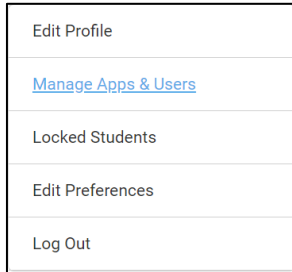
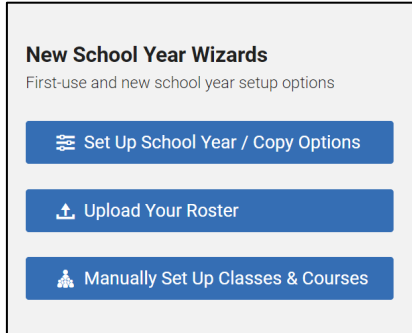






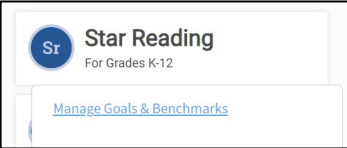
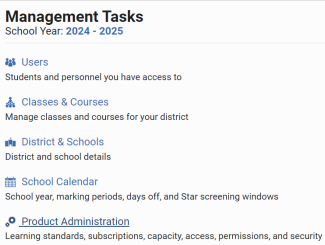


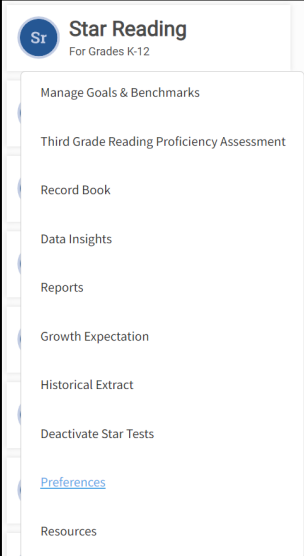
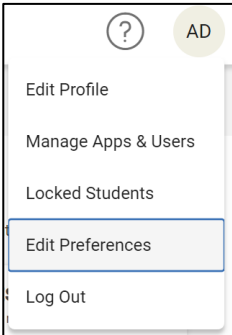
Administration in the Upgraded Platform

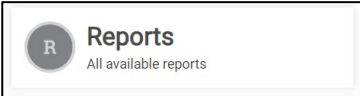
You can expect a new look and feel when navigating through your Renaissance site. These changes designed to make accomplishing your key tasks easier and to help ensure that your products work well together. Use the table below to quickly find the key answers to your administration questions.

Question	Key Terminology	Previous Process - Renaissance Place (Legacy Platform)	New Process - Renaissance Growth Platform (Upgraded Platform)	Helpful Hints
<p>How do I add or edit my student information?</p> <p>Where can I merge and delete student records?</p>	<p>Student Accounts</p> <p>Importing data</p>	<p>Users > Add Students</p> <p>Users > View Students</p> <p>Users > Edit Multiple Students</p> <p>Users > Import Information</p>	<p>Select Account name > Manage Apps and Users > Users or Upload Your Roster</p> 	<p>Users: Can be used to add accounts manually, merge duplicate records or to delete student accounts (single or multiple)</p> <p>Upload your Roster: This updated Import wizard can be used to bulk add/update students. Information for students remains in the same format.</p> 
<p>How do I find my students' usernames and password?</p>	<p>Student Usernames</p> <p>Student Passwords</p>	<p>Users > View Students > Select Class > Search > View Report</p>	<p>Select Account name > Manage Apps and Users > Users > Password Report</p>	<p>Password requirements remain the same for students but are now case sensitive for additional security.</p>
<p>Where can I edit teacher accounts?</p> <p>How can I remove</p>	<p>Teacher Accounts</p> <p>Importing data</p>	<p>Users > Add School Personnel</p> <p>Users > View Personnel</p>	<p>Select Account name > Manage Apps and Users > Users or Upload Your Roster</p>	<p>Users: Can be used to add or edit individual teacher accounts as well prompt staff to change their passwords.</p>

