Accelerated Reader™

Reading Management Software

Software Manual

Learn how to

- Install and manage Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading Quizzes

- Set Reading Practice goals and Reader Certifications

- Set preferences for passwords, student settings, and quizzing

- Customize Accelerated Reader reports

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Welcome

About Accelerated Reader, Renaissance Place Edition

Thank you for choosing Accelerated Reader, Renaissance Place Edition (RP) software, the most popular reading software in schools. Since 1986, AR has helped hundreds of thousands of teachers inspire teacher-led "reading revolutions" in their classrooms. AR provides educators timely, accurate information on student academic performance. You can use this information to quickly adjust instruction to help all of your students reach their greatest potential. Now Accelerated Reader helps teachers reach all types of readers with Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading Quizzes. Recorded Voice Quizzes are also available for emergent readers. AR quizzes cover all levels of reading ability in both English and Spanish.

The Accelerated Reader RP programs

Accelerated Reader RP includes two programs, which are accessed from the same **Home** page:

- The browser-based Renaissance Place management program, which district and school administrators, staff, and teachers can use to manage school, school year, student, personnel, parent, course and class information, and print Renaissance Place reports among many other tasks. The Renaissance Place tasks are also used by the other Renaissance Place programs installed on your server.

- The browser-based Accelerated Reader RP program, which allows you to manage the class Record Books, manage quiz information, print AR reports and Resources, and manage preferences. Students also work in the browser-based software.

What You Can Find in this Manual

Use this manual to learn how to use Accelerated Reader RP. However, before you use this manual, you should refer to two additional documents:

- To find out if you need to register Accelerated Reader RP, look under the Accelerated Reader tab on the **Home** page in Renaissance Place. If it shows "Register Accelerated Reader," you need to register it as described in the *Renaissance Place Installation Guide*. To access the Renaissance Place **Home** page, see page 6 of this manual.

- You must also set up your school years, schools, courses, classes, personnel, students, and class enrollment using the Renaissance Place tasks in the software. These procedures are described in the *Renaissance Place Software Manual*.

After Accelerated Reader has been registered, and the schools, courses, classes, personnel, and students have been added, you can use this manual to learn how to use Accelerated Reader. If you have questions about Accelerated Reader RP software, please email us at answers@renlearn.com (for general questions) or at support@renlearn.com (for technical questions).

Compatibility with Our Other Programs

Accelerated Reader RP can share a database with other Renaissance Place software from Renaissance Learning, such as Accelerated Math RP, AssessmentMaster, English in a Flash, Fluent Reader, MathFacts in a Flash RP, STAR Early Literacy RP, STAR Math RP, or STAR Reading RP. When you install these programs together, they will share the same data, and you can use the same student, parent, personnel, class, course, and school year information for multiple programs. For more information, see the *Renaissance Place Installation Guide* and the *Renaissance Place Software Manual*, or contact us at answers@renlearn.com.

How to Use this Manual and the Online Help

Using this software manual

This manual will help you use your Accelerated Reader RP software. In this manual, we use different symbols and type styles to help you identify buttons, keys, pages, and menus.

Item	How we identify it in the manual	Example
Buttons	Square brackets appear around button names.	Click the [Edit] button.
Keys	Angle brackets appear around key names.	Press the <Enter> key.
Page names, sections of pages, and options or links	Page names appear in bold type. Sections of the page appear in capital letters. Options and links are enclosed in quotation marks.	On the **Report Options** page, click "Select Multiple Classes" in the Select Students section.
Field names	Field names (blanks on pages or in dialog boxes where you can type text) appear in capital letters.	Click in the User Name field (blank) and type your user name.
Menus	Menu names and items appear in bold type.	From the **File** menu, select **Exit**.

Using the program help

If you need help while you're using Accelerated Reader, click "Help" in the top right corner of any page. You can also use the contents, index, or search included with the help to find more information about the task you're trying to perform or the feature you're trying to use. **Note:** To close the online help and automatically resize the program in your browser window, click "Close Help" in the help window.

If you have questions about Accelerated Reader RP software, please email us at answers@renlearn.com (for general questions) or at support@renlearn.com (for technical questions).

HELP FOR ACCELERATED READER AND RENAISSANCE PLACE

*Renaissance Place program, which is installed with Accelerated Reader RP, includes the tasks listed under "Renaissance Place" on your **Home** page. If you click "Help" while viewing one of the Renaissance Place pages, you will see Renaissance Place program help, not Accelerated Reader help.*

The logo on each help page will show you which program's help you are using. If you want to switch to the help for another program, click "Other Help" at the top of the help page. You can search the help for all the Renaissance Place programs on this server by clicking "Search" on the help page.

Finding manuals and other materials

To download manuals and other materials, click "Download Manuals" in the upper right corner of any page in the program.

Using the resources

Accelerated Reader includes a resources section where you can find materials to help you learn about the software and implement Accelerated Reader in your classroom.

To see the resources, go to your **Home** page and click "Resources" in the list of Accelerated Reader tasks. Then, click the resource category that you're interested in. A list of resources in that category will be displayed. Click the resource you want to see. (To switch to a different category, click the drop-down list and choose the category you want; then, click the [Set] button.)

You will need Adobe Reader to open and view the resources (on certain Macintosh computers, you can use Preview instead). If you don't have Adobe Reader on this computer, click the "Get Adobe Reader" icon on the **Select Resources** page to go to the web site where you can download the software.

Getting Started

Before you can start using Accelerated Reader RP, your server must be set up and the software must be installed and registered as described in the *Renaissance Place Installation Guide*. If additional schools are using the software, each school will need to register the software separately.

After installing and registering Accelerated Reader RP, you can follow the steps in this section to begin using it on the computers in your district. This section provides the following information:

- How to install your Accelerated Reader quizzes (see below)

- How to check hardware and software requirements (see page 6)

- How to log in to the browser-based software (see page 6)

- How to switch roles in the software (see page 7)

- How to change your password (see page 7)

- Which information you need to enter before your students can begin working in the program (see page 8)

- How to go back to a previous page (see page 9)

- How to log out and close the software (see page 9)

Installing Quizzes

You must install quizzes for every school that will be using the Accelerated Reader RP program. **Note:** If you have a complete subscription to Accelerated Reader, you will need to enter content subscription codes for Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes. These codes will need to be entered each year for each school. See the *Renaissance Place Software Manual* for more information.

There are two ways for you to get your quizzes into the database:

- You can convert existing quizzes from your Accelerated Reader 5.x to 6.x desktop program or your Accelerated Vocabulary 1.x desktop program into your Accelerated Reader 7.1 RP or higher database by importing the database using the Renaissance Data Translator. **Note:** The instructions for using the Renaissance Data Translator can be accessed at the server by clicking the [Start] button, then **Programs**, **Renaissance Learning**, **Utilities**, and **Renaissance Data Translator Instructions**. The instructions are also in the Manuals folder on the Renaissance Place Suite software CD-ROM.

- You can install your quizzes (Reading Practice, Vocabulary Practice/Accelerated Vocabulary, Literacy Skills, and Other Reading) by following the steps in this section. **Note:** You can install your quizzes at the server or at any Windows or Macintosh computer that can connect to the server using a browser.

Follow these steps to install your quizzes:

1. Insert the content CD you received into the CD-ROM drive of your computer. If you received more than one CD, it doesn't matter which one you install first.

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2. *If the installation starts automatically,* go to step 3.

If the installation doesn't start automatically:

    a. View the contents of the CD. (On Windows computers, use My Computer or Windows Explorer to open and view the contents of the CD. On Macintosh computers, double-click the CD icon on your desktop to open it and view the contents.)

    b. Double-click the QuizUtil.exe file (Windows) or the QuizUtil file (Macintosh) to start the installation.

3. The **Accelerated Reader Quiz Installation** dialog box opens. Click the [Renaissance Place Server] button.

4. If the **Select Server** dialog box appears, type the name or IP address of your Renaissance Place server and click the [OK] button. **Note:** You can get this information from your school or district administrator.

5. At the **Log In** panel, type your Renaissance Place user name and password in the appropriate fields. If you don't have this information, you can get it from your school administrator or district administrator. After you've entered your user name and password, click the [Log In] button.

    Note: The name or IP address of the server to which you're connected is shown on this panel. If it's incorrect, click the [Change Server] button and go back to step 4 to connect to a different server.

6. The **Quizzes to be Installed** panel shows you the school for which the quizzes will be installed and the Renaissance Place serial number for that school. If the school also has an Accelerated Reader or Accelerated Vocabulary desktop (foundation) serial number assigned to it, that number will also be shown. When you're ready to begin the installation, click the [Install] button.

7. The progress of the installation is shown in the next panel. Do not do anything in this panel.

    When the installation is finished, the **Installation Summary** panel shows you a summary of the installation including the number of quizzes that were installed. Click the [Exit] button.

8. The CD has a BookLists folder on it that contains the book list for this order in .pdf and .txt format. Depending on the order, there may be more than one set of .pdf and .txt files. Follow the steps below for your operating system to view and/or print a book list for this quiz order:

    Windows:

    a. View the contents of the CD. You can use My Computer or Windows Explorer.

    b. Double-click the BookLists folder on the CD to open it.

    c. Double-click the .pdf file or the .txt file. **Note:** To open the .pdf file, you must have Adobe Reader installed on this computer.

    Macintosh OS 9.x:

    a. Open Adobe Reader or a text-editing program.

    b. In the program you opened, click the **File** menu, then **Open**.

    c. Navigate to the BookLists folder on the CD and double-click the .pdf file (if you opened Adobe Reader) or the.txt file (if you opened a text-editing program).

    Macintosh OS 10.x:

    a. Double-click the CD icon on your desktop to view its contents.

    b. Double-click the BookLists folder to open it.

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    c. Double-click the .pdf file or the .txt file.

9. If you received more than one CD with your order, repeat steps 1-8 with the other CD.

10. When you're finished installing your quizzes and viewing the book lists, remove the content CD from your computer's CD-ROM drive.

System Hardware and Software Requirements

Hardware: For the latest Accelerated Reader system requirements, visit http://www.renlearn.com/requirements. System requirements are subject to change.

Software: To find out if a specific computer has the software needed to run Accelerated Reader, click "Check Software Requirements" on the **Welcome** page before you log in. For detailed instructions, see the *Renaissance Place Software Manual*.

Starting the Software and Logging In

The following steps describe how personnel log in; for students, see page 102; for parents, see page 111.

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser window, go to the address provided by your district or school. The **Welcome** page appears.

3. Click "Teacher/Administrator."

4. At the **Teacher/Administrators** login page, follow these steps:

    a. Click in the User Name field (blank) and type your user name.

    b. Click in the Password field and type your password.

        Note: If you want to change your password, check the Change Password box before you log in. Click in the box to check it or to remove the check mark. (See page 7 for instructions on changing your password.)

    c. Click the [Log In] button.

5. If the user name and password you entered are valid, either the **Change Password** page or your **Home** page appears.

If the program notifies you that you have entered an invalid user name or password, try again to make sure that you did not type the information incorrectly. If the user name and password still don't work, contact the person who provided the information. **Important:** If you enter an incorrect password too many times, the software may tell you that your account has been locked out. If this happens, contact your administrator to request that your account be unlocked. For unlocking instructions, see the *Renaissance Place Software Manual*.

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YOU MAY BE ASKED TO CHANGE YOUR PASSWORD

*You may be asked to change your password when you log in. The program asks you to change your password to keep it secure. To change the password, click in the New Password field (blank) and type the new password; then, click in the Repeat New Password field and type it again. When you're finished, click the [Save] button. You will go to your **Home** page. Even if the program doesn't ask you to change your password, you can choose to change it as you log in; see page 7.*

Switching Roles (User Types)

If you're assigned more than one role (user type) in your district or school, there's a way for you to switch to a different role without logging out of the software.

From your **Home** page, click the User Type drop-down list and choose the role you want to use. You could see any of the following: District User, Teacher User, School User, or Parent. After choosing a role, click the [Set] button.

Note: School administrators and school staff who are assigned to more than one school need to choose their School User role at the school they want to work with.

Changing Your Password

When you log in to the software, you can change your password. Even if you don't choose to change your password, you may occasionally be asked to change it.

Follow these steps:

1. On the **Teachers/Administrators** login page, type your user name and password.

2. Click in the "Change Password" box to check it.

3. Click the [Log In] button.

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4. On the **Change Password** page, click in the New Password field (blank) and type your new password. Then, click in the Repeat New Password field and type it again.

5. Click the [Save] button.

Setting Up Your Accelerated Reader Data Before Students Start Quizzing

After Accelerated Reader RP has been installed and registered (see the *Renaissance Place Installation Guide* for instructions), you must enter the following information into the database before students can begin using the program.

Task	Usually performed by	Where to find instructions
❑ Enter content subscription codes (if you have complete subscription)	District or school administrators	*Renaissance Place Software Manual*
❑ Install your quizzes	District administrators, district staff, school administrators, school staff, or teachers	Page 4 of this manual
❑ Enter district information.	District administrators	*Renaissance Place Software Manual*
❑ Add school years (if necessary).	District administrators or district staff	
❑ Add school information.		
❑ Add school administrators and district staff.		
❑ Add teachers and school staff.	District administrators, district staff, or school administrators	
❑ Add students.		
❑ Add school marking periods (for class duration, reports, and goal-setting).	District or school administrators	
❑ Add courses and classes, assign teachers to classes and enroll the students. **Important:** Be sure to designate an Accelerated Reader lead teacher for each class as you assign teachers. This tells the software which classes can use Accelerated Reader.	District administrators, district staff, school administrators, or school staff	
❑ Add parents (this is optional).	District administrators, district staff, or school administrators	
❑ Set the Other Reading preference so that students can take Other Reading Quizzes	District administrators, school administrators, or teachers	Page 142 of this manual

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Task	Usually performed by	Where to find instructions
❏ Change the settings for other preferences to control what your students will see and do in the program (this is optional).	District administrators, school administrators, or teachers	Page 133 of this manual
❏ Set Reading Practice goals for your students for average percent correct, points, and average book level (this is optional).	District administrators, school administrators, or teachers	Page 23 or page 25 of this manual
❏ Set Reading Practice certification goals for your students (this is optional).	District administrators, school administrators, or teachers	Page 31 of this manual
❏ Make sure teacher and student computers have the necessary software installed.	District administrators, school administrators, or teachers	Page 6 of this manual (System Hardware and Software Requirements)

How to Go Back to a Previous Page

The program keeps track of each page you have visited since the last time you left your **Home** page. To go back

to a previous page, click one of the links in the yellow bar at the top of any page in the program. **Do not** use the Back button in your browser window.
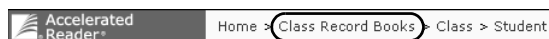
On certain pages in Accelerated Reader RP, you can also use the links in the side bar along the left side of the page to return to the previous page or to go to another section of the program.
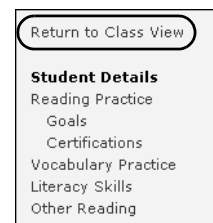
Logging Out of the Software

When you have finished working in Accelerated Reader RP, you should log out to keep the data secure. To do this, click "Log Out" in the upper right corner of any page. The program will log you out and go to the **Welcome** page. **If you do not log out,** and you do not work in the software for about 20 minutes, you will be asked to log in again when you return to the software.

After you log out, you can close the software by closing your browser.

Capabilities

Capabilities give users the right to perform specific tasks in the software. Capabilities have been assigned to groups of users based on their positions and the tasks that personnel in these positions usually perform. Since the people who use Accelerated Reader RP have many different roles, they have access to different features in the software.

Some capabilities are for all Renaissance Place programs. Others apply to specific programs. The capability that applies to Accelerated Reader RP includes the following:

- Manage Quiz Availability, which controls which Reading Practice, Vocabulary Practice, and Literacy Skills quizzes are active and inactive (hidden) in the program. Setup Rules can also be applied to determine whether or not newly installed quizzes will be automatically activated; see page 98.

If you find that you want to change the capabilities that your district or school users have, the district administrator or school administrator can change the following:

- the default capabilities that will be given to new users in a specific group

- the capabilities given to groups of users who are already in your database

- the capabilities given to a specific person

The table starting on the next page lists the tasks that each user group can perform by default in any of the Renaissance Place programs. To change these capabilities for groups of users or individual users, see the *Renaissance Place Software Manual*. When you add personnel, the position you choose determines which user group the person is assigned to.

The seven user groups recognized by the software along with the positions in each one are listed below. **Note:** Some positions appear in more than one group. Those positions will be granted the capabilities for both user groups.

District Administrator: This user group is for district Superintendents and Assistant Superintendents.

District Staff: This user group is for all other personnel assigned to the district such as the Academic Testing Coordinator, Admissions Director, Curriculum Director, Custodian - District, Director of Education, Food Service Director, Gifted/Talented Director, Library/Media Director, Other District Staff, Personnel Director, Reading Specialist, Secretary - District, Special Education Director, Technology/Computer Director, Title I Director, and Vocational Education Coordinator.

School Administrator: This user group is for school Principals, Assistant Principals, and Librarian/Reading Coordinators.

School Staff: This user group is for all other personnel assigned to the school such as the At Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, Custodian - School, Educational Diagnostician, ESL Coordinator, Food Service Worker, Guidance Counselor, Interpreter, Librarian/Media Specialist, Occupational Therapist, Other School Staff, Physical Therapist, Physician, Reading Specialist, School Nurse, School Psychologist, Secretary - School, Social Worker, Speech Therapist, Teacher - Aide, Teacher Appraiser, Teacher Facilitator, Teacher Supervisor, and Technology/Computer Coordinator.

Teacher: This user group is for the staff who are responsible for instruction in the classes, such as lead teachers, ESL teachers, or team teachers. This group also includes Audiologist, Interpreter, Occupational

Therapist, Physical Therapist, Reading Specialist, Speech Therapist, Teacher's Aide, Teacher Appraiser, Teacher Facilitator, and Teacher Supervisor.

Student: This user group is for the students in your schools. Students can be assigned to (enrolled in) one or more schools in the district.

Parent: This user group is for the parents or legal guardians of the students in your schools. Any parent can be assigned to one or more students. Any of the people assigned to the other user groups can also be a parent.

Capabilities for All Renaissance Place Products

Capability	Determines Who Can…	District		School		Teacher
		Admin	Staff	Admin	Staff	
Installation, Registration, and Updates						
Product Registration	Register Renaissance Place product registration, subscription, and content subscription codes and school serial numbers; also, manage student capacity for Renaissance Place products.	✓	+	+	+	+
Manage Content	Manage content on the server, such as quizzes, libraries, or assessments.	✓	✓	✓	✓	✓
View Content	View content on the server, such as quizzes, libraries, or assessments.	✓	✓	✓	✓	✓
Install Client Applications	Download and install the Fluent Reader Student program, AccelScan, or other programs used with Renaissance Place software.	✓	+	✓	+	✓
Server Administration	Install software updates.	✓	+	−	−	−
District and School Information						
Manage District	Change district information, such as the name, address, or phone number.	✓	+	−	−	−
Manage Schools	Add, edit, or delete schools.	✓	✓	−	−	−
View Schools	View information on schools in the district.	✓	✓	−	−	−
School Years, Marking Periods, and Days Off						
Manage School Year	Add, edit, or delete school years, set the default school year, or copy classes from one school year to another. District personnel can set the default school year for district personnel and teachers. School personnel can set it for their school.	✓	✓	✓	✓	+

✓ = available   + = can be added   − = unavailable

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Capabilities for All Renaissance Place Products (Continued)

Capability	Determines Who Can…	District Admin	District Staff	School Admin	School Staff	Teacher
Manage Marking Periods	Add, edit, or delete marking periods, such as quarters, semesters, trimesters, or summer sessions. They are used for reports and goal setting. District personnel can manage marking periods for any school. School personnel can only manage marking periods for their school.	✓	+	✓	+	+
Manage School Enrollment	Enroll or unenroll students. District personnel can enroll students in any school. School personnel can only enroll students in their schools.	✓	✓	✓	+	+
Courses and Classes						
Manage Courses and Classes	Add, edit, and delete courses and classes, assign teachers to classes, and enroll students in classes. District personnel can do this for any school; school personnel can only do this for their schools.	✓	✓	✓	✓	+
View Courses and Classes	View course and class information. District personnel can view the information for any school. School personnel can view the information for their school.	✓	✓	✓	+	+
Personnel Information						
Manage Personnel	Add, edit, or delete personnel information. District personnel can do this for the district or any school. School personnel can do this for their school.	✓	✓	✓	+	+
View Personnel	View personnel information.	✓	+	✓	✓	+
Student Information						
Manage Students and Enrollments	Add, edit, or delete student information. District personnel can do this for any school. School personnel can do this for their school. This does **not** include the ability to import, export, or merge student information.	✓	✓	✓	+	+
View Students and Enrollments	View student information, including school and class enrollment.	✓	✓	✓	✓	✓
Merge Students	Merge duplicate student records into one. District personnel can merge student records for any school. School personnel can merge student records for their school.	✓	+	✓	+	+
District-Level Student Export	Export student information at all levels for any student at any school.	✓	+	—	—	—

✓ = available   + = can be added   — = unavailable

Capabilities for All Renaissance Place Products (Continued)

Capability	Determines Who Can…	District		School		Teacher
		Admin	Staff	Admin	Staff	
District-Level Student Import	Import students into any school.	✓	+	−	−	−
School-Level Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	−	−	✓	+	+
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	−	−	✓	+	+
Parent Information						
Manage Parents	Add, edit, or delete parent information.	✓	✓	✓	+	+
View Parents	View parent information for parents in the database.	✓	✓	✓	✓	+
Classroom Work						
Manage Classroom Activities	Manage student assignments, goals, scores, and classroom reports, including Record and Assignment Books.	✓	+	✓	+	✓
School-Level Access	Access all classes in all Renaissance Place products.	✓	+	✓	+	+
View Classroom	View classroom work, such as student assignments, goals, and scores, including Record and Assignment Books.	✓	+	✓	+	✓
Reports						
District Reports	View reports for all levels: district, schools, teachers, classes, or students.	✓	+	−	−	−
School Reports	View reports for individual schools and their teachers, classes, and students.	✓	✓	✓	+	+
Teacher Reports	View reports for an individual teacher's classes.	✓	✓	✓	−	✓
Parent Reports	View parent reports.	✓	✓	✓	−	✓
Filter Reports by Characteristics	Limit reports to students who've been assigned specific characteristics in Renaissance Place.	✓	✓	✓	✓	✓

✓ = available   + = can be added   − = unavailable

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Capabilities for All Renaissance Place Products (Continued)

Capability	Determines Who Can…	District		School		Teacher
		Admin	**Staff**	**Admin**	**Staff**	
Filter Reports by Ethnicity	Limit reports to students with specific ethnicities, which are set when you add students or edit their information.	✓	✓	✓	✓	✓
Manage Reporting Periods	Set the reporting periods for Renaissance Place consolidated reports. Reporting periods are time periods that you can select for the report.	✓	+	✓	+	+
Manage Data Consolidation	Schedule data consolidation, which gathers data from all products to include in Renaissance Place reports. You can set the date, times, and recurrence. (The default schedule is 2:00 AM daily.)	✓	+	+	+	+
Software Preferences						
Change Data Editing Preference	Change the Data Editing Restrictions preference, which prevents users from changing data that is automatically updated from another source, such as your district's SIS. The preference is under Product Administration. Other users cannot see it.	✓	+	−	−	−
Manage District Preferences	Change district-level preferences. Most products do not have district-level preferences; however, StandardsMaster has preferences that can only be changed if you have this capability.	✓	+	−	−	−
Manage School Preferences	Change school-level preferences for any product, such as the Accelerated Reader Student Quizzing preferences or the STAR Reading Testing Password preference. District personnel can change these for any school. School personnel can change them for their school.	✓	+	✓	+	+
View District Preferences	View district preferences, such as the Data Editing Restrictions preference or district-level preferences in StandardsMaster.	✓	+	−	−	−
View School Preferences	View school-level preferences for any Renaissance Place product.	✓	✓	✓	✓	✓
Manage Default Capabilities	Choose the capabilities for any person or group using Renaissance Place software. District personnel can manage capabilities for any group at any school or at the district. School personnel can only manage capabilities for personnel at their school.	✓	+	✓	+	+
View Default Capabilities	View the capabilities given to **new** users in each group. Capabilities for existing users may be different. District personnel can view capabilities for district personnel and personnel in any school. School personnel can view capabilities for their school.	✓	✓	✓	✓	+

✓ = available   + = can be added   − = unavailable

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Accelerated Reader Capability

Capability	Determines Who Can…	District		School		Teacher
		Admin	**Staff**	**Admin**	**Staff**	
Manage Quiz Availability	Edit which Reading Practice, Vocabulary Practice, and Literacy Skills quizzes will be available (active) or unavailable (inactive) to individual schools . Manage Quiz Availability Setup Rules can determine whether or not newly installed quizzes will be automatically activated. District and school personnel and teachers cannot view or manage quiz availability unless the capability is changed by a district or school administrator.	✓	+	✓	+	+

✓ *= available   + = can be added   − = unavailable*

Record Books—Overview

The class Record Books are the heart of Accelerated Reader RP. This is where you go to monitor and manage all the information about the quizzes your students are taking. You can also set, edit, and delete Reading Practice goals; add, edit, delete, and set a current goal for Reading Practice Certifications; work with team sets and teams; and manage your students' points records (points earned, awarded, and used).

Accelerated Reader has six Record Books and two other activities to help you manage all this information:

- Reading Practice Quizzes Record Book; see page 15
- Reading Practice Goals Record Book; see page 22
- Reading Practice Certifications Record Book; see page 30
- Vocabulary Practice Quizzes Record Book; see page 38
- Literacy Skills Quizzes Record Book; see page 43
- Other Reading Quizzes Record Book; see page 48
- Managing team sets and teams; see page 58
- Managing points; see page 53

Reading Practice Quizzes Record Book

After reading a book, students take the Reading Practice Quiz for it. The quiz results can help you accurately measure the student's reading comprehension. The results of the quizzes give you immediate, individualized, constructive feedback to direct ongoing reading practice.

Accelerated Reader

The Reading Practice Quizzes Record Book helps you monitor and manage your students' Reading Practice Quiz records.

Viewing Reading Practice Quiz Records

You can view information about the last Reading Practice Quiz taken by each student in a class or information about all the Reading Practice Quizzes taken by an individual student through the end of the active school year. With default capabilities, district administrators, school administrators, and teachers can view student Reading Practice Quiz records for classes they have access to.

Follow these steps to view Reading Practice Quiz records:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School:	Westfield Elementary ▾	Set
Class:	Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾	Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Quizzes" under Class Record Book.

6. On the **View Reading Practice Quizzes Record Book** page, you can view the results of the last quiz taken by each of the students in the class you chose (there is a legend along the left side of the page that can help you interpret the symbols). If you want to view all the quiz records for a particular student, click the student's name.

    Results for Grade 4 Reading, G4R Garcia, 2004-2005

Student	Grade	Latest Quiz Results		
		Date	Title	Score
Ackerman, Anita	4	12/4/2003	Going the Distance (HM Edition)	80.0 % ✔
Brandon, Michele	4			
Rhoers, Jonathon	4	12/4/2003	Superfudge	70.0 % ✔
Sanchez, Maria	4	12/4/2003	Eileen Collins: First Woman Commander	80.0 % ✔
Smith, Rhona	4	12/2/2003	Red Leaf, Yellow Leaf (SF Edition)	60.0 % ✔
Vang, Ma	4	12/4/2003	Hitty: Her First Hundred Years	10.0 % ▮

7. After you click a name, the **View Student Reading Practice Quiz Records** page appears and lists the Reading Practice Quizzes that the student has taken up to the end of the active school year. To find a particular quiz record:

    •   Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

    •   You can search by quiz number or quiz title. If you're searching by quiz number, type the exact number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. To view the quiz records for another student in this class, click the Student drop-down list, choose the student, and click the [Set] button.

9. To exit this page, click one of the links along the left side of the page.

Adding a Reading Practice Quiz Record for a Student

With default capabilities, district administrators, school administrators, and teachers can add student Reading Practice Quiz records for any of the students in the classes they have access to.

District administrators and school administrators can use the Allow Quiz Editing preference (see "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from adding Reading Practice Quiz records.

Follow these steps to add a Reading Practice Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Quizzes" under Class Record Book.

6. On the **View Reading Practice Quizzes Record Book** page, click the name of the student for whom you want to add a Reading Practice Quiz record.

7. On the **View Student Reading Practice Quiz Records** page, click "Add Reading Practice Quiz Record" under **Actions** along the left side of the page. (If this option is unavailable, an administrator has used the Allow Quiz Editing preference to prevent teachers from adding Reading Practice Quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

8. On the **Select a Reading Practice Quiz** page, the installed Reading Practice Quizzes are listed. The list also includes Teacher-Made Quizzes that have been added to the program. (Teacher-Made Quizzes have quiz numbers from 900 to 1399.) Use this page to find and choose the quiz you want:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

9. When you see the quiz you want in the list, click its name or number.

   Note: If you select a quiz that the student has already taken, the **Select Reading Practice Quiz Error** page appears. If this page appears, you can click [Edit] to change the existing quiz record, click [Select another quiz] to go back to the quiz search page, or click [Cancel] if you don't want to add a quiz record at this time.

10. On the **Add Student Reading Practice Quiz Record** page:

    a. Click in the Questions Correct field and type the number of questions the student answered correctly on the quiz.

    b. To indicate whether the book was Read To the student, Read With the student, or Read Independently, click the TWI drop-down list and choose the correct setting.

    c. Click in the Date field and type the date the student took the quiz. In some browsers, you can click a calendar button to open a window where you can choose the date.

11. When you're finished, click the [Save] button. The program returns to the **View Student Reading Practice Quiz Records** page where it shows the student's score and the points he or she earned. It also shows whether the student passed or failed the quiz.

    If you don't want to save the new quiz record, click the [Cancel] button instead.

Editing a Student's Reading Practice Quiz Record

With default capabilities, district administrators, school administrators, and teachers can edit student Reading Practice Quiz records for any of the students in the classes they have access to.

District administrators and school administrators can use the Allow Quiz Editing preference (see "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from editing quiz records.

Follow these steps to edit a Reading Practice Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Quizzes" under Class Record Book.

6. On the **View Reading Practice Quizzes Record Book** page, click the name of the student for whom you want to edit a quiz record.

7. The **View Student Reading Practice Quiz Records** page lists the quizzes that the student has taken so far. To find the record you want to edit:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. When you find the record, click "Edit" by it. (If the "Edit" option is unavailable, an administrator has used the Allow Quiz Editing preference to prevent teachers from editing quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

9. On the **Edit Student Reading Practice Quiz Record** page:

a. To change the number of questions the student answered correctly on this quiz, click in the Questions Correct field, delete the current number, and type the actual number of questions answered correctly.

b. To change whether the book was Read To the student, Read With the student, or Read Independently, click the TWI drop-down list and choose the correct setting.

c. To change the date the student took the quiz, click in the Date field, delete the existing date, and type the correct date. In some browsers, you can click a calendar button to open a window where you can choose the date.

