Access Class Record Books

There are six class Record Books you can access to guide and monitor your students' work. To get to the Record Books:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.

2. If necessary, use the drop-down lists to choose the school and class you want to work with.

> School: Roosevelt School ▾
> Class: Grade 7 Reading, G6R, Redmond, 2007-2008 ▾
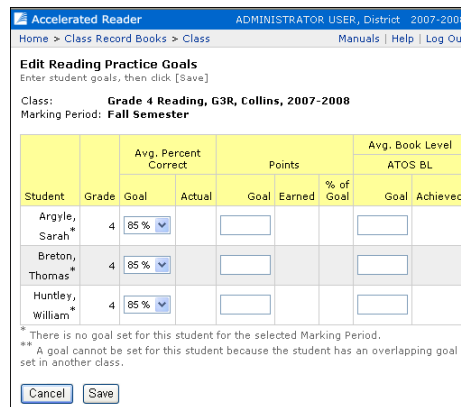
Set Student Reading Practice Goals

We recommend that you set these three Reading Practice goals individually for your students for each marking period assigned to the class: average percent correct, total points earned, and average book level on passed quizzes. Follow these steps to set goals:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.

2. The Class Record Books page opens. If necessary, use the drop-down lists to choose the school and class.

3. Click **Reading Practice Goals**.

4. On the View Reading Practice Goals Record Book page, click **Select Marking Periods**.

5. On the page that opens, click **Select** by each marking period you want to assign to the class for goal-setting.

6. Click **Save**.

7. On the View Reading Practice Goals Record Book page, make sure the correct class and marking period are shown. If not, use the drop-down lists to change them.

8. Click **Edit Student Goals**.

9. Click the **Avg. Percent Correct Goal** drop-down list for each student and choose the average percent correct you want that student to achieve.

Type the goal you want to set in the Points Goal and Avg. Book Level Goal fields for each student.

- For ATOS™ enter values from 0.1 to 20.0.

- For ATOS 100 (or user-defined name) enter values from 0.0 to 100.0.

- For for ATOS 2000 (or user-defined name) enter values from 0 to 2000.

  Note: You can use the Goal-Setting Chart (for ATOS/Pre-ATOS and ATOS 100) and the Goal Setting-Chart for ATOS 2000—found under Resources, Forms and Charts—as guides when setting these goals.

10. Click **Save**.

Set Student Certification Goals

Reader certifications are milestones that recognize students' reading achievements. You can set Reading Practice certification goals for your students. **Note:** If you enable the TWI Monitoring Preference (see the "Set Preferences" section on this page), the program automatically tracks your students' progress toward the goals you set and awards the certifications they achieve.

Follow these steps to set certification goals:

1. Go to your Home page and click **Class Record Books** in the list of Accelerated Reader tasks.

2. The Class Record Books page opens. If necessary, use the drop-down lists to choose the school and class.

3. Click **Reading Practice Certifications**.

4. The View Reading Practice Certifications Record Book page opens. The Status column shows you if a new goal is needed for any student in the class. Depending on the status, you can do one of the following to set a certification goal for students who need one set:

   - Click **Set Goal** under Actions/New Goals to set a student's first goal.

   - Click a specific certification goal listed under Actions/New Goals to set it as the student's next goal.

   - Click **More** under Actions/New Goals if the goal you want to set isn't listed.

5. If you chose Set Goal or More in the previous step, the page that opens allows you to set the certification goal. Enter the information and click **Save**.

Find Student Information

You can print the Student Information Report to get a list of your students' user names and passwords. You'll find this report in School Management Reports.

Set Preferences

Accelerated Reader has many school, class, and student-level preferences you can use to set up the program to work the way you want it to. Follow these steps to set preferences:

1. Go to your Home page and click **Preferences** in the list of Accelerated Reader tasks.

2. The Preferences page opens. There are seven categories of preferences grouped under School or Classroom Preferences (the student-level preferences are found under the Individual Student Settings in the Classroom Preferences).

   Click the category you want (see the graphic on the next page).

School Preferences

Preference	Description
Student Quizzing	Define school prefe... Skills, Other Readi...
Date and Time Restrictions	Define restrictions ...
Classroom Restrictions	Define restrictions ...

Classroom Preferences

Preference	Description
Student Quizzing	Define classroom p... Literacy Skills, Othe...
Other Reading Series	Define which Other...
Quiz Setup	Define which quiz ty...
Individual Student Settings	Define individual se...

Here are some AR preferences you may want to look at:

- TOPS Report printing and language—found under Student Quizzing (both School and Classroom), and under Individual Student Settings in the Classroom Preferences.

- TWI monitoring—found under Student Quizzing in the School Preferences and under Individual Student Settings in the Classroom Preferences. **Note:** TWI monitoring is necessary for AR to track and award Reader Certifications.

- Other Reading Series—found under Classroom Preferences allows you to choose the series to assign to your class. Your students cannot take Other Reading Quizzes until you assign one or more series.

Work with Quiz Information

You can view and work with the quiz information for any of your school's quizzes. Follow these steps:

1. Go to your Home page and click **Manage Quizzes** in the list of Accelerated Reader tasks.

2. The Manage Quizzes page opens. If necessary, use the **School** drop-down list to choose the school.

3. Click the Quiz Type you want to work with.

4. A page opens where you can search for the quiz you want to work with (for Other Reading Quizzes, you first have to choose the series).

5. When you find the quiz you want, click **Select** by it.

6. The View Quiz page shows you information about the quiz. There are links to edit the quiz information and to take a sample quiz (with Recorded Voice, if it's available). For Literacy Skills Quizzes, you can view the quiz

question bank and the *Literacy Skills Teacher's Guide*. For Vocabulary Practice Quizzes, you can preview the Vocabulary List Report.

Navigate Using the Software's Links

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, you'll see links that show which pages you've visited since you last left your Home page.
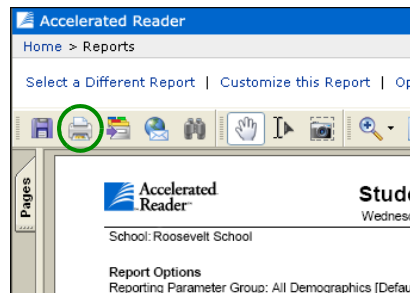

There are also links to specific pages or tasks in the gray bar along the left side of many Accelerated Reader pages. Use these links to navigate within the software.

Print Reports

1. Go to your Home page and click **Reports** in the list of Accelerated Reader tasks.

2. Click a report category.

3. In the list of reports, click the report name.

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

When you generate Accelerated Reader reports, they open in the Adobe® Reader®. To print them, use the Adobe Reader Print button (circled below), not the browser's print button. **Macintosh**®: If the report opens in Preview, click the **File** menu and choose **Print**.

Need Help?

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

- **Software Manual.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place™ Software Manual,* the *Accelerated Reader RP Software Manual,* and other documents.

- **Resources.** Click **Resources** in the list of Accelerated Reader tasks on the Home page to find forms, charts, classroom materials, implementation guidelines, research, and software information.

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

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

- **Phone.** Call (800) 338-4204 to talk to a Renaissance Place Coordinator. Outside the US, call 1.715.424.3636.