<p>teachers who have left the school?</p> <p>How can I add new teachers?</p>		<p>Users > Import Data</p>	<div data-bbox="1234 177 1525 451" style="border: 1px solid black; padding: 5px;"> <p>Edit Profile</p> <hr/> <p>Manage Apps & Users</p> <hr/> <p>Locked Students</p> <hr/> <p>Edit Preferences</p> <hr/> <p>Log Out</p> </div>	<p>Upload your Roster: Staff will now have additional requirements:</p> <ul style="list-style-type: none"> • Staff emails will need to be included which will allow staff to reset their own passwords when needed. • Staff passwords will now require 14 characters that includes at least one upper case, one lower case, one number and one special character. Pass phrases and spaces can be used. <div data-bbox="1615 523 2022 858" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>New School Year Wizards First-use and new school year setup options</p> <div style="text-align: center; margin-bottom: 10px;"> <p> Set Up School Year / Copy Options</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p> Upload Your Roster</p> </div> <div style="text-align: center;"> <p> Manually Set Up Classes & Courses</p> </div> </div>
<p>Where do I assign products to my classes?</p>	<p>Course and Classes Products</p>	<p>Courses and Classes > Select Course > Select Class > Tick Products</p>	<p>Select Account name > Manage Apps and Users > Classes and Courses</p>	<p>Students will need products assigned before they can access them on their homepage.</p> <div data-bbox="1653 946 1982 1169" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Management Tasks School Year: 2024 - 2025</p> <hr/> <p> Users Students and personnel you have access to</p> <hr/> <p> Classes & Courses Manage classes and courses for your district</p> </div>
<p>Where can I add in my school dates?</p> <p>How can I set up my Screening Dates?</p> <p>Can I add in my</p>	<p>Dates</p> <p>Marking Periods</p> <p>Non-Teaching Days</p> <p>Screening Windows</p>	<p>School years > Add School Year</p> <p>School years > Add marking periods</p> <p>School years > Add non-</p>	<p>Select Account name > Manage Apps and Users > School Calendar</p>	<p>School Calendar School years, marking periods, non-teaching days and screening windows can all be added in the School Calendar. Note: Screening windows can now extend past the previous maximum of 30 days, though this is still the recommended maximum.</p>

<p>consolidated reporting dates?</p>	<p>Consolidated Reports</p>	<p>teaching days</p> <p>Star Assessment > Screening, Progress Monitoring and Intervention > Add Screening Window</p> <p>Consolidated Reports > view reporting periods</p>	 <p>Management Tasks School Year: 2024 - 2025</p> <ul style="list-style-type: none"> Users Students and personnel you have access to Classes & Courses Manage classes and courses for your district District & Schools District and school details School Calendar School year, marking periods, days off, and Star screening windows 	<p>Consolidated reports no longer need separate dates or scheduled consolidation and can be accessed like any other report. (Administrators only)</p>
<p>How can I add a 5th benchmark to my reports?</p> <p>How can I edit the cut scores associated with each of my benchmark categories?</p>	<p>Screening Report</p> <p>Diagnostic Report</p> <p>Instructional Planning Reports</p> <p>Family Report</p> <p>Benchmarks</p> <p>Cut Scores</p> <p>Percentile Ranks</p>	<p>Star Assessment Tile > Screening, Progress Monitoring and Intervention > View Benchmarks</p>	<p>Star Assessment Tile > Manage Goals/Targets and Benchmarks > View or Edit Benchmarks</p>  <p>Star Reading For Grades K-12</p> <p>Manage Goals & Benchmarks</p>	<p>The default number of benchmarks is 4 but a 5th benchmark is available for customers who want an additional category.</p> <p>The default benchmark for Star Assessment is the 40th percentile. This can be changed in this area as well.</p> <p>Please note: All cut scores will be set back to the default when the site is upgraded. For users who had edited their cut scores prior to the update, these will need to be changed back. This can still be done after assessment windows are complete.</p>
<p>How do I check how many licences my school have used?</p> <p>How do I add capacity through the site?</p>	<p>Capacity</p> <p>Purchasing Licences</p> <p>Subscription Dates</p>	<p>Product Administration > View Subscriptions and Capacity</p>	<p>Select Account name > Manage Apps and Users > Product Administration > Subscriptions and Capacity</p>  <p>Management Tasks School Year: 2024 - 2025</p> <ul style="list-style-type: none"> Users Students and personnel you have access to Classes & Courses Manage classes and courses for your district District & Schools District and school details School Calendar School year, marking periods, days off, and Star screening windows Product Administration Learning standards, subscriptions, capacity, access, permissions, and security 	<p>Licences for the current subscription year can be order on the website by admin users with an invoice sent shortly after. If you want to request a quote for licences or purchase for multiple years, please contact your Renaissance account manager.</p>
<p>How can I look at data in previous school years?</p>	<p>Historic Data</p>	<p>School years > Work in a different school year</p>	<p>N/A</p>	<p>To view data from previous school years, staff can edit the report dates to reflect previous school years. Note: students will need to be in classes for data to generate.</p>
<p>Where do I turn on/off the</p>	<p>Star Assessments</p>	<p>Star Assessment ></p>	<p>Select Account name > Edit</p>	<p>Authorisation codes will be the word <u>admin</u> by</p>