Reading Practice Quiz Details	
Status	✔ Passed
Reading Practice Quiz	900935 EN Ana's Gift (SF Edition)
Fiction/Nonfiction	Fiction
Questions Correct	4
Questions Possible	5
Percent Correct	80.0 %
Passing Percent	60.0 %
Points Earned	0.4
Points Possible	0.5
Book Level	2.2
TWI	Read Independently
Date	11/30/2003

Cancel   Save

10. When you're finished, click the [Save] button. The program returns to the **View Student Reading Practice Quiz Records** page where it shows the student's score and the points he or she earned. It also shows whether the student passed or failed the quiz.

If you don't want to save your changes, click the [Cancel] button instead.

Deleting a Student's Reading Practice Quiz Record

With default capabilities, district administrators, school administrators, and teachers can delete student Reading Practice Quiz records for any of the students in the classes they have access to.

District administrators and school administrators can use the Allow Quiz Deleting preference (see "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from deleting quiz records.

Follow these steps to delete a student's Reading Practice Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Quizzes" under Class Record Book.

6. On the **View Reading Practice Quizzes Record Book** page, click the name of the student for whom you want to delete a quiz record.

7. The **View Student Reading Practice Quiz Records** page lists the quizzes that the student has taken so far. To find the record you want to delete:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

   • You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. When you find the record you want, click "Delete" by it. (If the "Delete" option is not available, an administrator has used the Allow Quiz Deleting preference to prevent teachers from deleting quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

9. The program asks if you're sure you want to delete the quiz record. Click the [OK] button. If you don't want to delete it, click the [Cancel] button instead.

Accelerated Reader

Reprinting a Student's Reading Practice TOPS Report

With default capabilities, district administrators, school administrators, and teachers can reprint TOPS Reports for any quiz taken by a student in the classes they have access to (on most computers, Adobe Reader must be installed to view the report; however, you can use Preview on certain Macintosh computers). See page 131 for more information about TOPS Reports.

Follow these steps to reprint a Reading Practice TOPS Report:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Quizzes" under Class Record Book.

6. On the **View Reading Practice Quizzes Record Book** page, click the name of the student for whom you want to reprint a TOPS Report.

7. The **View Student Reading Practice Quiz Records** page lists the quizzes that the student has taken so far. To find the record you want:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

Accelerated Reader

8. When you find the quiz record you want, click "TOPS" by it.

9. The **Reprint TOPS Select Language** page appears in another window and asks what language to use for the report. Click either "English" or "Spanish." Then, click the [Next] button.

Results for Ackerman, Anita (1-10 of 125)					<< Previous Next >>
Reading Practice Quiz	Score	Points	Book Level	Date	Actions
902175 EN Going the Distance (HM Edition)	8/10	0.4	3.6	12/4/2003	Edit | Delete | TOPS
6982 EN Franklin Delano Roosevelt	8/10	4.8	8.1	12/2/2003	Edit | Delete | TOPS
30 EN Gay-Neck: The Story of a Pigeon	8/10	4.8	6.5	12/2/2003	Edit | Delete | TOPS
900946 EN Ice Walk (SF Edition)	5/5	0.5	2.6	11/30/2003	Edit | Delete | TOPS
413 EN 89th Kitten, The	8/10	1.6	4.7	11/30/2003	Edit | Delete | TOPS
20 EN Charlie and the Chocolate Factory	4/10	0.0	4.8	11/30/2003	Edit | Delete | TOPS
900935 EN Ana's Gift (SF Edition)	4/5	0.4	2.2	11/30/2003	Edit | Delete | TOPS
900998 EN Follow the Drinking Gourd (SF Edition)	5/5	0.5	4.2	11/30/2003	Edit | Delete | TOPS
900967 EN Akiko's Kite (SF Edition)	5/5	0.5	2.6	11/28/2003	Edit | Delete | TOPS
49 EN Julie of the Wolves	9/10	5.4	5.8	11/28/2003	Edit | Delete | TOPS
Reading Practice Quiz	Score	Points	Book Level	Date	Actions

10. When the report is ready, it appears in the Adobe Acrobat Reader (or in Preview on certain Macintosh computers) in another window. To save or print the report, use the Adobe Reader buttons just above the report itself (in Preview, click the **File** menu, then **Print** or **Save**). When you're finished viewing or printing the report, close the report window.

Reading Practice Goals Record Book

You can set three separate Reading Practice goals for your students: average percent correct on quizzes, total points earned, and average book level on passed quizzes. The program doesn't require that you set goals for your students; however, we recommend that you set all three goals in each marking period assigned to the class. **Note:** When students and parents log in to the program, they can view the goals you've set and the student's progress toward them; see page 110 for students and page 111 for parents.

After you set Reading Practice goals, you can monitor your students' progress. **Note:** Since Reading Practice goals are tied to marking periods, you must set up marking periods for your school and then assign them to your class using the Reading Practice Goals Record Book before you can set goals for your students. See the *Renaissance Place Software Manual* for instructions on defining marking periods for one school or for multiple schools. To assign marking periods to your class using the Reading Practice Goals Record Book, see below.

Reading Practice goals are different from the Reading Practice certification goals you can set for your students—those goals are set in the Reading Practice Certifications Record Book; see page 31.

Selecting Marking Periods for Goal Setting

With default capabilities, district administrators, school administrators, and teachers can select the marking periods for Reading Practice goals for any class they have access to.

You must assign marking periods to your class if you want to set Reading Practice goals for your students; therefore, you must first set up marking periods for your school before you can set the goals. See the *Renaissance Place Software Manual* for information on defining marking periods for one school or for multiple schools.

Follow these steps to select the marking periods for the class for setting students' goals:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School:	Westfield Elementary ▾	Set
Class:	Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾	Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears and lists the students in the class you selected. Click "Select Marking Periods." (If marking periods haven't been selected for the class, the page notifies you that you must do this before you can set goals.)

7. In the Available School Marking Periods section on the **Select Class Marking Periods** page, click "Select" next to each marking period for which you want to set student goals. As you do this, the marking periods will be added to the list at the top of the page. The program won't allow you to choose marking periods with overlapping dates. **Note:** If you only have the school year listed under the Available School Marking Periods, it's because marking periods have not been set up for your school. See the *Renaissance Place Software Manual* for instructions on defining marking periods for one school or for multiple schools.

    To remove any of the marking periods selected for the class, click "Remove" next to it.

    Select Class Marking Periods
    Select marking periods to be used with the selected class

    Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**
    Class Marking Period: **2004-2005**
    Dates: **8/22/2004-8/21/2005**

    Marking Periods Selected for this Class

Marking Period	Type	Start Date	End Date	Action
1st Quarter	Quarter	8/22/2004	10/25/2004	Remove
2nd Quarter	Quarter	10/26/2004	1/4/2005	Remove
3rd Quarter	Quarter	1/5/2005	3/15/2005	Remove
4th Quarter	Quarter	3/16/2005	6/2/2005	Remove

    Cancel   Save

    Available School Marking Periods

Marking Period	Type	Start Date	End Date	Action
2004-2005	Full School Year	8/22/2004	8/21/2005	Select
1st Semester	Semester	8/22/2004	1/4/2005	Select
2nd Semester	Semester	1/5/2005	6/2/2005	Select
1st Quarter	Quarter	8/22/2004	10/25/2004	Select
2nd Quarter	Quarter	10/26/2004	1/4/2005	Select
3rd Quarter	Quarter	1/5/2005	3/15/2005	Select
4th Quarter	Quarter	3/16/2005	6/2/2005	Select
Summer Session	Summer Session	6/3/2005	8/21/2005	Select
Marking Period	Type	Start Date	End Date	Action

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Adding Reading Practice Goals for a Class

By default, district administrators, school administrators, and teachers can set Reading Practice goals for students in any class they have access to. You can set three Reading Practice goals for students: average percent correct on quizzes, points earned, and average book level on passed quizzes. These goals are different from the certification goals which are set in the Reading Practice Certifications Record Book; see page 31.

Before you can set goals, you must assign marking periods to the class; see page 22 for instructions.

The steps in this section describe how to set goals for an entire class for one marking period. If you prefer to set one student's goals for multiple marking periods, see "Adding Reading Practice Goals for a Student" on page 25.

Accelerated Reader

Follow these steps to set goals for the students in a class:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

| School: | Westfield Elementary ▾ | Set |
| Class: | Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ | Set |

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any). Make sure the correct class and marking period are shown at the top of the page. If they are not, click the appropriate drop-down lists, choose the correct information, and click the [Set] button.

If this class doesn't have at least one marking period assigned to it, the page notifies you that you must assign marking periods before you can set goals. See page 22 for instructions.

7. Click "Edit Student Goals."

8. The **Edit Reading Practice Goals** page appears and lists the students' goals (if any) for the marking period you selected. We recommend that you set all three goals for each student. Follow these steps:

Edit Reading Practice Goals
Enter student goals, then click [Save]

Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**
Marking Period: **1st Quarter**

Cancel Save

Student	Grade	Avg. Percent Correct		Points			Avg. Book Level	
		Goal	Actual	Goal	Earned	% of Goal	Goal	Achieved
Ackerman, Anita*	4	85 % ▾		☐			☐	
Brandon, Michele*	4	85 % ▾		☐			☐	
Rhoers, Jonathan*	4	85 % ▾		☐			☐	
Sanchez, Maria*	4	85 % ▾		☐			☐	
Smith, Rhona*	4	85 % ▾		☐			☐	
Vang, Ma*	4	85 % ▾		☐			☐	
Worzella, Thomas*	4	85 % ▾		☐			☐	
		Goal	Actual	Goal	Earned	% of Goal	Goal	Achieved
Student	Grade	Avg. Percent Correct		Points			Avg. Book Level	

* There is no goal set for this student for the selected Marking Period.
** A goal cannot be set for this student because the student has an overlapping goal set in another class.

Cancel Save

a. Click the Avg. Percent Correct Goal drop-down list in the row for each student and select the average percentage you want that student to achieve on quizzes during the marking period. You can select values from 85% to 90%. **Note:** Choosing "None" deletes the goal.

b. Click in the Points Goal field (blank) for each student and type the number of points that the student should earn by passing quizzes during the marking period. You can enter numbers with up to one digit after the decimal point. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal.

c. Click in the Avg. Book Level Goal field for each student and type the average book level the student should achieve on passed quizzes during the marking period. You can enter numbers from 0.1 to 20.0, with no more than one digit after the decimal point. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal.

9. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Adding Reading Practice Goals for a Student

By default, district administrators, school administrators, and teachers can set Reading Practice goals for students in any class they have access to. You can set three Reading Practice goals for students: average percent correct on quizzes, points earned, and average book level on passed quizzes. These goals are different from the certification goals, which are set in the Reading Practice Certifications Record Book; see page 31.

Before you can set goals, you must assign marking periods to the class. See page 22 for instructions.

The steps in this section describe how to set goals for one student for any marking period. If you prefer, you can set goals for all the students in the class for one marking period; see "Adding Reading Practice Goals for a Class" on page 23.

Follow these steps to set goals for a student:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School: Westfield Elementary ▾ [Set]
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ [Set]

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any). Make sure the correct class is shown at the top of the page. If it's not, click the Class drop-down list, choose the correct class, and click the [Set] button.

If this class doesn't have at least one marking period assigned to it, the page notifies you that you must assign marking periods before you can set goals. See page 22 for instructions.

7. Click the name of the student you want to work with.

8. The **View Student Reading Practice Goals** page appears and lists the goals that have been set for this student so far for the current school year. Click "Create" in the row for a marking period without goals.

9. On the **Create Student Reading Practice Goal** page:

Class: Grade 4 Reading, G4R, Garcia, 2004-2005
Student: Ackerman, Anita

Reading Practice Goals Options		
Marking Period		2nd Quarter
Avg. Percent Correct	Goal	85% ▾
	Actual	--
Points	Goal	
	Earned	--
	% of Goal	--
Avg. Book Level	Goal	
	Achieved	--

[Cancel] [Save]

a. Click the Avg. Percent Correct Goal drop-down list and select the average percentage you want the student to achieve on quizzes during the marking period. You can select values from 85% to 90%.

b. Click in the Points Goal field (blank) and type the number of points that the student should earn on quizzes during the marking period. You can enter numbers with up to one digit after the decimal point. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal.

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c. Click in the Avg. Book Level Goal field and type the average book level the student should achieve on passed quizzes during the marking period. You can enter values from 0.1 to 20.0. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

10. The program returns to the **View Student Reading Practice Goals** page. Repeat steps 8-9 for each marking period for which you want to set goals for this student.

Viewing Reading Practice Goals

By default, district administrators, school administrators, and teachers can view Reading Practice goals for students in any class they have access to. Reading Practice goals include: average percent correct on quizzes, points earned, and average book level on passed quizzes. These goals are different from the certification goals which are set in the Reading Practice Certifications Record Book; see page 31.

Follow these steps to view Reading Practice goals:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any) for the selected marking period. To choose a different class or marking period, click the drop-down lists and choose the class and marking period that you want to view. Then, click the [Set] button.

7. To view an individual student's goals for all the marking periods in this school year, click the student's name in the list. When you do this, the **View Student Reading Practice Goals** page appears. It lists the goals that have been set for this student so far in the current school year.

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Editing or Deleting Reading Practice Goals for a Class

By default, district administrators, school administrators, and teachers can edit or delete Reading Practice goals for students in any class they have access to. The Reading Practice goals include: average percent correct on quizzes, points earned, and average book level on passed quizzes. These goals are different from the certification goals which are set in the Reading Practice Certifications Record Book; see page 35.

The steps in this section describe how to edit or delete goals for students in a class for one marking period. If you prefer to edit or delete one student's goals for any marking period, see "Editing Reading Practice Goals for a Student" on page 28 or "Deleting Reading Practice Goals for a Student" on page 29.

Follow these steps to edit or delete student goals:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any). Make sure the drop-down lists on this page show the class and marking period you want to work with. If not, click the drop-down lists, choose the correct information, and click the [Set] button.

7. Click "Edit Student Goals."

8. The **Edit Reading Practice Goals** page appears and lists the goals that have been set for each student for the marking period you selected. To continue:

    a. Click the Avg. Percent Correct Goal drop-down list in the row for each student and select the average percentage you want that student to achieve on quizzes during the selected marking period. You can choose values from 85% to 90%.
    Note: Choosing "None" deletes the goal.

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b. Click in the Points Goal field (blank) for each student, delete the number, and type the number of points the student should earn on quizzes during the marking period. You can enter numbers with up to one digit after the decimal point. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal. **Note:** Leaving this field blank or entering a zero deletes the goal for that student.

c. Click in the Avg. Book Level Goal field for each student, delete the number, and type the average book level the student should achieve on passed quizzes during this marking period. You can enter values from 0.1 to 20.0. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal. **Note:** Leaving this field blank or entering a zero deletes the goal for that student.

9. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing Reading Practice Goals for a Student

By default, district administrators, school administrators, and teachers can edit Reading Practice goals for students in any class they have access to. Reading Practice goals include: average percent correct on quizzes, points earned, and average book level on passes quizzes. These goals are different from the certification goals which are set in the Reading Practice Certifications Record Book; see page 31.

The steps in this section describe how to edit goals for one student for any marking period. If you prefer, you can edit goals for all the students in a class for one marking period; see "Editing or Deleting Reading Practice Goals for a Class" on page 27.

Follow these steps to edit student goals:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any). Click the name of the student for whom you want to edit goals.

7. The **View Student Reading Practice Goals** page appears and lists the goals that have been set for this student so far for the current school year. Click "Edit" in the row for the marking period that requires changes.

8. On the **Edit Student Reading Practice Goal** page:

   a. Click the Avg. Percent Correct Goal drop-down list and choose the average percentage the student should achieve on quizzes during the marking period. You can choose any value from 85% to 90%.

   b. Click in the Points Goal field (blank), delete the number, and type the number of points the student should earn during the marking period. You can enter numbers with up to one digit after the decimal point. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal. **Note:** Leaving this field blank or entering a zero deletes the goal for that student.

   c. Click in the Avg. Book Level Goal field (blank), delete the number, and type the average book level the student should achieve on passed quizzes during the marking period. You can enter values from 0.1 to 20.0. Use the Goal-Setting Chart (found under Resources; see page 3) as a guideline when setting this goal.
   Note: Leaving this field blank or entering a zero deletes the goal for that student.

   d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

9. The program returns to the **View Student Reading Practice Goals** page. Repeat steps 7-8 for every marking period for which you need to edit this student's goals.

Deleting Reading Practice Goals for a Student

By default, district administrators, school administrators, and teachers can delete Reading Practice goals for students in any class they have access to.

The procedure in this section explains how to delete all three goals for one student in any marking period. If you want to delete a single goal for a student or you want to delete goals for more than one student in a class, see "Editing or Deleting Reading Practice Goals for a Class" on page 27.

Follow these steps to delete all the goals for a student:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Goals" under Class Record Book.

6. The **View Reading Practice Goals Record Book** page appears. It lists the students in the class you selected and their current Reading Practice goals (if any). Make sure the correct class is shown in the drop-down list. If not, click the Class drop-down list, choose the class, and click the [Set] button. **Note:** It doesn't matter which marking period is shown.

7. On the **View Reading Practice Goals Record Book** page, click the student for whom you want to delete goals.

8. The **View Student Reading Practice Goals** page appears and lists the goals that have been set for this student in the current school year. Click "Delete" in the row for the goals that you want to delete. **Note:** All three goals in that marking period will be deleted. If you want to delete only one or two goals for a student, see "Editing or Deleting Reading Practice Goals for a Class" on page 27.

9. The program asks if you're sure you want to delete the goals. Click the [OK] button. If you don't want to delete the goals, click the [Cancel] button instead.

Reading Practice Certifications Record Book

Reader certifications are milestones that recognize students' reading achievements. You use the Reading Practice Certifications Record Book to set certification goals for your students and then monitor your students' progress toward achieving those reader certification levels. **Note:** If you enable the TWI Monitoring preference (see page 135), the program automatically tracks your students' progress toward the certifications goals you set and awards the certifications that they achieve.

Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

Reader Certification Levels

There are seven reader certifications that your students can earn that the program can automatically track, plus one additional certification that can be earned that the program does not automatically track. They are described below:

- **Ready Reader:** The student must accumulate five points on books Read To, Read With, and/or Read Independently. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Ready Reader level.

- **Independent Reader:** The student must independently read three books with a 1.2 or higher book level and accumulate ten points. Only books Read Independently count toward the three-book goal; however, books that are Read To, Read With, or Read Independently *for this level* all count toward point accumulation. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). When a student achieves this certification, teacher approval is needed. Students cannot recertify at this level; Independent Reader status is achieved only once.

- **Rising Reader:** The student must independently read three books with a 1.6 or higher book level and accumulate ten points. Only books Read Independently count toward the three-book goal and point accumulation. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Rising Reader level.

- **Super Reader:** The student must independently read three books with a 2.0 or higher book level that are each worth at least one point. Only books Read Independently count toward certification. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Super Reader level.

- **Advanced Reader:** The student must independently read three books with a 3.0 or higher book level that are each worth at least two points. Only books Read Independently count toward certification. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Advanced Reader level.

- **Star Reader:** The student must independently read three books with a 4.0 or higher book level that are each worth at least four points. Only books Read Independently count toward certification. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Star Reader level.

- **Classic Reader:** The student must independently read three books with a 6.0 or higher book level that are each worth at least seven points. Only books Read Independently count toward certification. The Reading Practice Quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). We recommend that a student recertify no more than five times at the Classic Reader level.

- **Honors Reader (not tracked in AR):** The student must independently read books from a special list of challenging literature (created by teachers and librarians), and accumulate 100 points from the quizzes. The quizzes taken on the books must meet the minimum scoring requirements set in the Certifications preference (see page 136). The students log into the program and take the quizzes; however, the teacher must manually track everything else for this certification level. Useful reports for monitoring Honors Reader are the TOPS Report (see page 131) and the Student Record Report (see page 128).

Setting a Certification Goal for a Student

When you set certification goals for your students and enable the TWI Monitoring preference (see page 135), Accelerated Reader automatically monitors student progress toward the goals and awards certifications when students meet the requirements. By default, district administrators, school administrators, and teachers can set certification goals for students in any class they have access to.

Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

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Follow these steps to set a certification goal:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

6. The **View Reading Practice Certification Record Book** page appears and lists the students in your class. For each student, the page shows the current certification goal or the last certification achieved, if any. It also includes the date the student started work on the certification and the date the student achieved it (if it has been achieved and there is no new goal). The Status column shows you whether the certification is in progress, has been achieved, or needs approval, and whether a new goal is needed.

Depending on the status, you can do one of the following to set a certification goal for each student who needs one set:

• To set a goal for a student who has not yet achieved any certifications, click "Set Goal" in the Actions/New Goals column.

• Students who have achieved certifications will have multiple links in the Actions/New Goals column. To set a goal for one of these students, click the certification you would like the student to work toward or click "More" to choose a different goal. (If you click one of the certifications shown in this column, the new goal is set immediately and you don't need to go on to the next step.)

Note: See page 30 for an explanation of the Reader Certification levels found in Accelerated Reader. You can also click "Show Certification Criteria" under Actions along the left side of the page to view the information.

7. If you clicked "Set Goal" or "More," the **Set Student Reading Practice Certification Goal** page appears. To continue:

   a. Click the Current Certification Goal drop-down list and choose the certification this student should work toward.

   b. To set the date this student started working toward this certification, click one of the available options. You can set the start date immediately after the student's last achieved certification, at the start of a marking period, or on another date that you specify. If you choose the start of a marking period, click the drop-down list and choose the marking period. If you choose "Other date," click in the field and type the start date. In some browsers, you can click a calendar button to open a window where you can choose the date.

   c. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

8. Repeat steps 6 and 7 for each student who needs a certification goal set.

Approving Independent Reader Status

When you set certification goals for your students and enable the TWI Monitoring preference (see page 135), Accelerated Reader automatically monitors student progress toward the goals and awards certifications when students meet the requirements. When a student achieves Independent Reader status, the teacher must approve it. By default, district administrators, school administrators, and teachers can approve Independent Reader status for students in any class they have access to.

Follow these steps to approve a student's Independent Reader status:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

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6. The **View Reading Practice Certification Record Book** page appears and lists the students in your class. For each student, it shows the current certification goal or the last certification achieved (if any), the date the student started work on it and the date the student achieved the certification (if it has been achieved and there is no new goal). An OK in the Status column means that the student needs his or her Independent Reader status approved.

Click "Approve" in the Actions/New Goals column.

Student	Certification	Date Started	Date Achieved	Status	Actions/New Goals
Ackerman, Anita	Super	12/2/2004			Edit
Brandon, Michele					Set Goal
Rhoers, Jonathon	Independent	11/16/2004	11/16/2004		Approve
Sanchez, Maria	Rising(5)	11/30/2004	12/4/2004		Sup | More...
Smith, Rhona	Rising(2)	11/30/2004			Edit
Vang, Ma	Rising(3)	11/28/2004			Edit

Class: Grade 4 Reading, G4R, Garcia, 2004-2005   Set

Results for Grade 4 Reading, G4R, Garcia, 2004-2005

Viewing Reading Practice Certifications

When you set certification goals (see page 31) and enable the TWI Monitoring preference (see page 135), Accelerated Reader automatically monitors student progress toward goals and awards certifications when students meet the requirements. With default capabilities, district administrators, school administrators, and teachers can view certification goals and achieved certifications for students in any class they have access to.

Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

Follow these steps to view students' certification goals and achieved certifications:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the

School: Westfield Elementary   Set

Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005   Set

classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

6. The **View Reading Practice Certification Record Book** page appears and lists the students in your class. For each student, the page shows the current certification goal or the last certification achieved. It also includes the date the student started work on the certification and the date the student achieved it (if it has been achieved and there is no new goal). The Status column shows you whether the certification is in progress, has been achieved, or needs approval, and whether a new goal is needed.

Class: Grade 4 Reading, G4R, Garcia, 2004-2005   Set

Results for Grade 4 Reading, G4R, Garcia, 2004-2005

Student	Certification	Date Started	Date Achieved	Status	Actions/New Goals
Ackerman, Anita	Super	12/2/2004			Edit
Brandon, Michele					Set Goal
Rhoers, Jonathon	Independent	11/16/2004	11/16/2004		Approve
Sanchez, Maria	Rising(5)	11/30/2004	12/4/2004		Sup | More...
Smith, Rhona	Rising(2)	11/30/2004			Edit
Vang, Ma	Rising(3)	11/28/2004			Edit

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Click a student's name to see his or her certifications. The **View Student Reading Practice Certification Records** page appears. It shows you which certifications the student has already achieved as well as the student's current certification goal, if any. If the list of achieved certifications is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" and "Previous" to move through the list.

7. To exit, click any of the links along the left side of the page.

Editing a Student's Certifications

When you set certification goals (see page 31) and enable the TWI Monitoring preference (see page 135), Accelerated Reader automatically monitors student progress toward goals and awards certifications when students meet the requirements. With default capabilities, district administrators, school administrators, and teachers can edit certification goals and achieved certifications for students in any class they have access to.

Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

Follow these steps to edit a student's certifications:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

6. The **View Reading Practice Certification Record Book** page appears. Click the name of the student you want to work with.

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7. The **View Student Reading Practice Certification Records** page appears and shows the current certification goal (if any) and lists the certifications the student has achieved so far. If the list is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" and "Previous" to move through the list.

Click "Edit" by the goal or achieved certification you want to edit.

8. Either the **Edit Student Reading Practice Certification Goal** page or the **Edit Student Reading Practice Achieved Certification** page appears. If you're working with a current certification goal, you can change the certification goal and the start date. If you're working with an achieved certification, you can change the start date and the date the certification was achieved.

    a. If available, click the Current Certification Goal drop-down list and choose the goal you want this student to work toward.

    b. To change the start date, click in the Date Started field, delete the existing date, and type the correct date. In some browsers, you can click a calendar button to open a window where you can choose the date.

    c. If available, click in the Date Achieved field, delete the existing date, and type the correct date. In some browsers, you can click a calendar button to open a window where you can choose the date.

    d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

9. If you need to edit the certifications for additional students, on the **View Student Reading Practice Certification Records** page, click the Student drop-down list, choose the next student, and click the [Set] button. Then, repeat steps 7 and 8.

Adding an Achieved Certification

With default capabilities, district administrators, school administrators, and teachers can add achieved certification records for students in any class they have access to.

Note: You do not need to add achieved certification records manually if you have set certification goals (see page 31) and enabled TWI monitoring (see page 135). When you do this, the software awards certifications automatically based on your students' work on Reading Practice Quizzes. However, you may need to add certifications manually if a student has transferred from another school and has a printed record of certifications, or if the TWI Monitoring preference is disabled. Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

Follow these steps to manually award a certification:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

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2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School: Westfield Elementary ▾ Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

6. The **View Reading Practice Certification Record Book** page appears and lists the students in your class. Click the name of the student you want to work with.

7. The **View Student Reading Practice Certification Records** page appears and shows you which certifications the student has already achieved as well as the student's current goal, if any. Click "Add Achieved Certification" under Actions along the left side of this page.

8. On the **Add Student Reading Practice Achieved Certification** page:

a. Click the Achieved Certification drop-down list and choose the Reader Certification level.

Add Student Reading Practice Achieved Certification
Set the Achieved Certification and click [Save]

Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**
Student: **Ackerman, Anita**

Reading Practice Certification Details
Achieved Certification Ready Reader ▾
Date Started 3/22/2005 ▦▾
Date Achieved 3/22/2005 ▦▾

Cancel Save

b. Click in the Date Started field (blank), delete the existing date (if it's wrong), and type the date on which the student started working toward the certification. In some browsers, you can click a calendar button to open a window where you can choose the date.

c. Click in the Date Achieved field, delete the existing date (if it's wrong), and type the date on which the student achieved the certification. In some browsers, you can click a calendar button to open a window where you can choose the date.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Deleting a Certification

With default capabilities, district administrators, school administrators, and teachers can delete certification records for students in any class they have access to. You can delete a student's goal or a certification the student has already achieved. If you delete a certification goal, you should set a new goal for the student to work toward; see page 31. If you delete an achieved certification, the program will no longer recognize that the student has achieved that certification.

Reading Practice certification goals are different from the Reading Practice goals you can set for your students—those goals are set in the Reading Practice Goals Record Book; see page 23.

Follow these steps to delete a certification record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

Accelerated Reader

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Reading Practice Certifications" under Class Record Book.

6. The **View Reading Practice Certification Record Book** page appears and lists the students in your class. Click the name of the student you want to work with.

7. The **View Student Reading Practice Certification Records** page appears and shows you which certifications the student has already achieved as well as the student's current certification goal, if any. If the list is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" or "Previous" to move through the list.

   Click "Delete" in the row for the certification you want to delete.

8. The program asks if you're sure you want to delete the certification goal or record. Click the [OK] button.

   Note: After deleting a student's certification record, you should check the goal listed on the **View Student Reading Practice Certification Records** page. You may need to set a new goal or edit the existing goal.

Vocabulary Practice Quizzes Record Book

Vocabulary Practice Quizzes help you maximize students' word acquisition through reading practice. Vocabulary Practice Quizzes contain 5, 10, or 15 questions covering the vocabulary words found in the books they've read. Students do not pass or fail Vocabulary Practice Quizzes; they simply learn words. When they learn a word, it's placed on their Words Learned List. You can see this list when you generate the Words Learned Report; see page 131.

Besides the regular Vocabulary Practice Quizzes, there's another kind called a ~Second-Try and Review Words~ Quiz. This type of quiz includes only second-try new words, first-try review words, and second-try review words. It doesn't include any first-try new words for a particular title. See the next page for a description of each type of word.

The Vocabulary Practice Quizzes Record Book helps you monitor and manage your students' Vocabulary Practice Quiz records.

Vocabulary Words

There are four types of words a student may see on a Vocabulary Practice Quiz:

- **First-try new words.** These are the words from the Vocabulary Practice Quiz the student chose to take. If the student gets one of these words correct, it's placed on his or her Words Learned List. If the student gets one of these words wrong, he or she will be given a second chance to get the word correct on the next Vocabulary Practice Quiz the student takes.

- **Second-try new words.** These are words that the student missed on his or her previous Vocabulary Practice Quiz. The student is given this second chance to get the words correct. If the student gets a second-try new word correct, the word is placed on his or her Words Learned List. If the student gets a second-try new word incorrect, he or she won't see the word again unless it's part of the vocabulary word list for another Vocabulary Practice Quiz that the student takes.

- **First-try review words.** If the teacher has used the Vocabulary Practice Review Percentage preference to specify that review words are to be part of quizzes (see page 142), the student will begin to see review words as a part of each new Vocabulary Practice Quiz after he or she has been taking quizzes for two weeks. The review words are taken from the student's Words Learned List. If the student gets a first-try review word correct, the word stays on his or her Words Learned List. If the student gets a first-try word review incorrect, it's taken off of his or her Words Learned List, but the student will be given a second chance to get it correct on the next Vocabulary Practice Quiz he or she takes.

