

Getting Ready for a **New School Year**

RENAISSANCE PLACE™

Perform these tasks to get ready to use your Renaissance Place products in the next school year. (You do not need to wait for the old school year to end; you can simply choose to work in the new school year *before* you follow these steps.)

No matter which products you have, your school or school network needs to perform the Renaissance Place tasks that start on page 2.

After that, you can find the tasks for each product on these pages:

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Renaissance Place™: Setting Up the Data

Checklist for RP Administrators, School Administrators and Non-Teaching Staff

For more information about the tasks below, click **Help** on any Renaissance Place page, or see the following:

- the [Renaissance Place Software Manual](#)
- the [Renaissance Place Tips for Getting Started](#)
- the [Renaissance Place Tips for Consolidated Reports and the Dashboard](#)


To find these documents, click **?** on the Home page, then **Manuals**, or click **Manuals** in the upper-right corner of any other page in Renaissance Place. These tasks can be performed by RP administrators, school network staff, school administrators and school staff unless otherwise noted.



Summer School

For tips on using your Renaissance Place Programs during summer school, see Knowledge Base article 7901571 at <http://support.renlearn.com/techkb/techkb/7901571e.asp>.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Add the new school year start and end dates (must be done by the RP administrator or a school network staff member). When the new school year begins, it will be the year that all users are working in automatically when they log in.	<ol style="list-style-type: none"> 1. On the Home page, click School Years. 2. Click Add School Year.
<input type="checkbox"/> Add the marking periods for each school (used for targets and reports). You can also copy the marking periods from the previous school year. If you copy last year's classes (see the next page), your class marking periods will also be copied, so you do not need to add the marking periods.	<ol style="list-style-type: none"> 1. On the Home page, click School Years. 2. If the school year is still in the future, click Work in a Different School Year and choose to work in that school year. This is not necessary if the new school year is the current year. 3. Click Add/Edit Marking Periods. (If you want to use the marking periods with the Reading and Maths Dashboards, be sure to choose "Marking Period" for the Type.)
<input type="checkbox"/> Add the non-teaching days during the school year for each school (used for report calculations). You can also copy the non-teaching days from the previous school year.	<ol style="list-style-type: none"> 1. On the Home page, click School Years. 2. If the school year is still in the future, click Work in a Different School Year and choose to work in that school year. This is not necessary if the new school year is the current year. 3. Click Add/Edit Non-Teaching Days.
<input type="checkbox"/> Set reporting periods for Consolidated Reports (RP administrator or school administrators only).	<ol style="list-style-type: none"> 1. On the Home page, click Consolidated Reports. 2. Click View Reporting Periods. 3. On the View Reporting Periods page, click Add Reporting Period to add new reporting periods, or use the Edit or Delete links to make changes to existing reporting periods as needed.



Importing Data Files

You can also import student, personnel, class and course information (including updates to student enrolments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see the Renaissance Place help or [Renaissance Place Software Manual](#).

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Review the list of personnel to see if any need to be added or changed. Edit personnel information or school assignments if necessary. You may also want to check capabilities for personnel. Although the default capabilities will work well for most users, you can add or restrict capabilities for certain groups or individuals.	<ol style="list-style-type: none"> 1. On the Home page, click Users. 2. Click View Personnel. 3. Search for specific personnel or just click Search to see the full list. 4. If you need to change a person's information or school, click Select next to the person's name. Then, click one of the links on the next page to edit information or school assignments.
<input type="checkbox"/> Add personnel if necessary. Be sure to give each person the user name and password that you assign.	<ol style="list-style-type: none"> 1. On the Home page, click Users. 2. Click Add School Personnel or Add School Network Personnel.
<input type="checkbox"/> Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary. You do not need to change students' years; students are automatically promoted to the next year in the software when a new school year starts.	<ol style="list-style-type: none"> 1. On the Home page, click Users. 2. Click View Students. 3. Search for specific students or choose a school, year and/or class to see a group. 4. If you need to change a student's information or characteristics, click the student's name, then click the tab that requires the changes.
<input type="checkbox"/> Transfer students from one school to another as needed, and un-enrol those who are not returning to your school(s).	<ol style="list-style-type: none"> 1. On the Home page, click Users. 2. Click Edit Multiple School Enrolments. 3. Select a school, search for the students, tick the ones who need changes and choose the desired settings on the left.
<input type="checkbox"/> Add new students.	<ol style="list-style-type: none"> 1. On the Home page, click Users. 2. Click Add Student.
<input type="checkbox"/> Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	<ol style="list-style-type: none"> 1. On the Home page, click Courses and Classes. 2. Choose a school if necessary. 3. If courses need to be added to the list for the school, click Add Course.
<input type="checkbox"/> If your classes are similar to those from the previous school year, copy your previous classes (if they are available). When you do this, you can choose whether to copy the assigned teachers, assigned products and enrolled students. <i>(Usually you should not copy enrolled students since class enrolments change from year to year.)</i> Class preference settings will also be copied. <i>Check your school marking periods after you copy classes; the dates for copied marking periods may need to be changed.</i>	<ol style="list-style-type: none"> 1. On the Home page, click Courses and Classes. 2. Click the Copy/Edit Classes link.
<input type="checkbox"/> Add additional classes as needed. As you add classes, choose the primary teacher, select the products the classes will use and add students to the classes. (You can also add and remove team teachers for each class from the list of classes in a course.)	<ol style="list-style-type: none"> 1. On the Home page, click Courses and Classes. 2. Choose a school if necessary. 3. Click the course name. 4. Click Add Class.



