

TIPS

FOR GETTING STARTED

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 top 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.



Getting to the Preferences Page (to View or Set Preferences)

Who can do this?

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

Many of the procedures in this document involve viewing or setting preferences. To view or set preferences, you need to start from the Preferences page. There are two ways to reach this page—use whichever method you prefer:

- Click **Preferences** under STAR Reading (or STAR Reading Enterprise) on the Home page.
- Select your school in the **School** drop-down list at the top of the STAR Reading Enterprise Home page; then, under STAR Reading Enterprise Test (in the "Important Features" section), click **Preferences**.

Set the SGP Windows Preference

Who can do this?

District Admin

Use this preference to decide which set of SGP Windows to establish an end date for calculating an SGP for the first half of the school year and a beginning date for the second half. (January 15 is the default midpoint date.)

To set the preference:

1. Go to the Preferences page (see instructions in left column).
2. Under Administrator Preferences, click **Edit**.
3. Choose the date you want to use as the SGP Midpoint Date; you can either type it or use the calendar button (Figure 1: **A**).
4. Click **Save**.

Note: The setting of this preference is shared by STAR Early Literacy, STAR Math, and STAR Reading.

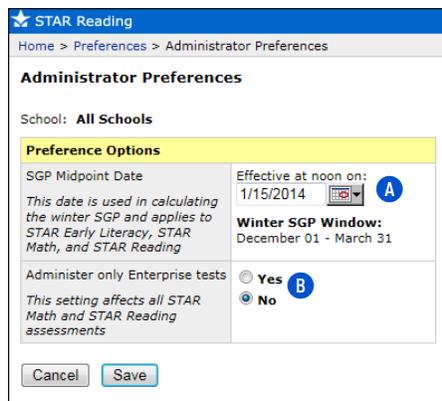


Figure 1

Set the Enterprise Tests Preference (Administrator Preference) **ENTERPRISE**

Who can do this?

District Admin

Use this preference to determine if students can only take Enterprise tests (which is the default setting) or if they can take either an Enterprise or a non-Enterprise test.

The administrator version of this preference applies to all classes in all schools in a district.

To set the preference:

1. Go to the Preferences page (see instructions in left column).
2. Under Administrator Preferences, click **Edit**.
3. Choose one of the two options (Figure 1: **B**).
 - If you choose **Yes**, students in all schools in the district will take Enterprise tests only
 - If you choose **No**, the setting for the classroom version of this preference (see page 2) will determine if students will take Enterprise tests only or if they can also take non-Enterprise tests
4. Click **Save**.

Note: If you have both STAR Reading Enterprise and STAR Math Enterprise, this preference can be set in either program, but the same setting is shared by **both** programs. For example, if you set the preference to **Yes** in STAR Reading Enterprise, then **Yes** will also be set for this preference in STAR Math Enterprise.

Set the Testing Password Preference

Who can do this?

District Admin, School Admin, Teacher

Use this preference to require your test monitors to enter a password before testing. You can also use it to set the monitor password.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).
2. If necessary, use the drop-down lists in the Classroom Preferences section of the page to choose the school and class (or **All School Classes/All My Classes**).
3. Under Classroom Preferences, click **Edit**.
4. Check the **Monitor** box (Figure 2: **A**) if you want the test monitor to enter a password before a student can start a test.

If you require a monitor password, change the default monitor password (ADMIN) to one that you want to use (Figure 2: **B**).

Note: A monitor password defined by a district or school administrator will always override one defined by a teacher.

5. Click **Save**.

STAR Reading
Home > Preferences > Classroom Preferences

Classroom Preferences

School: **Gamez School**
Class: **Anderson, Mrs. Escobedo's Class, 2012-2013 School Year**

Preference Options

Testing Password **A** Monitor

Monitor Password: **B** ADMIN
(Only required if monitor password requirement set above)
Passwords must be a minimum of 2 characters.
Note: The monitor password is always required when a student stops a test.

Administer Enterprise tests only **C** Yes No Non-Enterprise test cannot be administered during screening windows and require RTI goals to be set for students

Score Name **D** ATOS 2000
Appears in the Record Book and on reports that provide alternate scores

ZPD Name **E** ZPD 2000
Appears in the Record Book and on reports that provide alternate scores

Require Registration before students can take tests **F** Yes Register Students (0 students registered) No

Figure 2

Set the Enterprise Tests Preference (Classroom Preference) ENTERPRISE

Who can do this?