- **Second-try review words.** If the student missed a review word on the first-try, he or she is given a second chance to get the word correct. If the student gets a second-try review word correct, the word is put back on his or her Words Learned List. If the student gets a second-try review word incorrect, it stays off of his or her Words Learned List and the student won't see the word again unless it's part of the vocabulary word list for another Vocabulary Practice Quiz that he or she takes.

Viewing Vocabulary Practice Quiz Records

You can view the latest Vocabulary Practice Quiz records for all the students in a class or all the Vocabulary Practice Quiz records for quizzes taken up to the end of the active school year for an individual student. With default capabilities, district administrators, school administrators, and teachers can view student Vocabulary Practice Quiz records in classes they have access to.

The words for a single Vocabulary Practice title can show up on several different Vocabulary Practice Quizzes (as first-try new words, second-try new words, first-try review words, and second-try review words) depending on when the student learns the word. Because of this, there are two ways you can view the Vocabulary Practice Quiz records for an individual student. You choose which method you want to use in step 7 of this procedure. The two methods of viewing Vocabulary Practice Quiz records are described on the next page.

- **Viewing by quiz:** When you view the student's records by quiz, only data from that quiz is shown; including first-try new words, second-try new words, first-try review words, and second-try review words that appeared on the quiz.

- **Viewing by title:** When you view the student's records by title, the program shows the records of all the words for that title, no matter which quiz they appeared on.

Follow these steps to view Vocabulary Practice Quiz records:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Vocabulary Practice Quizzes" under Class Record Book.

6. On the **View Vocabulary Practice Quizzes Record Book** page, you can view the results of the last quiz taken by each of the students in the class you chose. If you want to view all the Vocabulary Practice Quiz records for a particular student, click the name of the student.

Results for Grade 4 Reading, G4R, Garcia, 2004-2005					
			Latest Quiz Results		
Student	Grade	Date	Title	New Words	Review
Ackerman, Anita	4	6/7/2004	Tales of a Fourth Grade Nothing	80 %	50 %
Brandon, Michele	4	7/8/2004	Adam of the Road	70 %	75 %
Rhoers, Jonathon	4	6/23/2004	Shiloh	82 %	
Sanchez, Maria	4				
Smith, Rhona	4	6/9/2004	~Second-Try And Review Words~	85 %	50 %
Vang, Ma	4	7/2/2004	Knights Don't Teach Piano	75 %	

7. After you click a student's name, the **View Student Vocabulary Practice Records** page lists the quizzes that the student has taken up to the end of the active school year. There are two ways that you can view the quiz records: by quiz or by title. See the bullet points above for a description of each. If you want to view the student's records by quiz, click "Show by Quiz" under Actions along the left side of the page. If you want to view the records by title, click "Show by Title." **Note:** The page name includes "by Quiz" or "by Title" depending on the view.

8. To find a particular quiz record:

   - Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

   - You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

9. To exit this page, click one of the links along the left side of the page.

Deleting a Student's Vocabulary Practice Quiz Record

With default capabilities, district administrators, school administrators, and teachers can delete student Vocabulary Practice Quiz records (by title or by the latest quiz) for any of the students in the classes they have access to.

The words for a single Vocabulary Practice title can show up on several different quizzes (as first-try new words, second-try new words, first-try review words, and second-try review words) depending on when the student learns the word. Because of this, there are two ways you can delete a Vocabulary Practice Quiz record. You choose which method you want to use in step 7 of this procedure. The two methods of deleting the records are described below:

- **Deleting by quiz:** Only the last quiz the student took can be deleted. When you delete this quiz, all data from the quiz is deleted, including first-try new words, second-try new words, first-try review words, and second-try review words that appeared on the quiz. Any words learned on this quiz, regardless of the title they are from, are removed from the student's Words Learned List.

- **Deleting by title:** You can delete the records for any title. When you delete a title, the program deletes all records of the words for that title, no matter which quiz they appeared on. All words learned from the title are removed from the student's Words Learned List.

District administrators and school administrators can use the Allow Quiz Deleting preference (in "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from deleting quiz records.

Follow these steps to delete a Vocabulary Practice Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Vocabulary Practice Quizzes" under Class Record Book.

6. On the **View Vocabulary Practice Quizzes Record Book** page, click the name of the student for whom you want to delete a quiz record.

7. On the **View Student Vocabulary Practice Records** page, you must decide whether you want to delete the record by title or by the last quiz taken by the student. See the bullet points above for descriptions of these two methods. Depending on what you decide, click "Show by Title" or "Show by Quiz" under Actions along the left side of the page. **Note:** The page name includes "by Quiz" or "by Title" depending on the view.

8. To find the quiz record you want to delete:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

9. Click "Delete" in the row for the quiz you want to delete. Remember that if you're viewing the records "by Quiz," you will only be able to delete the last quiz that was taken. (If the "Delete" option is not available at all, an administrator has used the Allow Quiz Deleting preference to prevent teachers from deleting quiz records; see page 138.)

10. The program asks if you're sure you want to delete the quiz record. Click the [OK] button. If you don't want to delete it, click the [Cancel] button instead.

Results by Quiz for Ackerman, Anita
(1-20 of 22)   << Previous   Next >>

Vocabulary Practice Quiz	Date	New Words						Actions
		First-Try		Second-Try		Review		
294 EN Tales of a Fourth Grade Nothing	6/7/2004	8/10	80 %	--/--	--	1/2	50 %	Delete TOPS
5093 EN True Confessions of Charlotte Doyle, The	5/12/2004	13/15	87 %	--/--	--	2/3	67 %	TOPS
~Second-Try And Review Words~	5/12/2004	--/--	--	--/--	--	3/5	60 %	TOPS
14443 EN Verdi	4/23/2004	5/5	100 %	2/2	100 %	--/--	--	TOPS
7129 EN Redwall	4/19/2004	8/10	80 %	--/--	--	--/--	--	TOPS
~Second-Try And Review Words~	4/9/2004	--/--	--	--/--	--	2/2	100 %	TOPS
10690 EN Skeletons Don't Play Tubas	3/20/2004	5/5	100 %	--/--	--	1/1	100 %	TOPS
20025 EN Knights Don't Teach Piano	3/13/2004	5/5	100 %	--/--	--	--/--	--	TOPS
~Second-Try And Review Words~	3/13/2004	--/--	--	--/--	--	1/1	100 %	TOPS
11425 EN Look Who's Playing First Base	2/3/2004	10/10	100 %	1/1	100 %	1/1	100 %	TOPS

Reprinting a Student's Vocabulary Practice TOPS Report

With default capabilities, district administrators, school administrators, and teachers can reprint students' TOPS Reports for any quiz taken by a student in the classes they have access to (Adobe Reader must be installed to view the report on most computers; some Macintosh computers can use Preview instead). See page 131 for more information about TOPS Reports.

Follow these steps to reprint a Vocabulary Practice TOPS Report:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School: Westfield Elementary [▼]   Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 [▼]   Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Vocabulary Practice Quizzes" under Class Record Book.

6. On the **View Vocabulary Practice Quizzes Record Book** page, click the name of the student for whom you want to reprint a TOPS Report.

7. The **View Student Vocabulary Practice Records by Quiz** page opens and lists the quizzes that the student has taken so far. **Note:** You can only reprint a TOPS Report for an actual quiz a student has taken. Because vocabulary words from one title might appear on several different quizzes, TOPS Reports only exist for quizzes, not for titles.

8. To find the quiz for which you want to reprint the TOPS Report, you can do one of the following:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

9. Click "TOPS" by the quiz you want.

10. The program generates the report and displays it in Adobe Reader (or in Preview on certain Macintosh computers) in another window. To save or print the report, use the Adobe Reader buttons just above the report itself (in Preview, click the **File** menu, then **Save** or **Print**). When you're finished, close the report window.

Results by Quiz for Ackerman, Anita
(1-20 of 22) << Previous Next >>

Vocabulary Practice Quiz	Date	New Words						Actions
		First-Try		Second-Try		Review		
294 EN Tales of a Fourth Grade Nothing	6/7/2004	8/10	80 %	--/--	--	1/2	50 %	Delete TOPS
5093 EN True Confessions of Charlotte Doyle, The	5/12/2004	13/15	87 %	--/--	--	2/3	67 %	TOPS
~Second-Try And Review Words~	5/12/2004	--/--	--	--/--	--	3/5	60 %	TOPS
14443 EN Verdi	4/23/2004	5/5	100 %	2/2	100 %	--/--	--	TOPS
7129 EN Redwall	4/19/2004	8/10	80 %	--/--	--	--/--	--	TOPS
~Second-Try And Review Words~	4/9/2004	--/--	--	--/--	--	2/2	100 %	TOPS
10690 EN Skeletons Don't Play Tubas	3/20/2004	5/5	100 %	--/--	--	1/1	100 %	TOPS
20025 EN Knights Don't Teach Piano	3/13/2004	5/5	100 %	--/--	--	--/--	--	TOPS
~Second-Try And Review Words~	3/13/2004	--/--	--	--/--	--	1/1	100 %	TOPS
11425 EN Look Who's Playing First Base	2/3/2004	10/10	100 %	1/1	100 %	1/1	100 %	TOPS

Literacy Skills Quizzes Record Book

Literacy Skills Quizzes help you monitor student growth in comprehension and literacy skills that are most often assessed on high-stakes tests. Designed for occasional use, these quizzes measure the student's understanding of higher-order concepts like identifying the main idea, recognizing details, and drawing conclusions.

The Literacy Skills Quizzes Record Book helps you monitor and manage your students' Literacy Skills Quiz records.

Viewing Literacy Skills Quiz Records

You can view the latest Literacy Skills Quiz records for all the students in a class or all the Literacy Skills Quiz records for quizzes taken up to the end of the active school year for an individual student. With default capabilities, district administrators, school administrators, and teachers can view student Literacy Skills Quiz records in classes they have access to.

Follow these steps to view a student's Literacy Skills Quiz records:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Literacy Skills Quizzes" under Class Record Book.

6. The **View Literacy Skills Quizzes Record Book** page appears and shows the results of the last quiz taken by each of the students in the class you chose. If you want to view all the Literacy Skills Quiz records for a particular student, click the name of the student.

7. After you click a student's name, the **View Student Literacy Skills Quiz Records** page lists the quizzes that the student has taken up to the end of the active school year. Do one of the following to find a particular record:

   - Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

   - You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. To exit, click any of the links along the left side of the page.

Editing a Student's Literacy Skills Quiz Record

With default capabilities, district administrators, school administrators, and teachers can edit student Literacy Skills Quiz records for any of the students in the classes they have access to. When you edit a student's Literacy Skills Quiz record, you can change the date the quiz was taken and whether each answer is marked as correct or incorrect. When you save your changes, the program automatically recalculates the percent correct and shows if the student passed or failed the quiz. **Note:** You can set the passing percentage using the Literacy Skills Passing Percent preference (see page 135).

District administrators and school administrators can use the Allow Quiz Editing preference (in "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from editing quiz records.

Follow these steps to edit a student's Literacy Skills Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Literacy Skills Quizzes" under Class Record Book.

6. On the **View Literacy Skills Quizzes Record Book** page, click the name of the student whose quiz record you want to edit.

7. The **View Student Literacy Skills Quiz Records** page lists the quizzes the student has taken so far. To find the record you want:

• Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

• You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. Click "Edit" under Actions for the quiz record you want to edit. (If the "Edit" option is unavailable, an administrator has used the Allow Quiz Editing preference to prevent teachers from editing quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

9. On the **Edit Student Literacy Skills Quiz Record** page, you can do several things (see below).

Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**
Student: **Ackerman, Anita**

[Cancel] [Save]

Literacy Skills Quiz Details

Status	✔ Passed
Quiz Number and Language	19 EN
Title	Charlotte's Web
Author	E.B. White
Fiction/Nonfiction	Fiction
Score	11/12 (91.7 %)
Passing Percent	70.0 %
Book Level	4.4
Date	12/17/2004

Category	Number of Questions Correct	Number of Questions Possible
Initial Understanding	3	3
Literary Analysis	2	3
Inferential Comprehension	3	3
Constructing Meaning	3	3
Total	11	12

Legend: ☐ Correct Response ◯ Student Response

Number	Score Item as	Question and Answer	Skill	ID
1	◉ Correct ◯ Incorrect	How is Charlotte different on the outside and the inside? A She says friendly words, but she doesn't mean them. B She appears cruel, but she has a kind heart. C She looks weak, but she is actually strong. D She pretends to be generous, but she is selfish.	Inferential Comprehension: Comparing and Contrasting	110

a. To change the date the student took the quiz, click in the Date field (blank), delete the text, and type the correct date. In some browsers, you can click a calendar button to open a window where you can choose the date.

b. To change how the student's answer is scored, scroll down and view the student's answers. The list includes each question, the student's answer (circled), the correct answer (in a box), the literacy skill, and the ID. In the second column of this list, click "Correct" or "Incorrect" to change how that answer was scored.

c. Click the [Save] button. The program automatically recalculates the percent correct and shows if the student passed or failed the quiz.

   If you don't want to save your changes, click the [Cancel] button instead.

Deleting a Student's Literacy Skills Quiz Record

With default capabilities, district administrators, school administrators, and teachers can delete student Literacy Skills Quiz records for any of the students in the classes they have access to.

District administrators and school administrators can use the Allow Quiz Deleting preference (in "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from deleting quiz records.

Follow these steps to delete a student's Literacy Skills Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Literacy Skills Quizzes" under Class Record Book.

6. On the **View Literacy Skills Quizzes Record Book** page, click the name of the student whose quiz record you want to delete.

7. The **View Student Literacy Skills Quiz Records** page lists the quizzes that the student has taken so far. To find the record you want:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. Click "Delete" in the row for the quiz you want to delete. (If the "Delete" option is not available, an administrator has used the Allow Quiz Deleting preference to prevent teachers from deleting quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

9. The program asks if you're sure you want to delete the record. Click the [OK] button. If you don't want to delete the quiz record, click the [Cancel] button instead.

Reprinting a Literacy Skills TOPS Report

With default capabilities, district administrators, school administrators, and teachers can reprint TOPS Reports for any quiz taken by a student in the classes they have access to (on most computers, Adobe Reader must be installed to view the report; however, you can use Preview on certain Macintosh computers). See page 131 for more information about TOPS Reports.

Follow these steps to reprint a Literacy Skills TOPS Report:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School: Westfield Elementary ▾ Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Literacy Skills Quizzes" under Class Record Book.

6. On the **View Literacy Quizzes Record Book** page, click the name of the student whose TOPS Report you want to print.

7. The **View Student Literacy Skills Quiz Records** page lists the quizzes the student has taken so far. To find the record you want:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

   • You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. When you find the quiz you want, click "TOPS" by it.

9. When the report is ready, it appears in the Adobe Reader (or in Preview on certain Macintosh computers) in another window. To save or print the report, use the Adobe Reader buttons just above the report itself (in Preview, click the **File** menu, then **Print** or **Save**). When you're finished viewing or printing the report, close the report window.

Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**
Student: Ackerman, Anita ▾ Set

Results for Ackerman, Anita

	Literacy Skills Quiz	Score	Book Level	Date	Actions
✔	298 EN War with Grandpa, The	9/12	3.9	12/2/2004	Edit | Delete | TOPS
✔	19 EN Charlotte's Web	11/12	4.4	10/9/2004	Edit | Delete | TOPS
▌	25848 EN Amber Brown Is Feeling Blue	8/12	4.0	9/7/2004	Edit | Delete | TOPS

Other Reading Quizzes Record Book

Other Reading Quizzes help you accurately measure your students' reading comprehension of class materials, such as textbooks or magazines.

The Other Reading Quizzes Record Book helps you monitor and manage your students' Other Reading Quiz records.

Viewing Other Reading Quiz Records

You can view the latest OR Quiz records for all the students in a class or all the OR Quiz records for quizzes taken up to the end of the active school year for an individual student.

With default capabilities, district administrators, school administrators, and teachers can view Other Reading Quiz records for any student in classes they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Other Reading Quizzes" under Class Record Book.

6. The **View Other Reading Quizzes Record Book** page appears and shows the results of the last quiz taken by each of the students in the class you chose. If you want to view all the Other Reading Quiz records for a particular student, click the student's name.

7. After you click a student's name, the **View Student Other Reading Quiz Records** page appears and lists the quizzes that the student has taken up to the end of the active school year. From this page, you can do the following to find a particular quiz:

- By default, quizzes for all series are shown. To narrow the list, click the Series drop-down list and choose the series you want to view. Then, click the [Set] button.

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the

student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

Editing a Student's Other Reading Quiz Record

With default capabilities, district administrators, school administrators, and teachers can edit student Other Reading Quiz records for any of the students in the classes they have access to. When you edit a student's Other Reading Quiz record, you can change the number of questions the student answered correctly, the TWI setting, and the date the student took the quiz. When you save your changes, the program automatically recalculates the percent correct and shows if the student passed or failed the quiz. **Note:** You can set the class passing percentage using the Other Reading Quizzes Passing Percent preference (see page 141).

District administrators and school administrators can use the Allow Quiz Editing preference (in "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from editing quiz records.

Follow these steps to edit an Other Reading Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Other Reading Quizzes" under Class Record Book.

6. On the **View Other Reading Quizzes Record Book** page, click the name of the student whose quiz record you want to edit.

7. The **View Student Other Reading Quiz Records** page lists the quizzes that the student has taken up to the end of the active school year. To find the record you want:

- By default, quizzes for all series are shown. To narrow the list, click the Series drop-down list and choose the series you want to view. Then, click the [Set] button.

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search

results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. Click "Edit" in the row for the quiz you want to edit. (If the "Edit" option is unavailable, an administrator has used the Allow Quiz Editing preference to prevent teachers from editing quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

9. On the **Edit Student Other Reading Quiz Record** page:

   a. Click in the Questions Correct field (blank), delete the existing text, and type the actual number of questions the student answered correctly.

   b. To change whether the text was Read To the student, Read With, or Read Independently, click the TWI drop-down list and choose the correct setting.

   c. Click in the Date field (blank), delete the existing text, and type the actual date the student took the quiz. In some browsers, you can click a calendar button to open a window where you can choose the date.

   d. Click the [Save] button. The program automatically recalculates the percent correct and shows if the student passed or failed the quiz.

      If you don't want to save your changes, click the [Cancel] button instead.

Deleting a Student's Other Reading Quiz Record

With default capabilities, district administrators, school administrators, and teachers can delete student Other Reading Quiz records for any of the students in the classes they have access to.

District administrators and school administrators can use the Allow Quiz Deleting preference (in "Editing the School/Classroom Restrictions preferences" on page 138) to prevent teachers from deleting quiz records.

Follow these steps to delete an Other Reading Quiz record:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Other Reading Quizzes" under Class Record Book.

6. On the **View Other Reading Quizzes Record Book** page, click the name of the student whose quiz record you want to delete.

7. The **View Student Other Reading Quiz Records** page lists the quizzes that the student has taken up to the end of the active school year. To find the record you want:

- By default, quizzes for all series are shown. To narrow the list, click the Series drop-down list and choose the series you want to view. Then, click the [Set] button.

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8. Click "Delete" in the row for the record you want to delete. (If the "Delete" option is not available, an administrator has used the Allow Quiz Deleting preference to prevent teachers from deleting quiz records; see "Editing the School/Classroom Restrictions preferences" on page 138.)

Class:	Grade 4 Reading, G4R, Garcia, 2004-2005				
Student:	Ackerman, Anita ▾ Set				
Series:	Show quizzes for all series ▾ Set				

Results for Ackerman, Anita

(1-10 of 43) << Previous Next >>

	Other Reading Quiz	Score	Book Level	Date	Actions
✓	902190 EN Climb or Die (HM Edition)	10/10	5.8	12/4/2004	Edit | Delete | TOPS
✓	902214 EN How Music Was Fetched Out of Heaven (HM Edition)	4/5	5.1	12/2/2004	Edit | Delete | TOPS
✓	900910 EN Goldilocks and the Three Bears (SF Edition)	4/5	2.5	11/30/2004	Edit | Delete | TOPS
✓	900908 EN Danger - Icebergs! (SF Edition)	5/5	3.2	11/20/2004	Edit | Delete | TOPS

9. The program asks if you're sure you want to delete the record. Click the [OK] button. If you don't want to delete it, click the [Cancel] button instead.

Reprinting a Student's Other Reading TOPS Report

With default capabilities, district administrators, school administrators, and teachers can reprint TOPS Reports for any quiz taken by a student in the classes they have access to (on most computers, Adobe Reader must be installed to view the report; however, you can use Preview on certain Macintosh computers). See page 131 for more information about TOPS Reports.

Follow these steps to reprint an Other Reading TOPS Report:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work

School:	Westfield Elementary ▾	Set
Class:	Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾	Set

with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4.   If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5.   Click "Other Reading Quizzes" under Class Record Book.

6.   On the **View Other Reading Quizzes Record Book** page, click the name of the student whose TOPS Report you want to print.

7.   The **View Student Other Reading Quiz Records** page lists the quizzes that the student has taken up to the end of the active school year. To find the record you want:

- By default, quizzes for all series are shown. To narrow the list, click the Series drop-down list and choose the series you want to view. Then, click the [Set] button.

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through the list.

- You can search by quiz number or quiz title. If you're searching by quiz number, type the exact quiz number in the field (blank) under Student quiz search along the left side of the page and click the [Go] button. If you're searching by quiz title, click in the field, type all or part of the quiz title, and click the [Go] button. The program returns all the student's quiz records that matched your search criteria. For example, if you typed "am" in the field, your search results would include quiz records for *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination. **Note:** After searching, you can go back to the full list of quiz records by clicking "Show All."

8.   When you find the quiz record you want, click "TOPS" by it.

9.   The **Reprint TOPS Select Language** page may appear in another window. It asks what language to use for the report. Click either "English" or "Spanish." Then, click the [Next] button.

Class:	**Grade 4 Reading, G4R, Garcia, 2004-2005**				
Student:	Ackerman, Anita ▾ Set				
Series:	Show quizzes for all series ▾ Set				

Results for Ackerman, Anita

(1-10 of 43)   << Previous   Next >>

	Other Reading Quiz	Score	Book Level	Date	Actions
✔	902190 EN Climb or Die (HM Edition)	10/10	5.8	12/4/2004	Edit | Delete | TOPS
✔	902214 EN How Music Was Fetched Out of Heaven (HM Edition)	4/5	5.1	12/2/2004	Edit | Delete | TOPS
✔	900910 EN Goldilocks and the Three Bears (SF Edition)	4/5	2.5	11/30/2004	Edit | Delete | TOPS
✔	900908 EN Danger - Icebergs! (SF Edition)	5/5	3.2	11/20/2004	Edit | Delete | TOPS

10.   When the report is ready, it appears in the Adobe Reader (or in Preview on certain Macintosh computers) in another window. To save or print the report, use the Adobe Reader buttons just above the report itself (in Preview, click the **File** menu, then **Print** or **Save**). When you're finished viewing or printing the report, close the report window.

Points Management

Points are a measure of the amount of reading practice a student is getting. Every Reading Practice Quiz has a point value assigned to it based on the book level and word count (the book's difficulty and length). If you add or edit Teacher-Made Quizzes, they will also have point values assigned to them. Students earn points by taking the quizzes. The points that a student earns on a quiz are based on the total point value of the quiz and the score the student received on it.

The following sections describe how you can monitor the points your students earn, use, and are awarded. If your school chooses to award points outside of Accelerated Reader RP or allows your students to "spend" their points, you can also enter that information into the program.

Viewing Points

In Accelerated Reader, students earn points as they pass Reading Practice Quizzes. You can also award points that have been earned outside of Accelerated Reader and you can record points that students "spend" or use in classroom activities. With default capabilities, district administrators, school administrators, and teachers can view the points records of students in any class they have access to.

Follow these steps to view a student's points records:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School:	Westfield Elementary ▾	Set
Class:	Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾	Set

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Points Management" under Other Activities.

6. The **View Points Records** page appears and lists the students in the class. For each student, it shows the points the student has earned, points you have awarded, used points, and the total points available based on points earned, awarded, and used.

   Class: Grade 4 Reading, G4R, Garcia, 2004-2005 ▾ Marking Period: 2004-2005 ▾ Set

   Results for Grade 4 Reading, G4R, Garcia, 2004-2005 Using 2003/2004

	Points			
Student	Earned	Awarded	Used	Available
Ackerman, Anita	340.0	2.5	0.0	342.5
Brandon, Michele	0.0	0.0	0.0	0.0
Rhoers, Jonathon	314.9	5.2	0.0	320.1
Sanchez, Maria	316.9	0.0	13.8	303.1
Smith, Rhona	253.0	1.1	0.0	254.1
Vang, Ma	274.8	0.0	0.0	274.8

   You can view this information for the entire school year or a specific marking period. To choose the time period you want to view, click the Marking Period drop-down list and choose a new marking period or the school year. Then, click the [Set] button.

   To view the points for another class, click the Class drop-down list and choose the class. Then, click the [Set] button.

7. To view records for a specific student, click the student's name. The **View Student Points Records** page appears and lists the records of points used and awarded for the student you chose. If the list is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" or "Previous" to move through the list.

   Class: Grade 4 Reading, G4R, Garcia, 2004-2005
   Student: Ackerman, Anita ▾ Set

   Points Used for Ackerman, Anita

	Points		
Date	Awarded	Used	Actions
12/5/2003	1.5		Edit	Delete
11/3/2003	2.5		Edit	Delete

8. To exit this page, click one of the links along the left side of the page.

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Adding a Points Record

Students earn points as they pass Reading Practice Quizzes; the program tracks those points automatically. However, if you allow students to use the points they earn or if you award points that were earned outside of Accelerated Reader, you must enter this information into the program. With default capabilities, district administrators, school administrators, and teachers can record points used by or awarded to students in any class they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Points Management" under Other Activities.

6. You can enter points records for an entire class or for an individual student. Follow the steps below for a class or a student:

To award points to or record points used by students in an entire class:

a. On the **View Points Records** page, click the Marking Period drop-down list at the top of the page and choose the marking period you want to work with. Then, click the [Set] button.

b. Click "Add New Points Record" under Actions along the left side of the page.

c. The **Add Points Record** page appears and lists the students in the class. For each student it shows the points they've earned on quizzes, used points, points that have been awarded, and the total available points. The information is only for the marking period you chose.

Start by clicking the Type drop-down list in the row for the first student for whom you need to add a points record and choose Awarded or Used. Next, click in the Date field (blank) and type the date the points were awarded or used. (In some browsers, you can click a calendar button to open a window where you can choose the date.) Finally, click in the Points field

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and type the number of points. Be sure to use only positive numbers; points used will automatically be subtracted from the student's available points and points awarded will be added. You can enter numbers with up to one digit after the decimal point.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

To award points to or record points used by a single student:

a. On the **View Points Records** page, click the student's name in the list.

b. The **View Student Points Records** page appears and lists the points used and awarded for the student you chose. Click "Add Points Record" under Actions along the left side of the page.

c. On the **Add Student Points Record** page, click the Type drop-down list and choose Used or Awarded. Next, click in the Date field (blank) and type the date the points were used or awarded. (In some browsers, you can click a calendar button to open a window where you can choose the date.) Finally, click in the Number of points field and type the number of points used or awarded. When you enter the points, be sure to use only positive numbers; used points will automatically be subtracted from the student's available points and awarded points will be added. You can enter numbers with up to one digit after the decimal point.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing a Points Record

With default capabilities, district administrators, school administrators, and teachers can edit records of points used by or awarded to the students in any class they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Points Management" under Other Activities.

6. On the **View Points Used Records** page, click the name of the student whose points record you want to edit.

7. The **View Student Points Records** page appears and lists the records of points used and awarded for this student. If the list is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" or "Previous" to move through the list.

Click "Edit" in the row for the record you want to change.

8. On the **Edit Student Points Record** page:

a. Click the Type drop down list and choose Used or Awarded to change the type of points record.

b. To change the date, click in the Date field (blank), delete the existing date, and type the correct date. In some browsers, you can click a calendar button to open a window where you can choose the date.

c. Click in the Points field, delete the number, and type the correct number of points that were used or awarded. Be sure to use only positive numbers; used points will automatically be subtracted from the student's available points and points awarded will be added. You can enter numbers with up to one digit after the decimal point.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Deleting a Points Record

With default capabilities, district administrators, school administrators, and teachers can delete records of points used by or awarded to the students in any class they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

4. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

5. Click "Points Management" under Other Activities.

6. On the **View Points Used Records** page, click the name of the student whose points record you want to delete.

7. The **View Student Points Records** page appears and lists the records of points used and awarded for this student. If the list is longer than the limit set in the Viewing preference (see "Editing the School/Classroom Restrictions preferences" on page 138), click "Next" or "Previous" to move through the list.

Click "Delete" in the row for the record you want to delete.

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8. The program asks if you're sure you want to delete the record. Click the [OK] button. If you don't want to delete the record, click the [Cancel] button instead.

Team Sets and Teams

You can set up teams of students in Accelerated Reader. Teams can help you see how groups of students are progressing toward their Reading Practice goals (goals for average percent correct on quizzes, points earned, and average book level on passed quizzes). Using the Team Standing Chart and the Team Status Report, you can then compare the progress of teams toward the goals you have set.

Teams are grouped within team sets to keep the teams for different classes or teachers separate. After you add a team set and its teams, you can have the software automatically divide your students among teams, or you can manually assign students to the appropriate teams.

With default capabilities, district administrators can set up and change team sets and teams for any school. School administrators can set up and change team sets and teams for their schools. Teachers can add team sets, and they can change the team sets and teams that they own.

Adding Team Sets

With default capabilities, district administrators, school administrators, and teachers can add team sets in their schools. A team set is a group of teams. Students can be divided among the teams in a set. By creating a set, you're keeping your teams separate from those for other classes or teachers.

After you create a team set, you must still add the teams (see page 59) and assign students to the teams (see page 60). Since team progress is measured by individual students' Reading Practice goals, you must also set goals for students (see page 23 and page 25) in order to obtain data for the team reports (see page 67).

Follow these steps to add team sets:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

> School: Westfield Elementary ▾   Set
> Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ Set

Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the team sets that have been added for the school. Click "Add Team Set."

6. On the **Add Team Sets** page appears. The right side of the page shows the school's existing teams sets. To add a new set:

> Add Team Sets
> Type in the name of the Team Set and choose the owner. Click [Add] to create it.
>
> **Team Set Details**
>
> **Team Set Name** [   ]
>
> **Owner** [Patricia Barnett ▾]
>
> [Add] [Done]
>
> | Team Set Name | Owner |
> | --- | --- |
> | Busses | Garcia, Tamara |
> | Colors | Chang, Tina |

  a. Click in the Team Set Name field (blank) and type the set's name.

  b. Click the Owner drop-down list and choose the person you want designated as the owner of the team set. **Note:** Even though anyone can print reports for any team or team set, only the team set owner can add, edit, or delete teams from the set and change the team rosters. Administrators can work with any team set at the schools they have access to. Teachers can only work with the team sets they own.

  c. Click the [Add] button.

  d. Repeat steps 6a-6c for each team set you need to add.

  e. When you're finished, click the [Done] button.

