

## TIPS

### FOR GETTING STARTED

#### Log In and Out

**Who can do this?**

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

1. Before you log in the first time, get your user name, password, and the web address (URL) for Renaissance Place Real Time from your district or school contact.
2. Open your web browser.
3. Type your Renaissance Place web address and press **Enter**.
4. On the Renaissance Place welcome page, click **I'm a Teacher/Administrator**.
5. On the Login page, type your user name and password and click **Log In** or press **Enter**.

If the Change Password page opens, enter a new password, verify it by typing it again, and click **Save**. (Passwords must be at least 3 characters long and contain at least one number.)

6. Your Home page opens and you can begin using Renaissance Place RT.

7. To log out, click **Log Out** in the upper-right corner of the page.

#### Use the Home Page

**Who can do this?**

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

Note the programs listed beneath Renaissance Place on the Home page. You may have to scroll down to see them. The list includes the Renaissance Place programs that you have available. Click the product names to show or hide their links, or click the arrow to the left of Renaissance Place to show or hide all links. Clicking a link under one of the product names takes you to a part of that program.

#### Navigate Using the Software's Links

**Who can do this?**

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

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.



#### Changing Your Password

**Who can do this?**

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

1. Log out of Renaissance Place RT.
2. Log in again using your current password, but check the **Change Password** box *before* you click **Log In**.
3. On the Change Password page, enter a new password, verify it by typing it again, and click **Save**.

Passwords must be at least 3 characters long and contain at least one number.

#### Importing Data

**Who can do this?**

District Admin, School Admin

Before you begin adding students, personnel, courses, and classes, consider whether you can import that information from other software. You can import data into Renaissance Place or purchase the Renaissance Data Integration Service to get this data regularly updated from your school information system.

For more information about importing information, see the *Renaissance Place Software Manual*. To find this and other manuals, click **Manuals** in the upper-right corner of any page in the software.

#### Marking Periods and Days Off—Add, Edit, or Delete

**Who can do this?**

District Admin, District Staff, School Admin, School Staff

Follow these steps to set marking periods and days off for schools. (Marking periods are used for class durations, reports, and goals.) You can also copy marking periods and days off from the previous school year; see the *Renaissance Place Real Time Software Manual*.

1. Make sure you are working in the school year (current or future) that you want to add marking periods or days off for.
2. On the Home page, under Renaissance Place, click **School Years**.
3. Click **Add/Edit Marking Periods** or **Add/Edit Days Off**.
4. If you are a district administrator or district staff member, on the Select Schools page, check the box for each school that you want to set dates for. Click **Next >**.
5. Set the marking periods or days off for the schools:
  - To add a marking period or day off, enter the information in the fields at the top of the page and click **Add**.

- To edit a marking period or day off, click **Edit** in the Action column, make your changes, and click **Update**.
  - To delete a marking period or day off, click **Delete** in the Action column.
  - To re-sort the list by start date instead of by name, click **Start Date**.
  - If you selected multiple schools, you can click the number of schools to see the school names.
6. Click **Save**.

## Personnel—Add, Edit, or Delete

*Who can do this?*  
District Admin, District Staff, School Admin

- On the Home page, under Renaissance Place, click **Personnel, Students, and Parents**.
- To add district personnel, click **Add District Personnel**, enter the information, and click **Save** (or **Save and Add** to add another).
- To add school personnel, click **Add School Personnel** (or **Add Personnel**), enter the information, and click **Save** (or **Save and Add** to add another).
- To edit or delete personnel information, click **View Personnel**. Use the search function to find a specific person, or click **Search** to list all personnel. Click **Select** in the row for the person whose information you want to edit.

Use the task menu on the left to update that person's personnel record or school assignments or to delete/inactivate that person in the database.

## Students—Add, Edit, or Delete Information or Characteristics

*Who can do this?*  
District Admin, District Staff, School Admin

On the Home page, under Renaissance Place, click **Personnel, Students, and Parents**. Then, do any of the following:

- To add a student, click **Add Student**, enter the information, and click **Save** (or **Save and Add** to add another).
- To edit or delete student information, click **View Students**. Use the search function to find a specific student, or select a school and click **Search** to list all students in the school. Click the name of the student whose information you want to edit.  
On the tabs on the Student Information page, you can update that student's personal information (or delete the student), edit the student's characteristics, or enroll or unenroll the student in a school or class.
- To add a characteristic, click **Set Up Characteristics** under Related Student Tasks. Next, select the school to which the characteristic will be assigned (either **All Schools** or an individual school). Then, click **Add Characteristic**, enter the name of the new characteristic, and click **Add**.
- To edit or delete a characteristic, click **Set Up Characteristics** under Related Student Tasks, then select the school for which the characteristic will be edited or deleted (either **All Schools** or an individual school).