<p>Star Assessment authorisation code?</p> <p>What is my school's Star Assessment authorisation code?</p>	<p>Preferences</p> <p>Authorisation code</p>	<p>Preferences > Password Requirement</p> <p>Star Assessment > Preferences > Monitor Password</p>	<p>Preferences > Authorisation Password - Star Tests</p> <p>Select Account name > Edit Preferences > Password Requirement</p>	<p>default.</p> <p>Note: Even when turned off, the code will be needed to stop or pause a test as well as continuing with a paused assessment.</p> 
<p>How do I check or edit preferences?</p>	<p>Preferences</p>	<p>Star Assessment/Accelerated Reader > Preferences</p>	<p>Select Account name > Edit Preferences</p> 	<p>Rather than going product by product, all preferences will be in the same list</p>
<p>My students/staff are struggling to get logged in.</p>	<p>Site access</p>	<p>Users > Clear locked students</p>	<p>Select Account name > Manage Apps and Users ></p>	<p>Student locks will clear automatically after 5 minutes. Teacher locks will clear automatically</p>

How can I clear the locks?	Logging in Access issues	Users > Clear locked personnel	Users > Students or Teachers	after 30 minutes. If students or staff still cannot get logged in, make sure they are: <ul style="list-style-type: none"> Using the right username and password. Using the correct site – every site is school specific. Staff can reset their password on the homepage.
Where can I find my students' results?	Results Attainment Progress	Star Assessment > Reports Accelerated Reader > Reports	Reports 	Please use the Star Assessments and Accelerated Reader crosswalk documents to find specific scores. Note: To allow scores to all reports and scores to generate rather than set times/periods, reports will now take 5-10 minutes to generate data. Use the record books after completed tasks to confirm completion and come back later to review the results
How can I set targets for my students?	Star Targets Accelerated Reader Targets Tracking progress	Accelerated Reader > Record Book and Targets > Reading Practice Targets Star Assessment > Screening, Progress Monitoring and Intervention	Accelerated Reader > Record Book and Targets Star Assessment > Manage Targets and Benchmarks	AR targets have been upgraded to allow staff to set targets based on reading time and comprehension as before, but also automatically choose different Star tests (lates, best, first etc) and ZPD (all, low end, high end). This provides a lot of time saving in a task that is shown to motivate students.
Why have my students' Star Reading scaled scores changed?	Enterprise Scaled Score Star Reading Unified Scaled Score	The old platform used the Enterprise Scaled Score which didn't provide a continuum between Star Reading and other Star Assessments.	The new platform uses the Unified Scaled Score – a single scale between all Star Assessments.	The change in scaled score is because Renaissance has shifted to the Unified Scale. Note: Historic Grade Equivalents/Reading Ages and ZPDs <u>may</u> shift +/-0.1 on the new scale but this will be very rare.
Where can my IT support find information on technical requirements and allow lists?	Technical Requirements Technology IP Allow Lists	N/A	Please see our Technical Recommendations Document	We recommend bookmarking the new URL across the system so staff and students can access the correct site. Each site is school specific and cannot be found on a search engine.