# Renaissance
# Place REAL TIME™

# TIPS
## FOR GETTING STARTED

## Log In and Out

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

1. Before you log in the first time, get your user name, password, and the web address (URL) for Renaissance Place Real Time from your district or school contact.

2. Open your web browser.

3. Type your Renaissance Place web address and press **Enter**.

4. On the Welcome page, click **Teacher/ Administrator**.

5. 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**. (Passwords must be at least 3 characters long and contain at least one number.)

6. Your Home page opens and you can begin using Renaissance Place RT.

7. To log out, click **Log Out** in the upper-right corner of the page.

## Use the Home Page

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

Note the tabs beneath the Renaissance Place tab on the Home page. You may have to scroll down to see them. Each tab contains the name of one of the Renaissance Place programs that you have available. Clicking a link under one of the tabs takes you to a part of that program. To the right of each tab you can also click **Show Details** or **Hide Details** to display or hide the links for each program.

## Navigate Using the Software's Links

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

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.

## Changing Your Password

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

1. Log out of Renaissance Place RT.

2. Log in again using your current password, but check the **Change Password** box *before* you click **Log In**.

3. On the Change Password page, enter a new password, verify it by typing it again, and click **Save**.

Passwords must be at least 3 characters long and contain at least one number.

## Print a List of Student User Names and Passwords

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

Print the Student Information Report to get a list of your students' user names and passwords.

1. Click **Reports** under STAR Reading on the Home page.

2. Select your school and class from the drop-down lists if necessary.

3. Click **Student Information Report**.

## Use the Pretest Instructions

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

Use the Pretest Instructions to explain the STAR Reading test to students before they start testing. This will help students feel more comfortable with the test so they can concentrate on answering the questions. To find the Pretest Instructions:

1. Click **Resources** under STAR Reading on the Home page (or click **Manuals** in the upper-right corner of any page).

2. Click **Pretest Instructions**.

3. The instructions will open in a new Adobe® Reader® window. Click the Adobe Reader Print button to print the instructions. **Macintosh®:** If the instructions open in Preview, click the File menu and choose **Print**.

## Logging In Students

**Who can do this?**
District Admin, District Staff, School Admin, School Staff, Teacher

To log in a student for testing:

1. On the Welcome page, click **Student**.

2. Enter the student's user name and password.

3. Click **Log In**.

**Note:** You can also search for a student's user name by clicking **Find User Name** on the login page. However, you cannot search for student passwords.

## Test Students

1. After logging in (see previous page), the student clicks **Take a Test** under STAR Reading.

2. On the next page, the student clicks **Start**.

3. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **OK**.

4. The practice session starts and presents the student with a few simple practice questions.

   Three or four possible answers appear below each question. A student can choose an answer by pressing the **1, 2, 3,** or **4** on the keyboard or by clicking it with the mouse. A blue circle appears around the answer the student selects; however, this does not mean that the selected answer is correct. The student can change his or her answer by pressing a different key or clicking a different answer.

   When the student is satisfied with the chosen answer, the student should enter the answer, either with the keyboard (by pressing **Enter** or **return**) or with the mouse (by clicking **Next** in the lower-right corner of the screen). The student must pass the practice session before he or she can move on to the test.

5. If the student passes the practice session, the test begins. The test questions are similar to the practice questions; for grades 3–12, the last five questions will be longer passages. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.

6. If the software decides to give the student additional questions (based on the student's grade level), a second practice session and testing session will begin. Answering these additional questions is done the same way as the prior questions; however, for "fill-in-the-blank" questions, the student's chosen answer will not appear in the blank.

7. When the test is over, STAR Reading saves the test and notifies the student, who should click **OK**. The student is logged out, and another student can begin taking the test.

## Resuming an Unfinished Test

If a student loses connection to the server or accidentally closes the web browser during a test, the student can log in and resume where the test was left off. **Note:** If a test is interrupted during the optional second part, it is marked as complete and cannot be resumed.

1. Have the student log in and click **Take a Test**.

2. The student will be notified that the last test was not finished. The student clicks **Start**.
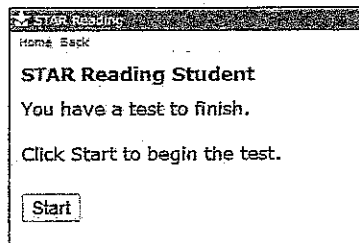


3. The teacher or test monitor enters the monitor password and clicks **OK**.

4. The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

## Print Reports

1. Click **Reports** under STAR Reading on the Home page.

2. Click the name of the report you want.

3. If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.

4. The report generates. It opens in Adobe Reader. To print, use the Adobe Reader print button, *not* the browser's print button. **Macintosh:** If the report opens in Preview, click the **File** menu and choose **Print**.

**Note:** See the *STAR Reading Software Manual* for more information about the reports and the options available for each of them.
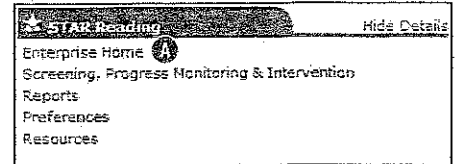
## STAR Reading Enterprise

STAR Reading Enterprise is the same as STAR Reading, but with some enhanced features, including additional reports and expanded benchmark management.

If your school is using STAR Reading Enterprise, a new link (Enterprise Home) will appear below STAR Reading on the Home page ⓐ.



Click this link to go to the STAR Reading Enterprise Home page ⓑ. For more information about the Enterprise version of STAR Reading, see the *STAR Reading Software Manual* or contact Renaissance Learning.
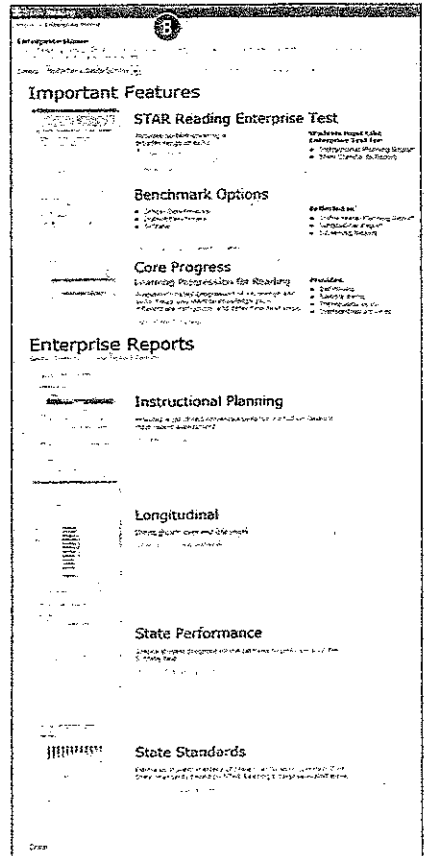
# Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display more information about that page.

- **Manuals.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Real Time Software Manual,* the *STAR Reading Software Manual,* and other documents.

- **Resources.** Click **Resources** under STAR Reading on the Home page to access materials to help you implement STAR Reading in your classroom.

- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.

- **Renaissance Training Center.** Go to www.renlearn.com/training. This site has web seminars, on-demand sessions, and getting results guides to help you learn to use the software and implement it effectively in your classroom.

- **Live Chat Support.** Click **Live Chat Support** on the Home page to chat with a member of our support team.

- **Email.** *General questions:* answers@renlearn.com *Technical questions:* support@renlearn.com

- **Phone.** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

**STAR Reading™**

TIPS for Getting Started

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