Adding Teams

With default capabilities, district administrators and school administrators can add teams to any team set in their schools. Teachers can add teams to team sets for which they are the designated owner. Teams can help you see how groups of students are progressing toward their Reading Practice goals (for average percent correct on quizzes, points earned, and average book level on passed quizzes). Using the Team Standing Chart and the Team Status Report, you can then compare the progress of teams toward the goals you've set. **Note:** Before you add teams you must create a team set (see page 58) for them.

Follow these steps to add teams to a team set:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

> School: [Westfield Elementary ▾] [Set]
> Class: [Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾] [Set]

  Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the team sets that have been added for the school. Click the team set you want to work with.

6. The **View Teams** page appears and lists the teams that have been added to the team set. Click "Add Team."

7. The **Add Teams** page appears. The right side of this page lists the teams that have been added to this team set so far. To add another team:

    a. Click in the Team Name field (blank) and type a name for the team. Each team in the team set must have a unique name.

    b. Click the [Add] button.

    c. Repeat steps 7a and 7b to add more teams.

    d. When you're finished, click the [Done] button.

Enrolling Students on (and Unenrolling Students from) Teams

Teams can help you see how groups of students are progressing toward their Reading Practice goals (for average percent correct on quizzes, points earned, and average book level on passed quizzes). Using the Team Standing Chart and the Team Status Report, you can then compare the progress of teams toward the goals you've set. **Before you assign students to teams, you must create a team set (see page 58) and add teams to the set (see page 59).**

There are three ways for you to create the rosters for your teams:

- You can add students to or remove them from a specific team.

- You can transfer students between teams in a team set.

- You can have the program automatically divide students among the teams in a set.

All three of the above methods are described in step 6 of this procedure.

With default capabilities, district administrators and school administrators can change the rosters of the teams in any team set in their schools. Teachers can change the rosters of teams in the sets they own.

Follow these steps to change team rosters:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

    Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the team sets that have been added for the school. Click the team set you want to work with.

6. The **View Teams** page appears. It lists the teams that are part of the set you chose. What you do on this page depends on the method you want to use to work with the teams' enrollment:

- *To add students to or remove them from a specific team,* click "Add/Remove Students" in the row for that team. Then, go to the instructions beginning below.

- *To transfer students between teams in a team set,* click "Change Enrollment" under Actions along the left side of the page. Then, go to the instructions beginning on page 62.

- *To have the program automatically divide students among teams in a set,* click "Auto Team Select" under Actions along the left side of the page. Then, go to the instructions beginning on page 62.

To automatically divide students among the teams in a set, click this link.

To transfer students between teams in a set, click this link.

To add students to or remove them from a specific team, click this link.

To add students to or remove them from a specific team:

a. The **Add/Remove Students** page appears. The list of students on the left side of this page are the ones who are currently enrolled on this team.

To remove a student from the team, click "Remove" by the student. To remove all the students from the team, click "Remove All."

b. To add students to the team, you must first search for the students by entering all or part of the student information in the fields provided. To enter the first name, last name, or ID, click in the fields (blanks) and type the information; you don't need to enter the entire name or ID. To select a class or grade, click the drop-down list and choose the information. When you're ready, click the [Search] button. In the search results, check the box by each student you want added. (Click in a box to check it or to remove a check mark.) If the list of students is long, click "Next" or "Previous" to move through the list. To select all the students listed on the page, check the box by the Student column heading. When you're ready, click the [Add] button to move the selected students to the list on the left side of the page. **Note:** The students you just added will be boldfaced in the list until you save your changes.

c. When list of the left side of the page contains only those students you want on the team, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

To transfer students between teams in a team set:

a. The **Change Enrollment** page appears. It lists the students who are currently enrolled on any of the teams or who are in the "No Team" group for this team set. To change a student's team assignment, click the drop-down list by that student and choose another team name or "No Team."

You can limit the list shown on this page to a specific team by clicking the Team drop-down list, choosing a team, and clicking the [Set] button.

b. Click the [Save] button. **Note:** If you made changes to the team assignments, the program will not allow you to view another team roster until you either save or cancel your changes.

c. When you're finished, click the [Done] button to exit this page.

To have the program automatically divide students among teams in a set:

a. The **Auto Team Select Options** page appears. First, you must decide which students to add to the teams. You can include only students who are in the "No Team" group or you can select specific classes. Click one of the options.

b. If you choose "Select classes to enroll on teams," skip this step.

If you want to see (or change) which students are in the "No Team" group, click "Add/Remove Students" to go to the **Add/Remove Students** page. On this page, you can search for and add students to or remove students from the "No Team" group. After updating the students in the group, click the [Save] button to save the list.

c. If you choose "Distribute students in the 'No Team' group," skip this step.

Click "Select Classes." Then, on the **Select Classes** page, check the box next to each class you want to include. (Click in a box to check it or to remove a check mark.) After selecting classes, click the [Save Selection] button.

d. On the **Auto Team Select Options** page, you must also choose how to handle existing team members—that is, students who are already on a team. You can leave the students on their existing teams, redistribute them among the teams in this set, or remove (unenroll) existing team members from all teams. Click one of the options.

e. When you're ready to continue, click the [Finish] button.

   f.   The **Change Enrollment** page appears. This page lists the students and their team assignments. By default, students on all the teams in the current set are listed. To view the roster for only one team, click the Team drop-down list, choose the team you want to view, and click the [Set] button.

        If you want to transfer any of the students from one team to another, follow the steps in "To transfer students between teams in a team set:" on page 62.

Viewing Team Sets, Teams, and Team Enrollment

With default capabilities, district administrators, school administrators, and teachers can view team sets, teams, and team rosters for their schools.

Follow these steps to view the list of teams in a set and the students assigned to each team:

1.   After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2.   Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3.   The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

       Note: If you have access to more than one class, you don't have to choose a class on this page.

4.   Click "Teams" under Other Activities.

5.   The **View Team Sets** page appears and lists the team sets that are available in the school. For each team set, it shows which teacher is the owner, the number of teams in it, and the total number of students enrolled on those teams.

       If available, click the School drop-down list and choose a school to view the team sets for another school.

6.   To view the teams in a set, click the team set name.

7.   The **View Teams** page appears and lists the teams in the set. It also shows the number of students enrolled on each team. **Note:** "No Team" can be used as a holding place for students before you enroll them on teams. If there are students in the "No Team" group, the program will treat it as a regular team.

       To view the teams in another team set, click the Team Set drop-down list and choose a set.

8.   To view the roster for any team or all the teams in this team set, click "Team Enrollment" under View along the left side of the page.

9. The **View Team Enrollment** page appears. By default, this page lists all the students who are enrolled in all the teams in the team set you chose. You can change the way the list is sorted by clicking the Student or Current Team column headings.

    If you want to view the roster for a particular team, click the Team drop-down list and choose the team. Then, click the [Set] button. The program will list only those students who are on the team you selected.

    If you want to view the enrollment for the teams in another team set, click the Team Set drop-down list and choose the set you want to view.

Team Set:	Busses		Set
Team:	All Teams		Set
Busses			
Student	Current Team		
Ackerman, Anita	Bus 102		
Rhoers, Jonathon	Bus 102		
Brandon, Michele	Bus 307		
Sanchez, Maria	Bus 307		
Vang, Ma	Bus 498		

10. To exit, click any of the links along the left side of the page.

Editing Team Sets

With default capabilities, district administrators and school administrators can edit any team set in schools they have access to. Teachers can edit the team sets they own.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

| School: | Westfield Elementary | Set |
| Class: | Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 | Set |

    Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the school's team sets. Click "Edit" by the team set you want to work with.

6. The **Edit Team Set** page appears. Follow these steps:

    Edit Team Set
    Change the name or owner of the Team Set

    Team Set: **Busses**

    | **Team Set Details** | | Team Set Name | Owner |
    | **Team Set Name** | Busses | Busses | Garcia, Tamara |
    | **Owner** | Tamara Garcia | Colors | Chang, Tina |

    Cancel   Save

    a. Click in the Team Set Name field (blank), delete the existing name, and type the new name.

    b. Click the Owner drop-down list and choose a new teacher as the team's owner. **Note:** Administrators can edit teams and team enrollment for any team set at the schools they have access to. Teachers can edit teams and team enrollment only for the team sets they own.

    c. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing Teams

With default capabilities, district administrators and school administrators can edit team names in any team set in schools they have access to. Teachers can edit team names in the team sets they own.

Follow these steps to edit a team name:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

School: Westfield Elementary ▾ Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▾ Set

Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the school's team sets. Click the team set you want to work with.

6. On the **View Teams** page, click "Edit" by the team you need to edit.

7. The **Edit Team** page appears. Click in the Team Name field (blank), delete the existing text, and type the correct team name. Each team in this set must have a unique name. For your reference, the teams in this set are listed on the right side of the page.

Edit Team
Change the name of the Team

Team Set: **Busses**

Team Details   Team Name
Team Name Bus 102   Bus 102
                           Bus 307
Cancel   Save   Bus 498

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Deleting Team Sets

With default capabilities, district and school administrators can delete any team set in their schools. Teachers can delete team sets they own. When you delete a team set, the teams in that set will also be deleted and the students who were assigned to those teams will no longer be assigned to a team. If you want those students included in your team reports, you will have to reassign them to other teams; see page 60.

Follow these steps to delete a team set:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

Accelerated Reader™

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the

School: Westfield Elementary ▼   Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▼   Set

classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the school's team sets. Click "Delete" by the team set you want to delete.

6. The program may ask if you're sure you want to permanently delete this team set. Click the [OK] button. If you don't want to delete it, click the [Cancel] button instead.

Deleting Teams

With default capabilities, district administrators and school administrators can delete teams from any team set in their schools. Teachers can only delete teams from team sets they own. When you delete teams, the students who were assigned to those teams will no longer be assigned to them. If you want those students included in your team reports, you will have to reassign them to other teams; see page 60.

Follow these steps to delete teams:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the

School: Westfield Elementary ▼   Set
Class: Grade 4 Reading, Gr4 Rdg Garcia, 2004-2005 ▼   Set

classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the school's team sets. Click the name of the team set you want to work with.

6. The **View Teams** page appears. Click "Delete" by the team you need to delete.

7. The program may ask if you're sure you want to permanently delete this team. Click the [OK] button. If you don't want to delete it, click the [Cancel] button instead.

Printing Team Reports

There are two reports that you can generate to get information about students on the teams at your school: the Team Standing Chart and the Team Status Report. You can print these reports from the Reports section of the program; see page 116. However, you can also print them from the Teams section of the program as described below.

By default, district administrators, school administrators, and teachers can generate team reports from either the Teams section or the Reports section of the program for any of the team sets at the schools they have access to. District staff can generate team reports only from the Reports section of the program.

Follow these steps to generate team reports from the Teams section of the program:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Class Record Books" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Class Record Books** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. If you want to see only the classes you're assigned to as a teacher, regardless of the school, choose "My Classes" instead of a school.

   Note: If you have access to more than one class, you don't have to choose a class on this page.

4. Click "Teams" under Other Activities.

5. The **View Team Sets** page appears and lists the school's team sets. In the Team Reports column for the set you want to report on, click "Status" if you want to generate the Team Status Report or click "Chart" if you want to generate the Team Standing Chart.

6. A **Report Options** page opens where you can customize the information you want included in the report. Make your choices and click the [View Report] button.

7. A **Report Progress** page is displayed as your report is generated. When the report is ready, it appears in Adobe Reader (or in Preview on certain Macintosh computers), either in your browser window or in a separate window.

   You can save the report or print it by clicking one of the Adobe Reader buttons (in Preview, click the **File** menu, then **Save** or **Print**).

Reading Practice Quizzes—Managing Quiz Information

Reading Practice Quizzes are the foundation of the Accelerated Reader program. They measure comprehension and are motivational because they ensure a successful, positive experience if the student has read a book at the proper level.

Reading Practice Quizzes are installed per school; see page 4. Therefore, different schools in your database may have different lists of quizzes if they've ordered and installed different quizzes.

After you install your Reading Practice Quizzes, you can view the quiz information, edit quiz information, change the book level for all the quizzes at once, view a sample quiz, or delete quizzes. You can also add, edit, and delete Teacher-Made Reading Practice Quizzes.

Viewing Reading Practice Quizzes

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can view Reading Practice Quiz information.

Follow these steps to view a list of all the Reading Practice Quizzes (including Teacher-Made Quizzes) for a school and also to view the information for a specific quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears and lists the Reading Practice Quizzes that have been installed for this school. It also lists any Teacher-Made Quizzes that have been added. To find a specific quiz:

   - Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

- To view only the Teacher-Made Quizzes, click "View all Teacher-Made Quizzes" under Actions along the left side of the page.

6. When you find the quiz you want to view, click "Select" by it.

The **View Reading Practice Quiz** page appears; if you selected a Teacher-Made Quiz, the **View Teacher-Made Quiz** page appears instead. These pages show you the current information for the quiz you chose and give you access to tasks you can perform.

Editing Reading Practice Quiz Information

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can edit Reading Practice Quiz information. You can change the book level for the quiz (ATOS or pre-ATOS), fiction/nonfiction classification, interest level (the grades for which the book's content is most appropriate), and alternate book levels. You can also specify whether students are allowed to take (or see) this quiz.

This procedure is for editing information about Reading Practice Quizzes you received from Renaissance Learning. If you want to edit the information or questions for a Teacher-Made Quiz, see page 75.

Note: If you edit information for a Reading Practice Quiz, the program automatically changes the same information for that title in the other quiz types (Vocabulary Practice, Literacy Skills, and Other Reading).

Follow these steps to edit Reading Practice Quiz information:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears and lists the Reading Practice Quizzes that have been installed for this school. It also lists any Teacher-Made Quizzes that have been added. To find a specific quiz:

Quiz No.	Title	Author	BL	Pts	F/NF	♪	Actions
413 EN	89th Kitten, The	Nilsson, Eleanor	4.7	2.0	F		Select | Remove
36909 EN	Aa	Doudna, Kelly	0.5	0.5	NF		Select | Remove
36928 EN	Aa	Salzmann, Mary Elizabeth	1.1	0.5	NF		Select | Remove
1 EN	Adam of the Road	Gray, Elizabeth Janet	6.5	9.0	F		Select | Remove
44233 EN	Adventure in Space: The Flight to Fix the Hubble	Scott, Elaine	7.1	2.0	NF		Select | Remove
401 EN	Adventures of Ratman, The	Weiss, Ellen	3.3	1.0	F		Select | Remove
5201 EN	After the Goat Man	Byars, Betsy	4.5	3.0	F		Select | Remove
5901 EN	Aida	Price, Leontyne	5.1	0.5	F		Select | Remove
900967 EN	Akiko's Kite (SF Edition)	Plexus, Cora	2.6	0.5	F		Select | Remove
902792 EN	Alien Vacation (HSP Edition)	Robinson, F.R.	0.6	0.5	F		Select | Remove

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. When you find the quiz you want to edit, click "Select" by it.

7. The **View Reading Practice Quiz** page appears and shows you the current information for this quiz. Click "Edit Selected Quiz Information" under the Quiz Task Menu.

8. The **Edit Reading Practice Quiz** page appears. **Note:** If the **Edit Teacher-Made Quiz** page appears instead, the quiz you chose to edit is a Teacher-Made Quiz; for instructions, go to "Editing a Teacher-Made Quiz" on page 75.

To edit this quiz:

a. To change the book level, fiction/nonfiction classification, or the interest level, click the drop-down lists and choose the correct information.

b. If you want to change the alternate book levels for the book, click in each field (blank), delete the existing number, and type the book level you want to use. The first alternate book level is on a scale of 0.0-100.0 and allows one digit after the decimal place. The second alternate book level is on a scale of 0-2000 and does not allow any digits after the decimal place.

c. To specify whether students can take this quiz, click one of the Quiz Status options. **Note:** If you do not allow students to take this quiz, the quiz monitor will be able to override the block if you've enabled the Monitor Override preference; see page 136.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click [Cancel] instead.

Taking a Sample Reading Practice Quiz

You can take a sample Reading Practice Quiz (or Teacher-Made Quiz) to see how a specific quiz is presented to students. With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can take sample quizzes.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears and lists the Reading Practice Quizzes that have been installed for this school. It also lists any Teacher-Made Quizzes that have been added. To find a specific quiz:

   - Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

   - Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

   - To view only the Teacher-Made Quizzes, click "View all Teacher-Made Quizzes" under Actions along the left side of the page.

6. When you find the quiz you want, click "Select" by it.

7. The **View Reading Practice Quiz** or **View Teacher-Made Quiz** page appears (depending on the type of quiz you selected) and shows you information about the quiz. Click "Take a Sample Quiz" or "Take a Sample Quiz with Recorded Voice" under the Quiz Task Menu.

8. On the **Preview Reading Practice Quiz** page, click the [Start Quiz] button when you're ready to begin.

9. The quiz begins. To select an answer, press the A, B, C, or D keys on the keyboard or click the mouse on the answer you want. A circle shows which answer you selected. You can change your answer, if necessary. When you're ready to go on, click the [Next] button. After you choose an answer on the final question, click the [Done] button. **Note:** If Recorded Voice is on, you will hear a recording of each question and the possible answers. Click the question or an answer to hear the recording again.

10. When the quiz is done, the **Score Summary** dialog box appears and shows you how you did on the quiz.

    If you answered all the questions correctly, click the [OK] button and skip step 11.

    If you answered any questions incorrectly and would like to see the correct answers, click the [Yes] button, and go to step 11. If you don't want to review the correct answers, click the [No] button, and skip step 11.

11. If you clicked the [Yes] button in step 10, the program displays the questions you answered incorrectly. For each question, your answer will be circled and have a red "X" over it and the correct answer will have a green square around it. After reviewing each question, click the [Next] button. When you click the [Done] button on the last question, the program returns you to the **View Reading Practice Quiz** or the **View Teacher-Made Quiz** page.

Deleting a Reading Practice Quiz

With default capabilities, district and school administrators and staff and teachers can delete Reading Practice Quizzes (including Teacher-Made Quizzes). Deleting a quiz has no effect on the records of students who have already taken the quiz. **Note:** To restore a deleted Reading Practice Quiz, you must reinstall it; see page 4. To restore a deleted Teacher-Made Quiz, you must add it to the program again; see page 73.

Follow these steps to delete a quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears and lists the Reading Practice Quizzes that have been installed for this school. It also lists any Teacher-Made Quizzes that have been added. See the bullet points on the next page to help you find a specific quiz.

Quiz No.	Title	Author	BL	Pts	F/NF	Actions
413 EN	89th Kitten, The	Nilsson, Eleanor	4.7	2.0	F	Select | Remove
36909 EN	Aa	Doudna, Kelly	0.5	0.5	NF	Select | Remove
36928 EN	Aa	Salzmann, Mary Elizabeth	1.1	0.5	NF	Select | Remove
1 EN	Adam of the Road	Gray, Elizabeth Janet	6.5	9.0	F	Select | Remove
44233 EN	Adventure in Space: The Flight to Fix the Hubble	Scott, Elaine	7.1	2.0	NF	Select | Remove
401 EN	Adventures of Ratman, The	Weiss, Ellen	3.3	1.0	F	Select | Remove
5201 EN	After the Goat Man	Byars, Betsy	4.5	3.0	F	Select | Remove
5901 EN	Aida	Price, Leontyne	5.1	0.5	F	Select | Remove
900967 EN	Akiko's Kite (SF Edition)	Plexus, Cora	2.6	0.5	F	Select | Remove
902792 EN	Alien Vacation (HSP Edition)	Robinson, F.R.	0.6	0.5	F	Select | Remove

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

- To view only the Teacher-Made Quizzes, click "View all Teacher-Made Quizzes" under Actions along the left side of the page.

6. Click "Remove" by the quiz you want to delete.

7. The program asks if you're sure you want to remove the quiz. Click the [OK] button. If you don't want to delete the quiz, click the [Cancel] button instead.

Teacher-Made Reading Practice Quizzes

Teacher-Made Quizzes are Reading Practice Quizzes that a district administrator, district staff, school administrator, school staff, or teacher has added to the program. The quiz numbers 900-1399 are reserved (per school) for Teacher-Made quizzes.

Adding a Teacher-Made Quiz

By default, district administrators, district staff, school administrators, school staff, and teachers can add their own Reading Practice Quizzes to Accelerated Reader. These quizzes are called Teacher-Made Quizzes. You can add up to 500 Teacher-Made Quizzes per school. The quiz numbers 900-1399 are reserved for Teacher-Made Quizzes.

Adding Teacher-Made Quizzes is a two-part process: first, you must add basic information about the quiz; then, you add the questions and answers. When the quiz is presented to students, the questions will be presented in a random order.

Follow these steps to add a Teacher-Made Reading Practice Quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears. Click "View all Teacher-Made Quizzes" under Actions along the left side of the page.

6. On the **View Teacher-Made Quizzes** page, click "Add Teacher-Made Quiz" under Actions along the left side of the page.

7. The **Add Teacher-Made Quiz** page appears. Follow these steps to enter the quiz information:

a. To select the quiz number, language, fiction/nonfiction classification, interest level, and the number of questions on the quiz, click the drop-down lists and choose the correct information. (Interest levels are based on the content of the book, not its difficulty; they reflect the grade levels for which the book's subject matter is most appropriate.)

b. To enter the title, author, word count, and book level, click in the fields (blanks) and type the information. For the book level, you can enter values from 0.1 to 20.0.

c. After you enter the word count and book level, click the [Recalculate] button. The program uses the word count and book level to calculate the points that can be earned for the quiz.

d. If you want to add alternate book levels, click in the fields (blanks) provided and type the information. The first alternate book level is on a scale of 0.0-100.0 and allows one digit after the decimal point. The second alternate book level is on a scale of 0-2000 and doesn't allow any digits after the decimal point. **Note:** If you don't add alternate book levels, the program will calculate them for you when you save this quiz.

e. To control whether students are allowed to take the quiz, click one of the options in the Quiz Status row. **Notes:** If you choose "Do not allow," the quiz monitor can override the block if the Monitor Override preference is enabled; see page 136. If you choose "Under Development," students will not be allowed to take the quiz and the quiz monitor will not be able to override the block on it.

f. After entering the quiz information, click the [Save] button.

8. The **View Teacher-Made Quiz** page appears and shows you the information you entered for the quiz. To create the quiz questions, click "View Quiz Questions" under the Quiz Task Menu.

9. The **View Teacher-Made Quiz Questions** page appears. Since you have not yet entered the actual questions, the questions and answers are filled with descriptive text to help you choose what to enter. (Note that the number of questions matches the number you chose when you added the quiz information.) Follow these steps:

> Quiz Number: 982 EN
> Title: Mr. Rabbit's Journey
> Author: Mary Watkins
> Word Count: 1589
> Book Level: 1.2 (ATOS)
> Points: 0.5
> Questions Presented: 5
> Note: When a student takes a quiz, the answers will be put in random order.
>
> [Done]
>
> Legend: ☐ Correct Response
>
> | Number | Question and Answer | Action |
> |---|---|---|
> | 1 | Text for Question 1 | Edit |
> | | A Correct Answer of Question 1 | |
> | | B Alternate Answer 1 of Question 1 | |
> | | C Alternate Answer 2 of Question 1 | |
> | | D Alternate Answer 3 of Question 1 | |

  a. To enter the first question and its possible answers, click "Edit" next to that question.

  b. The **Edit Teacher-Made Quiz Question** page appears. Click in the fields (blanks) provided, delete the existing text, and type the question and each possible answer. Be sure to enter the correct answer first, right after the question. The text in the fields will help you see what information to enter. When you're finished, click the [Save] button.

  c. Repeat steps 9a-b for each additional question on the quiz.

  d. After you've entered the text for all the questions and possible answers, click the [Done] button.

10. The program returns to the **View Teacher-Made Quiz** page. **Note:** Check the Quiz Status that's shown on this page. If you need to adjust it, click "Edit Selected Quiz Information" under the Quiz Task Menu.

> Quiz Number: 982 EN
> Title: Mr. Rabbit's Journey
> Author: Mary Watkins
> Word Count: 1589
> Book Level: 1.2 (ATOS)
> Points: 0.5
> Questions Presented: 5
> Note: When a student takes a quiz, the answers will be put in random order.
>
> [Cancel] [Save]
>
> **Question 1**
>
> Question: Text for Question 1
>
> Correct Answer: Correct Answer of Question 1
>
> Alternate Answer 1: Alternate Answer 1 of Question 1
>
> Alternate Answer 2: Alternate Answer 2 of Question 1
>
> Alternate Answer 3: Alternate Answer 3 of Question 1
>
> [Cancel] [Save]

Viewing Teacher-Made Quizzes

See "Viewing Reading Practice Quizzes" on page 68.

Editing a Teacher-Made Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can edit Teacher-Made Reading Practice Quizzes. When you edit a Teacher-Made Quiz, you can change the quiz title, author, language, word count, book level, fiction/nonfiction classification, interest level, number of questions, and alternate book levels. You can also recalculate the points, choose if students can take this quiz, and change the questions and answers that appear on the quiz.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

Accelerated Reader

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice" in the list of quiz types.

5. The **View Reading Practice Quizzes** page appears. Click "View all Teacher-Made Quizzes" under Actions along the left side of the page.

6. On the **View Teacher-Made Quizzes** page, you can find the Teacher-Made Quiz that you want to edit.

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, or points. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

7. When you find the quiz you want to edit, click "Select" by it. The **View Teacher-Made Quiz** page appears and shows you information about the quiz.

If you want to edit the quiz information, follow the steps below.

If you want to edit the quiz questions, follow the steps on page 77.

To edit the quiz information, click "Edit Selected Quiz Information." Then:

a. On the **Edit Teacher-Made Quiz** page, you can change the title, author, word count, book level, and alternate book levels by clicking in the fields (blanks), deleting the current text, and typing the new information.

b. To change the quiz language, fiction/nonfiction classification, interest level, or the number of questions presented, click the drop-down lists and choose a new value. **Note:** If you reduce the number of questions and you have already added your questions to the quiz, some questions will be removed from the quiz when it's presented to the student.

c. If you changed the number of questions on the quiz, the word count, or the book level, you should recalculate the points. Click the [Recalculate] button. The program will display the new point value for the quiz, if there is one.

d. To choose whether students are allowed to take the quiz, click one of the Quiz Status options. **Notes:** If you choose "Do not allow," the quiz monitor can override the block if the Monitor Override preference is enabled; see page 136.

If you choose "Under Development," students will not be allowed to take the quiz and the quiz monitor will not be able to override the block on the quiz.

e. When you're finished, click the [Save] button. The program returns to the **View Teacher-Made Quiz** page.

To change the quiz questions, click "View Quiz Questions." Then:

a. The **View Teacher-Made Quiz Questions** page appears and lists the questions that are on the quiz, including the correct and incorrect answers for each question.

To change a question or its answer choices, click "Edit" in the row for that question.

```
Quiz Number:        983 EN
Title:              Mr. Rabbit Goes Home
Author:             Mary Watkins
Word Count:         1638
Book Level:         1.2 (ATOS)
Points:             0.5
Questions Presented: 5
Note:               When a student takes a quiz, the
                    answers will be put in random order.

[Done]

[  ] = Correct Response
```

Number	Question and Answer	Action
1	Where does Mr. Rabbit live? A In a tidy little house B In the old oak tree C Under the big bush D With Mr. Turtle	Edit

b. On the **Edit Teacher-Made Quiz Question** page, click in the fields (blanks), delete the old question or answer choice, and type the new text. Make sure the correct answer is the one right after the question.

c. When you're finished, click the [Save] button.

d. When you're finished changing the quiz questions, click the [Done] button on the **View Teacher-Made Quiz Questions** page.

```
Quiz Number:        983 EN
Title:              Mr. Rabbit Goes Home
Author:             Mary Watkins
Word Count:         1638
Book Level:         1.2 (ATOS)
Points:             0.5
Questions Presented: 5
Note:               When a student takes a quiz, the answers
                    will be put in random order.

[Cancel]  [Save]
```

Question 1

Question	Where does Mr. Rabbit live?
Correct Answer	In a tidy little house
Alternate Answer 1	In the old oak tree
Alternate Answer 2	Under the big bush
Alternate Answer 3	With Mr. Turtle

[Cancel] [Save]

Taking a Sample Teacher-Made Quiz

See "Taking a Sample Reading Practice Quiz" on page 71.

Deleting a Teacher-Made Quiz

See "Deleting a Reading Practice Quiz" on page 72.

Accelerated Reader™

Vocabulary Practice Quizzes—Managing Quiz Information

Vocabulary Practice Quizzes help you maximize students' word acquisition through reading practice. Vocabulary Practice Quizzes contain 5, 10, or 15 questions covering the vocabulary words found in the books they have read. Vocabulary Practice Quizzes are designed to be taken immediately after a student has taken and passed the Reading Practice Quiz on a book they have read. You can use the Vocabulary Practice Student Comprehension preference to require that students pass the Reading Practice Quiz on a book before taking the Vocabulary Practice Quiz for the same book; see page 142.

Vocabulary Practice Quizzes are installed per school; see page 4. Therefore, different schools in your database may have different lists of quizzes if they've ordered and installed different quizzes.

When you work with your Vocabulary Practice Quizzes, you can view a list of the quizzes for your school, delete a quiz, or select it. When you select a Vocabulary Practice Quiz, you can edit some information, take a sample quiz, and print the Vocabulary List Report for the quiz.

Note: Besides the regular Vocabulary Practice Quizzes, there is another kind of Vocabulary Practice Quiz. It's called a ~Second-Try and Review Words~ Quiz. This type of quiz includes only second-try new words, first-try review words, and second-try review words. It does not include any first-try new words from a particular title. You cannot view, edit, or delete this type of quiz.

Viewing Vocabulary Practice Quizzes

You can view a list of the Vocabulary Practice Quizzes that have been installed for a school, or the information for a specific Vocabulary Practice Quiz. By default, district administrators, district staff, school administrators, school staff, and teachers can view a school's list of Vocabulary Practice Quizzes. Follow these steps to view a list of the Vocabulary Practice Quizzes or the information about a specific quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Vocabulary Practice" in the list of quiz types.

5. The **View Vocabulary Practice Quizzes** page appears and lists the Vocabulary Practice Quizzes that have been installed for this school. To find a specific quiz:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

   • Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. When you find the quiz you want to view, click "Select" by it. The **View Vocabulary Practice Quiz** page appears. It shows you information about the quiz and gives you access to the tasks you can perform.

Editing Vocabulary Practice Quiz Information

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can edit Vocabulary Practice Quiz information. You can change the book level (ATOS or pre-ATOS), fiction/nonfiction classification, interest level, and alternate book levels. You can also specify whether students in the school can take (or see) the quiz.

