

# SETTING UP RENAISSANCE PLACE- AR Instructions

## Step 1: Setting Up Your Computers

On each computer where you will use Renaissance Place, follow these steps:

1. In your Web browser, go to your Renaissance Place Web address. (Don't log in yet.) Your hosted site URL is as follows: <https://hosted129.renlearn.com/265683>
2. Click **Check Software Requirements** **A** to find out if you have all the programs you need (such as Adobe® Reader®).
3. On the Software Requirements page, if you find that you don't have a program that you need, click the **install Version** link in the Action column **B** to get instructions on how to download and install the program.

Software / Primary Use	Action
<b>Adobe Flash Player</b> Student testing and scoring as well as student practice and quizzing Used by: Accelerated Reader English in a Flash Home Connect MathFacts in a Flash STAR Early Literacy STAR Math STAR Reading	 If "Flash Player is working properly." does not display above, install Version 7.0 or later. <b>B</b>
<b>Adobe Reader</b> Viewing and printing reports as well as assessments and assignments Used by: All Products	Test Adobe Reader If Adobe Reader won't open, install Version 5.0 or later.
<b>Adobe Shockwave Player</b> Teacher scoring Used by: Fluent Reader	 Shockwave meets the requirement. If "Shockwave meets the requirement." does not display above, install Version 10.0 or later.
<b>QuickTime</b> Student practices and teacher scoring (iTunes is not required) Used by: Fluent Reader	 QuickTime is working properly. If "QuickTime is working properly." does not display above, install Version 6.1 or later.
<b>Renaissance Place Print Plug-In</b> Auto printing TOPS report when the preference is set to Enable Used by: Accelerated Math Accelerated Reader MathFacts in a Flash	 Version 1.3 Installed Install Version 1.3 or later.

4. Close the Software Requirements window.
5. Click **Teachers/Administrators** on the Renaissance Place Welcome page.
6. Enter the user name and password you've been given and click **Log In**.



## Step 5: Adding Courses and Classes

**Suggestions for course and class names.** At the

*elementary level, you could use the grade as the course and the teacher's name in the class name. At the middle- or high-school level, where classes may change hourly, you could use the subject for the course name (and the grade if necessary) and the teacher's name and hour in the class name.*

To add a course:

1. Click **Courses and Classes** under Renaissance Place on the Home page.
2. Click **Add Course**.
3. Enter the course information. The course name is required.
  - To add the course to one school, click the **School** drop-down list and choose the school.
  - To add the course to more than one school, click **Select Multiple Schools**. On the next page, check the box by every school that needs this course added; then click **Save** to return to the Add Course page.
4. Click **Save** to save the course.

To add a class to a course:

1. Click the name of a course to view it; then click **Add Class**.
2. Enter the information for one class within this course. The class name and marking period are required.



If you haven't added marking periods already, the school year will be the only marking period you can choose. If you want to add marking periods that match your class length before adding the classes, see the *Renaissance Place Software Manual*.

3. After entering the information, click **Save**. You will see the class details.
4. If you want to add more classes, click **View Course** in the navigation bar at the top of the page, click **Add Class**, and enter the next class.

After adding the classes, if you are ready to assign teachers right away, click **View Course** in the navigation bar at the top of the page and go to step 4 in the next section, "Assigning Teachers to a Class."

## Step 6: Assigning Teachers to a Class

1. Click **Courses and Classes** under Renaissance Place on the Home page.
2. If you have more than one school, use the **School** drop-down list on the Courses and Classes page to choose the school.
3. Click the course name in the list. The View Course page will show the course details.

**View Course**  
View course information details

**Course Task Menu**

- [Edit Course](#)
- [Add Class](#)
- [Assign Products](#)
- [Delete Course](#)

**Selected Course Information**

Grade 1 Reading at North Terra Grade School	
Name	Grade 1 Reading
Subject	STAR Early Literacy
Intended Grade	
Description	This course was created automatically by Renaissance Data Translator for classes imported from an external data source.

**Classes:** Select a class to view

(1-2 of 2 Classes) << Previous Next >>

Class	Marking Period	Teacher	Products Assigned	Comment	Action
<b>G1R Kaewert</b>	2007-2008	Carol Kaewert	<b>Renaissance Place STAR Early Literacy</b>		Delete Class
G1R Poe	2007-2008	Michael Poe	<b>Renaissance Place STAR Early Literacy</b>		Delete Class

4. Click the class name in the Classes section of the View Course page **A**. You will see the View Class page.
5. Click **Edit Class Personnel**.

- Enter the teacher's first and/or last name **B** and click **Search**.

- In the search results, check the box next to the teacher's name **C** and click **Assign**. The teacher will be added to the list at the top of the page.
- Check the programs that this teacher will be using **D**. (Be sure to *always* check Renaissance Place.) This class can only use the programs you check. Leave the teacher's role as **Lead**.
- If you want to add other teachers for this class, repeat steps 6–8. Make sure only one teacher has the **Lead** role; the others must be **Team** teachers, but they can perform the same tasks as the Lead teacher.
- Click **Save** to go back to the View Class page.

If you are ready to enroll students in the class right away, go to step 5 in the next section, “Enrolling Students in a Class.”

## Step 7: Enrolling Students in a Class

- Click **Courses and Classes** under Renaissance Place on the Home page.
- If you have more than one school, use the **School** drop-down list on the Courses and Classes page to choose the school.
- Click the course name in the list. The View Course page will show the course details.
- Click the class name in the Classes section of the View Course page. You will see the View Class page.
- Click **Edit Class Enrollment**.

