

# Renaissance Place™

## TIPS

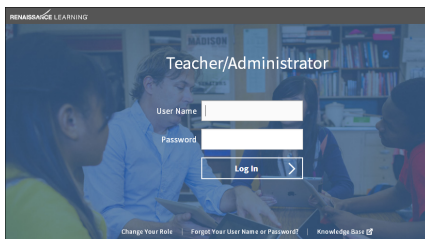
### FOR GETTING STARTED

#### Log In and Out

##### Who can do this?

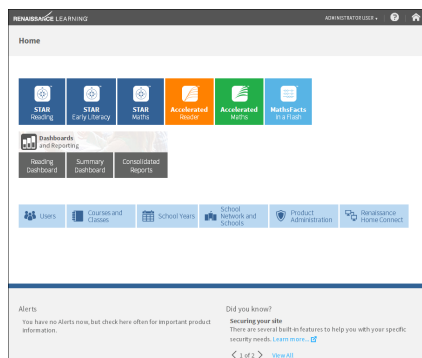
School Net Admin, School Net Staff, School Admin, School Staff, Teacher

1. Before you log in the first time, get your user name, password and the web address (URL) for Renaissance Place from your school contact person.
2. Open your web browser.
3. Type your Renaissance Place web address and press **Enter**.
4. On the Renaissance Place Welcome page, click **I am a Teacher/Administrator**.
5. On the Login page, type your user name and password and click **Log In** or press **Enter**.



If the My Settings page opens, asking you to change your password, enter a new password in the two fields and click **Save**. (Passwords must be at least 3 characters long and contain at least one number.)

6. Your Home page opens and you can begin using Renaissance Place.



7. To log out, click your name at the top of the page, then choose **Log Out** from the menu.

#### Use the Home Page

##### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff, Teacher

Note the programs on the Home page. These are the Renaissance Place programs that you have available. To see the links for a product, click the product name. Clicking a link for one of the programs takes you to that feature in the selected product.

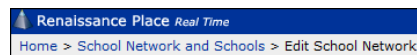


#### Navigate Using the Software's Links

##### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff, Teacher

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 you have visited since you left the Home page.



#### Changing Your Password

##### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff, Teacher

1. On the Home page, click **Students**.
  2. Click **My Settings**.
  3. Enter your user name and password and click **Sign In**.
  4. If the Change Password section is hidden, click the heading. Enter a new password, then verify it by typing it again. Passwords must be at least 3 characters long and contain at least one number.
  5. Click **Save**.
1. Make sure you are working in the school year (current or future) that you want to add marking periods or non-teaching days for.
  2. On the Home page, click **School Years**.
  3. Click **Add/Edit Marking Periods** or **Add/Edit Non-Teaching Days**.
  4. If you are a school network administrator or school network staff member, on the Select Schools page, tick the box for each school that you want to set dates for. Click **Next >**.
  5. Set the marking periods or non-teaching days for the schools:
    - ▶ To add a marking period or non-teaching day, enter the information in the fields at the top of the page and click **Add**.

#### Importing Data

##### Who can do this?

School Net Admin, School Admin

Before you begin adding students, personnel, courses and classes, consider whether you can import that information from other software. You can import data into Renaissance Place.

For more information about importing information, see the *Renaissance Place Software Manual*. To find this and other manuals, click **Manuals** in the top right corner of any page in the software. (On the Home page, click **?**, then **Manuals**.)

#### Marking Periods and Non-Teaching Days—Add, Edit or Delete

##### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff

Follow these steps to set marking periods and non-teaching days for schools. (Marking periods are used for class durations, reports and targets.) You can also copy marking periods and non-teaching days from the previous school year; see the *Renaissance Place Software Manual*.

- ▶ To edit a marking period or non-teaching day, click **Edit** in the Action column, make your changes and click **Update**.
- ▶ To delete a marking period or non-teaching day, click **Delete** in the Action column.
- ▶ To re-sort the list by start date instead of by name, click **Start Date**.
- ▶ If you selected multiple schools, you can click the number of schools to see the school names.