Note: If you edit Vocabulary Practice Quiz information, the program automatically changes the same information for that title in the other quiz types (Reading Practice, Literacy Skills, and Other Reading).

Follow these steps to edit Vocabulary Practice Quiz information:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Vocabulary Practice" in the list of quiz types.

5. The **View Vocabulary Practice Quizzes** page appears and lists the Vocabulary Practice Quizzes that have been installed for this school. To find the quiz:

Search for Quizzes						Less Criteria
Title starts with ▾			Book Level:		to	
Fiction and Nonfiction ▾	All Interest Levels ▾	All Languages ▾				
Search						

(1-10 of 500) << Previous Next >>

Quiz No.	Title	Author	BL	F/NF	Actions
35821 EN	100th Day Worries	Cuyler, Margery	3.0	F	Select | Remove
18751 EN	101 Ways to Bug Your Parents	Wardlaw, Lee	3.9	F	Select | Remove
14796 EN	13th Floor: A Ghost Story, The	Fleischman, Sid	4.4	F	Select | Remove
39863 EN	145th Street: Short Stories	Myers, Walter Dean	5.1	F	Select | Remove
8251 EN	18-Wheelers (Cruisin')	Maifair, Linda Lee	5.2	NF	Select | Remove
661 EN	18th Emergency, The	Byars, Betsy	4.7	F	Select | Remove
30561 EN	20,000 Leagues Under the Sea (Great Illustrated Classics)	Verne/Vogel	5.2	F	Select | Remove
44855 EN	24 Hours	Mahy, Margaret	5.6	F	Select | Remove
30629 EN	26 Fairmount Avenue	De Paola, Tomie	4.4	NF	Select | Remove
14911 EN	3 NBs of Julian Drew	Deem, James M.	3.6	F	Select | Remove

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want to edit.

7. The **View Vocabulary Practice Quiz** page appears and shows some of the information about the quiz you chose. Click "Edit Selected Quiz Information" under the Quiz Task Menu.

8. The **Edit Vocabulary Practice Quiz** page appears.

a. To change the book level (ATOS or pre-ATOS), fiction/non-fiction classification, and interest level, click the drop-down lists and choose the correct information. The book level determines the difficulty of the book. The interest level shows you the group for which this book's content is most appropriate.

Vocabulary Practice Quiz	
Quiz Number	661 EN
Title	18th Emergency, The
Author	Betsy Byars
Book Level	4.7 (ATOS) ▾
Book Level Alt. 1 (scale 0.0 - 100.0)	51.0
Book Level Alt. 2 (scale 0 - 2000)	743
Fiction/Nonfiction	Fiction ▾
Interest Level	Middle Grades (MG) ▾
Vocabulary Words	10
Quiz Status	⦿ **Allow** students to take this quiz ○ **Do not allow** students to take this quiz
Cancel Save	

b. To change the alternate book levels, click in the fields (blanks) provided, delete the existing number, and type the book level you want to use. The first alternate book level is on a scale of 0.0-100.0 and allows one digit after the decimal place. The second alternate book level is on a scale of 0-2000 and doesn't allow any digits after the decimal place.

c. To specify whether students can take this quiz, click one of the Quiz Status options. **Note:** If you do not allow students to take this quiz, the quiz monitor will be able to override the block if you've enabled the Monitor Override preference; see page 136.

d. When you're finished, click the [Save] button. if you don't want to save your changes, click the [Cancel] button instead.

Taking a Sample Vocabulary Practice Quiz

By default, district administrators, district staff, school administrators, school staff, and teachers can take sample Vocabulary Practice Quizzes.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Vocabulary Practice" in the list of quiz types.

5. The **View Vocabulary Practice Quizzes** page appears and lists the Vocabulary Practice Quizzes that have been installed for this school. To find the quiz:

    *   Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

    *   Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want.

7. The **View Vocabulary Practice Quiz** page appears. Click "Take a Sample Quiz" under the Quiz Task Menu.

8. On the **Preview Vocabulary Practice Quiz** page, click the [Start Quiz] button when you're ready to begin.

9. The quiz begins. To select an answer, press the A, B, C, or D keys on the keyboard or click the mouse on the answer you want. A circle shows which answer you selected. You can change your answer, if necessary. When you're ready to go on, click the [Next] button. After you choose an answer on the final question, click the [Done] button.

10. When the quiz is done, the **Score Summary** dialog box appears and shows you how you did. Click the [OK] button.

Printing the Vocabulary List Report

The Vocabulary List Report lists the vocabulary words for a particular Vocabulary Practice Quiz. You can print this report from the Reports section of the program (see page 116), when logged in as a student (see page 107), and when logged in as a parent (see page 112). However, you can also print it while viewing a Vocabulary Practice Quiz as described in this section. **Note:** Following the procedure in this section allows you to generate the Vocabulary List Report for one quiz. If you want to generate the report for several quizzes at one time or if you want to customize the report (exclude the vocabulary word definitions, for example), you should generate it from the Reports section of the program.

By default, district administrators, district staff, school administrators, school staff, and teachers can generate the report for any Vocabulary Practice Quiz installed at the schools they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Vocabulary Practice" in the list of quiz types.

5. The **View Vocabulary Practice Quizzes** page appears and lists the Vocabulary Practice Quizzes that have been installed for this school. To find the quiz:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

   • Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want.

7. The **View Vocabulary Practice Quiz** page appears. Click "Preview Vocabulary List Report" under the Quiz Task Menu.

8. A **Generating Vocabulary List Report** page is displayed as your report is being generated. When the report is ready, it appears in Adobe Reader (or in Preview on certain Macintosh computers), either in your browser window or in a separate window.

   You can save the report or print it by clicking one of the Adobe Reader buttons (in Preview, click the **File** menu, then **Save** or **Print**.).

Deleting a Vocabulary Practice Quiz

By default, district administrators, district staff, school administrators, school staff, and teachers can delete a Vocabulary Practice Quiz for any school they have access to. Deleting a quiz has no effect on the records of students who have already taken it. **Note:** To restore a deleted Vocabulary Practice Quiz, you must reinstall it; see page 4.

Follow these steps to delete a Vocabulary Practice Quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Vocabulary Practice" in the list of quiz types.

5. The **View Vocabulary Practice Quizzes** page appears and lists the Vocabulary Practice Quizzes that have been installed for this school. To find the quiz:

   - Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

   - Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Remove" by the quiz you want to delete.

7. The program asks if you're sure you want to remove the quiz. Click the [OK] button. If you don't want to delete the quiz, click the [Cancel] button instead.

Literacy Skills Quizzes—Managing Quiz Information

Literacy Skills Quizzes are used to help teachers assess their students' proficiency on 24 specific skills found in state and district language-arts standards and on many standardized tests. Administered on selected books, Literacy Skills Quizzes let you monitor student growth in each skill throughout the year and target instruction so students master state and district standards.

Literacy Skills Quizzes are installed per school; see page 4. Therefore, different schools in your database may have different lists of quizzes if they've ordered and installed different quizzes.

When you work with your Literacy Skills Quizzes, you can view the quiz list for your school, delete a quiz, or select it. When you select a Literacy Skills Quiz, you can edit some information, take a sample quiz, view the *Literacy Skills Teacher's Guide* for the quiz, and view the quiz question bank.

The 24 Literacy Skills

Accelerated Reader RP monitors 24 literacy skills found in state and district standards and objectives and on many high-stakes tests. These skills are grouped into four categories: Constructing Meaning, Inferential Comprehension, Literary Analysis, and Initial Understanding. The skills that Accelerated Reader monitors are listed in the table beginning below.

The 24 Literacy Skills

Category	Literacy Skills
Constructing Meaning	Understanding the Main Idea Responding to Literature Identifying Persuasive Language Identifying Reading Strategies Differentiating Fact and Opinion Deriving Word or Phrase Meaning
Inferential Comprehension	Recognizing Cause and Effect Making Predictions Making Inferences Drawing Conclusions Comparing and Contrasting Extending Meaning

The 24 Literacy Skills (Continued)

Category	Literacy Skills
Literary Analysis	Understanding the Author's Craft Identifying Historic/Cultural Factors Understanding Characterization Understanding Literacy Features Recognizing Setting Recognizing Plot
Initial Understanding	Understanding Sequence Understanding Dialog Recognizing Feelings Recognizing Details Identifying Reasons Describing Actions or Events

Viewing a Literacy Skills Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can view a list of the Literacy Skills Quizzes installed for a school or quiz information for a specific quiz (including the question bank).

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Literacy Skills" in the list of quiz types.

5. The **View Literacy Skills Quizzes** page appears and lists all the Literacy Skills Quizzes that have been installed for this school. To find a specific quiz:

    •   Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

    •   Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When

you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. When you find the quiz for which you want, click "Select" by it. The **View Literacy Skills Quiz** page appears and shows you information about the quiz.

7. To view the question bank for this quiz, click "View the Literacy Skills Quiz Questions" under the Quiz Task Menu.

8. The **View Literacy Skills Quiz Questions** page appears. This page lists the questions in the question bank for this quiz. It shows the correct answer to each question (in a box) and the skill addressed by that question. When you're finished, click the [Done] button. **Note:** There are more questions in the question bank than what's on a normal Literacy Skills Quiz. When a student takes a Literacy Skills Quiz, the program randomly selects an equal number of questions from each skill group in the question bank for inclusion on the quiz. Therefore, if the student retakes the quiz, the two quizzes will not be identical.

Editing Literacy Skills Quiz Information

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can edit Literacy Skills Quiz information. You can change the book level (ATOS or pre-ATOS), fiction/nonfiction classification, interest level, and alternate book levels. You can also specify whether students in the school are allowed to take (or see) the quiz.

Note: If you edit Literacy Skills Quiz information, the program automatically changes the same information for that title in the other quiz types (Reading Practice, Vocabulary Practice, and Other Reading).

Follow these steps to edit information for a Literacy Skills Quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Literacy Skills" in the list of quiz types.

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5. The **View Literacy Skills Quizzes** page appears and lists all the Literacy Skills Quizzes that have been installed for this school. To find the quiz you want:

Search for Quizzes				Less Criteria

Title starts with ▾ | | Book Level: ☐ to ☐

Fiction and Nonfiction ▾ | All Interest Levels ▾ | All Languages ▾

Search

Quiz No.	Title	Author	BL	F/NF	Actions
5976 EN	1984	Orwell, George	8.9	F	Select | Remove
5201 EN	After the Goat Man	Byars, Betsy	4.5	F	Select | Remove
16728 EN	Amber Brown Goes Fourth	Danziger, Paula	3.7	F	Select | Remove
25848 EN	Amber Brown Is Feeling Blue	Danziger, Paula	4.0	F	Select | Remove
19 EN	Charlotte's Web	White, E.B.	4.4	F	Select | Remove
612 EN	Horse and His Boy, The	Lewis, C.S.	5.8	F	Select | Remove
548 EN	Tree Grows in Brooklyn, A	Smith, Betty	5.8	F	Select | Remove
298 EN	War with Grandpa, The	Smith, Robert Kimmel	3.9	F	Select | Remove

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want to edit.

7. The **View Literacy Skills Quiz** page appears and shows some information about the quiz you chose. Click "Edit Selected Quiz Information" under the Quiz Task Menu.

8. The **Edit Literacy Skills Quiz** page appears.

a. To change the book level (ATOS or pre-ATOS), fiction/non-fiction classification, and interest level, click the drop-down lists and choose the correct information. The book level determines the difficulty of the book. The interest level shows the group for which this book's content is most appropriate.

Literacy Skills Quiz	
Quiz Number	5201 EN
Title	After the Goat Man
Author	Betsy Byars
Word Count	22639
Book Level	4.5 (ATOS) ▾
Book Level Alt. 1 (scale 0.0 - 100.0)	50.0
Book Level Alt. 2 (scale 0 - 2000)	715
Fiction/Nonfiction	Fiction ▾
Interest Level	Lower Grades (LG) ▾
Questions Presented	12
Quiz Status	⦿ **Allow** students to take this quiz ○ **Do not allow** students to take this quiz

Cancel   Save

b. To change the alternate book levels for this book, click in the fields (blanks) provided, delete the existing number, and type the level you want to use. The first alternate book level is on a scale of 0.0-100.0 and allows one digit after the decimal place. The second alternate book level is on a scale of 0-2000 and does not allow any digits after the decimal place.

c. To specify whether students can take this quiz, click one of the Quiz Status options. **Note:** If you do not allow students to take this quiz, the quiz monitor will be able to override the block if you've enabled the Monitor Override preference; see page 136.

d. When you're finished, click the [Save] button. If you don't want to save the information, click the [Cancel] button instead.

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Taking a Sample Literacy Skills Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can take sample Literacy Skills Quizzes.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Literacy Skills" in the list of quiz types.

5. The **View Literacy Skills Quizzes** page appears and lists all the Literacy Skills Quizzes that have been installed for this school. To find the quiz you want:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want.

7. The **View Literacy Skills Quiz** page appears and shows some information about the quiz you chose. Click "Take a Sample Quiz" under the Quiz Task Menu.

8. On the **Preview Literacy Skills Quiz** page, click the [Start Quiz] button when you're ready to begin.

9. The quiz begins. To select an answer, press the key (A, B, C, or D) on the keyboard or click the mouse on the answer you want. A circle shows which answer you selected. You can change your answer, if necessary. When you're ready to go on, click the [Next] button. After you choose an answer on the final question, click the [Done] button.

10. When the quiz is done, the **Score Summary** dialog box appears and shows you how you did.

If you answered all the questions correctly, click the [OK] button and skip step 11.

If you answered any questions incorrectly and would like to see the correct answers, click the [Yes] button, and go to step 11. If you don't want to review the correct answers, click the [No] button, and skip step 11.

11. If you clicked the [Yes] button in step 10, the program displays the questions you answered incorrectly. For each question, your answer will be circled and have a red "X" over it and the correct answer will have a green square around it. After reviewing each question, click the [Next] button. When you click the [Done] button on the last question, the program returns you to the **View Reading Practice Quiz** or the **View Teacher-Made Quiz** page.

Viewing a *Literacy Skills Teacher's Guide* for a Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can view the *Literacy Skills Teacher's Guide* for a quiz.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Literacy Skills" in the list of quiz types.

5. The **View Literacy Skills Quizzes** page appears and lists all the Literacy Skills Quizzes that have been installed for this school. To find the quiz you want:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

   • Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Select" by the quiz you want.

7. The **View Literacy Skills Quiz** page appears and shows some information about the quiz you chose. Click "View the Teacher's Guide" under the Quiz Task Menu.

8. A **Generating Teacher's Guide** page opens in another browser window. You don't need to do anything on this page. When it's finished generating, the *Teacher's Guide* will open in Adobe Reader (or in Preview on certain Macintosh computers) in the new browser window.

You can use the Adobe Reader buttons to print the *Teacher's Guide* (in Preview, click the **File** menu, then **Print**).

9. When you're finished, close the browser window that it appears in.

Deleting a Literacy Skills Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can delete a Literacy Skills Quiz for a school. Deleting a quiz has no effect on the records of students who have already taken it. **Note:** To restore a deleted Literacy Skills Quiz, you must reinstall it; see page 4.

Follow these steps to delete a Literacy Skills Quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Literacy Skills" in the list of quiz types.

5. The **View Literacy Skills Quizzes** page appears and lists all the Literacy Skills Quizzes that have been installed for this school. To find the quiz you want:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. Click "Remove" by the quiz you want to delete.

7. The program asks if you're sure you want to delete the quiz. Click the [OK] button. If you don't want to delete the quiz, click the [Cancel] button instead.

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Other Reading Quizzes—Managing Quiz Information

In Accelerated Reader, Other Reading Quizzes help you measure student comprehension of reading material assigned in your class. Other Reading Quizzes are available for most prominent new reading textbooks and other classroom reading material (such as a magazines). You can use these quizzes to monitor each student's progress on reading assignments.

Other Reading Series are installed per school; see page 4. Therefore, different schools in your database may have different lists of quizzes if they've ordered and installed different quizzes.

You can view a list of the series that have been installed for your school, and you can select a series or delete a series. When you select a series, you can view a list of the Other Reading Quizzes in that series, delete a quiz, or select it. When you select a quiz, you can edit some information or take a sample quiz.

Note: Students cannot take Other Reading Quizzes until you use the Classroom Other Reading Series preference (see page 142) to choose the series the class can use.

Viewing Other Reading Series and Other Reading Quizzes

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can view the Other Reading series, the quizzes in each series, and information about a specific quiz.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Other Reading" in the list of quiz types.

5. The **Other Reading Series** page appears and lists the installed Other Reading series. Click "Select" in the row for the series you want. If you want to see all the Other Reading Quizzes regardless of the series they are in, click "Select" in the row for all available series.

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6. The **View Other Reading Quizzes** page appears and lists the Other Reading Quizzes in the series you selected. To find a quiz:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/ Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

Series:	**All Available Series Selected**				
Search for Quizzes					Less Criteria

Title starts with ▾ | | | Book Level: ☐ to ☐

Fiction and Nonfiction ▾ | All Interest Levels ▾ | All Languages ▾

Search

(1-10 of 118)   << Previous   Next >>

Quiz No.	Title	Author	BL	F/NF	Actions
902719 EN	Absent-Minded Toad (HSP Edition), The	Rondón, Javier	2.1	F	Select	Remove
902234 EN	Adventures of Sojourner (HM Edition), The	Wunsch, Susi Trautmann	6.7	F	Select	Remove
900905 EN	Allie's Basketball Dream (SF Edition)	Barber, Barbara E.	3.3	F	Select	Remove
902188 EN	Alone Against the Sea (HM Edition)	Roessing, Walter	4.9	F	Select	Remove
902195 EN	Amelia Earhart: First Lady of Flight (HM Edition)	Parr, Jan	6.1	F	Select	Remove
900919 EN	Ananse's Feast (SF Edition)	Mollel, Tololwa M.	3.9	F	Select	Remove
900906 EN	Anthony Reynoso: Born to Rope (SF Edition)	Cooper/Gordon	2.8	NF	Select	Remove
902210 EN	Arachne the Spinner (HM Edition)	McCaughrean, Geraldine	4.1	F	Select	Remove
902721 EN	Baboon (HSP Edition)	Banks, Kate	1.9	F	Select	Remove
902196 EN	Barnstorming Bessie Coleman (HM Edition)	Whitman, Sylvia	5.6	F	Select	Remove

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

7. Click "Select" in the row for the quiz you want to view. The **View Other Reading Quiz** page opens and shows you more information about the quiz.

Editing Other Reading Quiz Information

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can edit Other Reading Quiz information. You can change the fiction/nonfiction classification, interest level, and alternate book levels. You can also specify whether students in the school are allowed to take the quiz.

Note: If you edit information for an Other Reading Quiz, the program automatically changes the same information for that title in the other quiz types (Reading Practice, Vocabulary Practice, and Literacy Skills).

Follow these steps to edit Other Reading Quiz information:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Other Reading" in the list of quiz types.

5. The **Other Reading Series** page appears and lists the installed Other Reading series. Click "Select" in the row for the series you want. If you want to see all the Other Reading Quizzes regardless of the series they are in, click "Select" in the row for all available series.

6. The **View Other Reading Quizzes** page appears and lists the Other Reading Quizzes in the series you selected. To find a quiz:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/ Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

7. Click "Select" in the row for the quiz you want to edit.

8. The **View Other Reading Quiz** page appears and shows you some of the quiz information. Click "Edit Selected Quiz Information" under the Quiz Task Menu.

9. The **Edit Other Reading Quiz** page appears.

a. To change the fiction/nonfiction classification or interest level, click the drop-down lists and choose the correct information. The interest level shows you the grade levels for which this item's content is most appropriate.

b. To change the alternate book levels, click in the fields (blanks) provided, delete the existing number, and type the book level you want. The first alternate book level is on a scale of 0.0-100.0 and allows one digit after the decimal place. The second alternate book level is on a scale of 0-2000 and doesn't allow any digits after the decimal place.

c. To specify whether students can take this quiz, click one of the Quiz Status options. **Note:** If you do not allow students to take this quiz, the quiz monitor will be able to override the block if you've enabled the Monitor Override preference; see page 136.

d. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

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Taking a Sample Other Reading Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can take a sample Other Reading Quiz.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Other Reading" in the list of quiz types.

5. The **Other Reading Series** page appears and lists the installed Other Reading series. Click "Select" in the row for the series you want. If you want to see all the Other Reading Quizzes regardless of the series they are in, click "Select" in the row for all available series.

6. The **View Other Reading Quizzes** page appears and lists the Other Reading Quizzes in the series you selected. To find a quiz:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

7. Click "Select" in the row for the quiz you want.

8. The **View Other Reading Quiz** page appears and shows you information about the Other Reading Quiz you chose. Click "Take a Sample Quiz" under the Quiz Task Menu.

9. On the **Preview Other Reading Quiz** page, click the [Start Quiz] button when you're ready for the quiz to begin.

10. The quiz begins. To select an answer, press the A, B, C, or D keys on the keyboard or click the mouse on the answer you want. A circle shows which answer you selected. You can change your answer, if necessary. When you're ready to go on, click the [Next] button. After you choose an answer on the final question, click the [Done] button.

11. When the quiz is done, the **Score Summary** dialog box appears and shows how you did on the quiz.

If you answered all the questions correctly, click the [OK] button and skip step 12.

If you answered any questions incorrectly and would like to see the correct answers, click the [Yes] button, and go to step 12.

If you don't want to review the answers to the questions you answered incorrectly, click the [No] button, and skip step 12.

12. If you clicked the [Yes] button in step 11, the program displays the questions you answered incorrectly. For each question, your answer will be circled with a red "X" over it and the correct answer will have a green square around it. After reviewing each question, click the [Next] button. When you click the [Done] button on the last question, the program returns you to the **View Other Reading Quiz** page.

Deleting an Other Reading Series or Other Reading Quiz

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can delete Other Reading Series and Other Reading Quizzes for a school. Deleting a series or a quiz has no effect on student quiz records that already exist. **Note:** To restore a deleted Other Reading Series or Quiz, you must reinstall it; see page 4.

Follow these steps to delete a series or a quiz:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Other Reading" in the list of quiz types.

5. The **Other Reading Series** page appears and lists the installed Other Reading series.

If you want to delete a series, click "Remove" by it. Then, go to step 8.

If you want to delete a quiz, click "Select" by the series that has the quiz you want to delete. If you want to see all the Other Reading Quizzes regardless of the series they are in, click "Select" in the row for all available series.

6. The **View Other Reading Quizzes** page appears and lists the Other Reading Quizzes in the series you selected. To find a quiz:

- Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it.

- Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, or quiz language. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level, enter the same number in both fields. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

7. Click "Remove" in the row for the quiz you want to delete.

8. The program asks if you're sure you want to remove the series or quiz. Click the [OK] button to delete it. If you don't want to delete it, click the [Cancel] button instead.

Managing Quizzes—Other Tasks

Changing the ATOS Book Level Settings

The ATOS Readability Formula for Books indicates how difficult the text of a book is to read. Thus, it can help you match books to your students' reading levels. But the ATOS formula measures only the readability of the text. It does not (nor do any other readability formulas) take into account literary merit, sophistication of ideas, developmental appropriateness, or maturity of theme or language. This is why it's important to know and use three measurements when helping your students choose books: readability (the difficulty of a book's text), reading level (the student's tested reading level), and interest level (the content level of a book).

An ATOS level is often a good indication that a student *can* read a book, but may not mean that he or she *should* read the book. The interest level can help you decide whether the student should read the book.

When you install your Accelerated Reader quizzes, the book levels are set at the ATOS level. You can change this to the pre-ATOS level or back to the ATOS level again using the steps in this section. **This changes the book level for all the quizzes in your database** including Reading Practice, Vocabulary Practice, Literacy

Skills, and Other Reading Quizzes. If you want to change the book level for only selected quizzes, you can do so by editing the quiz information (see page 69 for Reading Practice Quizzes, page 79 for Vocabulary Practice Quizzes, page 86 for Literacy Skills Quizzes, and page 92 for Other Reading Quizzes).

With default capabilities, district administrators, district staff, and school administrators can change the book level for all the quizzes installed at the schools they have access to.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "ATOS Settings" under Actions along the left side of the page.

5. The **ATOS Settings** page shows you the number of quizzes currently set at the ATOS book level and the number set at the pre-ATOS level. You can choose to convert all your quizzes to the ATOS level or to the pre-ATOS level. Click the option you want. **Note:** You may see a difference between the number of quizzes you have and the number that will be changed. That's because for some quizzes, the ATOS and pre-ATOS book levels are the same.

ATOS Settings

Quizzes currently set to ATOS: **14734**
Quizzes currently set to pre-ATOS: **0**

What would you like to do?

- Convert quizzes to ATOS book levels (0 will change)
- Convert quizzes to pre-ATOS book levels (12711 will change)

Cancel   Convert

6. Click the [Convert] button to convert all your quizzes.

7. The **Converting ATOS Settings** page appears and shows you the progress of the conversion. When it's finished, you will see a message telling you how many quizzes were converted. Click the [Done] button.

Creating an AR BookGuide Export

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can export quiz information. When the export file is imported into AR BookGuide, the program can mark the quizzes you own and update book levels (for all the quiz types) and points (for Reading Practice Quizzes).

Follow these steps to create an AR BookGuide export:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quizzes" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quizzes** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "AR BookGuide™ Export" under Actions along the left side of the page.

Accelerated Reader™

5. Click the [Export] button on the **AR BookGuide Export** page.

6. The **Generating AR BookGuide Export** page appears while the export file is created. When it's ready, click "Download" to save the file.

7. Follow the steps below for your operating system:
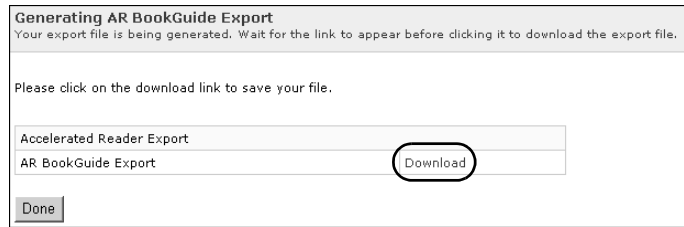
Windows:

a. You may be asked what you want to do with the file. Choose to save it.

b. A dialog box may open that allows you to choose where to save the file. If so, navigate to the location (create a new folder, if necessary) and click once on the drive or folder where you want to save the file to highlight it.

c. Click the [Save] button.

d. You may have to close a download dialog box.

Macintosh OS 9.x:

a. You may be asked what you want to do with the file. Choose to save it.

b. A dialog box opens that allows you to choose where to save the file. Navigate to the location (create a new folder, if necessary) and double-click the drive or folder where you want to save the file to open it.

c. Click the [Save] button.

d. You may have to close a download dialog box or manager.

Macintosh OS 10.x and higher:

a. You may be asked what you want to do with the file. Choose to save it.

b. A dialog box may open that allows you to choose where to save the file. If so, rename the file if desired, navigate to the location (create a new folder, if necessary), and click once on the drive or folder where you want to save the file to highlight it.

c. Click the [Save] button.

d. You may have to close a download dialog box or manager.

8. Click the [Done] button on the **Generating AR BookGuide Export** page to go back to the **Manage Quizzes** page.

Manage Quiz Availability

The manage quiz availability area will be useful for those with complete subscriptions of Accelerated Reader quizzes. Those with owned quizzes may also find this area to be useful. In the Manage Quiz Availability pages you can search for and make the Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes of your choice inactive (hidden) without deleting them from your software.

Viewing Quiz Availability

With default capabilities, district administrators and school administrators can view quiz availability. District staff, school staff, and teachers can be given access to view quiz availability by changing the Accelerated Reader Manage Quiz Availability capability. See "Capabilities" on page 10. By default, when district staff, school staff, and teachers search for Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes in the other areas of the software, they will be able to find only those quizzes marked active in Manage Quiz Availability. Students will be able to search for and take quizzes marked active.

Follow these steps to view the quiz availability for Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes for a school:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quiz Availability" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quiz Availability** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice," "Vocabulary Practice," or "Literacy Skills" in the list of quiz types.

5. The **Change Quiz Availability** page appears and lists the active quizzes of the type you chose that have been installed for this school. **Note**: The title of this page will match the quiz type you chose. The active quizzes are marked with a green check mark. When you change the status of a quiz to inactive (see "Editing Quiz Availability" below) after you have saved your changes the status will change to a red line.

6. To view all the inactive quizzes, under Actions click "Show Inactive Quizzes." When the inactive quizzes are showing, the link under Actions changes to "Show Active Quizzes."

    To view both active and inactive quizzes, click "Show both Active and Inactive Quizzes." When both the active and inactive quizzes are showing, the "Show Active Quizzes" and "Show Inactive Quizzes" links are available.

Editing Quiz Availability

With default capabilities, district administrators and school administrators can edit quiz availability. District staff, school staff, and teachers can be given access to edit quiz availability by changing the Accelerated Reader Manage Quiz Availability capability. See "Capabilities" on page 10. By default, when district staff, school staff, and teachers search for Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes in the other areas of the software, they will be able to find only those quizzes marked active in Manage Quiz Availability. Students will be able to search for and take quizzes marked active.

Follow these steps to edit the quiz availability for Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes for a school:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quiz Availability" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quiz Availability** page appears. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

4. Click "Reading Practice," "Vocabulary Practice," or "Literacy Skills" in the list of quiz types.

5. The **Change Quiz Availability** page appears and lists the active quizzes of the type you chose that have been installed for this school. To find a specific quiz:

   • Scroll through the list. If it's longer than the limit set in the Viewing preference (found in the School/Classroom Restrictions preferences, see page 138), it will be divided into multiple pages. Click "Next" or "Previous" to move through it; your selection will be saved.

   • Use the Search for Quizzes section to search by title, author, quiz number, or book level. If you click "More Criteria" you can also narrow your search by fiction/nonfiction classification, interest level, quiz language, points, or install date. Use the drop-down list(s) to choose the criteria for your search; then, click in the fields (blanks) and enter the parameters. When you're ready, click the [Search] button. **Notes:** If you're searching by quiz number, you must enter the exact number in the field. If you're looking for a specific book level or points value, enter the same number in both fields. If you're searching by install date, you only need to fill in both range fields if you chose "Between" from the "Install Date" drop-down list. To go back to the full list of quizzes, delete any text you've entered in the fields before you click [Search] (it doesn't matter what you've chosen in the drop-down lists).

6. On the **Change Quiz Availability** page, use these options to make quizzes inactive or active:

   • To inactivate a quiz, click the box by each quiz you want to hide. Click in a box to remove the check mark. Go to step 7.

   • To activate a quiz, click the box by each quiz you want available to all users. Click in a box to add a check mark. Go to step 7.

   • To change all the check marks on the one page you are viewing, click the "Title" check box. Click in the box to add or remove the check mark. Go to step 7.