District Admin, School Admin, Teacher

Use this preference to determine if students can only take Enterprise tests (which is the default setting) or if they can take either an Enterprise or a non-Enterprise test.

If the administrator version of this preference (see page 1) has been set to **Yes**, then you *cannot* set the classroom version of this preference.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).
2. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section if necessary.

Note: If **All School Classes** or **All My Classes** is chosen, then individual classes cannot have different settings for this preference.

3. Under Classroom Preferences, click **Edit**.
4. Choose one of the two options (Figure 2: **C**).
 - If you choose **Yes**, students in the chosen class(es) will take Enterprise tests only.
 - If you choose **No**, students who meet *both* of the following criteria will take the non-Enterprise version of the test:
 - The student is taking the test outside of a range of screening dates, *and*
 - The student has a goal set.

5. Click **Save**.

Note: If you have both STAR Reading Enterprise and STAR Math Enterprise, this preference can be *set* in either program, *but the same setting is shared by both programs*. For example, if you set the preference to **Yes** in STAR Reading Enterprise, then **Yes** will also be set for this preference in STAR Math Enterprise.

Set the Rename ATOS 2000 Preference

Who can do this?

District Admin, School Admin, Teacher

Use this preference to give the ATOS 2000 and ZPD 2000 scores different names on reports.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).

2. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section if necessary.
3. Under Classroom Preferences, click **Edit**.
4. To change the name for a score (Figure 2: **D** and **E**), delete the existing name from the field and type in the name you want to use. The new name must be 1–10 characters long including spaces and punctuation.
5. Click **Save**.

Set the Student Test Registration Preference

Who can do this?

District Admin, School Admin, Teacher

Usually, students can test as long as they are enrolled in a STAR Reading class. However, you can use this preference to require that students be registered before they can take a STAR Reading test.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).
2. Select your school and class from the drop-down lists in the Classroom Preferences section of the page. Do not select **All School Classes** or **All My Classes**; this preference can only be set for one class at a time.
3. Under Classroom Preferences, click **Edit**.
4. On the Classroom Preferences page, click **Yes** to require registration, or **No** to not require it (Figure 2: **F**).
5. Click **Save**.

Register Students for Testing

Who can do this?

District Admin, School Admin, Teacher

1. Go to the Preferences page (see instructions on page 1).
2. Select your school and a single class from the drop-down lists in the Classroom Preferences section of the page.
3. Under Classroom Preferences, click **Edit**.
4. Click **Yes** (if it hasn't been selected already).
5. Click **Register Students** (Figure 2: **G**).
6. On the Register Students page, any students who are already registered to

(continued on next page)

test will have the **Yes** box checked at the end of their row (Figure 3: **H**).

- Check the **Yes** box at the end of other students' rows to register them for testing. You can use the **Allow Testing** box at the top of the column to check all the boxes at once (Figure 3: **I**).
- Uncheck the box in a student's row to remove registration for that student.

7. Click **Save**.

| Student | ID | Grade | Allow Testing |
|-------------------|------|-------|--|
| Alford, Christine | 8065 | 7 | <input checked="" type="checkbox"/> Yes |
| Aranda, Domma | 1933 | 7 | <input type="checkbox"/> Yes |
| Bacon, Mary | 8862 | 7 | <input checked="" type="checkbox"/> Yes H |
| Carpenter, John | 2811 | 7 | <input checked="" type="checkbox"/> Yes |
| Centeno, Catrin | 4945 | 7 | <input type="checkbox"/> Yes |

Figure 3

Set the Estimated Instructional Reading Level (IRL) Preference

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

Use this preference to customize starting levels for individual students.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).
2. Select the student's school and class from the drop-down lists in the Classroom Preferences section of the page.
3. In the Student Preferences section of the page, click **Edit**.

| Student | ID | Grade | Estimated IRL | Extended Question Time Limit |
|-------------------|------|-------|---------------|---|
| Alford, Christine | 8065 | 7 | | <input checked="" type="checkbox"/> On |
| Aranda, Domma | 1933 | 7 | 8 A | <input type="checkbox"/> On |
| Bacon, Mary | 8862 | 7 | | <input type="checkbox"/> On |
| Carpenter, John | 2811 | 7 | 6 | <input checked="" type="checkbox"/> On B |
| Centeno, Catrin | 4945 | 7 | | <input type="checkbox"/> On |

Figure 4

4. On the Student Preferences page, enter an Estimated Instructional Reading Level for students who may benefit from beginning at a higher or lower level grade (Figure 4: **A**).

