

**Setting Goals and Running Reports**

Go to *Renaissance Place*

*Accelerated Reader*

*Class Record Books*

Teachers should set *individual reading goals* here

Set your *marking periods* for the goals (9 weeks, etc...).

*Select marking periods first and select the marking period you want to set the goal for...this will make it available in the drop down menu.*

Teachers base the individual goals on STAR assessments.

**\*Record the individual goals here so the goals can be tracked school-wide.**

In the Accelerated Reader Section, Refer to **Resources / Form and Charts / Goal Setting Chart** for help in setting goals.

**Teachers Can Clear Locked Students**

Teachers also have the ability to clear a locked student.

To clear a locked student:

Go to *Renaissance Place*

*Personnel, Students, Parents*

*Clear Locked Students*

...or IM me and I can clear them also...

**Search for Reading Range Within Surpass Safari**

STAR assessments will recommend individual reading range for students (ZPD).

Students are now able to search our library collection for books within their reading range.

Go to *Surpass Web Safari*

*Search by Accelerated Reader*

*Type in range*

*Enter*

This should bring up a list of books within the range.

Accelerated Reader information and reading levels are listed within our catalog records.

**Search by Quiz Number**

Students can quickly pull up quizzes in Accelerated Reader by locating the quiz number. This can be found by *opening the book and looking at the sticker inside*.

If there is no sticker, *search by title or go to AR Book Find*. Locate the book (includes a picture of the cover) and use the quiz number to search for the quiz. *(We are writing the quiz number in books that do not have sticker information.)*

Students do not have to type in everything to search for the quiz. They can search the quiz number by just typing in the quiz number, the title by just typing in the title or the author by just typing in the author.

**TOPS Reports**

TOPS reports can be printed, but most teachers choose to set the preference to not print to save paper. Information can be found within the Reports. The TOPS report can be printed manually if the student elects to print the report.

**To Print Stickers of Reading Levels/Quiz #s:**

Go to

Reports > School Management > Book Labels

Choose Some Quizzes and search by Title or Author

Create and Save report

Print to sticker paper or regular paper (glue stick /tape over for classroom books)

To adjust alignment (if needed)

<http://support.renlearn.com/kb/qa/4214766i.htm>