- Enter a student's name or ID, or use the **Grade** drop-down list to choose a grade level to search for all students in that grade **A**. Then, click **Search**.

**Edit Class Enrollment**  
 Search for students to enroll. When enrolled students list is complete, save to complete enrollment.

Number of students: 5  
 Enrolled in: **Grade 1 Reading, G1R Kaewert**  
 School: **North Terra Grade School**

Enrolled Students (Bold = Not Saved)	Remove All
Massey, Jared	Remove
O'Neill, Brenda	Remove
Parker, Randy	Remove
Robinson, Mitchell	Remove
Sanders, Jevonte	Remove

**Search for Student**

First Name:  ID:  **A**

Last Name:  Grade: **1** **A**

**Search**


<< Previous **C** Next >>

**D** < Add Make selections and click the Add button

<input type="checkbox"/> Student	Grade	ID
<input checked="" type="checkbox"/> Avila-Sakar, Isabel	1	ia
<input type="checkbox"/> Cabrera, Jacinta	1	jc
<input type="checkbox"/> Carson, Manny	1	mc
<input type="checkbox"/> Huang, Lam	1	lh
<input type="checkbox"/> Martinez, Lola	1	lom
<input type="checkbox"/> Massey, Jared	1	jm
<input type="checkbox"/> O'Neill, Brenda	1	bo
<input type="checkbox"/> Parker, Randy	1	rp
<input type="checkbox"/> Robinson, Mitchell	1	mr
<input type="checkbox"/> Sanders, Jevonte	1	js

**B**

Cancel Save

 **If the list of students goes to multiple pages **C**, enroll the students on one page (see steps 7 and 8) before using << Previous or Next >> to go to another page. The program does not "save" check marks next to students' names when you move from one page to another.**

- In the search results, check the box next to each student who should be enrolled in this class **B**. If the list is long, click **Next >>** to see more search results or **<< Previous** to go back **C**. (To select all the students on this page of the list, check the **Student** box at the head of the column.) Click **< Add** **D** at the top of the list to enroll the students you checked. These students will be moved to the list on the left. If necessary, search for more students.
- Click **Save** to enroll the students you chose.

## Where to Find More Information

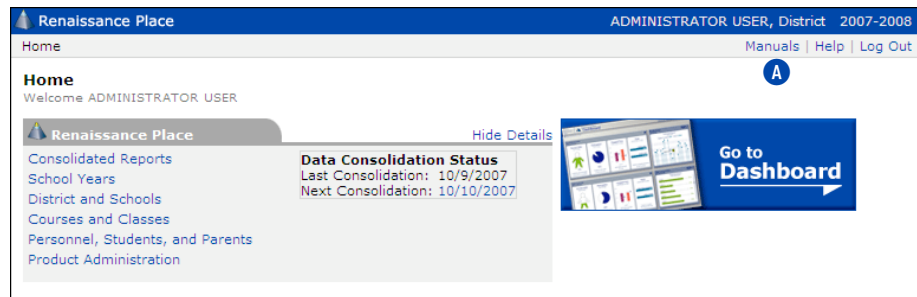
Within the software, you'll find software manuals, help, and other resources.

### Getting the Manuals



**You'll need Adobe Reader installed on the computer to open the manuals or the resources mentioned on the next page. See "Step 1: Setting Up Your Computers" on page 1 to install Adobe Reader.**

Click **Manuals** in the upper-right corner of any page in the software **A**. This will open a page that lists the manuals for each of your programs. Click the title of the document you want to open.



### Getting Help

Click **Help** **B** in the upper-right corner of any page in the software to open a help window alongside the page. The help you see first will be for the page you're viewing. Use the buttons at the top of the help page **C** to go to a contents or index for this program or a search page that searches the help for all of your RP programs. You can also click **Other Help** to see a list of other RP programs and choose the one you need help for.





## Other Resources

Most programs also have other resources available. To access these resources, click **Resources** under the product’s tab on the home page, or on the Management page for the product.

Product	Key Documents Available
Accelerated Math	<ul style="list-style-type: none"> <li>Key Tasks for Accelerated Math Renaissance Place (in About the Software)</li> </ul>
Accelerated Reader	<ul style="list-style-type: none"> <li>Classroom Practices—The 10 Most Important (in Resources to Get Started)</li> </ul>
English in a Flash	<ul style="list-style-type: none"> <li>Teacher’s Guide</li> <li>Library and Chapter Guides</li> </ul>
KeyWords	<ul style="list-style-type: none"> <li>KeyWords and Renaissance Place Integration QuickStart Guide (in Getting Started in the Classroom)</li> </ul>
MathFacts in a Flash	<ul style="list-style-type: none"> <li>Introduction to MathFacts in a Flash (in Using MathFacts in a Flash in the Classroom)</li> </ul>
STAR Early Literacy	<ul style="list-style-type: none"> <li>Definitions</li> </ul>
STAR Math	<ul style="list-style-type: none"> <li>STAR Math Pretest Instructions and Test Preparation Checklist</li> </ul>
STAR Reading	<ul style="list-style-type: none"> <li>STAR Reading Pretest Instructions and Test Preparation Checklist</li> </ul>

## Questions?

Contact our Customer Assistance at 800-656-6740, or contact your Renaissance Place Coordinator.

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