Instructions for Common Software Tasks

Before Testing

Log in as a Teacher/Administrator, Locate Pretest Instructions, and Enter a Monitor Password

1. Open the software and click **I'm a Teacher/Administrator**.
2. Enter your user name and password.
3. On the Home page, scroll to the name of the assessment, and click **Resources**. Click **Pretest Instructions**.
4. To print, click the Adobe Reader printer icon.
5. Close and click **Done**.
6. If you wish to change the default setting for the monitor password (which is admin), scroll to the name of the assessment and click **Preferences**.
7. Select your school and class. Click **Testing Password** and enter a new monitor password.
8. Click **Save**.

Identify Students' User Names and Passwords

1. On the Renaissance Place Home page, click **Renaissance Place** and then click **Personnel, Students, & Parents**.
2. Under Students, click **View Students**. For a list of the passwords for all of the students in your class, choose the class in the drop-down list. To find the password for an individual student, enter the student's name and click **Search**. Click the Passwords tab.
3. To print, click **Print Page**.

Log in as a Student and Take a Test

1. Open the software and click **I'm a Student**.
2. Enter a user name and password.
3. Under the name of the assessment, click **Take a Test**.
4. Click **Start**. Enter the monitor password.
5. To abort the test press **Ctrl A** (Windows) or **Control+A** (Macintosh). Click **Yes**.
6. Enter the monitor password and click **OK**.

Adjust a Student's Starting Level and/or Extend Time Limits

1. On the Renaissance Place Home page, click **STAR Reading** or **STAR Math**, and click **Preferences**.
2. If necessary, select your school and class, and click **Student Settings**.
3. Next to the student's name, type an estimated instructional reading level (IRL) or math instructional level (MIL).
4. To extend the time limit for answering test questions, click the **On** box.
5. Click **Save**.