6. Click **Save**.

## Personnel—Add, Edit or Delete

### Who can do this?

School Net Admin, School Net Staff, School Admin

1. On the Home page, click **Users**.
2. To add school network personnel, click **Add School Network Personnel**, enter the information and click **Save** (or **Save and Add** to add another).
3. To add school personnel, click **Add School Personnel** (or **Add Personnel**), enter the information and click **Save** (or **Save and Add** to add another).
4. To edit or delete personnel information, click **View Personnel**. Use the search function to find a specific person or click **Search** to list all personnel. Click **Select** in the row for the person whose information you want to edit.

Use the task menu on the left to update that person's personnel record or school assignments or to delete/deactivate that person in the database.

## Students—Add, Edit or Delete Information or Characteristics

### Who can do this?

School Net Admin, School Net Staff, School Admin

On the Home page, click **Users**. Then, you can do any of the following:

- ▶ **To add a student**, click **Add Student**, enter the information and click **Save** (or **Save and Add** to add another).
- ▶ **To edit or delete student information**, click **View Students**. Use the search function to find a specific student, or select a school and click **Search** to list all students in the school. Click the name of the student whose information you want to edit.

- ▶ On the tabs on the Student Information page, you can update that student's personal information (or delete the student), edit the student's characteristics or enrol or un-enrol the student in a school or class.
- ▶ **To add a characteristic**, click **Set Up Characteristics** under Related Student Tasks. Next, select the school to which the characteristic will be assigned (either **All Schools** or an individual school). Then, click **Add Characteristic**, enter the name of the new characteristic and click **Add**.
- ▶ **To edit or delete a characteristic**, click **Set Up Characteristics** under Related Student Tasks, then select the school for which the characteristic will be edited or deleted (either **All Schools** or an individual school).

Click **Edit** or **Delete** next to the characteristic you want to update or delete.

- ▶ If you are editing the characteristic, make your changes, click **Save** and then click **Done**.
- ▶ If you are deleting a characteristic, click **OK** in the confirmation message.

## Courses and Classes—Add

### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff

1. On the Home page, click **Courses and Classes**.
2. If necessary, select the school from the **School** drop-down list.
3. To add a course, click **Add Course**, enter the information and click **Save** (or **Save and Add** to add another).
4. After you add a course, you can add its classes. On the course page (which you see after clicking the course name), click **Add Class**.

On the Add Class page, enter the class name, choose a primary teacher and choose the marking period that shows the duration of the class.

Next, tick the products that the class will use. Students in the class can only use the products that you choose.

To enrol students in the class, click **Add Students**; then, search for students, tick the boxes next to the students you want to enrol and click **Add**. When you have added all the students, click **Continue**.

Click **Save** on the Add Class page to finish adding the class.

## Check Software Requirements

### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff,

To see if a computer has the necessary software to use Renaissance Place, and to check other requirements, click **Check Software Requirements** on the Renaissance Place welcome page **A** before you log in.



On the next page, click **Downloads** on the left (or the top). The Downloads page opens. This page includes:

- ▶ The server name or address **B**.
- ▶ The Renaissance Place ID **C**, a unique identifier that provides a shortcut to your Renaissance Place site. It can be used during setup of Accelerated Reader on iPad®, iPhone® or iPod touch® or wherever you see the RPID image going forward.
- ▶ Renaissance Place Downloads **D**, which are used with some Renaissance Place products. (**Note:** The AccelScan and Renaissance

Responder programs are used with Accelerated Maths.) Click the link for the software you need. Note that this area of the page includes a tab for each operating system; you can click the tab for other operating systems to see the downloads available for them.

- ▶ The necessary third-party software **E**, including a link for testing for a PDF reader program on the computer. If any programs are missing or need to be updated, click the **Download** link for that program or the name of the program.

**Note:** Before you install software on a computer, make sure you have the rights required to install software for all users on that computer.

