

TIPS

FOR GETTING STARTED

Technical Requirements

For current requirements, see <http://doc.renlearn.com/KMNet/R003777603GF3F7F.pdf>

Working in MathsFacts in a Flash

Students may use any of the following methods to work in MathsFacts in a Flash.

- ▶ MathsFacts in a Flash RP (computer or tablet actively connected to Renaissance Place)
- ▶ NEO 2, using the MathsFacts in a Flash RP SmartApplet
- ▶ NEO 2, using the MathsFacts in a Flash (offline) SmartApplet
- ▶ Renaissance Responder
- ▶ Renaissance Home Connect

Practice or Test (master levels)

- ▶ MathsFacts in a Flash RP (computer or tablet actively connected to Renaissance Place)
- ▶ NEO 2, using the MathsFacts in a Flash RP SmartApplet

Offline practice and tests only

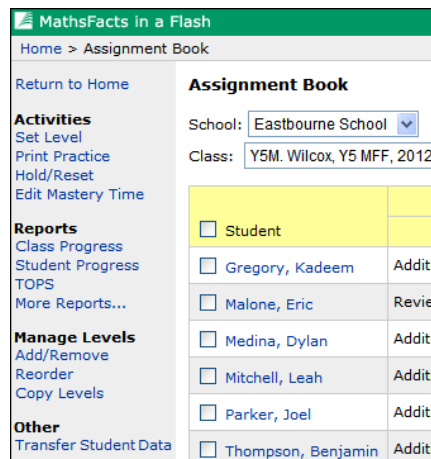
- ▶ NEO 2, using the MathsFacts in a Flash (offline) SmartApplet
- ▶ Renaissance Responder
- ▶ Renaissance Home Connect

Assignment Book

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

The Assignment Book shows you information about the levels your students are working on and those they have mastered.

If necessary, choose your school and class from the **School** and **Class** drop-down lists.



Displaying More Information in the Assignment Book

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

To see the name of a level (when you are working with multiple students in the Assignment Book and are editing mastery times or setting, holding or resetting levels), move your mouse over a level number and leave the cursor there for a few seconds.

To see what a symbol means, move your mouse over the symbol and leave the cursor there for a few seconds.

Set Levels

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

To set a level for your students to work on:

1. Go to the Assignment Book for the desired class.
2. Select the students you want to set levels for.
To work with individuals, tick the box next to the students' names.
To select all of the students, tick the **Student** box at the top of the list.
3. On the left-hand side, under Activities, select **Set Level**.

4. Find the level you want to assign to each student. If you are working with multiple students, you can set different levels for each student.

5. Select **Save**.

Manage Levels

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

1. Go to the Assignment Book for the desired class.
2. Your next step depends on what you want to do.
 - ▶ To hold or reset levels, or to edit a level's mastery time, select the student(s) you want to work with. Then, select one of the tasks under Activities on the left.
 - ▶ To add, remove, reorder or copy levels between classes, select the appropriate task under Manage Levels on the left.
3. Make your choices for the task you selected.
4. Select **Save**.

View Student Details

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

In the Assignment Book, select a student's name to go to the Student Detail page and see the following:

- ▶ A list of the levels on which the student worked
- ▶ The number of practices and tests taken in each level along with the date of the last session
- ▶ The student's mastery time for the level (if the level was mastered)

List of Student User Names and Passwords

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

You can view and print a list of student user names and passwords from Renaissance Place.

1. On the Home page, select **Renaissance Place**, then **Users**.
2. On the Personnel and Students page, select **View Students**.
3. Use the search fields to choose which students to search for.
4. Select **Search**.
5. If results are found, select the **Passwords** tab. This tab lists each student's ID, year, user name, and password.

To print the *page* of search results that you are viewing select **Print Page**. If you have more than 50 results, only the page of results that you are viewing will print.

If the list of search results is long, it will be split into multiple pages.

Select **▶** to go to the next page of results or **◀** to go back. You can also select **▶|** to go to the last page of results or **◀|** to go back to the first page.

To print *all* of the search results (and choose grouping and sorting options), select **View PDF**. Follow the prompts.

Stop a Practise or Test

Once a practise or test starts, you can stop it at any time by:

- ▶ Windows: Press **Ctrl+A** or select **Stop Practice** or **Stop Test**.
- ▶ Macintosh: Press **control+A** or select **Stop Practice** or **Stop Test**.
- ▶ Tablets: Select **Stop Practice** or **Stop Test**.
- ▶ NEO 2s, using the MathFacts in a Flash RP SmartApplet: Press **ctrl+A** or press **⌘/cmd+A**.
- ▶ NEO 2, using the MathsFacts in a Flash RP SmartApplet: Press **ctrl+A** or **⌘/cmd+A**.
- ▶ NEO 2, using the MathsFacts in a Flash (offline) SmartApplet: Press **applets**.
- ▶ Responders: Press **Menu**.

Depending on the setting in the Authorisation Password Preference, you may be asked to enter the authorisation

password to confirm that you want to stop the practice or test in Windows, Macintosh or NEO 2s (using the MathsFacts in a Flash RP SmartApplet). You are not asked for the Authorisation Password when stopping an offline practice or test on a NEO 2 or Responder, or when using a tablet.

Using a Tablet with MathsFacts in a Flash

Note: Students can use tablets (seven inches or larger) to do MathsFacts in a Flash work through either MathsFacts in a Flash Renaissance Place at school or Renaissance Home Connect. Students go to the Renaissance Place or Renaissance Home Connect address just as they would at a computer.

