

View Assessment Details for a Student and Suggested Skills

1. On the Renaissance Place Home Page, click the name of the assessment and click **Record Book**.
2. If necessary, select your school, class, or group. Select the benchmark you wish to use.
3. Click the student's name to view assessment details.
4. Click **View Suggested Skills** to see which skills in the Core Progress Learning Progression the student needs to focus on.
5. Click the tabs to view skills related to each domain.
6. Click a skill to see instructional resources. Click the + symbol in front of a skill to see more information about it.
7. To print the screen, click the Adobe Reader printer icon at the bottom of the page.
8. Use the drop-down menu at the top of the page to choose a different student. When finished, click **Done**.

Edit Instructional Groups and View Suggested Skills

1. On the Renaissance Place Home page, click the name of the assessment and click **Record Book**.
2. If necessary, select your school, class, or group. Select the benchmark you wish to use.
3. In the Sort By drop-down menu, select Scores--Descending.
4. Click **Edit Instructional Groups**.
5. Use the drop-down menu to select the number of instructional groups you wish to create.
6. Assign students to instructional groups by clicking the radio button in the group-number column next to the student's name. Click **Save**.
7. In the Sort By drop-down menu, select Instructional Groups.
8. Click **View Suggested Skills** to see which skills in the Core Progress Learning Progression the group needs to focus on.
9. Click the tabs to view skills related to each domain.
10. Click a skill to see instructional resources. Click the + symbol in front of a skill to see more information about it.
11. To print the screen, click the Adobe Reader printer icon at the bottom of the page.
12. When finished, click **Done**.

Create and Print an Instructional Planning Report for a Student

1. On the Renaissance Place Home Page, click the name of the assessment and click **Enterprise Home**.
2. If necessary, select your school.
3. Under Instructional Planning, click **Student**.
4. Select reporting options and click **View Report**.
5. To print, click the Adobe Reader printer icon.
6. Click one of the options at the top of the screen if you wish to go back to the Enterprise Home page, customize the report in a different way, or go directly to the Core Progress learning progression.