Click **Edit** or **Delete** next to the characteristic you want to update or delete.

- If you are editing the characteristic, make your changes, click **Save**, and then click **Done**.
- If you are deleting a characteristic, click **OK** in the confirmation message.

Existing Characteristics	School	Action
Advanced Year	North Terra Grade School	Edit   Delete
Americans With Disabilities (ADA)	Shared	Edit   Delete
At-Risk Students	Shared	Edit   Delete
Bilingual Education	Shared	Edit   Delete
English as a Second Language (ESL)	Shared	Edit   Delete
Free Lunch	Shared	Edit   Delete
Gifted/Talented	Shared	Edit   Delete
Learning Disabled	Shared	Edit   Delete

## Courses and Classes—Add

*Who can do this?*  
District Admin, District Staff, School Admin, School Staff

- On the Home page, under Renaissance Place, click **Courses and Classes**.
- Select the school from the **School** drop-down list.
- To add a course, click **Add Course**, enter the information, and click **Save** (or **Save and Add** to add another).
- After you add a course, you can add its classes. On the course page (which you see after clicking the course name), click **Add Class**.

On the Add Class page, enter the class name, choose a primary teacher, and choose the marking period that shows the duration of the class.

Next, check the products that the class will use. Students in the class can only use the products that you choose.

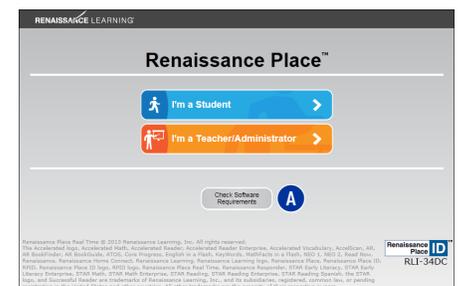
To enroll students in the class, click **Add Students**; then, search for students, check the boxes next to the students you want to enroll, and click **Add**. When you've added all the students, click **Continue**.

Click **Save** on the Add Class page to finish adding the class.

## Check Software Requirements

*Who can do this?*  
District Admin, District Staff, School Admin, School Staff, Teacher

To see if a computer has the necessary software to use Renaissance Place Real Time, click **Check Software Requirements** on the Renaissance Place welcome page **A** before you log in.



The Software Requirements page opens. This page includes:

- The server name or address **B**.
- The Renaissance Place ID **C**, a unique identifier that provides a shortcut to your Renaissance Place site. It can be used during setup of Accelerated Reader on

iPad®, iPhone®, or iPod touch® or wherever you see the RPID image going forward.

- Client application software **D**, which is used with some Renaissance Place products. (**Note:** The Renaissance Responder program is used with Accelerated Math.) Click the link for the software you need.
- The necessary supporting software **E**, including an animation and links for testing programs that are installed. If any programs are missing or need to be updated, click the **install Version** link for that program.

**Note:** Before you install software on a computer, make sure you have the rights required to install software for all users on that computer.

For the most up-to-date software, hardware, and operating system requirements for Renaissance Place RT, visit [www.renlearn.com/requirements](http://www.renlearn.com/requirements).

## Get Students' User Names and Passwords

Follow these steps to get students' user names and passwords so they can log in and begin working in the software:

1. On the Home page, under Renaissance Place, click **Personnel, Students, and Parents**.
2. Click **View Students** on the Personnel, Students, and Parents page.
3. Use the search fields to choose which students to search for; for example, you may want to search for a specific class or grade. Then, click **Search**.
4. In the search results, click the **Passwords** tab. This tab lists information about each student, including the user name and password. If the student is using MathFacts in a Flash, you will also see a NEO 2 or Responder PIN, which is used for sending information about offline math facts practice on these devices to Renaissance Place.

If you want to print the results, click **Print Page**. Note that this only prints the page of results you are viewing; if you have more than 50 students in the results, use the arrows above the table to go to the next or previous page of results.

## 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 Real Time Software Manual* and other documents.
- **Resources.** Click **Resources** in the list of links for a product on the Home page to access materials to help you use that product 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/](http://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](mailto:answers@renlearn.com)  
*Technical questions:* [support@renlearn.com](mailto:support@renlearn.com)
- **Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

## Renaissance™ Place REAL TIME TIPS for Getting Started

P.O. Box 8036 Wisconsin Rapids, WI 54495-8036 | (800) 338-4204 | [www.renlearn.com](http://www.renlearn.com)

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