Adding or Transferring Students

If the RP administrator will be adding students or transferring them from one school to another, school personnel should wait until this is done before adding their students to avoid adding the same student more than once.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set the Learning Standards preference to choose which Learning Progression to use with the Maths Dashboard and the Reading Dashboard. To keep the skills and Learning Progression used by your classes consistent, set this preference at the beginning of the school year, and then leave the preference as is throughout the school year.	<ol style="list-style-type: none"> 1. On the Home page, click Product Administration. 2. Click Set Learning Standards. 3. For each subject (Reading and Maths), choose a progression to use. 4. Click Save.

Checklist for Technology/Computer Coordinators

To open the instructions or documents listed in the third column below, click the links.

Task	How to Start the Task	Where to Get More Information
<input type="checkbox"/> Check for required supporting software on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	<ol style="list-style-type: none"> 1. Before logging in to Renaissance Place, click Check Software Requirements on the Renaissance Place welcome page, OR, after logging in, on the Home page, click Product Administration, then Download Supporting Software. 2. Click Downloads on the left side of the page (or the top) and view the tab for your operating system. 3. If you will be using an AccelScan scanner with Accelerated Maths on this computer, click Download for AccelScan and install the program. 4. If you will be using Renaissance Responders or NEO 2s with Accelerated Maths and a Renaissance Receiver on this computer, click Download for Renaissance Responder and install the program. 5. If you are using programs that require the Renaissance Place Print Plug-In, click Download for instructions. 6. Make sure all required software Third-Party downloads are installed. If any software is not installed, click Download for instructions. 	<ul style="list-style-type: none"> • Complete steps in the help: Checking Software Requirements • For Accelerated Maths: <ul style="list-style-type: none"> • AccelScan software instructions • Renaissance Responder software instructions



Supporting Software Updates

This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).

Task	How to Start the Task	Where to Get More Information
<input type="checkbox"/> To prevent students from working from home, restrict the computers that can access Renaissance Place.	<ol style="list-style-type: none"> 1. On the Home page, select Product Administration. 2. Select Set Security Options for Students. 3. In the Restrict Student Workstations field, enter the <i>external</i> IP addresses of computers that students <i>can</i> use to access Renaissance Place. You can use ranges or individual IP addresses as shown; on individual computers, you can click Add to List to add the computer's IP address. 4. Click Done. 	<ul style="list-style-type: none"> • Setting Security Options for Students
<input type="checkbox"/> Make sure each computer (or tablet) that will be used with the Renaissance Place software has a shortcut or favourite set up that points to the current Renaissance Place address.	<ol style="list-style-type: none"> 1. Follow the instructions for your computer's operating system and/or browser. 	<p>—</p>
<input type="checkbox"/> If you are using AccelScan scanners with Accelerated Maths, make sure they are connected to the computers where they will be used, and make sure those computers have the AccelScan Scanning software installed.	<ol style="list-style-type: none"> 1. Using the cable provided, connect each AccelScan to the computer where it will be used. 2. If you are using an 1100 USB scanner, install the AccelScan drivers. 	<ul style="list-style-type: none"> • AccelScan Setup instructions
<input type="checkbox"/> If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Maths, Accelerated Reader and MathsFacts in a Flash), make sure the Renaissance Receivers are connected to the correct computers.	<ol style="list-style-type: none"> 1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name and set the Renaissance Place address if necessary. 	<ul style="list-style-type: none"> • 2Know! Classroom Response System Installation and Set-Up Guide • Accelerated Maths Software Manual • Accelerated Reader Software Manual • MathsFacts in a Flash Software Manual
<input type="checkbox"/> If you will be using Accelerated Reader for iOS on iPad®, iPhone® or iPod touch® or STAR for iOS on iPad®, make certain: <ul style="list-style-type: none"> • The app is downloaded on each device. • You have connected the app to Renaissance Place. 	<p>You can get the app for each device in the app store.</p> <p>To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.</p>	<ul style="list-style-type: none"> • For Accelerated Reader: Before Students Quiz on a Mobile Device • For STAR Early Literacy: Using an iPad® with STAR Early Literacy • For STAR Maths: Using an iPad® with STAR Maths • For STAR Reading: Using an iPad® with STAR Reading

