:

- TOPS Report printing and language—found under Student Quizzing (both School and Classroom), and under Individual Student Settings in the Classroom Preferences.
- TWI monitoring—found under Student Quizzing in the School Preferences and under Individual Student Settings in the Classroom Preferences. **Note:** TWI monitoring is necessary for AR to track and award Reader Certifications.
- Student Experience—found under the School preferences. Lets you choose whether students will see the standard AR interface or the simplified interface for primary students.
- Other Reading Series (also known as Textbook Series)—found under Classroom Preferences. Allows you to choose the series to assign to your class. Your students cannot take Other Reading Quizzes until you assign one or more series.

List of Student User Names and Passwords

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

For a list of students' user names and passwords, do a search in Renaissance Place.

Note: If you are a teacher, you can only search for students in your own classes.

1. On the Home page under Renaissance Place, click **Personnel, Students, and Parents**.
2. Click **View Students**.
3. Use the View Students page to search for the students whose information you want to view. Then, click **Search** to see the search results.
4. On the search results page, click the **Passwords** tab to see the user names and passwords for all the students that were found in the search.
5. On the right side of the screen, click **Print Page** to print just that page of search results, or click **View PDF** to choose grouping and sorting options to print the entire list of results.

Work with Quiz Information

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

You can view and work with the quiz information for any of your school's quizzes. Follow these steps:

1. On the Home page, under Accelerated Reader, click **Manage Quizzes**.
2. If necessary, use the **School** drop-down list to choose the school.
3. Click the Quiz Type you want to work with.
4. A page opens where you can search for the quiz you want to work with (for Other Reading Quizzes, you first have to choose the series).
5. When you find the quiz you want, click **Select** by it.
6. The View Quiz page shows you information about the quiz. There are links to edit the quiz information and to take a sample quiz (with Recorded Voice, if it's available). For Literacy Skills Quizzes, you can view the quiz question bank and the *Literacy Skills Teacher's Guide*. For Vocabulary Practice Quizzes, you can preview the Vocabulary List Report.

Before Quizzing

Who can do this?

Varies by task

Complete these steps before quizzing students in Accelerated Reader.

Note: These steps apply to AR RP, NEO 2s, and mobile devices and should be completed before the specific tasks for those NEO 2s and mobile devices.

1. Add your students and enroll them in an Accelerated Reader class.
2. Give each student his or her user name and password.
3. Make sure the necessary software is installed on each computer that students will use for quizzing.
4. Use the Other Reading Preference to assign Other Reading Series to the class. Students cannot take Other Reading Quizzes until you do this.
5. If necessary, change some of the many settings available in both the School and Classroom Student Quizzing Preferences that control what students see and do when they're working in the program.

For details, see the *Accelerated Reader Software Manual* or the help in the software. Also see "Differences Between Taking Quizzes in AR RP, on NEO 2s, and in the AR App" on page 4.

Quizzing with AR Renaissance Place

The portion of Accelerated Reader that students can access allows them to do the following on a computer or a tablet that is 7 inches or larger.

- Take Accelerated Reader quizzes (available in both English and Spanish).
- View their bookshelf of quizzes taken and the scores earned on each.
- View progress towards goals and progress on words learned.

Before students can take AR quizzes in Accelerated Reader Renaissance Place, make sure to complete the steps in "Before Quizzing."

Quizzing with NEO 2s

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

The Accelerated Reader SmartApplet allows students to take AR quizzes on a NEO 2. The quiz information is sent to Accelerated Reader RP via a Renaissance Receiver.

You must complete the following steps before students can take AR quizzes on NEO 2.

1. Complete the steps in “Before Quizzing” on page 2.
2. Install NEO Manager (see the *NEO 2 Quick Guide* for instructions).
3. Connect the Renaissance Receiver to your computer.
4. Name the Receiver network and set the Renaissance Place address in the Renaissance Wireless Server Utility.
5. Make sure the students know the quiz number. On NEO 2, students may only search for quizzes by the quiz number.

Quizzing with the AR App

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

The Accelerated Reader student app allows students and teachers to do the following on an iPad®, iPhone®, or iPod touch®. The quiz information is sent to Accelerated Reader RP via a wireless connection.

- Take AR Quizzes.
- View a showcase of quizzes taken and the scores earned on each.
- View progress towards goals and progress on words learned.
- View a demonstration version that does not require a login or an AR account.

Complete the following steps before students take AR quizzes on mobile devices.

