8. On the View Benchmarks page, click the **School** or **District** tab, depending on which benchmarks you wish to edit. If you click School, select a school from the drop-down list. Click **Edit Cut Scores**.

9. Use the drop-down lists to change the PR values for each grade. The values for some categories will be automatically calculated based on the scores you choose for the other categories.

10. Click **Save**.

Edit Non-Linked Grades for State Benchmarks

You must have district-administrator access and enter screening dates before you can do this task.

1. On the Renaissance Place Home page, click the name of the assessment, and click **Enterprise Home**.

2. Click **Benchmarks**.

3. Click the tab for **State**.

4. Click **Edit Non-linked Grades**.

5. Enter scaled scores in the fields with zeroes, or click **Recommended Scores** to have the software calculate and enter scaled scores for you. Make sure all fields have values between 2 and 1400.

6. Click **Save**.

Set Default Benchmark

You must have administrator access and enter screening dates before you can do this task.

1. On the Renaissance Place Home page, click the name of the assessment and click **Enterprise Home**.

2. Click **Benchmarks**.

3. Click **Edit Default Benchmark**.

4. If you are a district administrator and you want to allow school administrators to choose their default benchmark, click **Allow school administrators to set**. If you want to choose the default benchmark yourself, click **Apply the following to all schools**. Select one of the benchmarks listed.

5. If you are a school administrator and have been allowed to choose a default benchmark, select one of the benchmarks listed.

6. Click **Save**.

Change the Test Type

You must have administrator access to change the version of the STAR assessment that students will take.

1. On the Renaissance Place Home page, click **STAR Reading** or **STAR Math**, and click **Preferences**.

2. If necessary, select the school and class. Click **Test Type**.

3. Select the Enterprise test or the original STAR test.

4. Click **Save**.

During Testing

Check the Number of Students Screened and Preview Results to Date

1. On the Renaissance Place Home page, click the name of the assessment, and click **Screening, Progress Monitoring & Intervention**.

2. Choose the school you wish to view.

3. Click **Preview** to see a summary of the results so far.

Working with Groups

Create an Intervention Group

1. On the Renaissance Place Home page, click the name of the assessment, and click **Screening, Progress Monitoring & Intervention**.

2. If necessary, choose your school. In the gray sidebar on the left side of the screen, click **Manage Groups**.

3. Click **Create Group**.

4. Enter the name of the group.

5. Assign personnel. Use the drop-down list to assign one person. To assign more than one person, click **Select Multiple Personnel** and click the boxes in front of the names.

6. Select the programs the group will be using by clicking the boxes.

7. You may describe the group in the blank box next to Description.

8. Click **Save**.

Add or Remove Students from a Group

1. On the Renaissance Place Home page, click the name of the assessment, and click **Screening, Progress Monitoring & Intervention**.

2. If necessary, choose your school. In the gray sidebar on the left side of the screen, click **Manage Groups**.

3. Click **Add/Remove Students** next to the name of the group.

4. To add a student, enter student information under Search for Student and click **Search**. Select students by clicking the boxes in front of the students' names. To select all students, click the box in front of Student at the top of the column. Click **Add**.

5. To remove a student, click **Remove** next to the student's name. Click **Remove All** to remove all students.

6. Click **Save**.

Defining Interventions and Goals

Set Up a New Intervention and Goal (Initial Set Up)

A student must take a STAR test before you can define an intervention and goal. Follow these instructions if this is the student's first intervention of the current school year.

1. On the Renaissance Place Home page, click the name of the assessment, and click **Screening, Progress Monitoring & Intervention**.