Note: Although kindergarteners can take the STAR Reading test, kindergarten (**K**) cannot be used for an Estimated Instructional Reading Level.

5. Click **Save**.

Set the Extended Question Time Limit Preference

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

Use this preference to triple the amount of time allowed for answering test questions for students with special needs who need more time to read or answer the test questions. Reports will indicate if any students took a test using extended time limits, with a footnote explanation.

To set the preference:

1. Go to the Preferences page (see instructions on page 1).
2. Select the student's school and class from the drop-down lists in the Classroom Preferences section of the page.
3. In the Student Preferences section of the page, click **Edit**.
4. On the Student Preferences page:
 - To let a student use extended time limits, check the box at the end of the row for that student in the Extended Question Time Limit column (Figure 4: **B**).
 - You can click the box at the top of the column to check or uncheck all the students at once (Figure 4: **C**).
5. Click **Save**.

Print a 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. Click **Personnel, Students, and Parents** under Renaissance Place on the Home page.
2. Click **View Students** on the Personnel, Students, and Parents page.

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. Click **Print Page** on the right side of the screen to print the list.

Download STAR™ Apps on iPad® and Connect to Renaissance Place™

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

1. Download STAR Apps on iPad® from the iTunes Store® or App StoreSM. The store where you download the App will give you more information about system requirements.
2. Launch the STAR App by tapping **STAR**.
3. The first time you launch the App, tap **Connect to Renaissance Place** to connect to Renaissance Place Real Time. If this is not your first time launching the App, tap **Settings** to connect to Renaissance Place Real Time.
4. On the Settings page, tap the **Connect to Renaissance Place** field, type your web address (URL) or Renaissance Place ID (RPID) on the keyboard, and tap **Join**. Your connection will be validated. If it is not validated, try this step again.
 - Example web address: `https://hosted123.renlearn.com/456789`
 - Example RPID: RLI-123XYZ
5. Tap **Done**. You will be taken to the student login screen.

See the *STAR Reading Software Manual* for more information about using an iPad® with STAR Reading.

Use the Pretest Instructions

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

Use the Pretest Instructions to explain the STAR Reading test to students before they start testing. This will help students feel more comfortable with the test so they can concentrate on answering the questions. To find the Pretest Instructions:

1. Click **Resources** under STAR Reading on the Home page (or click **Manuals** in the upper-right corner of any page).

(continued on next page)

2. Click **Pretest Instructions (STAR Reading)** or **Pretest Instructions (STAR Reading Enterprise)**.
3. The instructions will open in a new Adobe® Reader® window. Click the Adobe Reader Print button to print the instructions.

Logging In Students on a Computer

Who can do this?

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

Note: “Computer” refers to a desktop or laptop computer that accesses STAR Reading via Renaissance Place using a web browser.

1. Start the web browser and go to the Renaissance Place Real Time address (URL).
2. On the Welcome page, click **I’m a Student**.
3. The student enters his or her user name and password, and then clicks **Log In**.

Note: During login on a computer, you can also search for a student’s user name by clicking **Forgot Your User Name?** on the login page. However, you cannot search for student passwords.

Logging In Students on an iPad®

Who can do this?

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

1. Start the STAR App.
2. The student enters his or her user name and password, and then taps **Go**.

Test Students on a Computer

1. After logging in, the student clicks **Take a Test** under STAR Reading.
2. On the next page, the student clicks **Start**.
3. If the program asks for the monitor password, the teacher or test monitor must enter it and click **OK**. (You cannot substitute your Renaissance Place password.)
4. If the student has not taken a STAR Reading test in the past 180 days, a practice session starts and presents the student with a few simple practice questions.

Three or four possible answers appear below each question. A student can choose an answer by pressing the **1, 2, 3,** or **4** on the keyboard or by clicking it with

the mouse. A blue circle appears around the answer the student selects; however, this does not mean that the selected answer is correct. The student can change his or her answer by pressing a different key or clicking a different answer.

When the student is satisfied with the chosen answer, the student should enter the answer, either with the keyboard (by pressing **Enter** or **return**) or with the mouse (by clicking **Next**). The student must pass the practice session before he or she can move on to the test.