1. Complete the steps in “Before Quizzing” on page 2.
2. Establish an Internet connection.
3. Download the AR student app on the device. **Note:** You must have established and verified iTunes® and Apple® accounts before you can download the app.
4. Establish settings by connecting to Renaissance Place on one device.
5. Share those settings with the devices the students will be using to take AR quizzes.

Using Renaissance Home Connect with AR

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

Note: Students cannot quiz in Renaissance Home Connect.

For more details about Renaissance Home Connect, see the *Accelerated Reader Software Manual* or the help in the software.

Renaissance Home Connect allows students to do the following.

- View student goals, results of the last quiz taken, overall progress on Reading Practice Quizzes, and a list of words learned on Vocabulary Practice Quizzes.
- Find books that have Accelerated Reader quizzes by clicking the AR BookFinder link.
- View the Bookshelf (which shows books read and quiz results).
- Choose to view pages in English or Spanish.

Note: The Informational Letter (available in English or Spanish) provides the Renaissance Home Connect web address and the student’s user name and password.

New School Year Checklist

Who can do this?

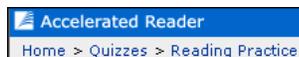
District Admin, District Staff, School Admin, School Staff, Teacher

You can find a new school year checklist in the software on the Manuals page.

1. In the upper-right corner, click **Manuals**.
2. Under Renaissance Place, click **Getting Ready for a New School Year**.

Navigate Using the Software’s Links

Use the links in the software, not the browser’s Back button, to move to a different page in the software. At the top of every page, links show the pages you have visited since you left the Home page.



There are also links to specific pages or tasks in the gray bar on the left side of the Accelerated Reader pages. Use these links to navigate within the software.

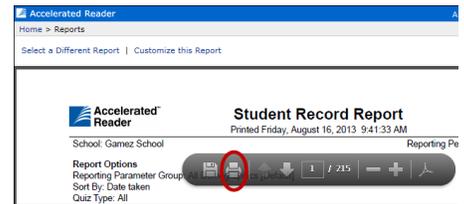
Print Reports

Who can do this?

District Admin, District Staff, School Admin, School Staff, Teacher

1. On the Home page, under Accelerated Reader, click **Reports**.
2. Click a report category.
3. Click the name of the report you want.
4. If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.

5. The report generates. It opens in Adobe® Reader® within a browser window (as shown) or a separate window. If it opens in the browser window, to print it, use the Adobe Reader print button, *not* the browser’s print button.



Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display more information about that page.
- **Manuals.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Software Manual*, the *Accelerated Reader Software Manual*, and other documents.
- **Resources.** Go to the Home page. Under Accelerated Reader, click **Resources** to access materials to help you implement Accelerated Reader in your classroom.
- **Renaissance Training Center.** Go to <http://www.renlearn.com/training>. This site has recorded web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Live Chat Support.** Click **Live Support** on the Home page to chat with a member of our support team.
- **Email.** *General questions:* answers@renlearn.com. *Technical questions:* support@renlearn.com
- **Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636

Differences Between Taking Quizzes in AR RP, on NEO 2s, and in the AR App

	Accelerated Reader Renaissance Place	Accelerated Reader on NEO 2 with the AR SmartApplet	Accelerated Reader App on iPad, iPhone, and iPod touch
What quiz types are available?	<ul style="list-style-type: none"> • Reading Practice Quizzes (English and Spanish) • Recorded Voice Quizzes • Vocabulary Practice Quizzes • Literacy Skills Quizzes • Other Reading Quizzes (English and Spanish) 	<ul style="list-style-type: none"> • Reading Practice Quizzes (English and Spanish) • Vocabulary Practice Quizzes • Other Reading Quizzes (English and Spanish) 	<ul style="list-style-type: none"> • Reading Practice Quizzes (English and Spanish) • Recorded Voice Quizzes • Vocabulary Practice Quizzes • Literacy Skills Quizzes • Other Reading Quizzes (English and Spanish)
Methods for searching and choosing a quiz type	Choose a quiz type, then search for a book	Choose a quiz type, then type the quiz number to find a book	Search for the book, then choose a quiz type
How can students search for quizzes?	By keyword, author, title, or quiz number	By quiz number only	By keyword, author, title, or quiz number
Book cover images included in search results	Yes	No	Yes
“Did you mean” assistance in searching	Yes	No	Yes
Search for Vocabulary Practice Quizzes that match Reading Practice Quizzes already taken	Yes	Yes	No
View TOPS Reports without printing	Yes	No	Yes
View TOPS Reports again after quiz session ends	Yes	No	Yes



TIPS for Getting Started

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