Accelerated Maths™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for Accelerated Maths; see page 2.

For more information about the tasks below, click **Help** on any Accelerated Maths page, or see the [Accelerated Maths Software Manual](#) and the [Accelerated Maths Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by the RP administrator, school administrators and teachers unless otherwise noted.


Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up groups if necessary for each class. (Groups allow some students to work on objectives that the class as a whole is not working on.)	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Create Group.
<input type="checkbox"/> Review the objective lists available to make sure you have the ones you need for your classes and groups.	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Libraries. 2. Click Manage Objectives. 3. Click View/Edit Lists. 4. Review the available objective lists. To see the objectives in any one objective list, click View in the row for that list.
<input type="checkbox"/> Create/add new objective lists if necessary.	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Libraries. 2. Click Manage Objectives. 3. Click Create New List. Then, enter the information and choose the objectives.
<input type="checkbox"/> Select/assign an objective list for each class and group.	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you are choosing a list for a group, select the group.) 3. Click Manage Objectives. 4. Click Select/Copy Existing List. (You can click Create New List if you need a new list.)
<input type="checkbox"/> Assign objectives to students in each class and group. (For Accelerated Maths for Intervention, you do not assign objectives until after each student's first diagnostic test.)	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you are assigning objectives for students in a group, select the group.) 3. Tick the boxes next to the student names. 4. Click Assign. 5. Click Done.



User Names and Passwords

If you use online assignments, be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. To print all of the results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set targets for students. (You can also set up teams from the Teams and Targets page.)	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Teams and Targets. 2. Choose a school if necessary. 3. Click Manage Targets. 4. If necessary, click Select Class Marking Periods to choose the target time periods before setting the targets.
<input type="checkbox"/> Review the preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over either <i>unless</i> you have copied classes from the previous school year, so you need to set preferences for this year's classes.	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Preferences. 2. Choose a school and class from the drop-down lists if necessary. 3. To change a preference, click its name.
<input type="checkbox"/> Generate the students' first assignment.	<ol style="list-style-type: none"> 1. Click Accelerated Maths, then Assignment Book. 2. Use the drop-down lists to choose the school and class if necessary. (If you are generating assignments for a group, select the group.) 3. Tick the boxes next to students who need assignments. 4. Click Generate Practice, Generate Exercise or Generate Diagnostic.



Renaissance Home Connect and Advantage

If you are using Renaissance Home Connect (for Advantage subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Maths students.


Accelerated Reader™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for Accelerated Reader; see page 2.

For more information about the tasks below, click **Help** on any Accelerated Reader page, or see the [Accelerated Reader Software Manual](#) and the [Accelerated Reader Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by the RP administrator, school administrators and teachers.


Task	How to Start the Task from the Home Page
<input type="checkbox"/> If you use the Date and Time Restrictions preference to restrict student quizzing before and after specified dates, review this preference for each school and set your new school year dates.	<ol style="list-style-type: none"> 1. Click Accelerated Reader, then Preferences. 2. Click Date and Time Restrictions under School Preferences. 3. Use the drop-down list to choose a school if necessary. 4. Click Edit Date and Time Restrictions. 5. Change the settings as needed; make sure the Before Date and After Date settings are up-to-date. 6. Click Save. 7. Repeat these steps for other schools if necessary.
<input type="checkbox"/> Review the settings of the other school preferences and make changes if necessary. These settings carry over from year to year (except for Override Authorisation).	<ol style="list-style-type: none"> 1. Click Accelerated Reader, then Preferences. 2. Click a preference link under School Preferences. 3. Use the drop-down list to choose a school if necessary. 4. Review the current preference settings. If any need changing, click the Edit link. 5. Repeat steps 2–4 for each school preference category.
<input type="checkbox"/> Review class and individual student preference settings. Since classes do not automatically carry over from year to year, class settings do not carry over either unless you have copied classes from the previous school year, so you need to check and set preferences for this year's classes. Note: Individual Student Preferences do carry over from one school year to the next, regardless of the student's school or class enrolment. However, it is a good idea to check these with each new school year in case some settings are no longer appropriate.	<ol style="list-style-type: none"> 1. Click Accelerated Reader, then Preferences. 2. Click a preference link under Class Preferences, or click Quiz Settings under Individual Student Preferences. 3. Use the drop-down lists to choose the school and class if necessary. 4. Review the preference settings. If any need changing, click the Edit link(s). 5. Repeat steps 2–4 for each preference category.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. *To print all of the results and choose how to group and sort them, click **View PDF** instead.*

