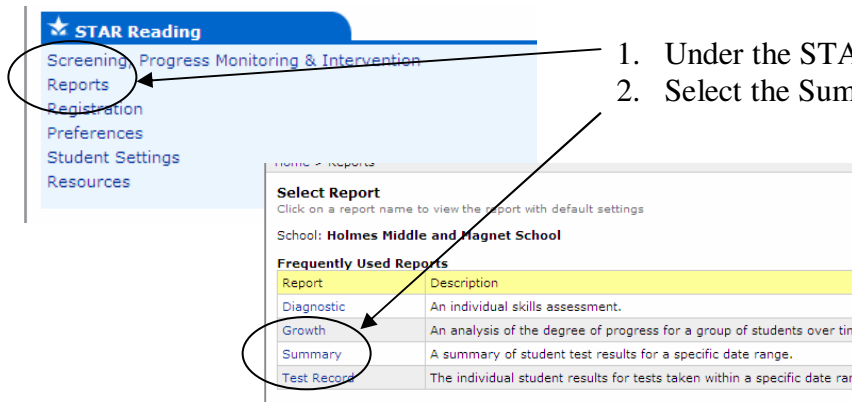


Driven To Read  
Step by Step Teacher Guide for setting up Accelerated Reader  
Second Semester – Spring 2010

**Step 1 ~ Print a Summary Report**

**Log in to Renaissance Place through Holmes MS Website ~ Bookmark or Add to Favorites**

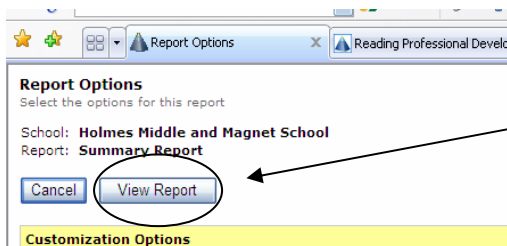
**If you wish to have more current STAR testing data than what is given from the initial STAR test, then have your students re-take the STAR test before accomplishing these steps.**



1. Under the STAR Reading tab Click on Reports  
2. Select the Summary Report

The screenshot shows the STAR Reading navigation menu on the left with 'Reports' circled. An arrow points from this menu to the 'Select Report' dialog box on the right. In the dialog box, the 'Summary' report is circled in the 'Frequently Used Reports' table.

Report	Description
Diagnostic	An individual skills assessment.
Growth	An analysis of the degree of progress for a group of students over time.
Summary	A summary of student test results for a specific date range.
Test Record	The individual student results for tests taken within a specific date range.

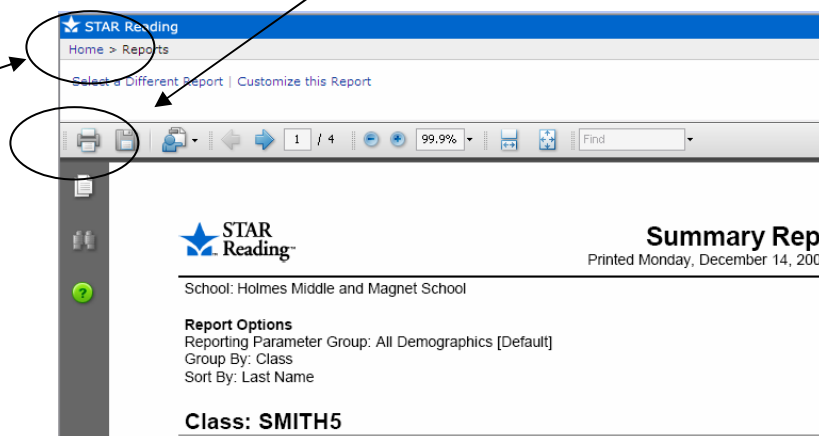


3. Leave all options on the default ~ Click View Report

The screenshot shows the 'Report Options' dialog box with 'View Report' circled. The school is 'Holmes Middle and Magnet School' and the report is 'Summary Report'.

4. Print the Report

5. Click on Home

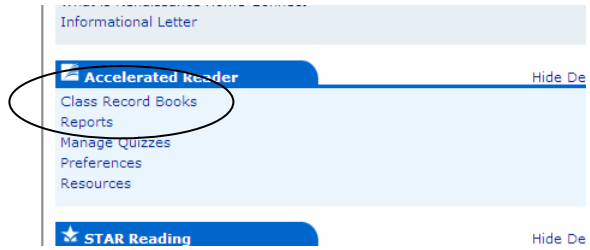


The screenshot shows the STAR Reading Summary Report page. The 'Home' link in the navigation bar is circled. The report title is 'Summary Report' and it was printed on Monday, December 14, 2009. The school is 'Holmes Middle and Magnet School'. The report options are: Reporting Parameter Group: All Demographics [Default], Group By: Class, Sort By: Last Name. The class is 'SMITH5'.

