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Strathmore Elementary

Renaissance Place Teacher’s Guide

How do I sign on to Renaissance Place? (Teacher account)
1. Before you log in for the first time, get your user name and password, from your district or school contact.
2. Open your Web browser, go to [www.suesd.k12.ca.us/staff_resources](http://www.suesd.k12.ca.us/staff_resources) and click on the Renaissance Place image or link.
3. On the Welcome page, click Teacher/Administrator. (Note: save this page in your web browser’s Favorites/Bookmarks for easy access in the future.)
4. 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.
5. Your Home page opens and you can begin using Renaissance Place.
6. To log out, click Log Out in the upper right corner of the page.

How do students sign on to Renaissance Place?
1. Students sign on to Renaissance Place by clicking on the Renaissance Place icon on the student’s desktop screen, or by using the “Log in as: Student” option if the Renaissance Place link on the district staff resources page was clicked.
2. Student user names follow the formula of “ses” + student lunch #. For example, if a student’s lunch # is 1234, then that student’s user name is “ses1234”.
3. The password is the same for all students: “ses”.
4. Most students already know their lunch number; if they don’t, you can get your students user names from the Student Information Report in Accelerated Reader (see below).
5. If a student forgets their username, they can click the Find User Name link on the log in page for quick and easy steps to finding their user name—be sure the student selects the correct school site name when prompted.

How do I print my students’ user names and passwords?
1. Sign on to your Renaissance Place teacher account.
2. On the Renaissance Place home page, click on “Reports” under the Accelerated Reader section.
3. Click on the “School Management” link.
4. Under the School Management Reports section click on the “Student Information” link.
5. Click the “View Report” button. The report can be printed by using the Adobe toolbar.

How do I unlock “Locked” student accounts?
A student account will become “locked” out after 10 failed log-in attempts. To unlock student accounts, sign on to your teacher account and click on the “Personnel, Students, and Parents” link under the “Renaissance Place” section, then click on “Clear Locked Students”. Next, click on the “Clear All Student Locks” button to clear all “locked” student accounts at once.

How do students take a STAR Reading test?
1. Student signs on to Renaissance Place as a student user with their assigned user name and password.
2. On the student Home page, the student should click on “Take a Test” under the STAR Reading section.
3. Next, the student can click on the “Start” (the test) button when prompted or when the student is ready to begin.
4. The test will begin with a practice section before beginning the actual test. If the program determines that the student does not complete the practice section correctly, it will prompt the student to “Please ask the monitor to help you next time you practice”, and the program will close. Please guide the student as needed.

Note: If your students are new to Renaissance Place, it may be useful to review the STAR Reading Pretest Instructions with them. To download and print this document, sign on to your Renaissance Place teacher account, click on the “Resources” link under STAR Reading, then click on the “Pretest Instructions” link to open the document.

Monitor Password
If the student closes the web browser window before completing a test, and then tries to start the test again later, the program will prompt for a Monitor Password to continue. You must enter this password for the student. The monitor password is “ADMIN” in all upper case letters.
How do students take an Accelerated Reader reading practice quiz?

1. Students sign on to Renaissance Place as a student user with their assigned user name and password.
2. On the student Home page, the student should click on “Take a Quiz” under the Accelerated Reader section.
3. On the Select a Quiz Type page, the student should click on “Take a Reading Practice Quiz”.
4. The student can look for a quiz by the title of the book or by the quiz number written on the book, if available. To help a student look up a quiz number by book, sign on to your teacher account, click on “Manage Quizzes” under the Accelerated Reader section, then click on the “AR Book Finder” link on the left-hand side of the page to open the AR Book Finder website (www.arbookfind.com).

Monitor Password
If the student is prompted for a Monitor Password, you must enter this password for the student. The Monitor Password is “ADMIN” in all uppercase letters.

How do I get my students’ STAR Reading assessment results?

A. STAR Summary Report
This report will show your entire class, with each student’s GE (Grade Equivalency) reading level and the ZPD (Zone of Proximal Development).
1. Sign on as a “Teacher” on the Welcome Screen.
2. Under “STAR Reading” click on “Reports”
3. Click on “Summary” in the “Frequently Used Reports” section.
4. In the “Reporting Period” section, in the “Predefined Date Range” drop-down box you can select to print results for the entire school year or by each Trimester period.
5. Click the “View Report” button to generate the report.

Note: To view and print a Grade Equivalency Chart which gives a suggestion of where student’s ZPD should be at for each grade level, sign on to your teacher account and click on the “Resources” link under the Accelerated Reader section, then click on the “Forms and Charts” resource link, then click on the “Goal-Setting Chart” resource link to view the chart.

B. STAR Diagnostic Report
1. Under the STAR Reading section on your Renaissance Place home page, select “Reports”
2. Under Frequently Used Reports, click on “Diagnostic” - it is the first report listed.
3. On the Report Options page, you can select to print individual students or print the reports for your entire class. To select individual students click on “Students” link in the Select Students section. Check mark the student(s) you wish to print reports for, and then click “Save Selection”.
4. If you would like to print this report for your entire class you can select your class from the “Class” drop down menu in the Select Students section.
5. On the Report Options page, you can select to include test results for the entire school year (default option) or by a specific date range in the Reporting Period section.
6. Click the “View Report” button to generate the report. Each student’s report will print on a separate page.

C. STAR Snapshot Report
This report is particularly useful if you want to compare students or your entire class results from one trimester to the next.
1. Under STAR Reading select “Reports”
2. Find and click on the “Snapshot” link under Other Reports
3. Using the same method as shown above (step 3 or 4 of B. STAR Diagnostic Report), you can select individual students or your entire class.
4. The date range for this report is the entire school year however, you can change it to a single grading period or whatever time frame suits your needs. To do this click on the “Custom Date” radio button and then either type in the desired start and end date or use the calendar button to select the dates.
How do I get my students’ Reading Practice Quiz results?

A. Accelerated Reader – Class Record Books
This is a quick way to view your students Reading Practice Quiz results online.
1. On your Renaissance Place home page, click on “Class Record Books” under Accelerated Reader.
2. Click on the “Reading Practice Quizzes” link.
3. Each student and their most recent quiz results will be listed. Click on a student’s name to view all quizzes a student has taken during the school year. You can click on the “TOPS” link to view and print the results of each quiz and the student’s current progress in the program.

B. Accelerated Reader – Diagnostic Report
This report is similar to the STAR Diagnostic report but takes the data from the Reading Practice quizzes that the student has taken.
1. On your Renaissance Place home page, click on “Reports” under Accelerated Reader.
2. Click on “Reading Practice”.
3. Click on “Diagnostic – Reading Practice”.
4. Select your class or individual students in the Select Students section.
5. The default date range is the school year but this report can also be changed to reflect data for a particular grading period.
6. Click Next
7. You can print this report using the Adobe toolbar.

C. Accelerated Reader – Student Record Report
This report can be used to view the Reading Practice quizzes and/or the Other Reading quizzes (anthology quizzes). This is a pretty long report, especially if your students are taking a lot of quizzes. You may want to pull it up and look at it but only print it a few times per year if at all.
1. Click on “Reports” under Accelerated Reader.
2. Click on “Reading Practice”.
3. Find and click on “Student Record”.
4. You can select an individual student using the same method described above or you can select your entire class.
5. You can select the entire year or a specific date range as described earlier.
6. It is easiest to select “Sort by Date” if you are selecting the entire school year.
7. This report can be used to view the Reading Practice quizzes and/or the Other Reading quizzes (anthology quizzes).
8. You can print this report using the Adobe toolbar.

There are quite a few reports included with this program and they can be used to extract whatever data you need. If there is specific information you are looking for and you don’t know where to find it you can let me know and I will do my best to locate it for you (email: dflores@suesd.k12.ca.us).

How do I delete Reading Practice quizzes?
To delete a quiz a student has taken in error, or to allow them to retake a quiz:
1. On your Renaissance Place teacher home page, click on “Class Record Books” under Accelerated Reader.
2. Click on the “Reading Practice Quizzes” link.
3. Click on the student’s name.
4. Find the quiz you wish to delete and click the “Delete” link. You will be prompted to confirm deletion of the record.

Troubleshooting

- **Students have no user name or password or are enrolled in the wrong class**
  When a new student enrolls at the school, the office contacts library staff to add new student accounts in Renaissance Place as needed. If a new student doesn’t have a user name and password, or if the student appears to be enrolled in the wrong class, please contact the school site librarian, Sarah Fly, or David Flores for resolution.

- **Students cannot take tests/quizzes on a computer**
  The computer may require software or software updates. Please note the computer(s) affected and contact David Flores for resolution.
Additional Resources

There are many additional and helpful resources available within the Renaissance Place program. In addition to the resources provided, there are Software Manuals, Tips and Help documentation available from the “Manual” and “Help” links in the upper right-hand corner of the Renaissance Place home page.

Accelerated Reader

To access resources for Accelerated Reader, sign on to Renaissance Place and click on the “Resources” link under Accelerated Reader. The outline below lists some resources that are available along with a brief description.

Resources to Get Started
Provides information to get started with implementing Accelerated Reader and Reading Renaissance in your classroom.
- Classroom Practices—The 10 Most Important
  Lists the recommended 10 key practices to help ensure reading success for all students.
- Classroom Practices—For Primary Grades
  Tips to help with your Accelerated Reader implementation in the early grades.
- Points in Accelerated Reader
  Explains how points measure reading practice.
- Strategies for Motivating Your Readers
  Lists strategies for getting and keeping students interested, acknowledging success, and involving the community.

Resources to Advance your Implementation
Provides strategies and techniques to set goals, guide students to success, create more time for instruction, and use supplemental quizzes.
- Diagnosis and Intervention Strategies
  Tips for guiding practice so students average 85% or above on Reading Practice Quizzes.
- Goal Setting—Using the Student Reading Plan
  Explains five types of goals and how to set them with students using the Student Reading Plan.

Forms and Charts
Provides printable templates for setting goals and tracking student reading progress.
- Goal-Setting Chart
  Reading level suggestions by Grade Equivalent score.
- Student Reading Log—Beginning Reader
  Monitor student daily reading for beginning readers.
- Criteria for Accelerated Reader Certification Levels
  Describes Reader Certification Levels and the criteria required for each level.
- Student Reading Plan (English)
  Helps you set and keep track of student goals.

STAR Reading
To access resources for STAR Reading, sign on to Renaissance Place and click on the “Resources” link under STAR Reading.
- Definitions
  A brief explanation of STAR Reading test scores and other definitions.
- Pretest Instructions
  Provides a preparation checklist and a testing overview.