Transfer Student Data

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

To transfer student data (mastered levels) from one class to another:

1. Go to the Assignment Book for the class you need to transfer data *into*.
2. Select the students you want to transfer data for.
To work with individuals, tick the box next to the students' names.
To select all the students, tick the **Student** box at the top of the list.
3. To transfer student data from an inactive class into an active class, select **Transfer Student Data** under **Other** on the left.

Print Reports (Reports Page)

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

Note: Reports can also be printed from the Assignment Book.

1. On the Home page, select **MathsFacts in a Flash**, then **Reports**.
2. If necessary, choose your school from the **School** drop-down list.
3. Select the name of the report you want.
If the report can be customised, choose the options you want on the Report Options page. When you are finished, select **View Report**. **Note:** Two reports cannot be customized (Student Progress and TOPS).

4. The report generates. It opens in Adobe® Reader® (or your default PDF Reader) within a browser window or a separate window.

Print Reports (Assignment Book)

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

Note: TOPS Reports are reprinted from the Assignment Book.

To print reports from the Assignment Book:

1. Go to the Assignment Book for the desired class.
2. If necessary, select the students you want to include in the report.
3. Select **Class Progress, Student Progress, TOPS** or **More Reports**.
If you select **More Reports**, you will see all of the available reports. Select the desired report name.
If the report can be customised, use the Report Options page to choose the options you want to use. When you are finished, select **View Report**. **Note:** The Student Progress Report and the TOPS Report cannot be customized.
4. The report generates. It opens in Adobe Reader (or your default PDF Reader) within a browser window or a separate window.

Prevent the TOPS Report from Printing

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

By default, TOPS Reports automatically print when an online practice or test is completed on a NEO 2. To prevent this, you must change the TOPS Report preference.

1. On the Home page, select **MathsFacts in a Flash**, then **Preferences**.
If necessary, choose your school and class from the **School** and **Class** drop-down lists.
2. In the list of preferences, select **TOPS Report**.
3. Tick the "Disabled for x" options (x = practices and/or tests).
4. Select **Save**.

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 grey bar along the left side of certain MathsFacts in a Flash pages. Use these links to navigate within the program.

Set Preferences

Who can do this?
Varies by preference

1. To change or view preferences, on the Home page, select **MathsFacts in a Flash**, then **Preferences**.
2. If necessary, choose your school and class from the **School** and **Class** drop-down lists.

Teachers and administrators can set the following MathsFacts in a Flash class preferences. Other staff can only view the settings.

- ▶ **Mandatory Practice.** Specify if students will be required to practice after failing their first test on a level.
- ▶ **Authorisation Password.** Specify if an authorisation password must be entered before a student can cancel a test or mandatory practice, and set the password that must be used.
- ▶ **Problem Format.** Set the practice and test problem format to horizontal, vertical or a combination of both. The preference is set globally for *all* of the students in a class. You may also set the preference *individually* for one or more students.
- ▶ **Question Type.** Choose the type of question (Free Response or Multiple Choice) your students will have to answer during practices and tests. The preference is set globally for *all* of the students in a class. You may also set the preference *individually* for one or more students.

- ▶ **Time Targets.** Enable and define five decreasing time targets for tests.
- ▶ **Time-Out.** Set the maximum time allowed per test or practice and per problem.
- ▶ **TOPS Report.** Choose when a TOPS Report will print and whether it will include a parent signature line.

All users can set this user preference:

- ▶ **General.** Set the number of items shown per page in lists (such as a list of levels).

All users can view this school preference, but only administrators can set it:

- ▶ **Benchmarks.** View or edit a school's benchmark levels for each year and the target date for achievement.

Using Renaissance Home Connect with MathsFacts in a Flash

Note: Students cannot master levels in Renaissance Home Connect; they can only practice.

For more details about Renaissance Home Connect, see the *MathsFacts in a Flash Software Manual* or the help in the software.

Renaissance Home Connect allows students to do the following:

- ▶ complete MathsFacts in a Flash practices and practice tests at home
- ▶ view their progress (both at school and at home)

Note: The Renaissance Home Connect Informational Letter provides the Renaissance Home Connect web address and the student's user name and password. To print the Informational Letter, on the Home page, select **Renaissance Home Connect**, then **Reports**; then, choose the school and select **Informational Letter**.

If you have questions about using Renaissance Home Connect, after logging in, select **Help** in the upper right-hand corner or contact your child's school.

Parent's Guides

The *Parent's Guide to MathsFacts in a Flash* is a document that helps parents and guardians understand the MathsFacts in a Flash work that their child is doing. This document is available when you select **Help** in Renaissance Home Connect on a MathsFacts in a Flash page.

The *Parent's Guide to Renaissance Home Connect* is a document that provides a brief overview of Renaissance Home Connect for parents. This document includes questions and answers and screen shots for both reading and math.

New School Year Checklist

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

1. In the upper-right corner of any page, select **Manuals**. (On the Home page, select **?**, then **Manuals**.)
2. Under Renaissance Place, select **Getting Ready for a New School Year**.

Need Help?

- **Online Help.** To display information about any page in the program, or to search for information, in the upper-right corner of any page, select **Help**.
- **Manuals.** To find the *MathsFacts in a Flash Software Manual* and other documents, in the upper-right corner of any page, select **Manuals**. (On the Home page, select **?**, then **Manuals**.)
- **Resources.** To access materials to help you implement MathsFacts in a Flash in your classroom, on the Home page, select **MathsFacts in a Flash**, then **Resources**.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Chat.** To chat with a member of our support team, in the upper-right corner of any page, select either the chat icon or **Live Chat Support**.
- **Email.** support@renlearn.co.uk (UK) or worldsupport@renaissance.com (Australia).
- **Phone.** To call customer service:
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