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Select the marking periods for Reading Practice targets and set the targets for students in your new classes if necessary. Note: For Reading Practice targets to carry over from one marking period to another, you must have those marking periods selected before each one starts. Select all marking periods for the entire school year at the beginning of the year.	<ol style="list-style-type: none"> 1. Click Accelerated Reader, then Record Books and Targets. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Reading Practice Targets. 4. Click Select Marking Periods. Select the marking periods that will be used for targets; then, click Save. 5. Set the targets and click Save.
<input type="checkbox"/> Set Reading Practice certification targets if necessary.	<ol style="list-style-type: none"> 1. Click Accelerated Reader, then Record Books and Targets. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click Reading Practice Certifications.



Renaissance Home Connect

If you are using Renaissance Home Connect, this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Reader students.

KeyWords™

Do the Renaissance Place setup tasks for the school year **before** this task so that your classes are available for KeyWords; see page 2.

For more information about the task below, see the *NEO User Manual*, which is installed with NEO Manager. You can find the manual in the Windows Start menu or in the Macintosh program folder.

Task	How to Start the Task
<input type="checkbox"/> Reset the KeyWords students on NEO 2s to remove previous students and their work.	<ol style="list-style-type: none"> 1. Connect either individual NEO 2s or a SmartOption Bundle to a computer with NEO Manager software installed. 2. In NEO Manager, click the Setup menu and choose Reset KeyWords Students.

MathsFacts in a Flash™

Do the Renaissance Place setup tasks for the school year before these tasks so that your classes are available for MathsFacts in a Flash; see page 2.

For more information about the tasks below, click **Help** on any MathsFacts in a Flash page, or see the [MathsFacts in a Flash Software Manual](#) and the [MathsFacts in a Flash Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by school network administrators, school administrators, and teachers.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> For each class, tick the levels and add or remove levels as needed.	<ol style="list-style-type: none"> 1. Click MathsFacts in a Flash, then Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Click Add/Remove on the left to begin viewing the available levels.
<input type="checkbox"/> Set starting levels for any students who need to start at a higher level than 1 (Addition of 0 or 1 to a single-digit number).	<ol style="list-style-type: none"> 1. Click MathsFacts in a Flash, then Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Tick the boxes next to students who need changes. 4. Click Set Level on the left and choose the starting levels.
<input type="checkbox"/> Change mastery times for students who need longer or shorter times than two minutes.	<ol style="list-style-type: none"> 1. Click MathsFacts in a Flash, then Assignment Book. 2. Choose a school and class from the drop-down lists if necessary. 3. Tick the boxes next to students who need changes. 4. Click Edit Mastery Time on the left and make your changes.
<input type="checkbox"/> Review preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over <i>unless</i> you have copied classes from the previous school year, so you need to set preferences for this year's classes.	<ol style="list-style-type: none"> 1. Click MathsFacts in a Flash, then Preferences. 2. Choose a school and class from the drop-down lists if necessary. 3. To see the settings for a preference (and to make changes if necessary), click the preference name.
<input type="checkbox"/> Review benchmark settings for the school. Administrators can make changes if necessary.	<ol style="list-style-type: none"> 1. Click MathsFacts in a Flash, then Preferences. 2. Click Benchmarks. 3. Choose a school from the drop-down list if necessary. 4. Make changes to the target date and year-level benchmarks as needed.



User Names, Passwords and PINs

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. *To print all of the results and choose how to group and sort them, click **View PDF** instead.*

If students will be practising maths facts offline on Renaissance Responders or using the MathsFacts in a Flash (Offline) SmartApplet on NEO 2, be sure to note the NEO 2/Responder PIN as well so students can send the practice history to Renaissance Place.



