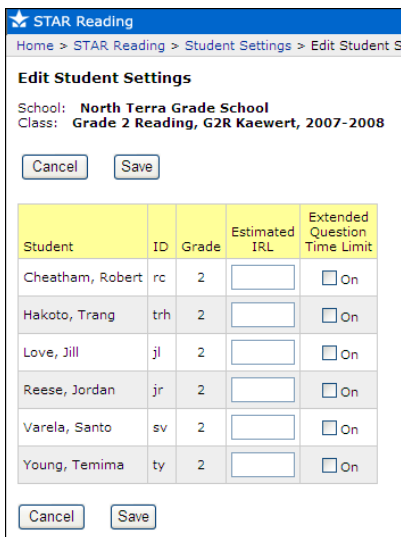


## Adjust the Student Settings

The starting level for a student's first STAR Reading test is based on the student's grade unless you set an Estimated Instructional Reading Level (IRL) to change it. You can also triple time limits for students with special needs.

1. Go to your Home page and click **Student Settings** in the list of STAR Reading tasks.
2. The View Student Settings page opens. If necessary, use the drop-down lists to choose the school and class. Then, click **Edit**.
3. On the Edit Student Settings page, enter Estimated IRLs for students who need them. To turn on the extended time limit for a student, check the **On** box.



Student	ID	Grade	Estimated IRL	Extended Question Time Limit
Cheatham, Robert	rc	2		<input type="checkbox"/> On
Hakoto, Trang	trh	2		<input type="checkbox"/> On
Love, Jill	jl	2		<input type="checkbox"/> On
Reese, Jordan	jr	2		<input type="checkbox"/> On
Varela, Santo	sv	2		<input type="checkbox"/> On
Young, Temima	ty	2		<input type="checkbox"/> On

4. Click **Save**.
5. When you are finished, click **Done**.

## Set Preferences

The STAR Reading Preferences page lists the preferences and their current settings for the selected school.

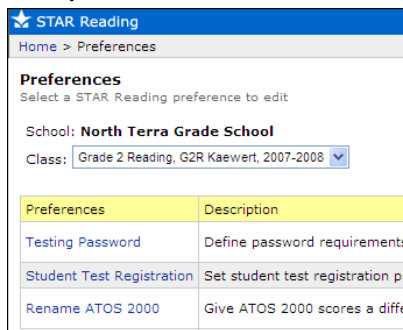
- **Testing Password:** Use this preference to require your test monitors to enter a password before testing. You can also use it to set the monitor password.

- **Student Test Registration:** Usually, students can test as long as they are enrolled in a STAR Reading class. However, you can use this preference to require that students be registered before they can take a STAR Reading test. (This can only be set by teachers.)

- **Rename ATOS 2000:** Use this preference to give the ATOS™ 2000 and ZPD 2000 scores different names on reports (limited to 10 characters).

To edit the preferences:

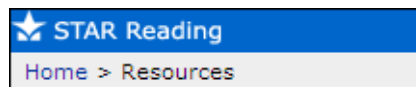
1. Go to the Home page and click **Preferences** in the list of STAR Reading tasks.
2. The Preferences page opens. If necessary, use the drop-down lists to choose the school and class.
3. Click the preference you want to change.
4. On the next page, make the changes you want and click **Save**.
5. When you've finished, click **Done**.



Preference	Description
Testing Password	Define password requirements
Student Test Registration	Set student test registration pr
Rename ATOS 2000	Give ATOS 2000 scores a diffe

## 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, links show the pages visited since leaving the Home page.



## Use the Pretest Instructions

Use the *Pretest Instructions* to explain the STAR Reading test to students before they start testing. This will help students feel more comfortable with the test so they can concentrate on the questions. Follow these steps to find the *Pretest Instructions*:

1. Click **Manuals** in the upper-right corner of any page, then click **Pretest Instructions** in the list of STAR Reading documents. You can also find them by clicking **Resources** in the STAR Reading task list on the Home page.
2. The instructions will open in Adobe® Reader®, either in another window or in your Web browser. Use the Adobe Reader Print button (🖨️) to print the instructions. **Macintosh®:** If the instructions open in Preview, click the **File** menu and choose **Print**.

## Log In Students

To log in before testing, students follow these steps:

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** Students who don't remember their user names can click **Find User Name** and search for their name. However, they must know their password; students cannot search for their passwords.

To get a list of students' user names and passwords, print the Student Information Report.

## Register Students for Testing

If registration is required for testing (see "Set Preferences"), you must register your students before **each** of their STAR Reading tests. Follow these steps:

1. Go to your Home page and click **Registration** in the list of STAR Reading tasks.

(continued on the next page)

- The Register Students page will appear. If necessary, use the drop-down lists to choose the school and class.
- The page lists all students who are currently registered for testing. To remove a student from the list, click **Remove** in the row for that student.
- To register students for testing, you must first search for them. Fill in the blanks or use the drop-down lists to narrow the search. Then, click **Search**.
- Check the box by each student you want to register. Then, click **< Add** to move them to the list on the left.
- When the list on the left is complete, click **Save**.

## Test Students

Students follow these steps to take a test:

- On the Home page, click **Take a Test** under the STAR Reading tab.
- If you are asked to choose the class, click the class name.
- On the next page, click **Start**.
- If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **OK**.

- The practice session starts and the student is presented with a few simple questions.

Three or four possible answers appear below each question. The student chooses an answer by pressing **1, 2, 3,** or **4** on the keyboard. A blue circle appears around the answer the student selects; however, this does not indicate that the selected answer is correct. The student can change the answer chosen by pressing a different key. When the student is satisfied with his or her answer, the student presses **Enter** (Windows®) or **return** (Macintosh) to go on to the next question. Students must answer three practice questions correctly before they can go on to the actual test.

- If the student passes the practice session, the actual test begins. The test questions are similar to the practice questions. The numbers in the upper-right corner of the screen show how many questions the student has answered and how many remain.

The program notifies the student when the test is over. Then, it logs the student out so that the next student can log in.


## Resume an Incomplete Test

If a student loses connection to the server, the student can log in and resume the test.

- The student logs in to the program to take a test.
- The student sees a message on the STAR Reading Student page showing the question number the student was working on when the test was stopped. Click **Start**.

- The teacher or test monitor enters the monitor password, and clicks **OK**.
- After a message says "Resuming incomplete test," the student can finish taking the test.

## Print Reports

- Go to your Home page and click **Reports** in the list of STAR Reading tasks.
- In the list of reports, click the report name.
- If the report can be customized, choose the options you want on the Report Options page and then click **View Report**.
- When you generate STAR Reading reports, they open in Adobe Reader. To print them, use the Adobe Reader Print button (  ), 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.
- Manual.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place Software Manual*, *STAR Reading RP Software Manual*, and other documents.
- Resources.** Click **Resources** under the STAR Reading tab on the Home page to access conversion charts, definitions, and *the Pretest Instructions*, along with the *STAR Reading Technical 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](mailto:answers@renlearn.com). *Technical questions:* [support@renlearn.com](mailto:support@renlearn.com).
- Phone.** Call (800) 338-4204 to talk to customer support. Outside the US, call 1.715.424.3636.