5. If the student passes the practice session (or if there is no practice session), the test begins. The test questions are similar to the practice questions. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.
6. If the software decides to give the student additional questions (based on the student’s grade level), a second practice session and testing session will begin. Answering these additional questions is done the same way as the prior questions; however, for “fill-in-the-blank” questions, the student’s chosen answer will not appear in the blank. **Note:** The optional second part only takes place during a STAR Reading test, *not* a STAR Reading Enterprise test.
7. When the test is over, STAR Reading saves the test and notifies the student, who should click **OK**. The student is logged out, and another student can begin taking the test.

Test Students on an iPad®

1. After logging in, the student taps **STAR Reading**, then taps **Next**.
2. The student taps **Start** to begin taking the test.
3. If the App asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, tap **Continue**.
4. If the student has not taken a STAR Reading test in the past 180 days, a practice session starts and presents the student with a few simple practice questions.

Three or four possible answers appear below each question. A student can choose an answer by tapping it. A blue highlight appears around the answer the student selects; however, this does not mean that the selected answer is correct.

The student can change his or her answer by tapping a different answer.

When the student is satisfied with the chosen answer, the student should enter the answer by tapping **Next**. The student must pass the practice session before he or she can move on to the test.

5. If the student passes the practice session (or there is no practice session), the test begins. The test questions are similar to the practice questions. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.
6. If the software decides to give the student additional questions (based on the student’s grade level), a second practice session and testing session will begin. Answering these additional questions is done the same way as the prior questions; however, for “fill-in-the-blank” questions, the student’s chosen answer will not appear in the blank. **Note:** The optional second part only takes place during a STAR Reading test, *not* a STAR Reading Enterprise test.
7. When the test is over, STAR Reading saves the test and notifies the student, who should tap **OK**. The student is logged out, and another student can begin taking the test.

Stopping a Test on a Computer

Who can do this?

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

1. Press and release **Ctrl+A** (Windows) or **control+A** (Macintosh).
2. Click one of the following options:
 - **Resume Later:** You want to pause the test but plan to come back to it later.
 - **Stop Test:** You want to stop the test; you are done with it and have no plans to come back to it.
 - **Cancel:** You want to continue taking the test now instead of pausing or stopping it.
3. Enter the monitor password and click **OK**. (You may not need to use the monitor password to start a test, but you always need to use it to stop, pause, or resume a test.)

Note: If a STAR Reading test is stopped during the optional second part, it is marked as complete and cannot be resumed. (This does not apply to the STAR Reading Enterprise test, which does not have the optional second part.)



Stopping a Test on an iPad®

Who can do this?

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

1. Tap the **Share** button in the upper-left corner of the screen.
2. Tap one of the following options (or tap the main screen to close this menu and return to the test):
 - **Stop Test:** You want to stop the test; you are done with it and have no plans to come back to it.
 - **Resume Later:** You want to pause the test but plan to come back to it later.
3. Whether you choose **Stop Test** or **Resume Later**, you will need to enter the monitor password; type the monitor password and tap **Continue** to stop or pause the test, or tap **Cancel** to go back to the test. (You may not need to use the monitor password to start a test, but you always need to use it to stop, pause, or resume a test.)

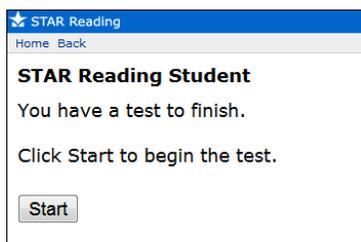
Note: If a STAR Reading test is stopped during the optional second part, it is marked as complete and cannot be resumed. (This does not apply to the STAR Reading Enterprise test, which does not have the optional second part.)

Resuming an Unfinished Test on a Computer

Who can do this?

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

1. Have the student log in and click **Take a Test**.
2. The student will be notified that the last test was not finished. The student clicks **Start**.



3. The teacher or test monitor enters the monitor password and clicks **OK**.
4. The test resumes. The student returns to the same *place* in the test where the student left off (the same question number), but a different question will be presented.

See the *STAR Reading Software Manual* or STAR Reading help for more information about resuming an unfinished test.



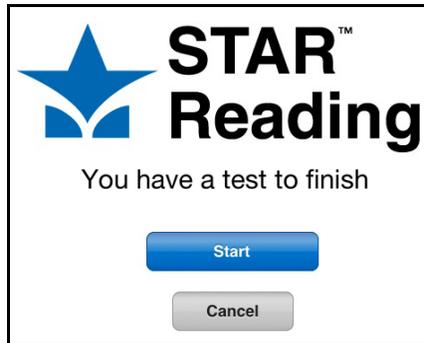
TIPS for Getting Started

Resuming an Unfinished Test on an iPad®

Who can do this?