   • To Inactivate all the quizzes in the search results or all the active quizzes you are viewing (including the quizzes listed on multiple pages), click the [Inactivate All Quizzes] button. Skip step 7. **Note:** If you selected a large number of quizzes, you may see a progress bar as the program inactivates your quizzes. The boxes from which you removed the check mark become marked as inactive (a red bar) and will no longer be accessible from any other area of the software.

- To activate all the quizzes in the search results or all the inactive quizzes you are viewing (including the quizzes listed on multiple pages), click the [Activate All Quizzes] button. Skip step 7. **Note:** If you selected a large number of quizzes, you may see a progress bar as the program activates your quizzes.

7. Click the [Update Selected Quiz Availability] button to change the status of the quizzes you selected. The boxes from which you removed the check mark become marked as inactive (a red bar) and will no longer be accessible from any other area of the software.

Setting Up Quiz Availability Rules

With default capabilities, district administrators and school administrators can set up quiz availability rules to determine whether or not new quizzes will be automatically activated upon installation. District staff, school staff, and teachers can be given access to set up quiz availability rules by changing the Accelerated Reader Manage Quiz Availability capability. See "Capabilities" on page 10.

Follow these steps to set up the quiz availability rules for installing Reading Practice, Vocabulary Practice, and Literacy Skills Quizzes for a school:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Manage Quiz Availability" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Manage Quiz Availability** page appears. Under Actions, click "Setup Rules."

4. The **Setup Quiz Availability Rules** page appears where you can choose to set up the availability of newly installed quizzes for the desired school or schools. If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Or, if you want to work with multiple schools, click the "Select Multiple Schools" link.

   a. The **Select Multiple Schools** page appears. Click the box by the schools you want to work with. Click the "School" check box to select all the schools in your list.

   b. Click the [Save] button to save your selections or, if you do not want to save your changes, click the [Cancel] button instead.

5. On **Setup Quiz Availability Rules** page you can determine the availability of newly installed quizzes. By default, all newly installed quizzes will be activated automatically.

   To change the setup rules so no newly installed quizzes are automatically activated, click the radio button by "Activate none."

   To set up more detailed availability setup rules, click "Activation Rules." Check the box by the quiz types, fiction/ nonfiction classification, interest level, and language of quizzes you want automatically activated upon installation. Click in a box to check it or to remove the check mark. To add rules to the Book level and Points, click the appropriate field (blank) and type the book level or points range of the quizzes you want automatically activated upon installation.

6. When you're finished, click the [Save] button or, if you want to set up rules for another school, click the [Save and Add] button. If you don't want to save your changes, click the [Cancel] button instead.

7. Repeat steps 5-6 for each school you want to make quiz availability rules.

Students—How to Use Accelerated Reader RP

Students can log in to Accelerated Reader RP. The portion of the program that students can access allows them to take Accelerated Reader quizzes, print certain reports, and view their goals and points. The sections on the following pages describe what students can accomplish in Accelerated Reader. **Only students who are enrolled in an Accelerated Reader RP class will have access to the program.**

Logging in as a Student

1. Start your browser (Internet Explorer, Netscape Navigator, Firefox, or Safari).

2. In your browser window, go to the address provided by your district or school. The **Welcome** page appears.

3. On the **Welcome** page, click "Student."

4. At the **Students** log in page:

If you know the student's user name, follow these steps:

a. Click in the User Name field (blank) and type the student's user name.

b. Click in the Password field (blank) and type the student's password.

c. Click the [Log In] button.

If you don't know the student's user name, follow these steps:

a. Click "Find User Name."

b. You may see a screen where you can choose the school the student is enrolled in. Click the "change school now" link. click the name of the school, and click the [Next] button.

c. On the **Find User Name – Search for Name** page, click in the fields and type all or part of the student's first and/or last name. Then, click the [Search] button.

d. The **Find User Name – Search Results** page shows the results of your search. If the student is listed, click his or her name to continue (go to the next step). If the student is not listed, click the [Back] button if you want to go back to the **Find User Name – Search for Name** page where you can try to search for the student again (return to the previous step).

e. If you chose a student in the last step, the page that appears allows the student to log in. Notice that the program has already entered the student's user name. The student must type his or her password in the Password field (blank) and click the [Log In] button.

Accelerated Reader

Taking a Quiz

How students take a quiz

Before students start quizzing, check the following:

- Students must be added to the database (make sure they are assigned a grade when they are added), and enrolled in an Accelerated Reader class. To add students, create Accelerated Reader classes, and enroll them in those classes, see the *Renaissance Place Software Manual*.

- Make sure the necessary software is installed on each computer that students will use for quizzing. To check each computer and install the software if it's not already installed, click "Check Software Requirements" on the **Welcome** page before the student logs in.

- Use the Other Reading preference to assign Other Reading Series to the class (see page 142). Students cannot take Other Reading Quizzes until you do this.

- There are many other settings in both the School and Classroom Student Quizzing Preferences (see page 134 and page 139) that control what students see and do when they're working in the program. You can change the settings if necessary.

MAKE SURE STUDENTS KNOW THEIR USER NAMES AND PASSWORDS

Before students log in, make sure they know their user names and passwords. (You can find this information in the Student Information Report.)

If students try to log in too many times with the incorrect password, their accounts will be locked. Locked accounts can be unlocked by teachers and other personnel. If the accounts are not manually unlocked, they are unlocked automatically the next day. For more information, see the "Renaissance Place Software Manual."

Follow these steps to take a quiz:

1. Log in to the software as a student (see page 102).

2. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

3. Click "Take a Quiz" under Accelerated Reader.

Accelerated Reader

SOME STUDENTS MAY NOT BE ALLOWED TO QUIZ

If your school has reached its student capacity limit, and the student who is logged in has not yet taken a quiz, the next page will tell the student that the limit has been reached. For more information, see page 147.

*There is certain software (Macromedia Flash Player, Adobe Reader, and the Renaissance Learning, Inc. Print Plug-In) that is needed or recommended for students to use the program. If the software is not installed on this computer, the **Checking Setup** page appears next. This page tells the student to see the teacher or administrator for help. After the teacher or administrator logs in at this page, the **Checking Setup** page lists the software. Click "Install" in the Action column for the software you need to install. **Note:** For Macromedia Flash Player and Adobe Reader, you will go to a web site where you can download the installer.*

4. If you're enrolled in more than one Accelerated Reader class, the **Select a Class** page appears. Click the name of the class for which you want to take this quiz.

5. On the **Select a Quiz Type** page, click the type of quiz you want to take. You can choose from Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading Quizzes.

6. Next, you need to search for the quiz you want to take. The **Select a Quiz** page allows you to do this. (The name of the page will include the quiz type you chose in step 5.)

You must choose the criteria to use in the search. Click Title, Author, or Quiz Number depending on what you want to search for.

- *If you chose Title,* you can search for titles starting with a particular word (or letter), titles that contain a particular word (or letter), or the exact title. Click the option you want. Then, click in the field and type the word, letter, or title you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "am" in the field, your search results would include the quizzes *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination.

- *If you chose Author,* you can search for authors whose last names start with a particular letter (or letters), authors whose first or last name contains a particular letter (or letters), or the authors first or last name. Click the option you want. Then, click in the field and type the letter/letter combination or name you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "ro" in the field, your search would include titles by authors J.K. Rowling and Doreen Cronin since both names contain the "ro" letter combination.

- *If you chose Quiz Number,* click in the field and type the exact number. Then, click the [Search] button. The program will display the quiz if it's found.

- *If you're searching for a Vocabulary Practice Quiz,* you have two additional choices: quizzes that match the previous three Reading Practice Quizzes you've already taken and a ~Second-Try and Review Words~ quiz. Click either of the links. The program lists the quizzes available for the option you chose.

7. If you see the quiz you want to take in the list, click its title or number. If the list is long, click "Next" and "Previous" to move through the list.

   If you don't see the quiz you want to take, you can search again by following the instructions in step 6.

8. You may be asked how the book was read (Read To you, Read With you, or Read Independently). Click the correct answer to this question.

9. The **Confirm Quiz** page shows you information about the quiz you chose, including whether you've already taken this quiz. What you see and do on this page depends on several things:

   • If you chose a Reading Practice Quiz with Recorded Voice, you may be able to choose whether you want to use it. If so, click the "On" option to use Recorded Voice during the quiz; click "Off" if you don't want to use it.

   • If the program asks for a monitor password, your quiz monitor needs to enter the monitor password and click the [OK] button.

   • If a monitor password is not required, the program will ask if you're sure you want to take the quiz. Click the [Yes] button to start the quiz or click the [No] button if you don't want to take it.

   • If you're blocked from taking this quiz, the program will tell you so. Click the [OK] button to exit the page.

10. If you see the **Start Quiz** page, click the [Start Quiz] button when you're ready to begin the quiz.

11. The quiz begins. To select an answer, press the A, B, C, or D keys on the keyboard or click the mouse on the answer you want. A circle shows which answer you selected. You can change your answer, if necessary. When you're ready to go on, click the [Next] button or press the <Enter> key. After you choose an answer on the final question, click the [Done] button. **Note:** If Recorded Voice is on, you will hear a recording of each question and the possible answers. Click the question or an answer to hear the recording again.

12. After the quiz is done, you may be asked how you liked the book. If this happens, press the A, B, C, or D keys on the keyboard or click one of the choices. Then, click the [Done] button.

13. If the program asks for a monitor password, the monitor needs to enter the password and click the [OK] button.

14. The **Score Summary** dialog box appears next. This dialog box shows you how you did on the quiz.

You may be asked if you want to review the answers for the questions you got wrong. If so, click the [Yes] button. The program will display each question you answered incorrectly. Your answer will be circled with a red "X" over it. The correct answer will have a green square around it. When you're through reviewing each question, click the [Next] button to go to the next one. When you're through reviewing the last question, click the [Done] button. **Note:** You will only have this option if the Review Missed Questions preference is turned on and if you passed the quiz.

If you're not asked if you want to review the answers for the questions you got wrong, click the [OK] button.

15. A TOPS Report may be generated. If you're asked what language you want the TOPS Report to print in, click either the [English] or the [Spanish] button to continue.

If a TOPS Report is not generated, go to step 18.

16. On the **TOPS Report** page:

If the report prints automatically, you can click the [View Report] button to view the report. Another browser window opens with the TOPS Report displayed. When you're finished, close the window it's displayed in. **Note:** If the Automatic Logout preference is set (see page 141), you won't be able to view the TOPS Report because the program will log you out as soon as the report is printed.

If the report doesn't print automatically, it's displayed in either the **TOPS Report** window or in another window. You can print the report by clicking the print button in the Adobe Reader (if the report is displayed in Preview, click the **File** menu, then **Print**).

17. When you're ready to continue, click the [Continue] button on the **TOPS Report** page.

18. If you just passed a Reading Practice Quiz, you may be asked if you want to take the Vocabulary Practice Quiz for the same title.

If you want to take the quiz, click the [Yes] button. The **Confirm Quiz** page will open. Go back to step 9.

If you don't want to take the quiz at this time, click the [No] button and go to the next step.

19. You may be logged out of the program. If not, the **Log Out or Return to Home Page** will appear. Click "Log Out" if you're done working in the program. If you're not done, click "Return to Home" to return to your **Home** page.

How to abort a quiz

Once a quiz has started you can stop it at any time by pressing the <Esc> key. The program will then ask the quiz monitor to enter the monitor password (that password is set in the Monitor Password preference, see page 136) to confirm that it's okay to abort the quiz. Type the password in the field and click the [OK] button.

No data is saved from an aborted quiz. The student will have to retake it.

If the student loses the Internet connection while in the middle of a quiz, the program will store the data from the questions the student already answered. The next time the student logs in, he or she will have the opportunity to resume the unfinished quiz. The student will only be allowed to answer the questions he or she had not yet answered; no changes will be allowed on questions that were already answered.

Blocking students from quizzing

There are several ways for you to block students from taking quizzes in Accelerated Reader:

- **Date and Time Restrictions preferences.** You can use these preferences to block the students in a school from taking a quiz before, after, or during certain times, days, or dates. You can find the Date and Time Restrictions preferences in the School preferences (see page 137). This block applies on all quiz types. **Note:** If you block quizzing using this preference, the quiz monitor can override the block if you've enabled the Monitor Override preference. This preference can be found in two places in the program (as it applies to date and time restrictions): under the Date and Time Restrictions preferences (see page 137) and also under the Student Quizzing preferences in the School preferences (page 134).

- **Quiz Setup preference.** You can use this preference to indicate which quiz types the students in a class are and are not allowed to take. You can find the Quiz Setup preference in the Classroom preferences (see page 143). **Note:** If you block quizzing using this preference, the quiz monitor cannot override the block even if you've enabled the Monitor Override preference in the School Student Quizzing preferences (see page 134).

- **Allow Quizzing preference.** You can use this preference to indicate which individual students are allowed to take quizzes. The block applies on all quiz types. You can find the Allow Quizzing preference under the Individual Student Settings in the Classroom preferences (see page 146). **Note:** If you block quizzing using this preference, the quiz monitor can override the block if you've enabled the Monitor Override preference in the School Student Quizzing preferences (see page 134).

- **Vocabulary Practice Student Comprehension preference.** You can use this preference to prevent students from taking a Vocabulary Practice Quiz unless they've passed the Reading Practice Quiz for the same title. You can find this preference under Student Quizzing in the Classroom preferences (see page 139). **Note:** If you block quizzing using this preference, the quiz monitor can override the block if you've enabled the Monitor Override preference in the School Student Quizzing preferences (see page 134).

- **Editing the quiz information.** When you edit quiz information, you can specify if the quiz can be taken by the students at the school. If you edit a Teacher-Made Quiz, you have another option that allows you to block the quiz: Under Development. **Note:** If you block students from quizzing by editing the quiz information, the quiz monitor can override the block if you've enabled the Monitor Override preference in the School Student Quizzing preferences (see page 134). This applies on all the blocks except for the Teacher-Made Quizzes that you've marked as "Under Development."

Printing Reports as a Student

Students can print several reports after they log in to the program. They can choose from the Student Record Report, Words Learned Report, and the Vocabulary List Report. The reports contain information only for that student.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "View Reports" under Accelerated Reader.

3. On the **Select a Student Report** page, click the report you want to generate. You can choose from the Student Record Report, Words Learned Report, and Vocabulary List Report.

4. You may be asked to choose the class you want to report on. If so, click the name of the class.

5. *If you chose to print the Student Record or Words Learned Report,* follow these steps:

   a. On the **Select Report Options** page, you choose how to sort the information contained in the report and also the date range for the information in your report.

      Under "How do you want to sort this report," for the Student Record Report, you can choose "By Title" or "By Date Taken"; for the Words Learned Report, you can choose "By Grade Level" or "By Word." Click the option you want.

   b. Under "What date range do you want on this report," you can choose from "All Dates" and "Select Marking Period." Click the option you want. If you chose "Select Marking Period," you must also click the drop-down list and choose the marking period you want to report on.

   c. When you're ready to continue, click the [Next] button.

   If you chose to print the Vocabulary List Report, follow these steps:

   a. On the **Select a Vocabulary Practice Quiz** page, you can search for the quiz you want to report on.

      You must choose the criteria to use in the search. Click Title, Author, or Quiz Number depending on what you want to search for.

      • *If you chose Title,* you can search for titles starting with a particular word (or letter), titles that contain a particular word (or letter), or the exact title. Click the option you want. Then, click in the field and type the word, letter, or title you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "am" in the field, your search results would include the quizzes *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination.

      • *If you chose Author,* you can search for authors whose last names start with a particular letter (or letters), authors whose first or last name contains a particular letter (or letters), or the authors first or last name. Click the option you want. Then, click in the field and type the letter/letter combination or name you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "ro" in the field, your search would include titles by authors J.K. Rowling and Doreen Cronin since both names contain the "ro" letter combination.

- *If you chose Quiz Number,* click in the field and type the exact number. Then, click the [Search] button. The program will display the quiz if it's found.

b. When you see the quiz you want to report on, click its title or number.

6. The report is generated and opens using Adobe Reader (or in Preview on certain Macintosh computers). If you want to save or print the report, click the Adobe Reader save or print buttons (in Preview, click the **File** menu, then **Save** or **Print**).

7. When you're finished, click the [Done] button to return to your **Home** page.

Viewing the Quizzes a Student Has Taken

Students can view a list of the quizzes they have taken. The information the program displays is only for the student who is logged in.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "View Quizzes Taken" under Accelerated Reader.

3. On the **Select Options** page:

a. Click the drop-down list and choose the type of quizzes you want to view.

b. Under "How do you want to sort your quizzes taken," you can choose "By Title" or "By Date Taken." Click the option you want.

c. Under "What date range do you want to use," you can choose from "All Dates" and "Select Marking Period." Click the option you want. If you chose "Select Marking Period," you must also click the drop-down list and choose a marking period.

d. When you're ready to continue, click the [Next] button.

Select Options

What quiz type would you like to use?

Reading Practice ▾

How do you want to sort your quizzes taken?

◉ By Title
○ By Date Taken

What date range do you want to use?

○ All Dates
◉ Select Marking Period 2004-2005 ▾

< Back   Next >

4. The View Quizzes Taken page opens and lists the quizzes that match what you selected in the last step.

When you are finished viewing the list, click the [Done] button.

Reading Practice Quizzes Taken

< Back   Done

Reading Practice Quiz	Percent Correct	Book Level	F/NF	TWI	Word Count	Points Earned	Points Poss.	Date
41281 EN Bad Beginning, The	100.0 %	6.4	F	I	24130	4.0	4.0	10/6/2004
46103 EN Ersatz Elevator, The	90.0 %	6.6	F	I	39933	6.3	7.0	10/13/2004
9021 EN Green Eggs and Ham	40.0 %	1.5	F	T	0	0.0	0.5	10/4/2004
32081 EN Harry Potter and the Chamber of Secrets	85.0 %	6.7	F	I	84799	11.9	14.0	9/8/2004
26759 EN Harry Potter and the Sorcerer's Stone	90.0 %	5.5	F	I	77508	10.8	12.0	9/4/2004

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Viewing Goals and Points

Students can view their goals and points records. The information the program displays is only for the student who is logged in.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "View Goals and Points" under Accelerated Reader. The **Goals and Points** page appears. This page shows you information about the goals you've been assigned and your progress during each marking period assigned to the class. It also shows the points you have used and been awarded in each of the marking periods. **Note:** The number in the Points Used column is the points you've used minus the points you've been awarded in the marking period. It does not include the points you've earned by passing Reading Practice Quizzes.

	Avg. Percent Correct		Points			Avg. Book Level		
Marking Period	Goal	Actual	Goal	Earned	% of Goal	Goal	Achieved	Points Used
1st Quarter	86.0 %	92.5 %	35.0	23.0	66.0 %	5.2	4.5	0.0
2nd Quarter		0.0 %		0.0			0.0	0.0
3rd Quarter		0.0 %		0.0			0.0	0.0
4th Quarter		0.0 %		0.0			0.0	0.0
2004-2005		0.0 %		0.0			0.0	0.0

Goals and Points

Class: Grade 4 Reading, G4R, Garcia, 2004-2005

3. If you're enrolled in more than one Accelerated Reader class, you can click the Class drop-down list and choose another class for which you want to view your records. Then, click the [Set] button.

4. When you're finished, click the [Done] button.

Logging Out of and Closing the Program

Students should log out of the program when they are finished working in it. This helps to ensure that each student is logged in properly before he or she begins quizzing. You can log out at any time (except when you're taking a quiz) by clicking "Log Out" in the upper right corner of the page. **Note:** The Automatic Student Logout preference (found under Student Quizzing in the Classroom preferences) can be set so that students are automatically logged out of the program when they finish a quiz; see page 139.

After you log out, you can close Accelerated Reader RP by closing your browser window.

Parents—How to Use Accelerated Reader RP

Parents can log in to Accelerated Reader RP. The portion of the program that parents can access allows them to view their children's goals and points, and print certain reports. The sections on the following pages describe what parents can accomplish in Accelerated Reader. **Only parents who have been added to the software and assigned children can log into the program. Also, they will only be able to see information for the their children.**

Logging in to Accelerated Reader RP as a Parent

Parents should follow these steps to log in to the program:

1. Start your browser (Internet Explorer, Netscape, Firefox, or Safari).

2. In your browser window, go to the address provided by your child's school. The **Welcome** page appears.

3. Click "Parent."

4. At the **Parents** log in page, type the user name and password that you received. Then, click the [Log In] button.

Viewing Your Child's Goals and Points

Parents can view the goals and points records for their children. They will only be able to access the records of the children they have been assigned.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. If you have more than one child using the Renaissance Place programs, you can click the View drop-down list and choose the child whose information you want to view. Then, click the [Set] button.

3. Click "Goals and Points" under Accelerated Reader.
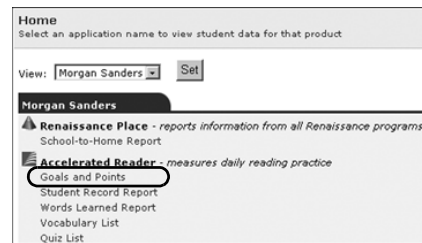
4. The **Goals and Points** page appears. This page shows you information about your child's reading goals and his or her progress during each marking period assigned to the class. It also shows the points your child has used and been awarded in each of the marking periods. **Note:** The number in the Points Used column is the points your child used minus the points he or she was awarded in the marking period. It does not include the points earned by passing Reading Practice Quizzes.

5. If your child is enrolled in more than one Accelerated Reader class, you can click the Class drop-down list and choose another class for which you want to view the records. Then, click the [Set] button.

6. When you're finished, click the [Done] button.

Printing the Student Record or Words Learned Report

Parents can print a Student Record or Words Learned Report showing their child's information. The Student Record Report shows you detailed information about the Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading Quizzes that your child has taken. The Words Learned Report lists the words your child has learned by taking Vocabulary Practice Quizzes.

Follow these steps to print one of these reports:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. If you have more than one child using the Renaissance Place programs, you can click the View drop-down list and choose the child whose information you want to view. Then, click the [Set] button.

3. Click "Student Record Report" or "Words Learned Report" under Accelerated Reader.
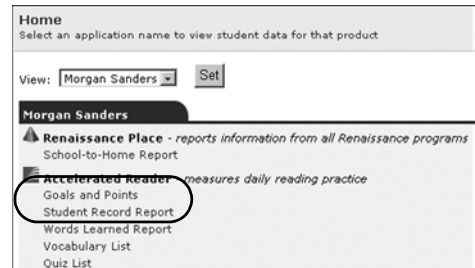
4. The report is generated and is displayed in Adobe Reader (or in Preview on certain Macintosh computers), either within your browser window or in a separate window.

   To print the report, click the Adobe Reader print button (in Preview, click the **File** menu, then **Print**).
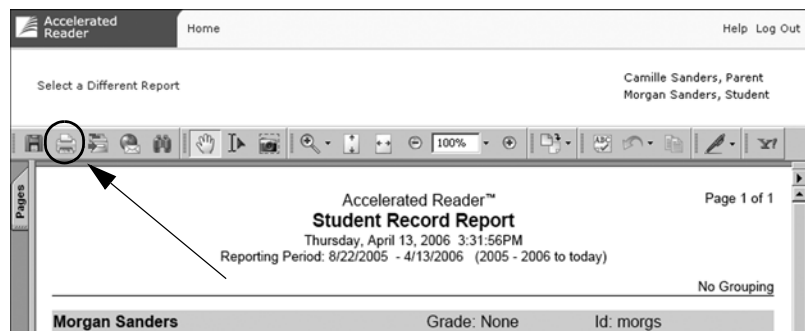
5. Click "Select a Different Report" or "Home" at the top of the page to return to your **Home** page.

Printing a Vocabulary List Report

Parents can print a Vocabulary List for any of the Vocabulary Practice Quizzes installed at their child's school. This report shows the vocabulary words for a specific quiz, the grade level for each word, and its pronunciation. The report includes a pronunciation key.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. If you have more than one child using the Renaissance Place programs, you can click the View drop-down list and choose the child whose
information you want to view. Then, click the [Set] button.

3. Click "Vocabulary List" under Accelerated Reader.

4. If your child is enrolled in more than one school, the **Select a School** page appears. Click the name of the school you want to work with.

5. You must search for the quiz for which you want to view the Vocabulary List. Use the **Select a Vocabulary Practice Quiz** page to choose the criteria to use in the search. Click Title, Author, or Quiz Number, depending on what you want to search for.

- *If you chose Title,* you can search for titles starting with a particular word (or letter), titles that contain a particular word (or letter), or the exact title. Click the option you want. Then, click in the field and type the word, letter, or title you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "am" in the field, your search results would include the quizzes *Amber Brown Goes Forth* and *Bambi* since both titles contain the "am" letter combination.

- *If you chose Author,* you can search for authors whose last names start with a particular letter, authors whose first or last name contains a particular letter, or the authors first or last name. Click the option you want. Then, click in the field and type the letter/letter combination or name you want the program to search for and click the [Search] button. The program returns all the quizzes that matched your criteria. For example, if you chose "Contains" and typed "ro" in the field, your search would include titles by authors J.K. Rowling and Doreen Cronin since both names contain the "ro" letter combination.

- *If you chose Quiz Number,* click in the field and type the exact number. Then, click the [Search] button. The program will display the quiz if it's found.

6. When you see the quiz you want, click its title or number.

Accelerated Reader
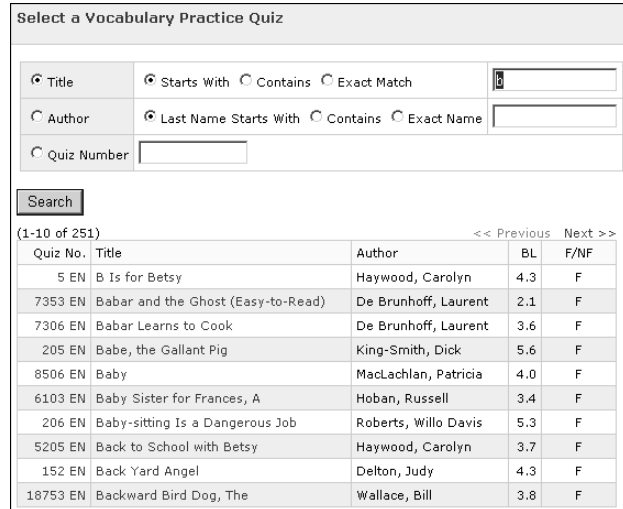
7. The report is generated and is displayed in Adobe Reader (or in Preview on certain Macintosh computers), either within your browser window or in a separate window.
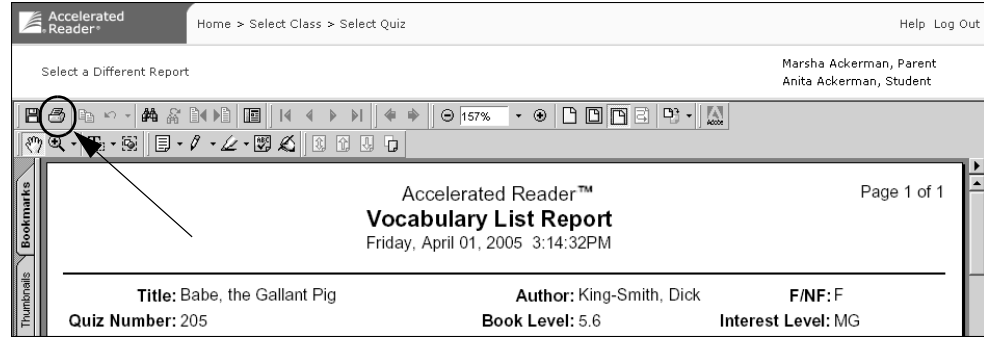
To print the report, click the Adobe Reader print button (in Preview, click the **File** menu, then **Print**).

8. Click "Select a Different Report" or "Home" at the top of the page to return to your **Home** page.

Printing the Quiz List Report

Parents can print a Quiz List Report. This report lists the Reading Practice, Vocabulary Practice, or Literacy Skills Quizzes that are available at your child's school.

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. If you have more than one child using the Renaissance Place programs, you can click the View drop-down list and choose the child whose information you want to view. Then, click the [Set] button.

3. Click "Quiz List" under Accelerated Reader.
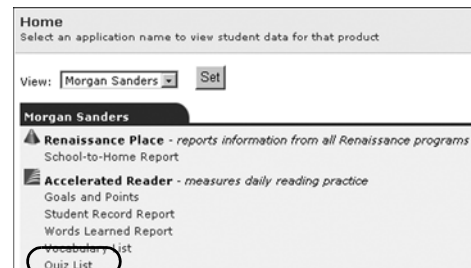
4. The **Report Options** page appears. Follow these steps:

   a. If you see a School drop-down, choose the appropriate school from the list.

   b. In the Quiz Type section, click the type of quiz you want included. You can choose from Reading Practice, Vocabulary Practice, and Literacy Skills.

   c. In the Book Level section, you can specify which book levels you want to see. Click in the From field (blank), delete the exiting number and type the beginning of the book level range. (You can enter numbers from 0.1 to 20.0 with no more than one digit after the decimal place.) Then, click in the to field and type the end of the book level range. **Note:** If you want to report on a single book level, type the same number in both fields.

   d. In the Interest Level section, check the boxes by the interest levels you want included. Click in a box to check it or to remove the check mark. Interest levels show for which grades a book's content is most appropriate.
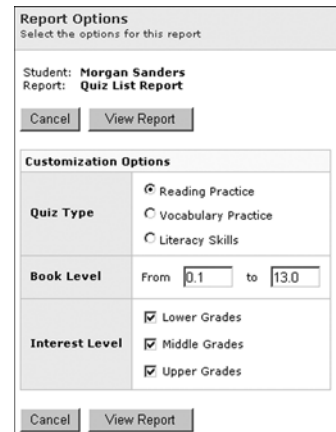
e. Click the [View Report] button.

5. The report is generated and is displayed in Adobe Reader (or in Preview on certain Macintosh computers), either within your browser window or in a separate window.
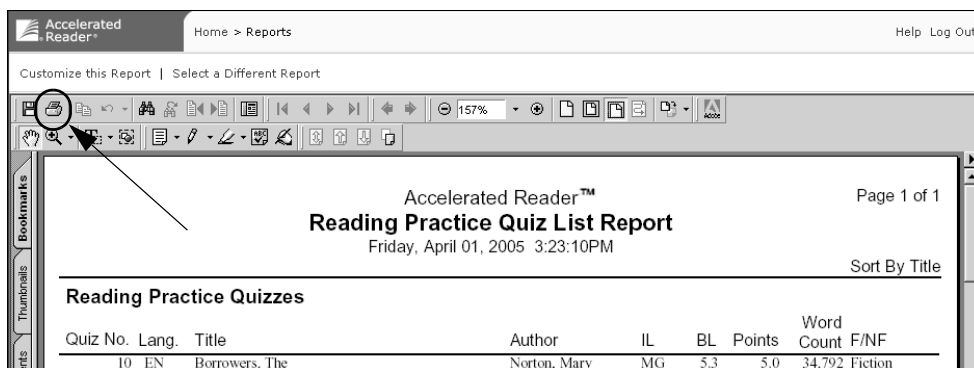
To print the report, click the Adobe Reader print button (in Preview, click the **File** menu, then **Print**).

