

Renaissance Place (AR) Directions

Enrolling Students in Renaissance Place (you only do this once at the beginning of the year)

- 1- You may already have Renaissance Place bookmarked otherwise put a shortcut on your desktop by going to this address: <http://www.bonduel.k12.wi.us> click on Library Media Center, Bonduel Elem. School, Accelerator Reader Program
- 2- Log in as Teacher/Administrator
- 3- Username: (type in your username)
- 4- Password: type your regular password, but you will get a prompt to change your password. If you are a new teacher, then do the following: for the first time, you will type in abc1 It will prompt you to put in your regular password 2 times. (This is the password you will use from now on.)
- 5- At the top, you will see User Type, click on School User, (your school)
- 6- Under Renaissance Place: Courses and Classes
- 7- Click on: your grade
- 8- Click on your class name
- 9- Edit Class enrollment (located on the left)
- 10- Under Search for Student, put in your grade and click SEARCH
- 11- All of the students in that grade will show up. NOTE: If you don't see one of your student's name, follow the direction on next page "Adding Students").
- 12- Click on the students in your class and click on the ADD button. There will be more than one page to look at.
- 13- When all of the students are checked, you need to click on SAVE

Printing off a list of your students with usernames and passwords:

- 1- If you want to print off a list of your students' usernames and passwords, you need to do the following: click on HOME located at the top in the bar
- 2- Under Accelerated Reader: click on REPORTS
- 3- Click on School Management
- 4- Click on Student Information
- 5- Under Select Students, use the down arrow to find your class
- 6- Click on VIEW REPORT
- 7- Your class will show with their usernames and passwords. You can print this for your reference.

For Staff to View/Run Reports:

- 1- Log on as an administrator/teacher
- 2- Under Accelerated Reader (blue box) click on Reports
- 3- Click on Reading Practice under Report Category
- 4- Choose the report you want to run. It gives a brief description of what the report is-
- 5- Follow the prompts

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Adding Students (This is for reference. I will add your students that come later in the year.)

- 1- Renaissance Place
- 2- Log in as Teacher/Administrator
- 3- Under Renaissance Place (gray box), click on Personnel, Students, and Parents
- 4- Under Students, Add Student
- 5- You need only put in their First name, Last Name, User Name (first 5 letters of last name, first 2 letters of first name), Password, (twice), and Grade Level
- 6- Click SAVE if you only have one to add, click SAVE AND ADD if you are putting in more than one student.

Changing information on Students

- 1- Renaissance Place
- 2- Log in as Teacher/Administrator
- 3- Under Renaissance Place (gray box), click on Personnel, Students, and Parents
- 4- Under Students, View Student
- 5- Either click on SEARCH or you can type in the first or last name.
- 6- When their name comes up, click on the Select (in blue on the right)
- 7- Click on Edit Student Personnel Information
- 8- Make the changes and then click SAVE at the bottom
- 9- NOTE: if you need to correct their username, you need to do it in 2 places, the Username and the ID.

Directions for your students to take AR tests:

- 1- Explorer
- 2- Favorites
- 3- Renaissance Place
- 4- Log in as Student
- 5- Take a Quiz
- 6- Take a Reading Practice Quiz
- 7- You can sort by Title, Author or Quiz Number
- 8- Click on quiz
- 9- Answer YES
- 10- Take Quiz
- 11- When you are finished, you will Return to Home if you want to take another test, Log Out if you are finished
- 12- Students can View Reports, View Quizzes Taken or View Goals and Points. Make sure they are not printing these unless that is what you want them to do.
- 13- If they accidentally click on Return to Home or when they are finished with viewing report, quizzes or goals, they can log out by clicking on Log Out located in the upper right hand corner in the yellow bar.