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

1. Have the student log in to the STAR App.
2. The student will be notified that the last test was not finished. The student taps **Start**.



3. The teacher or test monitor enters the monitor password and taps **Continue**.
4. The test resumes. The student returns to the same *place* in the test where the student left off (the same question number), but a different question will be presented.

See the *STAR Reading Software Manual* or STAR Reading help for more information about resuming an unfinished test.

Print Reports

Who can do this?

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

1. Click **Reports** under STAR Reading on the Home page.
2. Click the name of the report you want.
3. If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.
4. The report generates. It opens in Adobe Reader. To print, use the Adobe Reader print button, *not* the browser's print button.

Note: See the *STAR Reading Software Manual* for more information about the reports and the options available for each of them.

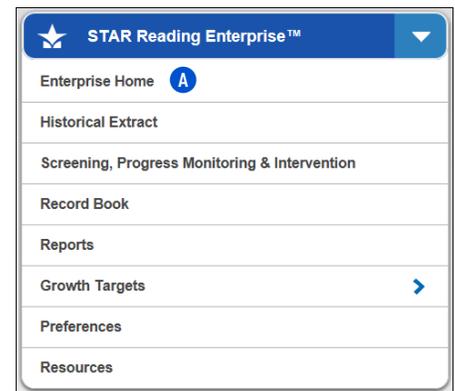
STAR Reading Enterprise™

Who can do this?

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

STAR Reading Enterprise is the same as STAR Reading, but with some enhanced features, including additional reports and expanded benchmark management.

If your school is using STAR Reading Enterprise, an **Enterprise Home** link will appear below STAR Reading Enterprise on the Home page **A**.



Click this link to go to the STAR Reading Enterprise Home page **B** (see page 6). For more information about the Enterprise version of STAR Reading, see the *STAR Reading Software Manual* or contact Renaissance Learning.

STAR Reading
Home > Enterprise Home

Enterprise Home
STAR Reading Enterprise provides valuable information critical to student learning, and helps you take action with instructional tools and resources.

School: **Gamez School**

Important Features

STAR Reading Enterprise Test

Includes content covering a broader range of skills

Students must take Enterprise Test for:

- Instructional Planning Report
- State Standards Report

[Learn More](#)

Benchmark Options

- School Benchmarks (*current setting*)
- District Benchmark
- S-State

Reflected in:

- Instructional Planning Report
- Longitudinal Report
- Screening Report
- Growth Proficiency Chart

Record Book

Teachers can view students' test scores and progress, assign them to instructional groups, and see suggested skills to help with instructional planning

Contains:

- Student Scores
- Instructional Group Assignments
- Recommended Skills
- Instructional Activities

Core Progress

Learning Progression for Reading

Go to a research-based progression of knowledge and skills. Helps you identify knowledge gaps, differentiate instruction, and determine next steps.

Provides:

- Definitions
- Sample items
- Prerequisite skills
- Instructional activities

Historical Extract

District and school administrators can retrieve students' STAR test scores from previous school years

Provides:

- Historical data for STAR Reading, STAR Math, and STAR Early Literacy

Enterprise Reports

Go to: [Reports](#) | [Consolidated Reports](#)

Diagnostic Report

Presents diagnostic and skill information for an individual student

[Diagnostic Report](#)

<sample report>

Longitudinal

Shows growth over multiple years

[Growth](#) | [Cross Sectional](#)

<sample report>

Growth Proficiency Chart

Plots Student Growth Percentiles (SGP) and proficiency on a quadrant graph; companion to the Growth Report.

[Learn More](#)

[Growth Proficiency Chart](#)

<sample report>

State Performance

Graphs student progress on the pathway to proficiency on the S-State Test

[Student](#) | [Class](#) | [District](#)

<sample report>

State Standards

Estimates student mastery of State Standards or Common Core State Standards based on STAR Reading Enterprise scaled score

[Student](#) | [Class](#) | [District](#)

<sample report>

Done

B

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*, the *STAR Reading Software Manual*, and other documents.
- **Resources.** Click **Resources** under STAR Reading on the Home page to access materials to help you implement STAR Reading in your classroom.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Renaissance Training Center.** Go to 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.
- **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.



TIPS for Getting Started

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