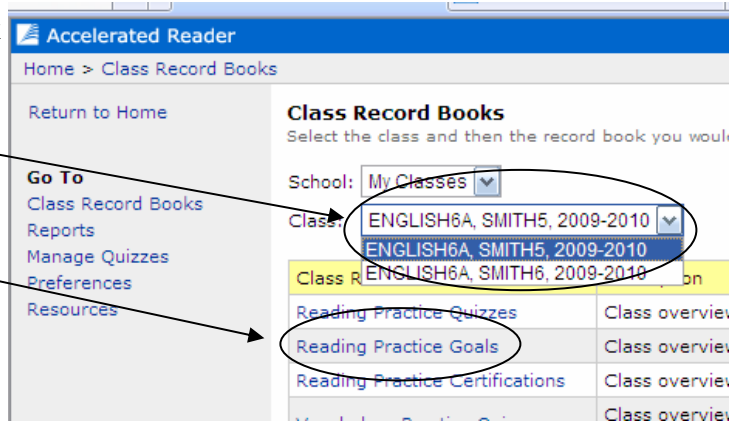
## Step 2 ~ Set Goals for Your Students

You should be logged in to Renaissance Place – If Not Log in and get to the Home page.

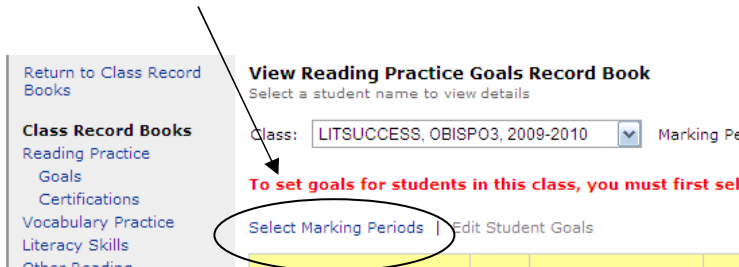
1. Under the Accelerated Reader tab  
Click Class Record Books



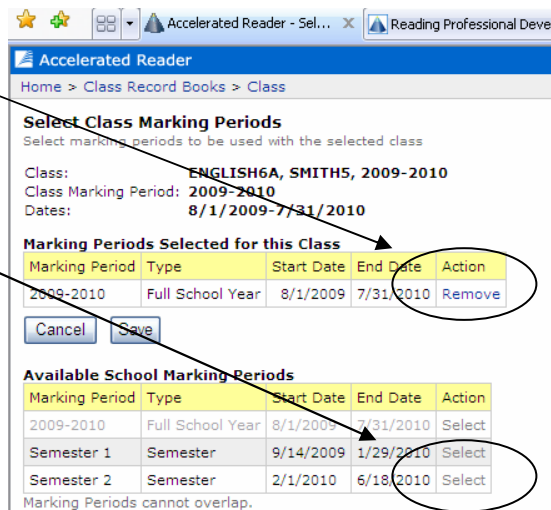
2. Choose the class you would like to work with.
3. Click on Reading Practice Goals.



