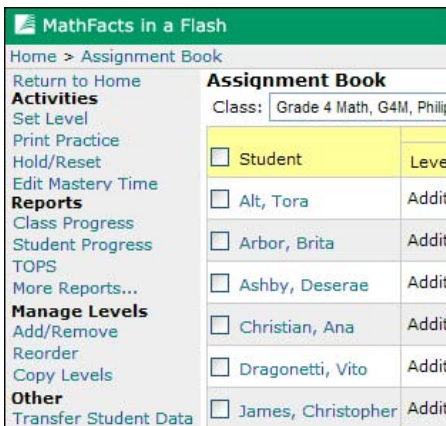


Manage Student Work

The Assignment Book shows you information about the levels your students are working on and those they've mastered.

If necessary, use the **School** drop-down list to choose the school.

- To set a level for your students to work on, to print practice materials (such as flash cards and worksheets), to hold or reset levels, or to edit a level's mastery time, check the box next to the students' names and click one of the tasks under Activities on the left. To select all the students, check the **Student** box at the top of the list.
- To print a Class Progress, Student Progress, or TOPS Report, click the appropriate task under Reports on the left.
- To add, remove, reorder, or copy levels between classes, click the appropriate task under Manage Levels on the left.
- To transfer student data from an inactive class into an active class, click **Transfer Student Data** under Other on the left.



Find Student Information

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

Use Pop-Up Text

Pop-up text lets you view additional information about items. Move the pointer over an item and leave it there for a few seconds to view information about the item.

When you are working with multiple students in the Assignment Book and are editing mastery times, setting, holding, or resetting levels, let your pointer hover over a level number for a few seconds to see its name.

You can also let your pointer hover over symbols to see which state they represent.

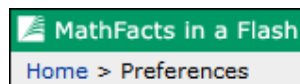
View Student Details

In the Assignment Book, click a student's name to go to the Student Detail page and see the following:

- A list of the levels on which the student worked
- The number of practices and tests taken in each level along with the date of the last session
- The student's mastery time for the level (if the level was mastered)

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 the Home page.



There are also links to specific pages or tasks in the bar along the left side of certain MathFacts in a Flash pages. You can use these links to move around in the program.

Set Preferences

Teachers and administrators can set the following MathFacts in a Flash class preferences. Other staff can only view the settings.

To change or view preferences, go to the Home page. Click **Preferences** in the list of MathFacts in a Flash tasks.

- Mandatory Practice.** Specify if students will be required to practice after failing their first test on a level.
- Monitor Password.** Specify if a monitor password must be entered before a student can cancel a test or mandatory practice, and set the password that must be used.
- Problem Format.** Set the practice and test problem format to horizontal, vertical, or a combination of both.
- Student Answer Input.** Specify how students must choose or enter their answers on practices and tests.
- Time Goals.** Enable and define five decreasing time goals for tests.
- Time-Out.** Set the maximum time allowed per test or practice and per problem.
- TOPS Report.** Choose when a TOPS Report will print and whether it will include a parent signature line.

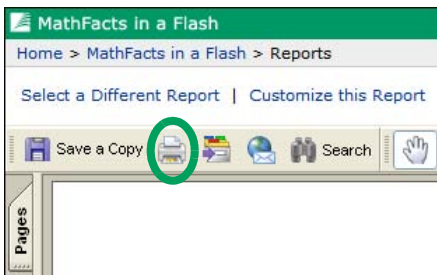
All users can set this user preference:

- General.** Set the number of items shown per page in lists (such as a list of levels).

Print Reports

1. Go to the Home page. Click **Reports** in the list of MathFacts in a Flash tasks.
2. In the list of reports, click the report name.
3. If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.

When you generate MathFacts in a Flash reports, they open in 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*, *MathFacts in a Flash RP Software Manual*, and other documents.
- **Resources.** Click **Resources** under the MathFacts in a Flash tab on the Home page to access materials to help you implement MathFacts in a Flash in your classroom.
- **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