Renaissance Home Connect and Advantage

If you are using Renaissance Home Connect (for Advantage subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your MathsFacts in a Flash students. You will find the links for these tasks when you click **Renaissance Home Connect** on the Home page.

STAR Early Literacy™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Early Literacy; see page 2.

For more information about the tasks below, click **Help** on any STAR Early Literacy page, or see the [STAR Early Literacy Software Manual](#) and the [STAR Early Literacy Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by the RP administrator, school administrators and teachers unless otherwise noted.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set class preferences for each STAR Early Literacy class to set the monitor password requirements and options for the demonstration video and hands-on exercise. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Click STAR Early Literacy, then Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Classroom Preferences.

STAR Maths™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Maths; see page 2.

For more information about the tasks below, click **Help** on any STAR Maths page, or see the [STAR Maths Software Manual](#) and the [STAR Maths Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by the RP administrator, school administrators and teachers unless otherwise noted.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set the Testing Password preferences for each STAR Maths class to set the authorisation password requirements. (If you copied last year's classes, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Click STAR Maths, then Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Classroom Preferences.
<input type="checkbox"/> Set the student preferences for each STAR Maths class. You can use these preferences to set an Estimated Maths Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	<ol style="list-style-type: none"> 1. Click STAR Maths, then Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Student Preferences.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. To print all of the results and choose how to group and sort them, click **View PDF** instead.



STAR Early Literacy Pretest Instructions

If your students have not taken a STAR Early Literacy test before, use the Pretest Instructions to introduce the test; these instructions are in the STAR Early Literacy Resources.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. To print all of the results and choose how to group and sort them, click **View PDF** instead.



STAR Maths Pretest Instructions

If your students have not taken a STAR Maths test before, use the Pretest Instructions to introduce the test; these instructions are in the STAR Maths Resources.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up benchmarks (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Click STAR Maths, then Screening, Progress Monitoring & Intervention. 2. Click View Benchmarks. 3. Click one of the tabs to choose whether to view the School or School Network benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. You can do the following: <ul style="list-style-type: none"> • To change the cut scores, click Edit Cut Scores. • To change the benchmark structure, click Edit Benchmark Structure (school network administrators and school network staff only).
<input type="checkbox"/> Set screening dates (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Click STAR Maths, then Screening, Progress Monitoring & Intervention. 2. Click View Screening Dates. 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
<input type="checkbox"/> Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Click STAR Maths, then Screening, Progress Monitoring & Intervention. 2. Click Manage Groups. 3. Click Create Group, or click Add/Remove Students for an existing group.

STAR Reading™

Do the Renaissance Place setup tasks for the school year **before** these tasks so that your classes are available for STAR Reading; see page 2.

For more information about the tasks below, click **Help** on any STAR Reading page, or see the [STAR Reading Software Manual](#) and the [STAR Reading Tips for Getting Started](#). To find these documents, click **?**, then **Manuals** on the Home page, or click **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by school network administrators, school administrators, and teachers unless otherwise noted.



User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users**; then, click **View Students**. Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page**. To print all of the results and choose how to group and sort them, click **View PDF** instead.

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set the Testing Password preferences for each STAR Reading class to set the authorisation password requirements. (If you copied last year's classes, the preference settings were copied with the classes.)	<ol style="list-style-type: none"> 1. Click STAR Reading, then Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Classroom Preferences.
<input type="checkbox"/> Set the student preferences for each STAR Reading class. You can use these preferences to set an Estimated Reading Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	<ol style="list-style-type: none"> 1. Click STAR Reading, then Preferences. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click Edit under Student Preferences.
<input type="checkbox"/> Set up benchmarks (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Click STAR Reading, then Screening, Progress Monitoring & Intervention. 2. Click View Benchmarks. 3. Click one of the tabs to choose whether to view the School or School Network benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. You can do the following: <ul style="list-style-type: none"> • To change the cut scores, click Edit Cut Scores. • To change the benchmark structure, click Edit Benchmark Structure (school network administrators and school network staff only).
<input type="checkbox"/> Set screening dates (administrators and non-teaching staff only).	<ol style="list-style-type: none"> 1. Click STAR Reading, then Screening, Progress Monitoring & Intervention. 2. Click View Screening Dates. 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)

Task	How to Start the Task from the Home Page
<input type="checkbox"/> Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	<ol style="list-style-type: none"> 1. Click STAR Reading, then Screening, Progress Monitoring & Intervention. 2. Click Manage Groups. 3. Click Create Group, or click Add/Remove Students for an existing group.