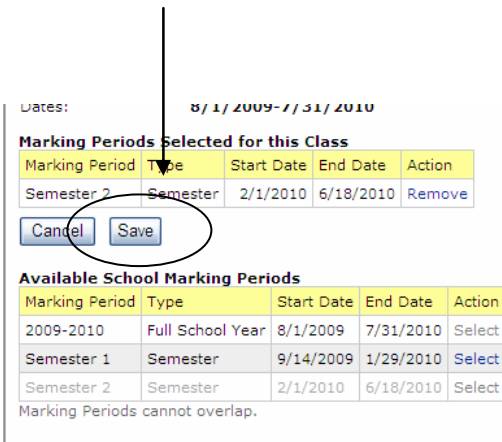
4. You must Select a Marking Period



5. Remove the current marking period
6. Select Semester 2

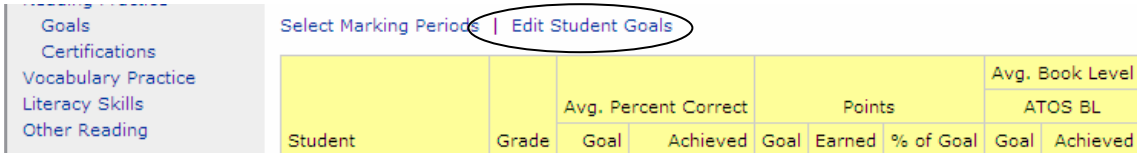


7. Click Save



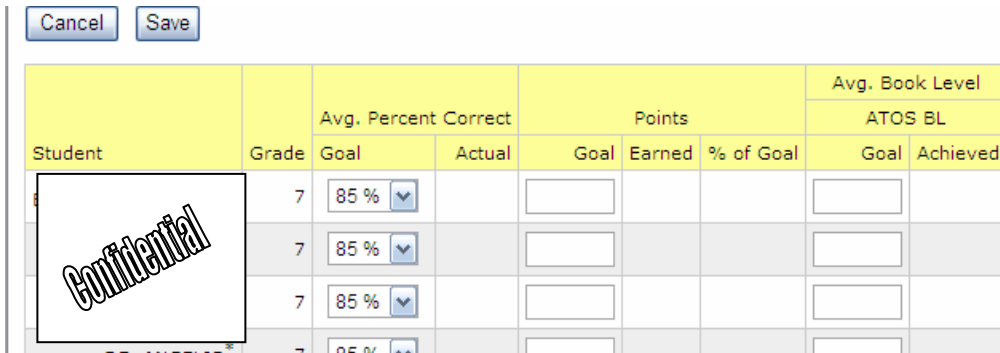
## Step 2 – Continued

1. Click on Edit student Goals



Student	Grade	Avg. Percent Correct		Points			Avg. Book Level	
		Goal	Achieved	Goal	Earned	% of Goal	ATOS BL	
							Goal	Achieved

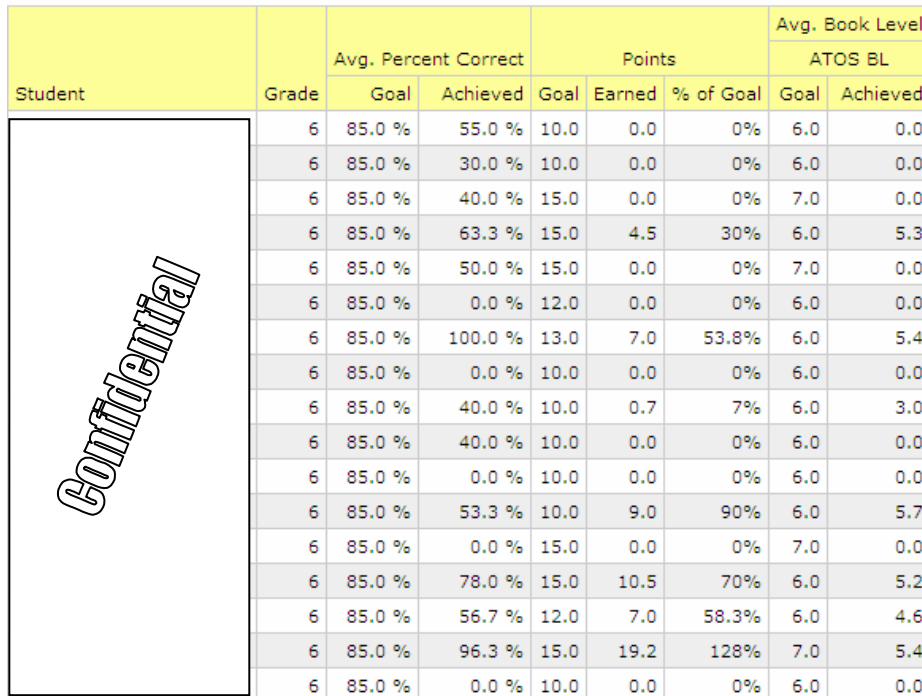
2. Use the Goal Chart and your knowledge of the student’s capability to enter goal information.



Student	Grade	Avg. Percent Correct		Points			Avg. Book Level	
		Goal	Actual	Goal	Earned	% of Goal	ATOS BL	
							Goal	Achieved
	7	85 %						
	7	85 %						
	7	85 %						
	7	85 %						

3. Click Save when done.

As students take quizzes and begin to accumulate points, the chart will automatically populate with the Goal data.



Student	Grade	Avg. Percent Correct		Points			Avg. Book Level	
		Goal	Achieved	Goal	Earned	% of Goal	ATOS BL	
							Goal	Achieved
	6	85.0 %	55.0 %	10.0	0.0	0%	6.0	0.0
	6	85.0 %	30.0 %	10.0	0.0	0%	6.0	0.0
	6	85.0 %	40.0 %	15.0	0.0	0%	7.0	0.0
	6	85.0 %	63.3 %	15.0	4.5	30%	6.0	5.3
	6	85.0 %	50.0 %	15.0	0.0	0%	7.0	0.0
	6	85.0 %	0.0 %	12.0	0.0	0%	6.0	0.0
	6	85.0 %	100.0 %	13.0	7.0	53.8%	6.0	5.4
	6	85.0 %	0.0 %	10.0	0.0	0%	6.0	0.0
	6	85.0 %	40.0 %	10.0	0.7	7%	6.0	3.0
	6	85.0 %	40.0 %	10.0	0.0	0%	6.0	0.0
	6	85.0 %	0.0 %	10.0	0.0	0%	6.0	0.0
	6	85.0 %	53.3 %	10.0	9.0	90%	6.0	5.7
	6	85.0 %	0.0 %	15.0	0.0	0%	7.0	0.0
	6	85.0 %	78.0 %	15.0	10.5	70%	6.0	5.2
	6	85.0 %	56.7 %	12.0	7.0	58.3%	6.0	4.6
	6	85.0 %	96.3 %	15.0	19.2	128%	7.0	5.4
	6	85.0 %	0.0 %	10.0	0.0	0%	6.0	0.0