

# Accelerated Reading Cheat Sheet

## Meigs County Schools Technology Department

### Step 1: Making a Backup of Your Existing Records

To create a backup of the current year's information, export the students from each application. Even if Accelerated Reader, Accelerated Vocabulary and Perfect Copy are using the same data location, you will still need to export from each of the programs. If you are saving the backup to floppy disk(s), you may have to export the students' records in groups. If you have a large number of students, you may choose to export to a hard drive location instead, but be sure the backup is on a different system from where the data files are stored. For instructions on backing up your entire database, refer to Knowledge Base Article [#1679552](#).

**Note:** Student Name or ID fields should not contain any commas. The student information will export without error, however if you need to import that file to another computer or send to another school, the file will not import. You will receive the error, "Not a valid export file."

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Students] button.
- 4) From the **Students** menu, choose [Export].
- 5) If you are exporting the students in groups, click the **Grade** column to sort by grade, and use the <Shift> key to select a range, or <Ctrl> key to select individual students. Click the [All] button to select all students. Depending on the version of the program that you are using, you may have to click [Add>>] or [Add All>>]. Then click [Next].
- 6) Be sure to choose [Students with all Student Detail Records]. Save to a network drive/hard drive or insert a blank, formatted floppy disk if you are saving the records to a floppy disk and click on [Finish] or [Done].
- 7) *Windows users:* In the **Save as:** dialog box, in the **Save in:** field, locate the letter of the floppy disk drive or browse to another location. In the **File name:** field, specify a file name and extension, i.e., **grade4.exp**.  
*Mac users:* Navigate to the floppy disk or another location, and enter a file name.
- 8) Click the [Save] button.

If you are exporting the students in groups, repeat steps 4 through 8 for each grade. Label these disks with the name of the program and the school year dates, and keep them as a backup.

### Step 2: Unenrolling Students

In order to enroll students in their new classes, they must first be unenrolled from their existing classes. Unenrolling students will keep their records intact in Accelerated Reader, Accelerated Vocabulary and Perfect Copy. If any students

will be staying with their current teacher, you may leave them enrolled (don't select them).

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Classes] button.
- 4) Highlight the class you want to work with, and then select the students within that class to unenroll them. Multi-select using the <Shift> key to select a range or the <Ctrl> key (<Apple> key on Mac) to select individual classes or students.
- 5) Click the [Unenroll] button, and click [Yes] to confirm.

You will need to unenroll your students from each of your Renaissance Learning applications.

### **Step 3: Deleting Non-returning Students**

#### **Important:**

When you delete students, you're not just removing them from the program that you are logged into; you're actually deleting all of the student information from the entire student database. If you use other products from Renaissance Learning that share this data (such as STAR Reading 2.x, STAR Math, or Accelerated Math), you will delete the student information from those programs as well. You may want to make a backup of the records in each of your other programs before proceeding. For more information, refer to Knowledge Base article [#1655218](#) and/or [#2157546](#).

- 1) Determine which students will be using Accelerated Reader and will be transferring to another school (from North/South to Middle and Middle to High).
- 2) For each school, export those students to a hard drive location to burn to CD. If you have several students moving to the same school, save their records to the same disk. To include all performance data, be sure to export from all Renaissance Learning applications.
- 3) Next, determine which students will not be returning due to graduation or for any other reason.
- 4) Select [Students] from the **School** section of the **Go** menu. This will take you to the **Student Management** screen.
- 5) Select the students you want to delete (because of graduation). If you want to delete more than one student, remember to press the <Shift> or <Ctrl> key.
- 6) Click [Delete], and click [Yes] to confirm the deletion.

### **Step 4: Running Data Doctor**

The Data Doctor utility that came with your software repairs the normal wear and tear caused by the continuous storage and retrieval of information. Run Data Doctor once in each Renaissance Learning application.

- 1) Open the program location, and double-click the Data Doctor program. Enter your password, and click [OK].

- 2) The dialog box that appears next lets you indicate the location of your program database. If the correct data location is listed, click [OK]. Otherwise, select the drive and folder location of your database.
- 3) To repair all of the files, click [Fix All].
- 4) When the Data Doctor finishes repairing the files, click [Quit].
- 5) The Data Doctor will give you the complete folder location of a text file that lists the results of the repair. You should view that file for specific information about the repair, especially if the Data Doctor was unable to repair one or more of your files. After you've noted the folder location, click [OK] to quit the Data Doctor utility program.

**Note:**

If Data Doctor was unable to repair any or all of the files, please contact Renaissance Learning Technical Support at [support@renlearn.com](mailto:support@renlearn.com)

**Step 5: Adding New Students/Updating Existing Students**

If you received an Accelerated Reader, Accelerated Vocabulary or Perfect Copy export file from another school, you can import this file now.

- 1) Log into the Management program with administrative access.
- 2) Click the [School] button.
- 3) Click the [Students] button.
- 4) From the **Students** menu, choose [Import].
- 5) Insert the floppy disk that contains the student information.
- 6) *Windows users:* In the **Select the file to import** dialog-box, select the letter of the floppy disk in the **Look in:** field. Locate the file on the disk, and open it.
- 7) Select all students to be imported. