

# Accelerated Reader

## QUICK TIPS FOR TEACHERS

### How to Sign On

There should be an icon added to your desktop but if not,  
The Web address is:

<https://hosted105.renlearn.com/57850/default.htm>

Choose Teacher/Administrator

Enter your User ID and your Password

Your user name is your first initial, last name no spaces and the password is the same, first initial, last name no spaces.

For Gayla Arrington it would be:

Ex. User name: garrington

Password: garrington

You will be asked to change your password. So change it to something that you can remember at least **3-6 letters and one number**.

Your password can be changed at anytime by editing your personnel records and clicking save.

Please remember not to let others use your password. You are responsible for things that happen when you are signed in under your password!

### Program organization:

- **Renaissance Place** section - used to:
  - Change your record/password
  - Clear locked students
  - Add/remove students from classes
  - Add Parents-DON'T DO THIS YET
  
- **Accelerated Reader** section - used to:
  - see how well your students have performed on quizzes
  - edit their quiz record
  - control whether they are asked how each book was read
  - set up teams
  - set up student goals
  - view and manage certifications
  - customize preferences for your class
  - run class reports

## ADMINISTRATIVE FUNCTIONS

### Enrolling students in classes:

Under the **Renaissance Place** field:

Click Courses and Classes

Click DesktopApp

Under **Classes** field:

Click the teacher's name

Click Edit Class Enrollment

Under **Search For Student**:

Type in the student's last name

Click Search

Choose correct student by clicking in appropriate box next to the name.

Click Add Continue adding students until all have been added.

Click Save

The student should now be enrolled into your classroom. If the student can not be found he or she must first be added to the school. See instructions on How to Add a New Student to the School.

### Unenrolling students in a class:

Under the **Renaissance Place** field:

Click Courses and Classes

Click DesktopApp

Under **Classes** field:

Click the teacher's name

Click Edit Class Enrollment

Click remove next to individual student's name

Click Save

### How to add New Student to the School:

Under the **Renaissance Place** field

Choose the Personnel, Students and Parents tab.

Under the **Student** field Click Add Student

Fill out required fields:

First Name

Last Name

**User Name will be autogenerated**

Password (In previous years we used student's initials)

**ID will be autogenerated**

Click Save and Add

### **To Change Your Password:**

#### **Under the Renaissance Place section**

- Go to Personnel, Students, and Parents
- View personnel
- Search for your record
- Select your Record
- Edit Personnel Record
- After you change your password, you **MUST** hit save

### **To Change a Student's Password:**

(This is a feature that can be used if students abuse their AR privileges. Change their password and require them to see you to take a test. You can do this temporarily to help them learn to use AR correctly.

#### **Under the Renaissance Place section:**

- Go to Personnel, Students, and Parents
- View Student
- Search for the particular student using the search box
- Select the student's record
- Edit student record
- Change password, make sure you hit save

### **Clearing student locks:**

If one of your students tries to log in to the Student program with the wrong password, the student's record may be locked, and the student will not be allowed to log into the program.

To unlock the student:

- Go to the **Renaissance Place** section
- click the **Personelle, Students, and Parents**
- Under the **Students** menu select **Clear locked students**

### **Deleting a quiz from a Student's Record:**

#### **Under the Accelerated Reader Field**

- Click on Manage Record Books
- Select Reading Practice Quiz
- Pick the student's who needs a quiz deleted
- Scroll through the quizzes list and click on the quiz you want to delete
- Click the [Delete] button
- Tip-you can use the search box to find a particular quiz by typing the name of the book

### Stopping a Quiz:

You can use this if a student realizes that he/she is taking the wrong quiz, if there is an emergency and the student must stop the quiz, etc... If you stop the quiz this way, there is no record of the quiz.

To stop a quiz that is in progress:

- Press the < Ctrl > and < A > keys at the same time
- Click the [Yes] button
- Enter the monitor password (admin)

## REPORTS AND STUDENT RECORDS

### Which report do I need?

**Diagnostic Report:** This report allows you to see how many points each student in your class has earned. This report is helpful in updating your incentive charts, etc...

Under the Accelerated Reader section:

- Click on Reports
- Click on Reading Practice
- Click on Diagnostic

**Student Record:** This report gives you a list of all the quizzes students have taken and their scores. This is a good report to send in report cards.

Under the Accelerated Reader field:

- Click on Reports and select **Reading Practice**
- Click on Student Record
- Click your class or either a specific student. **Make sure you select your class from the drop down menu or you might print the entire school.**
- The "Date Range" defaults to this school year. If you want a complete record, you need to use the arrow on the drop-down menu to select "all"
- Select the quiz type (usually English reading practice quiz)  
**(All boxes are checked by default, uncheck the boxes you do not want)**
- If you would like for each student's report to print on a separate piece of paper, make sure you check the box "Page Break After Each Group." If not, more than one student's report will be on the same paper.

**Class Record:** This is a good report to get a quick overview of how students are doing. This report shows each student's last quiz score.

Under the Accelerated Reader field:

- Click Class Record Book
- Select reading practice quizzes
- To see an individual students' full record, simply click on his/her name

- From this screen, you can delete tests, as well. Just click delete beside the test you need to delete.

### **Setting point or book level goals for a marking period:**

Under the **Accelerated Reader** Field

- Select Class Record Book
- Click **Reading Practice**
- Click **Goals** -you might get the message "To set goals for a student in this class, you must first select marking period"
- Click blue link "Select Marking period"
- To select marking period, select from available and the click save
- Now you can click the blue "Edit Student Goals" When you finish, you must click **SAVE**

### **To Find a Book's Level:**

Under the **Accelerated Reader** Field

- Select Manage Quizzes
- Select Reading Practice
- Enter Title, Search

### **To Find Books on a Certain Level:**

Under the **Accelerated Reader** Field

- Select Manage Quizzes
- Select Reading Practice
- Enter Levels in search field, Click Search