

## 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.



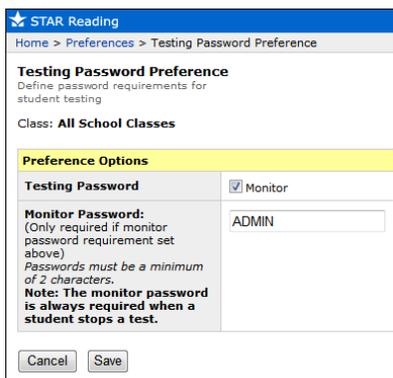
## Set the Testing Password Preference

*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 edit the preference:

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. The Preferences page opens. If necessary, use the drop-down lists to choose the school and class (or **All School Classes/All My Classes**).
3. Click **Testing Password**.
4. Check the **Monitor** box 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.

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

5. Click **Save**.

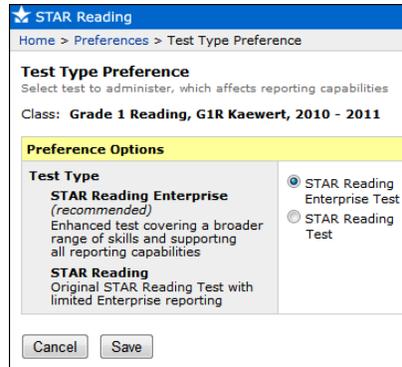
## Set the Test Type Preference ENTERPRISE

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

If a school is using STAR Reading Enterprise, use this preference to choose which version of the test will be used in either a specific class or in all classes in the school.

To edit the preference:

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. The Preferences page opens. Use the drop-down lists to choose the school and a specific class (or **All School Classes**).
3. Click **Test Type**.
4. On the Test Type Preference page, choose which version of the test you want students in the chosen class to take: the **STAR Reading Enterprise Test**, or the **STAR Reading Test**.
5. Click **Save**.



## Set the Student Test Registration Preference

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

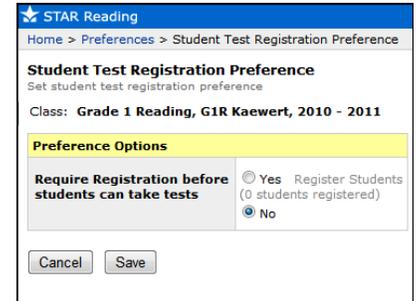
Usually, students can test as long as they are enrolled in a STAR Reading RP class. However, you can use this preference to require that students be registered before they can take a STAR Reading test.

To edit the preference:

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this

preference can only be set for one class at a time.

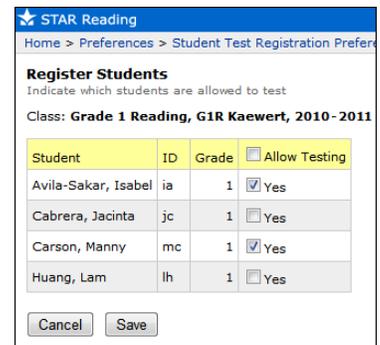
3. On the Preferences page, click **Student Test Registration**.
4. On the Student Test Registration page, click the option you prefer.
5. Click **Save**.



## Register Students for Testing

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

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. Select your school and a single class from the drop-down lists.
3. Click **Student Test Registration**.
4. Click **Yes** (if it hasn't been selected already).
5. Click **Register Students**.
6. On the Register Students page, any students who are already registered to test will have the **Yes** box checked at the end of their row.



- 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

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column to check all the boxes at once.

- Uncheck the box in a student's row to remove registration for that student.

7. When you're ready to save the registration list, click **Save**.

## Set the Student Settings Preference

### Who can do this?

District Admin, School Admin, Teacher

Use this preference to customize starting levels and time limits for individual students.

To edit the preference:

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this preference can only be set for one class at a time.
3. Click **Student Settings**.
4. On the Student Settings Preference page:
  - Enter an Estimated Instructional Reading Level (IRL) for students who may benefit from beginning at a higher or lower level. **Note:** Although kindergartners can take the STAR Reading test, kindergarten (**K**) cannot be set as an Estimated IRL.
  - Check the **On** box in a row for a student to let that student use extended time limits (three times as long as normal) to answer each question. Remove check marks if you want to turn this setting off.
5. Click **Save**.

Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Atkinson, Hernando	ha	2	3	<input type="checkbox"/> On
Cheatham, Robert	rc	2		<input checked="" type="checkbox"/> On
Daly, Alyssa	ad	2	3	<input checked="" type="checkbox"/> On

## 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 edit the preference:

1. Click **Preferences** in the STAR Reading task list on the Home page.
2. Select your school and class from the drop-down lists if necessary. Do not select **All School Classes**; this preference can only be set for one class at a time.
3. Click **Rename ATOS 2000**.

Preference Options	
Rename ATOS 2000	The names specified here will appear on reports when alternate scores are shown.
Score Name	ATOS 2000
ZPD Name	ZPD 2000

4. To change the name for a score, 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**.

## 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. Go to your Home page and click **Resources** in the list of STAR Reading tasks (or click **Manuals** in the upper-right corner of any page).
2. Click **Pretest Instructions** in the list of available resources.
3. The instructions will open in a new Adobe® Reader® window. Click the Adobe Reader Print button (🖨️) to print the instructions. **Macintosh®:** If the instructions open in Preview, click the **File** menu and choose **Print**.

## Logging In Students

### Who can do this?

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

**Note:** To get a list of students' user names and passwords, print the STAR Reading Student Information Report.

To log in a student for testing:

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** You can also search for a student's user name by clicking **Find User Name** on the login page. However, you cannot search for student passwords.

## Test Students

### Who can do this?

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

1. After logging in (see above), the student clicks **Take a Test** under the STAR Reading tab.
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. (You cannot substitute a teacher password.) Next, click **OK**.
4. The 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** in the lower-right corner of the screen). 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, the test begins. The test questions are similar to the practice questions; for grades 3–12, the last five questions will be longer passages. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.

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- 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.
- 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.

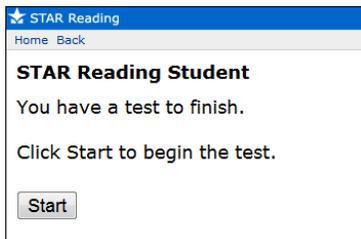
## Resuming an Unfinished Test

### Who can do this?

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

If a student loses connection to the server or accidentally closes the Web browser during a test, the student can log in and resume where the test was left off. **Note:** If a test is interrupted during the optional second part, it is marked as complete and cannot be resumed.

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



- The teacher or test monitor enters the monitor password and clicks **OK**.
- The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

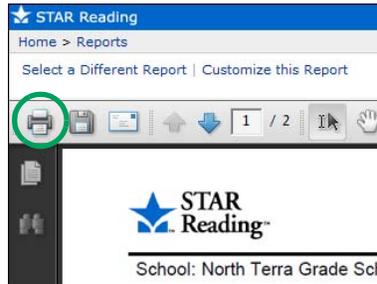
## Print Reports

### Who can do this?

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

- Click **Reports** in the STAR Reading task list on the Home page.
- Click the name of the report you want.
- If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.

- The report generates. It opens in Adobe Reader. To print, use the Adobe Reader print button (🖨️), *not* the browser's print button. **Macintosh:** If the report opens in Preview, click the **File** menu and choose **Print**.



**Note:** Some of the reports have no customization options, and some have complex customization options. See the *STAR Reading Software Manual* for more information about the reports and the options available for each of them.

## STAR Reading Enterprise

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, a new link (**Enterprise Home**) will appear below STAR Reading on the Home page **A**.



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



## 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** in the list of STAR Reading tasks on the Home page to access conversion charts, definitions, and the *Pretest Instructions*, along with the *STAR Reading Technical Manual* and other documents.
- 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](http://www.renlearn.com/training). This site has web seminars and on-demand sessions to help you learn to use the software and implement it effectively in your classroom.
- Live Chat Support:** Click **Live Chat 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.