TIPS

for Getting Started

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**.

Renalssance Place		
	Manuals Help	
Software Requirements		
Supporting Software		
Software / Primary Use	Action	
Adobe Flash Player Student testing and scoring as vell as student practice and quizzing Used by: Accelerated Math Accelerated Reader English in a Flash MathFasts in a Flash Rafassance Home Connect STAR MathIteracy STAR Reading	Flash Player meets the requirement. If 'Flash Player meets the requirement." does not display above, install Version 7.0 or later.	
Adobe Reader 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.	
Adobe Shockwave Player Teacher scoring Used by: Fluent Reader	If "Shockwave meets the requirement." does not display above, install Version 10.1 or later.	
QuickTime Student practices and teacher scoring (ITunes is not required) Used by: Fluent Reader	QuickTime meets the requirement.	
Renaissance Place Print Plug-In Auto printing TOPS report when the preference is set to Enable Used by: Accelerated Math Accelerated Reader	♥ Version 1.3 Installed Install Version 1.3 or later.	

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

Log In and Out

- 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**.

Teachers/# Enter user nan	Administrators ne and password
User Name	
Password	
	Log In Change Password
Technical su Corporate w	oport: support@renlearn.com ab site: www.renlearn.com

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

Renaissance Place		
Home		
Home Welcome ADMINISTRATOR USER		
A Renaissance Place		
Consolidated Reports School Years District and Schools Courses and Classes Personnel, Students, and Parents Product Administration	Data Consolidation Status Last Consolidation: 10/10/2007 Next Consolidation: 10/11/2007	
A Renaissance Home Connect	Show Details	
Accelerated Math	Show Details	
Accelerated Reader	Show Details	
English in a Flash	Show Details	
Fluent Reader	Show Details	
KeyWords	Show Details	

7. To log out, click **Log Out** in the upperright corner of the page.

Renaissance Place

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.

Renaissance Place
Home > School Years > Change School Year

Change Your Password

- 1. Log out of Renaissance Place.
- Log in again using your current password, but check the Change Password box before you click Log In.
- 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.

- 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.
- 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).



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