6. Click "Customize this Report" to choose different options for the report. Or click "Select a Different Report" or "Home" at the top of the page to return to your **Home** page.

Logging Out of and Closing the Program

You can log out at any time by clicking "Log Out" in the upper right corner of the page. After you log out, you can close Accelerated Reader RP by closing your browser window.

Reports

About Renaissance Place and Accelerated Reader Reports

This software includes two types of reports: Renaissance Place and Accelerated Reader RP. Renaissance Place reports are only available to the district and school administrators. They provide information about student performance in any or all of the Renaissance Place products installed on your server. These reports can include district-wide information from all schools using the server. To access these reports, click "Consolidated Reports" under Renaissance Place on the **Home** page. Before generating these reports, you should set up reporting periods and consolidate the data from the products on the server. For more information about Renaissance Place reports, reporting periods, and data consolidation, see the *Renaissance Place Software Manual*.
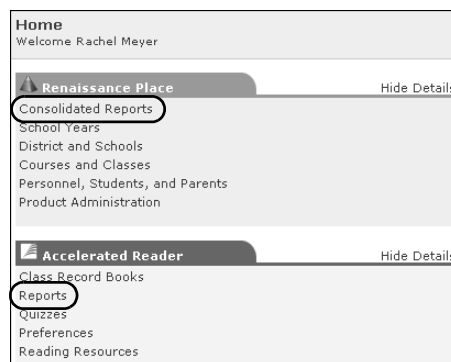
By default, district administrators and district staff can generate Accelerated Reader reports for any school in the district. School administrators and school staff can generate these reports for their school. Teachers can generate the reports for their classes. However, the availability of this option depends on the capabilities you've been granted. To access the Accelerated RP reports, click "Reports" under Accelerated Reader on your **Home** page. The following pages describe these reports and how to print them.

Printing Accelerated Reader Reports

By default, district administrators, district staff, school administrators, school staff, and teachers can print Accelerated Reader RP reports. The level of information included in each report depends on your primary position, see page 120 for details. **Reports can be only printed for those schools that have registered their Accelerated Reader RP software.** See the *Renaissance Place Installation Guide* for registration information.

ADOBE READER IS REQUIRED TO VIEW AND PRINT REPORTS

*Most computers must have the Adobe Reader installed to view and print reports. (Macintosh computers running OS 10.x can use Preview instead.) If the Adobe Reader is not already installed on this computer, a district administrator, school administrator, or teacher can download an installer for it. To do this, click "Product Administration" on your **Home** page. Then, click "Download Client Application Installers" on the **Product Administration** page. On the **Client Install** page, click "Install" next to the Adobe Reader to go to the Adobe web site to download Adobe for your computer. After you've downloaded the file, you can start the installation by double-clicking the file.*

*You can also download the installer directly from the Adobe web site by clicking the Get Adobe Reader icon at the bottom of the **Select Report** page.*

Follow these steps to generate and print a report:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Reports" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. If your district is using a secondary reporting database, the **Select Database** page appears. You can choose to use the reporting database or the live database for your report. Click the option you want and click the [Next] button.

4. On the **Reports** page, click the report category that contains the report you want to generate. You can choose from Reading Practice, Vocabulary Practice, Literacy Skills, Other Reading, and School Management reports.

5. The **Select a Report** page appears (the page name will include the report category). If you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

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6. On the **Select a Report** page, click the report name. One of two things will occur:

- If the report can be customized, the Report Options page appears. Go to step 7.

- If the report cannot be customized, the report will be generated as described in step 8.

7. If the report can be customized, the **Report Options** page appears. You may be able to choose the students, teachers, classes, or reporting parameter groups to include, the time period covered by the report, some of the information included, and how that information is grouped and sorted. Select the options you want for this report and click the [View Report] button. The available options will vary depending on the report you chose.

Note: If you want to generate the report without making any changes, click the [View Report] button.

For more information about the custom options available for each report, see the table that begins on page 121. For some reports, you can select reporting parameter groups. For more information about these groups, see page 118.

8. As the program generates your report, the **Report Progress** page appears. When the report is ready, it will open in Adobe Reader (or in Preview), either within your browser window or in a separate window.

You can save the report or print it by clicking one of the Adobe Reader buttons (in Preview, click the **File** menu, then **Save** or **Print**).
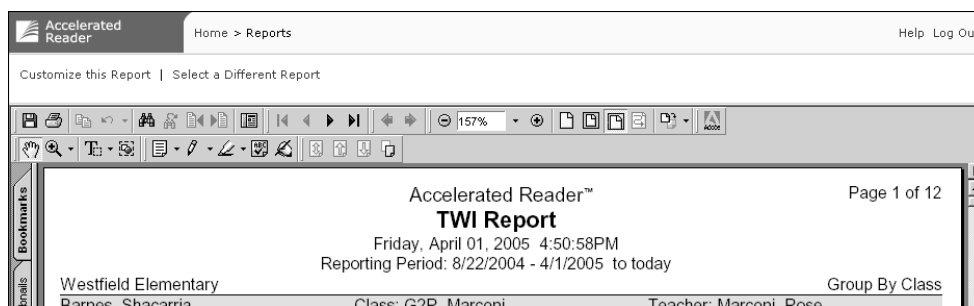
If this report has custom options, click "Customize this Report" to choose different options and generate the report again.

Click "Select a Different Report" to return to the **Select Report** page where you can choose another report to generate.

About Reporting Parameter Groups

When you customize certain Accelerated Reader RP reports before printing them (see page 116), you can select or create a reporting parameter group for the report.

Reporting parameter groups allow you to focus reports on students with specific enrollment dates, ethnicities, genders, languages, characteristics, and/or grades.

Note: The reporting parameter groups you create in Accelerated Reader are available in your other Renaissance Place programs as well.

BLOCKING CHARACTERISTICS AND ETHNICITY ON REPORTS

If you don't want your teachers or staff to create reporting parameter groups based on characteristics or ethnicity, the district or school administrator can take away two capabilities: Filter Reports by Characteristic and Filter Reports by Ethnicity. Personnel who don't have these capabilities cannot select this type of information when creating a reporting parameter group. Also, characteristics and ethnicity will be omitted from the Student Detail Report. For details on editing the capabilities granted to user groups and to individual users, see the "Renaissance Place Software Manual."

To open the **Reporting Parameter Groups** page, you must choose a report that can be customized before printing it; see page 116. On the **Report Options** page (see step 7 on page 117), click the Reporting Parameter Group drop-down list and choose the group you want to change (if you want to change an existing one). Then, click "Create New or Edit Selected."

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To create or change a reporting parameter group:

1. If you want to create a new reporting parameter group, go to step 2 and begin entering the group information.

   If you want to edit an existing group, click the drop-down list at the top of the page and choose the group. Then, click the [Select] button. **Note:** After you select a reporting parameter group to edit, you can delete it if you wish by clicking the [Delete] button. You will only see a [Delete] button after you select an existing group.

2. To create or change the group name, click in the Reporting Parameter Group Name field (blank), delete any existing text, and type the group's name. A name is required.

3. To limit the students included in reports by the date they were first enrolled in the school, click in the Enroll Date field, delete any existing text, and type the date. When you use this reporting parameter group for a report, only students who were enrolled in the school before that date will be included.

4. To choose the ethnicities, genders, primary languages, characteristics, and/or grades you want included in this reporting parameter group, check the box by each item you want to include (click in a box to check it or to remove the check mark). You can also click "select all" or "deselect all" under the category name. For characteristics, click "Any" or "All" to specify whether the group should include students with any of the selected characteristics or only those with all of the selected characteristics.

   Note: If you cannot select ethnicity or characteristics, it's because two capabilities were removed: Filter Reports by Ethnicity and Filter Reports by Characteristics. Personnel who do not have these capabilities cannot select this type of information when creating a reporting parameter group.

5. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Note: You can specify a student's ethnicity, gender, language, and grade when you add the student to the program or when you edit the student's information. If you want to use characteristics as criteria in your reporting parameter group, you must first assign the appropriate characteristics to your students. If the characteristic you want to use is not listed, you can add it to the program. See the *Renaissance Place Software Manual* for details.

Accelerated Reader

Report Descriptions

The Accelerated Reader reports are designed to get you the information you need when you need it. The table below lists the reports that are available in each of five report categories.

Reading Practice Reports:	Diagnostic – Reading Practice Favorite Books Goal History Marking Period Progress Point Club Summary Quiz Takers – Reading Practice Quiz Usage Reader Certification Certificates	Reader Certification Levels Schoolwide Summary Student Points Student Record Team Standing Chart Team Status TWI Word Count
Vocabulary Practice Reports	Diagnostic – Vocabulary Practice Pronunciation Key Student Record	Words Learned Words to Study Vocabulary List
Literacy Skills Reports:	Literacy Skills Chart Literacy Skills Class Summary	Literacy Skills Status Student Record
Other Reading Reports:	Diagnostic – Other Reading Quiz Takers – Other Reading	Student Record Word Count
School Management Reports:	***School Management:*** Class Enrollment Student Detail Student Information Teacher	***Quiz Management:*** Labels – Book Labels – Vocabulary List Quiz List – Literacy Skills Quiz List – Other Reading Quiz List – Reading Practice Quiz List – Vocabulary Practice

The table beginning on the next page lists all the Accelerated Reader RP reports in alphabetical order. The table describes each report (including which category it's in) and lists the custom options available for it. **Note:** If you want to know more about the Renaissance Place reports, see the *Renaissance Place Software Manual*.

HOW YOUR POSITION AFFECTS REPORTS

- ***District administrators and district staff:*** *You can choose to generate a report for any school in the district. The reports can include information about any classes or students in that school.*
- ***School administrators and school staff:*** *You can only generate reports for your school. The reports can include information about any classes or students in your school.*
- ***Teachers:*** *When you generate a report, it will only include information about your classes and students.*

Report name	Custom options available when you print the report (see page 116)	What the report includes
Class Report	This report cannot be customized.	This School Management report lists your Accelerated Reader RP classes, the lead teacher assigned to each, and the students enrolled in each class.
Diagnostic – Other Reading Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose which Other Reading Series to include (only quizzes in the series you choose will be included) • Choose which quizzes to include based on language (English, Spanish, or both) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Other Reading report helps you monitor student work on Other Reading Quizzes so that you can identify students who are struggling and may need intervention. For each student included on the report, the program shows a diagnostic code (if one applies), the number of Other Reading Quizzes the student has passed and the total number the student has taken in the reporting period, the average book level of the passed quizzes, the average percentage of questions the student got correct, and the total word count for the quizzes the student passed. The report shows totals (or averages) for this information for each section and for all the students on the report. For the latest Other Reading Quiz for each student, the report shows the quiz number, quiz language, date it was taken, book level, and the percentage of questions the student answered correctly. The report also shows a summary (for each section and for all the students on the report) that lists the number of students in the section or on the report and the number of those students each diagnostic code applies to.
Diagnostic – Reading Practice Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose which quizzes to include based on language (English, Spanish, or both) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Reading Practice report helps you monitor student work on Reading Practice Quizzes. It notes progress toward goals and alerts you to problems students are having. For each student included on the report, it shows a diagnostic code (if one applies), the number of Reading Practice Quizzes the student has passed and the total number the student has taken in the reporting period, the average percent correct goal (if any), the student's actual average percent correct, the points goal (if any), how many points the student earned on Reading Practice Quizzes, the percentage of the goal the earned points represent, the percentage of the points that were earned on books Read Independently, the percentage of points earned on fiction books, the average book level goal (if any), the average book level the student achieved on passed quizzes, and the reader certification goal the student is working toward (if any). The report shows totals (or averages) for this information for all the students in each section and for all the students in the report. It also shows a summary for each section and for the report that lists the number of students in the section or report, median of the points earned, 1/2 of median of the points earned, the number and percentage of all the students who are at risk, the percentage of quizzes taken on nonfiction books, the number and percentage of students whose average percent correct falls below 85%, and the number of students each diagnostic code applies to.

Accelerated Reader

Report name	Custom options available when you print the report (see page 116)	What the report includes
Diagnostic – Vocabulary Practice Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to place a page break after each group	This Vocabulary Practice report helps you monitor student work on Vocabulary Practice Quizzes so that you can identify students who are struggling and may need intervention. For each student included on the report, the program shows the total number of words the student learned. Then, for the new words and review words for each student, the report shows the number of words the student got correct on the first try, number of first-try words that were presented to the student, percentage of first-try words the student got correct, number of words the student got correct on the second try, number of second-try words that were presented to the student, percentage of second-try words the student got correct, and the combined percentage for first- and second-try words the student got correct. The report shows totals (or averages) of this information for the students in each section.
Enrollment Report	This report cannot be customized.	This School Management report lists the students enrolled in the Accelerated Reader classes you have access to. Administrators will also see students who aren't enrolled in an AR class. The report includes each student's name, the AR classes the student is enrolled in (or "Not Enrolled"), and the teacher assigned to each class.
Favorite Books Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Reading Practice report provides feedback on which books the students liked best. For this report to have useful data in it, the Book Voting preference must be enabled (see page 136). For best results, this report should be run for a single class or group of classes in the same grade and for a date range of not more than one year. For each book that received two or more votes, the report shows the book's rank, number of students who voted on it, its rating (the ratings are described at the bottom of each page), quiz number, quiz language, title, author, book level, points, and fiction/nonfiction classification. The report lists the top ten ranked books.
Goal History Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to place a page break after each group	This Reading Practice report is used to monitor how well students are progressing toward their average percent correct, point, and average book level goals for each marking period assigned to the class. The report shows the school, class, and teacher. For each student and marking period, the report shows the average percent correct goal, actual average percent correct the student achieved, points goal, actual points earned on Reading Practice Quizzes, percentage of goal that the points earned represent, average book level goal, actual average book level the student achieved on passed quizzes, highest reader certification level the student achieved, and the reader certification goal the student is currently working toward.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Labels – Book Report	• Choose the Reading Practice Quizzes to include • Identify the number of labels to print for each quiz • Specify how to sort the information (by quiz number, title, author, book level, fiction/nonfiction, or points) • Specify the information you want printed on the labels (quiz number, points, interest level, book level, and/or alternate book level) • Identify the starting position for printing	You can use this School Management report to print labels for the books in your school library that have matching Reading Practice Quizzes. The title, author, and interest level always print on the labels. You can customize the report to also show the quiz number (and language), points, interest level, book level, and/or an alternate book level.
Labels – Vocabulary List Report	• Choose the Vocabulary Practice Quizzes to include • Identify the number of labels to print for each quiz • Specify how to sort the information (by quiz number, title, or author) • Identify the starting position for printing	You can use this School Management report to print labels for the books in your school library that have matching Vocabulary Practice Quizzes. The title, author, quiz number, book level, fiction/nonfiction classification, and interest level are printed on the labels. The vocabulary words for the quiz are also printed on the label along with the grade level for each word.
Literacy Skills Chart	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report	This Literacy Skills report provides a quick visual comparison between a student and the class average for each of the 24 literacy skills categories. The report charts each student's performance on each of the 24 literacy skills, which are grouped into four categories: Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. The report also compares each student's performance to the class average.
Literacy Skills Class Summary Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose how to sort the information (by class or by teacher) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Literacy Skills report shows how your class as a whole is performing on each of the 24 literacy skills. The report groups the 24 literacy skills into four categories: Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. The six literacy skills in each category are shown. Then, for each literacy skill, the report shows the number of questions the class answered correctly, the total number of questions on the quizzes (possible), and the percentage of questions the class as a whole answered correctly. For each literacy skill category, the report shows the totals for this information. Finally, the report shows the number of students reported on (in the group and in the report), the number of students who took at least one quiz, the number of questions those students answered correctly, the total number of questions on the quizzes (possible), and the percentage of questions that the students answered correctly.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Literacy Skills Status Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Literacy Skills report shows individual student performance on each of the 24 literacy skills along with group and overall totals. The report is split into tables for each category of literacy skills: Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. Then, for each student and literacy skill, it shows the number of questions answered correctly, the total number of questions (possible), and the percentage of questions that the student answered correctly. The report totals this information for each literacy skill and for all the students overall.
Marking Period Progress Report	• Select the classes • Select the marking periods • Choose whether to include only quizzes taken for the classes on the report • Choose whether to include informative charts	This Reading Practice report shows how the students in the selected class(es) performed in each marking period you choose to include. For each class and marking period, the report shows the period's start date and end date, number of students in the class, average percent correct for those students, total points earned, median of the points earned, average book level achieved on passed quizzes, and the percentage of students at risk. By customizing this report, you can include bar graphs that chart the information.
Point Club Summary Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Define point clubs and specify which ones to include • Choose whether and how to group the information (none, class, or point club) • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Reading Practice report allows you to define the point clubs you want to use and then lists the students who qualify. For each student, the report shows the student's name, point club attained (or highest point club attained), the date the club was joined, grade, and the total points the student had earned up to the date the point club was joined. For each group and for the report, the total number of students in each club is shown.
Pronunciation Key	This report cannot be customized	This Vocabulary Practice report provides a key to the pronunciation symbols that your students and parents will see on the Vocabulary List Report. **Note:** You can also access the Pronunciation Key from the Resources section of the program under Forms and Charts.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Quiz List Reports	• Select the quizzes • Choose how to sort the information (the sort options depend on the type of quiz you're working with) • Choose the interest level (lower, middle, and/or upper grades) • You may be able to choose to include quiz availability	These School Management reports provide a list of the quizzes you have installed for your school. You can generate the report separately for each of the four quiz types (Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading). No matter which quiz type you're working with, the report shows the quiz number, quiz language, title, author, interest level, book level, word count, and fiction/nonfiction classification. Additionally, if you're generating the report for Reading Practice Quizzes, it shows the points for each quiz and identifies the Recorded Voice Quizzes. If you're generating the report for Vocabulary Practice Quizzes, it shows the number of vocabulary words for each quiz. **Note:** Parents can also print a Quiz List Report; see page 114.
Quiz Takers – Other Reading Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose which quizzes to include • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each quiz	This Other Reading report is useful for finding out which students have taken the quiz on a particular item. For each Other Reading Quiz, the report shows the quiz number, title, author, series, book level, word count, quiz language, fiction/nonfiction classification, and the number of questions on the quiz. For each student who has taken a quiz, the report shows the student's name, number of questions answered correctly, the percentage of questions answered correctly, the word count, and the date the quiz was taken. For each quiz it also shows the number of students who took it, the average percentage of questions the students answered correctly, and the total word count.
Quiz Takers – Reading Practice Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (by a predefined or custom date range) • Choose which quizzes to include • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each quiz	This Reading Practice report is useful for finding out which students have taken a quiz on a particular book. For each quiz, the report shows the quiz number, title, author, book level, points, word count, quiz language, fiction/nonfiction classification, and the number of questions on the quiz. For each student who has taken a quiz, the report shows the student's name, number of questions answered correctly, the percentage of questions answered correctly, the points earned on the quiz, and the date the quiz was taken. For each quiz it also shows the total number of students who took the quiz, the average percentage of questions answered correctly, the total points earned on the quiz versus the total number of points that were possible, and the percentage of the total points that were earned. **Note:** Quizzes that were taken using Recorded Voice are marked.

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Report name	Custom options available when you print the report (see page 116)	What the report includes
Quiz Usage Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose which quizzes to include • Choose how to sort the information (by quiz number, title, or rank) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Reading Practice report lists the quizzes taken by the selected students in the time frame that you specified. This report can help you easily identify the most popular and the least popular titles. If you chose to include the most taken quizzes, the least taken quizzes, or all the taken quizzes, the report shows the rank (ranked by number of times the quiz was taken and then by title), quiz number, quiz language, title, number of times the quiz was passed versus the number of times it was taken, the percentage of times the quiz was passed, and the percentage of questions that were answered correctly (taken from all the times the quiz was taken). If you chose to include quizzes that were never taken, the report shows the quiz number, quiz language, and title.
Reader Certification Certificates	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Identify the titles to use for the signature lines (there are three lines) • Choose whether to print a border around the certificate	You can use this Reading Practice report to recognize those students who have earned reader certifications through their work on Reading Practice Quizzes. Each student's certificate prints on a separate page. The report includes the reader certification level that the student achieved, the student's name, and the date the certification was achieved. It also includes three signature lines that can be customized with the appropriate titles.
Reader Certification Levels Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information and how to group it (by class, by certification, or by certification and then by class) • Choose whether to place a page break after each group	This Reading Practice report lists the reader certifications (if any) that each of the students you choose have achieved. For each student, the report shows the achieved reader certifications and the number of times (and dates) each one was achieved. If there is an asterisk after a certification, it means that it needs to be approved by the teacher. The report ends with a summary that lists each certification level, how many students achieved it, how many times it was achieved, and the percentage of students who achieved it.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Schoolwide Summary Report	• Select the reporting time period (a predefined or custom date range) • Choose how to group the information (by grade or by class) • Choose whether to include only quizzes taken for the classes on the report	This Reading Practice report provides a schoolwide summary of your students' performance on quizzes over a specified period of time. The report shows the grade, class, number of students in the grade or class, percentage of those students who are at risk, percentage of those students whose average percent correct on quizzes is below 85%, average percent correct, average book level achieved on passed quizzes, total points earned, the percentage of those points that were earned on books Read Independently, and the median number of points earned. It also shows a summary of this information for all the students in each group. **Note:** This report is not available to teachers.
Student Detail Report	This report cannot be customized.	This School Management report lists all of the students in the school. It shows each student's name, ID, gender, date of birth, grade, ethnicity, and characteristics. **Note:** If the Filter Reports by Characteristics and Filter Reports by Ethnicity capabilities have been removed, characteristics and ethnicity will not be shown on the report. See page 118 for more details.
Student Information Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Choose how to sort the students (by last name or ID number) • Choose whether to group the information and how to group it (by class, grade, or teacher) • Choose whether to place a page break after each group	This School Management report lists students who are enrolled in Accelerated Reader RP classes. The report shows each student's name, ID, gender, date of birth, grade, user name, and password.
Student Points Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (by a predefined or custom date range) • Choose whether to group the information by class • Choose whether to place a page break after each group	This Reading Practice report provides information about the points your students have earned, used, and have been awarded. The report shows the school, class, and teacher. Then for each student, it shows the student's name, points earned on quizzes, points that the teacher awarded to the student, points the student has used up to this point in the reporting period, and total number of points the student has available. There is also a spot for the teacher to note the points students are spending now (so that information can then be entered into the program), and a line for the teacher's signature.

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Report name	Custom options available when you print the report (see page 116)	What the report includes
Student Record Report (continued on the next page)	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (by a predefined or custom date range) • Choose how to sort the information (by the date the quiz was taken or by title) • Choose the quiz types to include • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group (student)	This report can be found under the Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading reports. It provides information about student performance. For each student the report shows the student's name, ID, grade, class, and teacher. • **For Reading Practice Quizzes,** it shows the quiz number, quiz language, title, number of questions the student got correct and the total number of questions on the quiz, percentage of questions answered correctly, book level, fiction/nonfiction classification, TWI setting, points earned and the total number of points possible, and the date the quiz was taken. The report summarizes the information by showing the number of quizzes passed versus the number taken, average percent correct, average book level for passed quizzes, total points earned, and the total number of points that were possible. **Note:** The report marks which quizzes were taken with Recorded Voice. • **For Vocabulary Practice Quizzes,** it shows the quiz number, quiz language, title, book level, number of first-try and second-try new words the student got correct and the total number of first-try and second-try new words on the quiz, percentage of those words the student answered correctly, number of review words (combined first-try and second-try) the student got correct and the total number of review words on the quiz, percentage of review words the student answered correctly, and the date the student first chose the title to take a quiz on it. The report summarizes the information by showing the average percent correct for the first-try new words, second-try new words, and the review words (combined first-try and second-try). • **For Literacy Skills Quizzes,** it shows the quiz number, quiz language, title, number of questions the student got correct and the total number of questions on the quiz, percentage of questions answered correctly, book level, fiction/nonfiction classification, and the date the quiz was taken. The report summarizes the information by showing the number of quizzes passed versus the number taken, average percent correct, and average book level for the passed quizzes.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Student Record Report (continued)		• **For Other Reading Quizzes,** it shows the quiz number, quiz language, title, number of questions the student got correct and the total number of questions on the quiz, percentage of questions answered correctly, book level, fiction/nonfiction classification, TWI setting, word count, and the date the quiz was taken. The report summarizes the information by showing the number of quizzes the student passed versus the number taken, average percent correct, average book level for the passed quizzes, and average word count. • **Summary.** The report ends with a summary by quiz type. It shows the number of students on the report. For Reading Practice, Other Reading, and Literacy Skills Quizzes, it shows the total number of students reported on, number of quizzes passed versus the total number taken, and average percent correct. For Vocabulary Practice Quizzes, it shows the total number of students reported on and the number of quizzes taken.
Teacher Report	This report cannot be customized.	This School Management report lists the teachers in the selected school who are assigned to at least one Accelerated Reader RP class. The report includes the teachers' names, user names, the Accelerated Reader RP classes they are assigned to, and their position in each class.
Team Standing Chart	• Select the team set to report on • Select the reporting time period (a predefined or custom date range) • Set the value(s) for the horizontal axis	This Reading Practice report uses a bar graph to show how each team in a set is progressing toward its goals. Progress toward team goals is based on the overall progress of the team members toward their individual goals. **Note:** You can also generate this report from the Teams section of the program; see page 67.
Team Status Report	• Select the team set to report on • Select the reporting time period (a predefined or custom date range)	This Reading Practice report shows the progress of team members toward their individual goals. For each team in the set, the report lists the students. For each student, the report shows the average percent correct the student achieved, average percent correct goal, percentage of that goal the student achieved, points earned, points goal, percentage of that goal the student achieved, and the combined average of the percent of goal figures for average percent correct and points. The report summarizes this information for the teams and the team set. **Note:** You can also generate this report from the Teams section of the program; see page 67.

Report name	Custom options available when you print the report (see page 116)	What the report includes
TWI Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This Reading Practice report provides a summary of each student's quiz results for books Read To the student, Read With, or Read Independently. For each student, it shows the student's name, class, and teacher. Then for each TWI type and split out by fiction/nonfiction/overall, the report shows the average percentage of questions answered correctly, percentage of the points earned, actual points earned, average book level, and number of passed quizzes versus the number taken. For each student the report also shows the total number of quizzes passed versus the number taken and the percentage of quizzes the student passed. The report ends with a summary of this information for all the students reported on.
Vocabulary List Report	• Select the quizzes • Choose how to sort the information (by the quiz number, title, author, book level, or fiction/nonfiction classification) • Choose whether to include the vocabulary word definitions • Choose whether to place a page break after each group (title)	This Vocabulary Practice report provides information on the first-try new words on a quiz. For each quiz, it shows the title, quiz number, author, book level, fiction/nonfiction classification, and interest level. Then, for each vocabulary word, it shows the word's grade level, pronunciation, and definition (if you've included definitions on the report). The report includes a pronunciation guide. **Note:** You can also generate this report while viewing the quiz information (see page 82), when logged in as a student (see page 107), and when logged in as a parent (see page 112). When a student generates this report, it may include the definitions, depending on the setting for the Vocabulary Practice Include Definitions preference (found under the School and the Classroom Student Quizzing preferences; see page 134 and page 139). When a parent generates this report, it does not include the definitions.
Word Count Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (a predefined or custom date range) • Choose whether to group the information by class • Choose whether to include only quizzes taken for the classes on the report • Choose whether to place a page break after each group	This report can be found under the Reading Practice reports and the Other Reading reports. It provides word count information on the quizzes each student has taken within the reporting period. For each student and quiz type, the report shows the student's name, number of quizzes the student has passed and taken, total word count for the passed quizzes, and the combined total word count for passed Reading Practice and Other Reading Quizzes. The report also shows totals for each group or for all the students if you've chosen not to group the information.

Report name	Custom options available when you print the report (see page 116)	What the report includes
Words Learned Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (by a predefined or custom date range) • Choose how to sort the information (by grade level or by word) • Choose whether to group the information by class • Choose whether to place a page break after each student	This Vocabulary Practice report provides a summary of the vocabulary words that a student has learned within the reporting period. For each student, the report shows the total number of words the student learned, total number of words it was possible to learn, number of quizzes taken, and the average grade level of the learned words. For each student, the report also lists the words that the student learned and the grade level for each word. Words that were given in review (first-try review words and second-try review words), words that appeared on more than one quiz, and words that have multiple definitions are all marked. The report provides a summary for each student that shows statistics for each type of word that was presented to the student (first-try new words, second-try new words, first-try review words, and second-try review words).
Words to Study Report	• Select the classes or students • Select the reporting parameter group (see page 118) • Select the reporting time period (by a predefined or custom date range) • Choose how to sort the information (by grade level or by word) • Choose whether to group the information by class • Choose whether to display your words in a list or cutout format • Choose whether to place a page break after each student	This Vocabulary Practice report provides a summary of the words that a student answered incorrectly within a reporting time period. For each student, the report shows the total number of words the student answered incorrectly, total number of words it was possible to learn, number of quizzes taken, and the average grade level of the learned words. For each student, the report also lists the words for the student to study and the grade level for each word. Words that were given in review (first-try review words and second-try review words), words that appeared on more than one quiz, and words that have multiple definitions are all marked. The report provides a summary for each student that shows statistics for each type of word that was presented to the student (first-try new words, second-try new words, first-try review words, and second-try review words) and an overall summary.

TOPS Reports

The purpose of a TOPS Report is to provide immediate feedback to the student, quiz monitor, and teacher about the student's performance on a Reading Practice, Vocabulary Practice, Literacy Skills, or Other Reading Quiz. It provides a means of student/teacher interaction and can be shared with parents or others to help students celebrate their successes. TOPS Reports are not accessed from the Reports section of the program, rather these reports can be set up to print automatically after a student finishes a quiz.

For Reading Practice, Literacy Skills, and Other Reading Quizzes, you can choose to have a TOPS Report print after passed quizzes, failed quizzes, or both. You can also choose to have a TOPS Report print after Vocabulary Practice Quizzes. Use the TOPS Report Printing preference, which can be found under the Student Quizzing preferences in both the School and the Classroom preferences; see page 134 or page 139.

You can specify that the TOPS Report be printed in English or Spanish, or you can specify that the student be asked which language he or she prefers by using the TOPS Report Language preference, which can be found under the Individual Student Settings in the Classroom preferences; see page 144.

You can also choose to reprint the TOPS Report for any quiz a student has taken; for Reading Practice, see page 21, for Vocabulary Practice, see page 42, for Literacy Skills, see page 47, and for Other Reading, see page 52.

Preferences

Preferences determine how the software will work for your student, classroom, and school.

With default capabilities, district administrators and school administrators can view or change the School and Classroom preference settings (school administrators can only make changes for their school). Teachers can view the School preference settings and can change the Classroom preference settings for the classes they are assigned to. District staff and school staff can only view the School preference settings (school staff can only view the settings for their school).

