

TIPS

for Getting Started

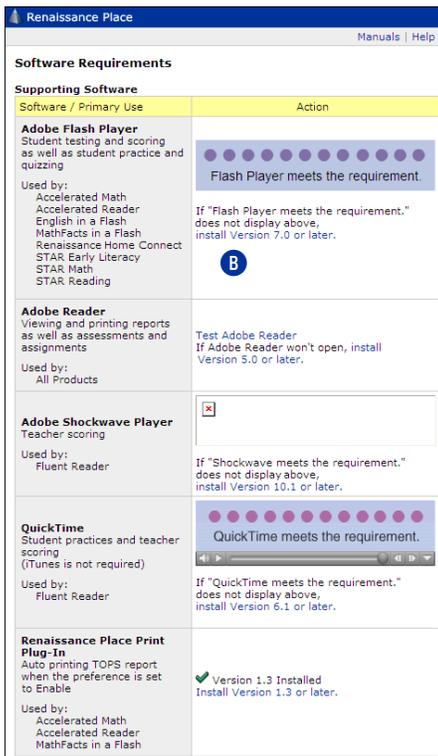
Renaissance
Place™

Check Software Requirements

To see if a computer has the necessary software to use Renaissance Place, click **Check Software Requirements** on the Renaissance Place Welcome page **A**.



The Software Requirements page opens with a list of all the necessary software and (in some cases) audio samples, animations, and links for testing programs that are installed. If any programs are missing or need to be updated, click the **install Version** link for that program **B**.



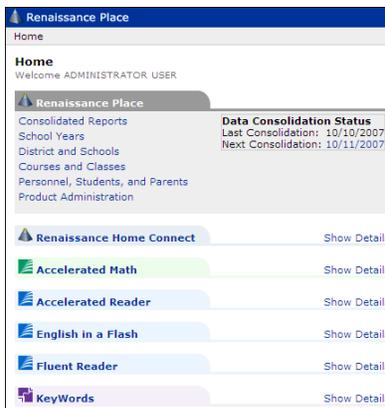
For the most up-to-date software, hardware, and operating system requirements for Renaissance Place, visit www.renlearn.com/requirements.

Log In and Out

1. Before you log in the first time, get your user name, password, and the Web address (URL) for the Renaissance Place Home page from your district or school contact.
2. Open your Web browser.
3. Type the Web address for the Renaissance Place Home page 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**.



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



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

Use the Home Page

Note the tabs beneath the Renaissance Place task list. You may have to scroll down to see them. Each tab contains the name of one of the Renaissance Place programs installed on your server. Clicking a tab opens the program. To the right of each tab you can also click **Show Details** or **Hide Details** to display or hide the task menu for each program.

Navigate Using the Software's Links

Use the links in the software, *not* the Web browser's Back button, to move to a different page in the software. At the top of every page, you'll see links in the navigation bar that show which pages you've visited since you last left the Home page.



Change Your Password

1. Log out of Renaissance Place.
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.

Download Software Updates

District administrators can follow these instructions to download updates for your Renaissance Place software. The server administrator can then install the downloaded updates at the server. **Note:** if Renaissance Learning is hosting and managing your server, we will install updates for you; the following instructions will not apply to you.

1. Click **Product Administration** on your Home page.
2. Click **Download Software Updates**.

(continued on the next page)

3. Click **Check For Updates** on the Manage Software Updates page. A new page will open with a list of the updates available for your Renaissance Place software. This list will show all the available updates, even ones you may have already downloaded; be sure to keep records of your updates.
4. Click **Download Update** in the Action column for the first update you need, and save the file to a location that you can access from the server. Repeat this for each update you need.
5. When you have finished downloading the updates, click **Close Window**.
6. In Windows® Explorer, go to the location where you saved the updates. Extract the files from within the update's .zip file to a location on the server. If a Read Me file is included, be sure to read the instructions before running the update at the server.
7. In Renaissance Place, click **Done** to exit the Manage Software Updates page.

Using the Dashboard

Click the **Go to Dashboard** image near the upper-right corner of the Home page.



This will open the Renaissance Place Dashboard (see above right). The Renaissance Place Dashboard gives administrators and staff (both districtwide and schoolwide) a quick overview of how their school(s) are performing in Accelerated Reader™, Accelerated Math™, and MathFacts in a Flash™ in a number of different areas: Success Index, Participation, Engaged Time, Benchmarks, and Totals.

Note: MathFacts in a Flash information is only available on your Dashboard if Renaissance Learning is hosting Renaissance Place for you.

The large white buttons **A** give a broad overview of Accelerated Reader, Accelerated Math, and MathFacts in a Flash data. For more focused data, click the button; you will be taken to a page where you can modify the data being shown (by school, by time period, by group, etc.). Views customized by users can be saved as windows on the Dashboard, re-appearing whenever the user returns to the Dashboard.

The Dashboard can also be set as your Home page, so that when you log in to Renaissance Place the Dashboard is the first page you see. To do this, check the **Open Dashboard on login** box in the upper-left corner **B**.

For more information, click **help** in the upper-right corner of the Dashboard **C**. To return to the Renaissance Place Home page, click **go to Renaissance Place** in the upper-left corner **D**.

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* and other documents.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the Web at <http://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 customer support (outside the US, call 1.715.424.3636).