To see the browser and operating system you are using and to see the Renaissance Place browser requirements, click **System** on the left (or the top). The System page also includes a link to the full Renaissance Place requirements. To see whether your computer or device can connect to all necessary Renaissance Place servers, click **Support** on the left (or the top).

You can also get the most up-to-date software, hardware and operating system requirements for Renaissance Place at <http://doc.renlearn.com/KMNet/R003777603GF3F7F.pdf>.

## Get Students' User Names and Passwords

### Who can do this?

School Net Admin, School Net Staff, School Admin, School Staff, Teacher

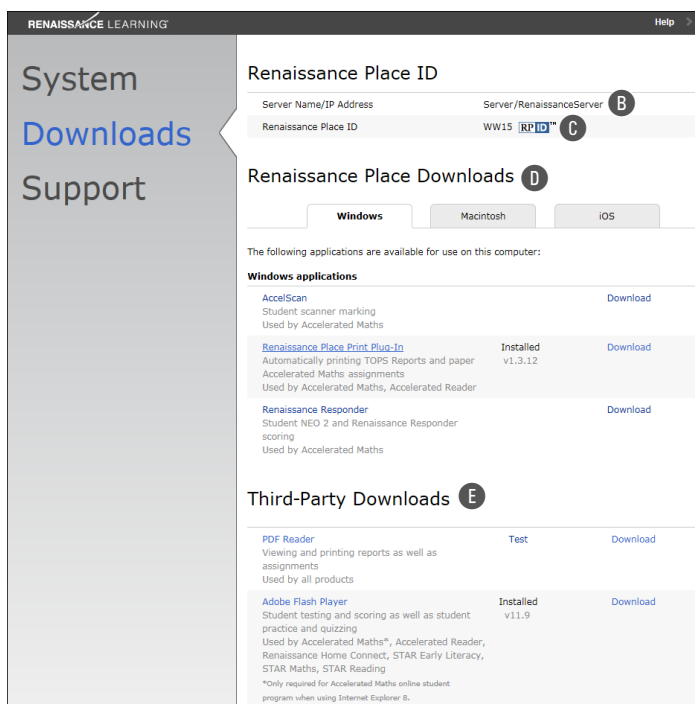
Follow these steps to get students' user names and passwords so they can log in and begin working in the software:

1. On the Home page, click **Users**.
2. Click **View Students** on the Personnel and Students page.
3. Use the search fields to choose which students to search for; for example, you may want to search for a specific class or year. Then, click **Search**.

4. In the search results, click the **Passwords** tab. This tab lists information about each student, including the user name and password. If the student is using MathsFacts in a Flash, you will also see a NEO 2 or Responder PIN, which is used for sending information about offline maths facts practice on these devices to Renaissance Place.

If you want to print the page of results that you are viewing, click **Print Page**. If you have more than 50 students in the results, use the arrows above the table to go to the next or previous page of results.

If you want to print a list of all students in the results and to choose grouping and sorting options, click **View PDF**. Then, choose the options you prefer and click **View Report** to open the PDF file. You can then save or print the PDF using the Adobe Reader buttons.



## Need Help?

- **Online Help.** Click **?** on the Home page or **Help** in the upper-right corner of any other page to display more information about that page.
- **Manuals.** Click **?** on the Home page or **Manuals** in the upper-right corner of any other page to find the *Renaissance Place Software Manual* and other documents.
- **Resources.** On the Home page, click a product, then click **Resources** for documents that can help you use that product.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at [support.renaissance.com/techkb/](http://support.renaissance.com/techkb/) for technical support information.
- **Live Chat Support.** Click the chat icon the Home page to chat with a member of our support team.
- **Email.** [info@renlearn.co.uk](mailto:info@renlearn.co.uk) (UK) or [answers@EdAlliance.com.au](mailto:answers@EdAlliance.com.au) (Australia and New Zealand).
- **Phone.** To talk to customer service, call
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Renaissance Place™  
TIPS for Getting Started

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