The Accelerated Reader RP preferences are grouped into several School and Classroom preference categories; see the table below for the groupings. The program makes it easy to view or change the preference settings because when you access a category of preferences, you can view (or change) the settings for any of the preferences in that category. The page numbers in the table indicate the page where the preferences in each group are described and where the procedures to change them are explained.

School Preferences	Classroom Preferences
Student Quizzing (see page 134) TOPS Report Printing Monitor Password Required Literacy Skills Retakes Vocabulary Practice Include Definitions TWI Monitoring Literacy Skills Passing Percent Show Missed Questions Allow Multi-Language Quizzing Certifications Show Total Points Book Voting Monitor Override Monitor Password **Date and Time Restrictions (see page 137)** Date Restrictions Time Restrictions Weekend Restrictions Monitor Override **Classroom Restrictions (see page 138)** Allow Quiz Deleting Allow Quiz Editing Viewing	**Student Quizzing (see page 139)** TOPS Report Printing Monitor Password Required Vocabulary Practice Include Definitions Literacy Skills Retakes Automatic Student Log Out Other Reading Quizzes Passing Percent Vocabulary Practice Review Percent Vocabulary Practice Review Only Quiz Length Vocabulary Practice Student Comprehension **Other Reading Series (see page 142)** Other Reading Series **Quiz Setup (see page 143)** Quiz Setup **Individual Student Settings** TOPS Language (see page 144) TWI Settings (see page 145) Recorded Voice (see page 145) Allow Quizzing (see page 146)

Viewing Accelerated Reader Preferences

With default capabilities, district administrators, district staff, school administrators, school staff, and teachers can view the School preferences. District administrators, school administrators, and teachers can view the Classroom preferences (district staff and school staff can only view the Classroom preferences if they are assigned to an Accelerated Reader class).

Follow these steps:

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. The **Preferences** page lists the available categories of School and Classroom preferences. Click the category you want to view.

4. The **View Preferences** page appears (the name of the preference category will be in the name of the page).

   If you see a School drop-down list, click it and choose the school you want to view. Then, click the [Set] button. **Note:** If you're viewing Classroom preferences, you can choose "My Classes" if you want only the classes you're assigned to as a teacher to be in the list of classes, regardless of the school.

School Preferences	
Preference	Description
Student Quizzing	Define school preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Date and Time Restrictions	Define restrictions on when students can use Accelerated Reader.
Classroom Restrictions	Define restrictions on teachers modifying student quiz records.

Classroom Preferences	
Preference	Description
Student Quizzing	Define classroom preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Other Reading Series	Define which Other Reading Series to use for a class.
Quiz Setup	Define which quiz types are available for a class to use.
Individual Student Settings	Define individual settings for each student in the class.

5. If you're viewing Classroom preferences and you see a Class drop-down list, click it and choose the class you want to view. Then, click the [Set] button.

6. The **View Preferences** page (the name of the preference category will be in the name of the page) lists the preferences in this category, gives a brief description of each, and shows the current settings.

   When you're finished viewing the settings, use one of the links on the left side of the page to return to the **Preferences** page or to go directly to one of the other preference pages. If you have the authority to change the settings, you can click the edit link to access the page where you can change the settings.

Editing Accelerated Reader Preferences

With default capabilities, district administrators and school administrators can edit the School preferences. District administrators, school administrators, and teachers can edit the Classroom preferences (district staff and school staff can only edit the Classroom preferences if they are assigned to an Accelerated Reader class as a teacher).

When you choose to edit a category of preferences, you can change the settings for one or more of the preferences in that category all from the same page. See the following sections for instructions on editing the categories of preferences.

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Editing the School/Student Quizzing preferences

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Student Quizzing" under the School preferences.

4. On the **View School Student Quizzing Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

5. Click "Edit Student Quizzing."

The **Edit School Student Quizzing Preferences** page opens and shows the name of each preference, a brief description, and the current settings. You may have to scroll down the page to see all the preferences. **Note:** The pencil graphics show you which type of quizzes the setting applies to: a yellow "RP" pencil indicates Reading Practice Quizzes, a blue "OR" pencil indicates Other Reading Quizzes, a green "LS" pencil indicates Literacy Skills Quizzes, and an orange "VP" pencil indicates Vocabulary Practice Quizzes.

Steps 6-18 explain the preferences on this page and how to change the settings.

6. **TOPS Report Printing:** This preference specifies if a TOPS Report will automatically print after passed or failed Reading Practice, Other Reading, and/or Literacy Skills Quizzes, or after Vocabulary Practice Quizzes. It also shows whether teachers have permission to change the settings for their classes. Follow these steps to edit the settings:

   a. For each quiz type (Reading Practice, Other Reading, and Literacy Skills), check the Passed box if you want a TOPS Report to automatically print after quizzes the students pass. Check the Failed box if you want the report to print after failed quizzes. Click in a box to check it or to remove the check mark.

   b. For Vocabulary Practice, check the Printing Enabled box if you want a TOPS Report to automatically print after a student completes a quiz. Click in the box to check it or to remove the check mark.

   c. Click the drop-down list and choose whether to allow teachers to change the settings for their class. If you allow teachers to change the settings, their changes will override the school settings (but only for their class).

7. **Monitor Password Required:** This preference specifies whether (and when) a monitor password is required during student quizzing. A monitor password can be required before a quiz or after a quiz. It also shows whether teachers are allowed to change the settings for their classes. Follow the steps on the next page to edit the settings.

   a. For each quiz type, check the Before Quizzing box if you want to require the monitor password to be entered before students can take quizzes. Check the After Quizzing box to

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require the password after students finish quizzing. Click in a box to check it or to remove the check mark. **Note:** Reading Practice and Other Reading Quizzes share the setting. You cannot edit them separately.

b. Click the drop-down list and choose whether to allow teachers to change the settings for their class. If you allow teachers to change the settings, their changes will override the school settings (but only for their class).

8. **Literacy Skills Retakes:** This preference specifies the number of times (if at all) students are allowed to retake a Literacy Skills Quiz. It also shows whether teachers are allowed to change the setting for their classes. **Note:** Even if students are allowed to retake a Literacy Skills Quiz, the questions on each quiz will probably be different because the program randomly selects the questions presented on each quiz from the larger bank of questions available for the quiz.

Follow these steps to edit the settings:

a. Click the Retakes drop-down list and choose the number of times you want to allow your students to retake a Literacy Skills quiz. You can choose 0, 1, or 2 times.

b. Click the drop-down list and choose whether to allow teachers to change the setting for their class. If you allow teachers to change the setting, their change will override the school setting (but only for their class).

9. **Vocabulary Practice Include Definitions:** This preference specifies whether the definitions are shown along with the vocabulary words on the Vocabulary List Report when a student prints it. It also shows whether teachers are allowed to change the setting for their classes. Follow these steps to edit the settings:

a. Check the "Show definitions" box if you want the definitions to be included on the Vocabulary List Reports that your students print. Click in the box to check it or to remove the check mark.

b. Click the drop-down list and choose whether to allow teachers to change the setting for their class. If you allow teachers to change the setting, their changes will override the school setting (but only for their class).

10. **TWI Monitoring:** This preference specifies whether students are asked if a book was Read To them, Read With them, or Read Independently when they are taking a Reading Practice or Other Reading Quiz. TWI Monitoring must be enabled for Accelerated Reader to automatically track and update student reader certifications. Check the TWI Monitoring Enabled box to start TWI monitoring. Click in the box to check it or to remove the check mark.

11. **Literacy Skills Passing Percent:** This preference specifies the minimum percentage a student must score to pass a Literacy Skills Quiz. Click the Passing Percent drop-down list and choose a percentage. **Note:** The default minimum passing percentage for a Literacy Skills Quiz is 70%.

12. **Show Missed Questions:** This preference specifies whether students will be able to see the questions they missed after passing a Reading Practice, Other Reading, and/or Literacy Skills Quiz. For each quiz type, check the box if you want to allow students to see the questions they missed after passing the quiz. Click in a box to check it or to remove the check mark.

13. Allow Multi-Language Quizzing: This preference specifies whether students are allowed to take Reading Practice, Other Reading, and/or Literacy Skills Quizzes for the same title in different languages (provided your school has the quizzes installed). The available languages are English and Spanish. Check the box to allow multi-language quizzing for all three quiz types. Click in the box to check it or to remove the check mark.

14. Certifications: This preference specifies the minimum scores that a student must achieve on Reading Practice Quizzes for the book and the points to count toward reader certifications. If the student's score is below this level, then neither the book nor the points will count toward a certification, even if the score allows the student to pass the quiz. (Students pass 5- and 10-question quizzes by scoring 60% or higher. They pass 20-question quizzes by scoring 70% or higher.) To change the setting, click the option you want.

15. Show Total Points: This preference specifies whether students will be able to see the total points they earned after taking a Reading Practice Quiz. Check the box to allow students to see the points they earned. Click in the box to check it or to remove the check mark.

16. Book Voting: This preference specifies whether students will be asked how they liked a book after taking the Reading Practice Quiz for it. Check the box to allow students to vote on a book. Click in the box to check it or to remove the check mark. **Note:** You can see the results of the book voting in the Favorite Books Report; see page 122.

17. Monitor Override: This preference specifies whether the monitor has permission to override blocks on quizzes or on date and time restrictions so that students can take a quiz. Follow these steps to edit the settings:

a. Check the first box if you want to allow the monitor to be able to override certain types of blocks on quizzing. Click in the box to check it or to remove the check mark. See page 107 for more information on how to block students from quizzing.

b. Check the second box if you want to allow the monitor to be able to override date and time restrictions set up using the School Date and Time Restrictions preferences (see page 137). **Note:** The Date and Time Restrictions preferences also have a setting for allowing the monitor to override the preference. If you change this setting here, it will also be changed there.

18. Monitor Password: This preference sets the monitor password for Accelerated Reader. This password must be used whenever the program asks for a monitor password; teachers, administrators, and staff cannot use their own passwords. To change the setting, click in the field (blank), delete the existing text, and type the monitor password you want all your quiz monitors to use.

19. When you're finished editing the preferences, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the School/Date and Time Restrictions preferences

The School Date and Time Restrictions preferences apply to all quiz types (Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading).

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Date and Time Restrictions" under the School preferences.

4. On the **View Date and Time Restriction Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

5. Click "Edit Date and Time Restrictions."

6. The **Edit Date and Time Restriction Preferences** page shows you the name of each preference, a brief description, and the current settings.

   Steps 7-10 explain the preferences on this page and how to change the settings.

7. **Date Restrictions:** This preference identifies the dates before and after which the students at this school are not allowed to take quizzes. Follow these steps to edit the settings:

   a. To restrict students from quizzing before or after a certain date, check the appropriate check box. Click in a box to check it or to remove the check mark.

   b. Then, click in the appropriate field (blank) and type the date before or after which you don't want to allow quizzing. You can click the calendar button to open a window where you can choose the date.

8. **Time Restrictions:** This preference identifies times of the day before and after which the students at this school are not allowed to take quizzes. Follow these steps to edit the settings:

   a. If you want to restrict students from quizzing before or after a certain time, check the appropriate box. Click in a box to check it or to remove the check mark.

   b. Then, click in the appropriate field (blank) and type the time of day before or after which you don't want to allow quizzing. Make sure you also enter "AM" or "PM" or use 24-hour time.

9. **Weekend Restrictions:** This preference specifies whether students at this school can take quizzes on the weekends (Saturday or Sunday). To change the setting, check the Weekend Restrictions Enabled box to block students from quizzing on weekends. Click in the box to check it or to remove the check mark.

10. **Monitor Override:** This preference specifies whether the monitor has permission to override date and time restrictions so that students can take a quiz during a restricted date or time. **Note:** The School Student Quizzing preferences (see page 134) also have a setting for allowing the monitor to override the preference. If you change this setting here, it will also be changed there.

To change this setting, check the "Allow monitor password override of Date and Time Restrictions" box to allow your quiz monitors to override any date or time restrictions you've set up on quizzing. Click in the box to check it or to remove the check mark.

11. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the School/Classroom Restrictions preferences

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Classroom Restrictions" under the School preferences.

4. On the **View Classroom Restrictions Preference** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button.

5. Click "Edit Classroom Restrictions."

6. The **Edit Classroom Restriction Preferences** page shows you the name of each preference, a brief description, and the current setting.

    Steps 7-9 explain the preferences on this page and how to change the settings.

7. **Allow Quiz Deleting:** This preference specifies if teachers are allowed to delete students' quiz records (Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading). To change the setting,

    check the Allow Quiz Deleting box to allow students' quiz records to be deleted. Click in the box to check it or to remove the check mark.

8. **Allow Quiz Editing:** This preference specifies if teachers are allowed to edit students' quiz records (Reading Practice, Literacy Skills, and Other Reading) and allowed to add Reading Practice Quiz records. To

    change the setting, check the Allow Quiz Editing box to allow editing and adding of students' quiz records. Click in the box to check it or to remove the check mark.

9. **Viewing:** This preference specifies how many records are shown in a vertical list on pages in the Class Record Books, Manage Quizzes, Manage Quiz Availability, Reports, and student sections of the program. Any time the actual number of records exceeds the limit you set, the program will split the list into multiple pages with "Next" and "Previous" links to allow you to move through the list. To change the settings: click in a field (blank), delete the existing number, and type the number of records you want the program to display. You can enter whole numbers from 1 to 100.

10. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Student Quizzing preferences

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Student Quizzing" under the Classroom preferences.

4. On the **View Classroom Student Quizzing Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit Student Quizzing."

   The **Edit Classroom Student Quizzing Preferences** page opens and shows the name of each preference, a brief description, and the current settings. You may have to scroll down the page to see all the preferences. **Note:** The pencil graphics show you which type of quizzes the setting applies to: a yellow "RP" pencil indicates Reading Practice Quizzes, a blue "OR" pencil indicates Other Reading Quizzes, a green "LS" pencil indicates Literacy Skills Quizzes, and an orange "VP" pencil indicates Vocabulary Practice Quizzes.

   Steps 7-15 explain the preferences on this page and how to change the settings.

7. **TOPS Report Printing:** This preference specifies if a TOPS Report will automatically print after passed or failed Reading Practice, Other Reading, and/or Literacy Skills Quizzes, or after Vocabulary Practice Quizzes. It also shows whether the classroom or school settings are being used. Follow the steps on the next page to edit the settings.

a. Under the preference description, click the Use drop-down list and choose whether to use the classroom or the school settings (shown in the School Settings column). **Note:** You will be able to edit this preference only if the School TOPS Report Printing preference has been set to allow the settings to be edited at the classroom level (see page 134).

If you chose to use the School Settings, you are done changing this preference.

If you chose to use the Classroom Settings, go on to step a.

a. Under the Edit Classroom Settings column, for each quiz type (Reading Practice, Other Reading, and Literacy Skills), check the Passed box if you want a TOPS Report to automatically print after quizzes the students pass. Check the Failed box if you want the report to print after failed quizzes. Click in a box to check it or to remove the check mark.

b. For Vocabulary Practice, check the Printing Enabled box if you want a TOPS Report to automatically print after a student completes a quiz. Click in the box to check it or to remove the check mark.

8. Monitor Password Required: This preference specifies whether (and when) a monitor password is required during student quizzing. A monitor password can be required before a quiz or after a quiz. It also shows whether the classroom or the school settings are being used. Follow these steps to edit the settings:

a. Under the preference description, click the Use drop-down list and choose whether to use the classroom or the school settings (shown in the School Settings column). **Note:** You will be able to edit this preference only if the School Monitor Password Required preference has been set to allow these settings to be edited at the classroom level (see page 134).

If you chose to use the School Settings, you are done changing this preference.

If you chose to use the Classroom Settings, go on to step b.

b. Under the Edit Classroom Settings column, for each quiz type, check the Before Quizzing box if you want to require the monitor password to be entered before students can take quizzes. Check the After Quizzing box to require the password after students finish quizzing. Click in a box to check it or to remove the check mark. **Note:** Reading Practice and Other Reading Quizzes share the setting. You cannot edit them separately.

9. Vocabulary Practice Include Definitions: This preference specifies whether the definitions are shown along with the vocabulary words on the Vocabulary List Report when a student prints it. It also shows whether the classroom or the school settings are being used. Follow the steps on the next page to edit the settings.

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a. Under the preference description, click the Use drop-down list and choose whether to use the classroom or the school settings (shown in the School

Preference	Quiz Type	Edit Classroom Settings	School Settings
Vocabulary Practice Include Definitions Determine if definitions are printed on the Vocabulary List Report from the student login. Use: Classroom Settings	VP ‣	☑ Show definitions	Show definitions: **On**

Settings column). **Note:** You will be able to edit this preference only if the School Vocabulary Practice Include Definitions preference has been set to allow these settings to be edited at the classroom level (see page 135).

If you chose to use the School Settings, you are done changing this preference.

If you chose to use the Classroom Settings, go on to step b.

b. Under the Edit Classroom Settings column, check the "Show definitions" box if you want the definitions to be included on the Vocabulary List Reports that your students print. Click in the box to check it or to remove the check mark.

10. Literacy Skills Retakes: This preference specifies the number of times (if at all) students are allowed to retake a Literacy Skills Quiz. It also shows whether the classroom or the school settings are being used. **Note:** Even if students are allowed to retake a Literacy Skills Quiz, the questions on each quiz will probably be different because the program randomly selects the questions presented on each quiz from the larger bank of questions available for the quiz.

Follow these steps to edit the settings:

a. Under the preference description, click the Use drop-down list and choose whether to use the classroom or the school settings (shown in the School Settings column).

Preference	Quiz Type	Edit Classroom Settings	School Settings
Literacy Skills Retakes Determine the number of times students can retake Literacy Skills Quizzes. Use: Classroom Settings	LS ‣	Retakes: 2	Retakes: 2

Note: You will be able to edit this preference only if the School Literacy Skills Retakes preference has been set to allow these settings to be edited at the classroom level (see page 135).

If you chose to use the School Settings, you are done changing this preference.

If you chose to use the Classroom Settings, go on to step b.

b. Under the Edit Classroom Settings column, click the Retakes drop-down list and choose the number of times you want to allow your students to retake a Literacy Skills quiz. You can choose 0, 1, or 2 times.

11. Automatic Student Log Out: This preference specifies if the program will automatically log a student out after he or she finishes a quiz. To change the setting: check the box if you want

Automatic Student Log Out Determine if students will be automatically logged out after taking a quiz.	RP ‣ OR ‣ LS ‣ VP ‣ ☐ Log out student automatically after a quiz

your students logged out after a quiz. Click in the box to check it or to remove the check mark.

12. Other Reading Quizzes Passing Percent: This preference specifies the passing percent for Other Reading Quizzes; the default is 60% for quizzes with 10 or fewer questions and 70% for quizzes with more than 10 questions. Follow these steps to edit the settings:

a. Click in the first field (blank), delete the existing number, and type the passing percentage you want to apply on quizzes with 10 or fewer questions.

Other Reading Quizzes Passing Percent Determine the minimum percentage a student must score to pass Other Reading Quizzes.	OR ‣ 60 % for quizzes with 10 or fewer questions 70 % for quizzes with more than 10 questions

b. Click in the second field (blank), delete the existing number, and type the passing percentage you want to apply on quizzes with more than 10 questions.

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13. Vocabulary Practice Review Percent: This preference specifies the percentage of review words on a Vocabulary Practice Quiz. The program

will use that percentage of the first-try new words on the quiz to calculate the number of review words to present to the student. For example, if a quiz has ten first-try new words on it and you've set the percentage at 20%, the program will present two review words to the student on that quiz. (**Note:** A student doesn't begin receiving review words on Vocabulary Practice Quizzes until 14 days after taking his or her first quiz.) To change the setting, click in the field (blank), delete the existing number, and type the percentage you want to use. You can enter whole numbers from 0 to 100. The default is 20%.

14. Vocabulary Practice Review Only Quiz Length: This preference specifies the maximum number of review words a student can receive on a ~Second-Try and Review Words~ Quiz. The default is ten questions. The number you enter is for

first-try and second-try review words only; the second-try new words on the quiz are in addition to the number entered. To edit the setting, click in the field (blank), delete the existing number, and type the maximum number of review questions you want to allow. You can enter whole numbers from 5 to 30.

15. Vocabulary Practice Student Comprehension: This preference specifies whether a student must pass the Reading Practice Quiz for a title before the program will

allow the student to take the Vocabulary Practice Quiz for the same title; provided your school has both quizzes installed for the title the student chooses. To change the setting, check the box if you want the students in this class to pass the Reading Practice Quiz before taking the Vocabulary Practice Quiz for the same title. Click in the box to check it or to remove the check mark.

16. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Other Reading Series preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Other Reading Series" under the Classroom preferences.

4. On the **View Classroom Other Reading Series Preference** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit Other Reading Series."

7. The **Edit Other Reading Series Preference** page lists the Other Reading Series that have been assigned to this class (the list on the left) and also allows you to add or remove series from the list.

Edit Other Reading Series Preference
Select Other Reading Series for this class

Class: **Grade 4 Reading, G4R, Garcia, 2004-2005**

Series Selected	Series ID	Remove All
HM 2000, Legacy..Literacy, Gr 6, Anthology	HMG6085	Remove

Cancel   Save

< Add	Add Checked Items	
☐ Series Available		Series ID
☐ HM 2000, Legacy..Literacy, Gr 6, Anthology		HMG6085
☑ HSP, Collections, 2001, Gr. 1, Pupil Edition		HSPG1089
☑ SF 2000, Gr. 3, Pupil Edition		SFG3011

   a. To add one or more series, check the box by every series in the list on the right that you want to make available to this class. Click in a box to check it or to remove the check mark. To select all the boxes, check the box by the Series Available column heading.

     When you have finished selecting the series to add, click the [Add] button at the top of the list to move those series to the list on the left.

   b. Click "Remove" by each series in the list on the left that you do not want to allow the students in the class to choose quizzes from. To remove all the series from the list on the left, click "Remove All."

8. When the list on the left contains only the Other Reading Series you want this class to be able to choose quizzes from, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Quiz Setup preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Quiz Setup" under the Classroom preferences.

4. On the **View Quiz Setup Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

School Preferences

Preference	Description
Student Quizzing	Define school preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Date and Time Restrictions	Define restrictions on when students can use Accelerated Reader.
Classroom Restrictions	Define restrictions on teachers modifying student quiz records.

Classroom Preferences

Preference	Description
Student Quizzing	Define classroom preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Other Reading Series	Define which Other Reading Series to use for a class.
Quiz Setup	Define which quiz types are available for a class to use.
Individual Student Settings	Define individual settings for each student in the class.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit Quiz Setup."

Accelerated Reader

7. The **Edit Quiz Setup Preferences** page shows you which types of quizzes the students in the class that's listed at the top of the page will be allowed to take. **Note:** The pencil graphics show you which type of quizzes the setting applies to: a yellow "RP" pencil indicates Reading Practice Quizzes, a blue "OR" pencil indicates Other Reading Quizzes, a green

Preference	Quiz Type	Edit Settings
Quiz Setup Determine which quiz types each class is allowed to use.	RP ▸	☑ Allow class to use RP Quizzes
	OR ▸	☑ Allow class to use OR Quizzes
	LS ▸	☑ Allow class to use LS Quizzes
	VP ▸	☑ Allow class to use VP Quizzes

"LS" pencil indicates Literacy Skills Quizzes, and an orange "VP" pencil indicates Vocabulary Practice Quizzes.

To change the settings, check the box by every quiz type you want the students in this class to be allowed to take. Click in a box to check it or to remove the check mark. **Note:** If you block students from quizzing using this preference, the quiz monitor *cannot override the block* even if you've enabled the Monitor Override preference; see page 136. For more information on blocking students from quizzing, see page 107.

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Individual Student Settings/TOPS Language preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Individual Student Settings" under the Classroom preferences.

4. On the **View Quiz Setup Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

School Preferences

Preference	Description
Student Quizzing	Define school preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Date and Time Restrictions	Define restrictions on when students can use Accelerated Reader.
Classroom Restrictions	Define restrictions on teachers modifying student quiz records.

Classroom Preferences

Preference	Description
Student Quizzing	Define classroom preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Other Reading Series	Define which Other Reading Series to use for a class.
Quiz Setup	Define which quiz types are available for a class to use.
Individual Student Settings	Define individual settings for each student in the class.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit TOPS Language."

7. The **Edit Student TOPS Language Preference** page shows you the setting for each student in the class you chose.

To change this preference, use the drop-down list in the row for each student to choose the setting you want. There are three to choose from: "Ask Student" (the program will always ask the student which language he or she wants the TOPS Report to print in), "Always English," and "Always Spanish."

If you want to apply the same setting to all of the students in this class, you can change them all at once. Under **Set all student values**, click the TOPS Language drop-down list and choose a setting to apply to all of the students. Then, click the [Update all students] button. **Note:** If you make a selection from the TOPS Language drop-down list and click the [Save] button instead of the [Update all students] button, any new students enrolled in the class will have your saved selection as the default option.

Student	TOPS Language
Beldekas, Nicodemus	Always English
Blackfoot, Thomas	Always English
Greene, Tanisha	Always English
Kong, Tian Kai	Always English
Mrozek, Kelly	Always English
Sanchez, Benicio	Always English
Sanders, Morgan	Always English
Student	TOPS Language

Cancel Save

Set all student values below. This will also serve as the default value for new students enrolled in this class. TOPS Language: Always English — Update all students

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Individual Student Settings/TWI Settings preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Individual Student Settings" under the Classroom preferences.

4. On the **View Quiz Setup Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

School Preferences	
Preference	Description
Student Quizzing	Define school preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Date and Time Restrictions	Define restrictions on when students can use Accelerated Reader.
Classroom Restrictions	Define restrictions on teachers modifying student quiz records.
Classroom Preferences	
Preference	Description
Student Quizzing	Define classroom preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Other Reading Series	Define which Other Reading Series to use for a class.
Quiz Setup	Define which quiz types are available for a class to use.
Individual Student Settings	Define individual settings for each student in the class.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit TWI Settings."

7. The **Edit TWI Settings Preference** page shows you the setting for each student in the class you chose.

    To change this preference, use the drop-down list in the row for each student to choose the setting you want. You can choose to have the program ask the student how the book was read or to have the program automatically mark the book as Read Independently.

    If you want to apply the same setting to all of the students in this class, you can change them all at once. Under **Set all student values**, click the TWI Settings drop-down list and choose a setting to apply to all of the students. Then, click the [Update all students] button. **Note:** If you make a selection from the TWI Settings drop-down list and click the [Save] button instead of the [Update all students] button, any new students enrolled in the class will have your saved selection as the default option.

    Note: You must enable the TWI Monitoring preference (see page 135) for the settings in this preference to apply.

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Individual Student Settings/Recorded Voice preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Individual Student Settings" under the Classroom preferences.

4. On the **View Quiz Setup Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click "Edit Recorded Voice."

7. The **Edit Recorded Voice Preference** page shows you the setting for each student in the class you chose. This preference governs what default choice (if any) the students see regarding Recorded Voice quizzes when they are working in the program.

To change this preference, use the drop-down list in the row for each student to choose the setting you want. There are four to choose from:

- **On: All.** If you choose this, the student will automatically get the Recorded Voice quiz unless he or she chooses the option not to do so.

- **On: Read To or With.** If you choose this, the student will automatically get the Recorded Voice quiz for books that were Read To or Read With the student unless he or she chooses the option not to do so. This option will only work if you have the TWI Monitoring preference enabled; see page 135.

- **Off: All.** If you choose this, the student will not automatically get the Recorded Voice quiz unless he or she chooses the option to do so.

- **Do Not Allow.** If you choose this, the student will not even see any options on whether or not to use Recorded Voice.

If you want to apply the same setting to all of the students in this class, you can change them all at once. Under **Set all student values**, click the Recorded Voice drop-down list and choose a setting to apply to all of the students. Then, click the [Update all students] button. **Note:** If you make a selection from the Recorded Voice drop-down list and click the [Save] button instead of the [Update all students] button, any new students enrolled in the class will have your saved selection as the default option.

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Editing the Classroom/Individual Student Settings/Allow Quizzing preference

1. After you log in, you will see your **Home** page. If you're already using the program, you can go to this page by clicking "Home" at the top of any page.

2. Click "Preferences" under Accelerated Reader. **Note:** If the tasks aren't listed, click "Show Details" next to Accelerated Reader.

3. On the **Preferences** page, click "Individual Student Settings" under the Classroom preferences.

4. On the **View Quiz Setup Preferences** page, if you see a School drop-down list, click it and choose the school you want to work with. Then, click the [Set] button. Choose "My Classes" if you want to see only the classes you're assigned to as a teacher regardless of the school where they are held.

School Preferences

Preference	Description
Student Quizzing	Define school preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Date and Time Restrictions	Define restrictions on when students can use Accelerated Reader.
Classroom Restrictions	Define restrictions on teachers modifying student quiz records.

Classroom Preferences

Preference	Description
Student Quizzing	Define classroom preferences for student Reading Practice, Literacy Skills, Other Reading, and Vocabulary Practice quizzing.
Other Reading Series	Define which Other Reading Series to use for a class.
Quiz Setup	Define which quiz types are available for a class to use.
Individual Student Settings	Define individual settings for each student in the class.

5. If you see a Class drop-down list, click it and choose the class you want to work with. Then, click the [Set] button.

6. Click the "Edit Allow Quizzing" link.

7. The **Edit Allow Quizzing Preference** page shows you the setting for each student in the class you chose. The settings apply to all quiz types (Reading Practice, Vocabulary Practice, Literacy Skills, and Other Reading).

For each student, click the drop-down list and choose "Yes" if you want to allow quizzing or choose "No" if you want to block quizzing.

If you want to apply the same setting to all of the students in this class, you can change them all at once. Under **Set all student values**, click the Allow Quizzing drop-down list and choose a setting to apply to all of the students. Then, click the [Update all students] button. **Note:** If you make a selection from the Allow Quizzing drop-down list and click the [Save] button instead of the [Update all students] button, any new students enrolled in the class will have your saved selection as the default option.

Note: If you chose "No" for any student, the quiz monitor can override the block on quizzing if you've granted quiz monitors permission to do so using the Monitor Override preference (see page 136).

8. When you're finished, click the [Save] button. If you don't want to save your changes, click the [Cancel] button instead.

Student Capacity

Accelerated Reader has a student capacity limit. This limit determines how many students can take quizzes within a school year or subscription year. The student capacity limit is determined by the amount of capacity that your school or district purchased with the software.

If you reach your student capacity limit, students who log in for the first time after that will be notified that the limit has been reached and they will not be allowed to quiz.

You can purchase expansions to your student capacity. The Renaissance Place help and the *Renaissance Place Software Manual* provide information about how to view and manage your student capacity. To view the Renaissance Place help, click "Help" and then "Other Help" at the top of the page; then click "Renaissance Place." To view the *Renaissance Place Software Manual*, click "Download Manuals" in the upper right corner of any page.

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