

Accelerated Reader

Frequently Asked Questions (FAQ)

Administered at Muir by Ms. Beene and Mr. Judson

Access site: <https://hosted26.renlearn.com/262334/>

Administrator Login and Password (see Ms. Beene or Mr. Judson)

Q. How do I set up myself and my students to use Accelerated Reader?

- A.**
1. Log on to AR as an administrator.
 2. Click on **Courses and Classes**.
 3. Click on the **Accelerated Reader** course.
 4. Click on **Add Class**.
 5. Create a class name (Example: Beene, Period 1) and click **Save**.
 6. Click on **Edit Class Personnel**.
 7. Type in your last name in the correct box and click **Search**.
 8. Check the boxes labeled **Renaissance Place**, **Accelerated Reader**, and **STAR Reading** at the top of the screen.
 9. Check the box beside your name at the bottom of the screen and hit **Assign**.
 10. Go back to the class view page and click on **Edit class enrollment**.
 11. You will now enter the names of your students by searching for them by last name and first initial. Use your ISIS class roster or grade book to keep track of your students' names.
 12. When you search for a student and their name appears, check the box beside their name and click **Add** This will cause a list of enrolled students to begin on the left side of your screen.
 13. NOTE: Do not exit out of the enrollment page until you click **Save** or you will lose your work.
 14. Finish class list, save, and add your next class! This is a bit time-consuming, but well worth the investment!

Q. How do I add new students to the Accelerated Reader roster if they are not already listed?

- A.**
1. Log into AR as an administrator.
 2. Click on the link called **Personnel, Students, and Parents**.
 3. Under the "Students" heading, click on **Add Students**.
 4. Add first and last name, password (usually "book" or "read") and grade level note: students cannot take tests without a grade level]
 5. **Add** and **Save**, then return to the enrollment editing page and search for them as usual.

Q. How do students log in to take their STAR reading test (reading level assessment)?

- A.**
1. Students click on **Welcome to Renaissance Place** on the computer desktop (the web address is <https://hosted26.renlearn.com/262334> if the icon is not available)
 2. Next, they click on **Students** to log in as a student.
 3. On the login page, they should click the blue writing that says **Find user name**.
 4. Click **Next**.
 5. They should then type in the first letter of their first name in the "first name" line that appears, and their last name in the "last name" line. Click **Search**.
 6. When the student's name appears, they should click on it; this will bring up their user name.
 7. The students can then enter their passwords. Most Muir students' password is "book," though some have been changed to "read."
 8. When the students reach the home page, they should click on **Take a Test** at the bottom of the screen.
 9. When they confirm that they want to test, the monitor password sometimes is requested. The password is "admin".
 10. They will now be able to take the test!

Q. How do I access the results of my students' diagnostic tests and quizzes?

- A.**
1. Log into AR as an administrator.
 2. Under the Star Reading heading, click on **Reports**.
 3. From here, click on **Summary** under "Frequently used reports," select your class, and access reports on students reading level by clicking **View Report**.

Q. How can I best access John Muir Library's book collection with my students, even if they don't have their ID cards?

- A.** Mr. Schlactman would like teachers to make appointments with him by filling out an appointment request form (available on your library use CD or in hard copy in the library itself). You can make standing appointments for as often as you need to visit the library. Mr. Schlactman is willing to check out books by student's name and DOB if they do not have I.D. cards, but you must make an appointment so he has enough time to do this.

Q. How can students take Accelerated Reader quizzes?

- A.**
1. Have students log in the way they did to take their STAR reading tests.
 2. When they get to the AR homepage, have them click on **Take a quiz**.
 3. They will then choose to take a "Reading Practice Quiz."
 4. When the book search page appears, have the students search by title (you can only search by title OR author). Have them click on the circle that says "contains" and type in the keywords for their book's title (example: for the book "Harry Pottery and the Sorcerer's Stone," have them simply enter "Sorcerer's Stone."
 5. Allow students to click on the title and begin their quiz.
-NOTE: Sometimes there are too many books with similar names to narrow down as described in stop 4 above. In this case, you can click on "title exact match" and type in the EXACT title. Author searches can be used if desired also. If many results appear, use the **Next** button on the right to access the next page of book results. If you are having trouble locating a book quiz, try searching in a

couple of different ways before determining that we don't have the quiz—the book often appears with a second search method.

Q. How do I find out if Muir owns an A.R. quiz for a particular book?

- A.**
1. Log into AR as an administrator.
 2. Under the Accelerated REader heading, click **Manage Quiz Availability**.
 3. At the center of the page, click on **Reading Practice**.
 4. From this page, you can search John Muir's quiz inventory by title, author's name, and reading level.

Q. How do I find Accelerated Reader books in the Library?

- A.** Accelerated Reader books are all marked with a neon green and neon pink sticker on their spines. Near this sticker (or in the back of the book), a label also indicates the book's reading level and A.R. points available for the particular title.

Q. How can get Accelerated Reader Tech Support?

- A.** Call the Renaissance Learning Tech Support at 800-338-4204, or visit Renaissance Learning on the web at <http://www.renlearn.com>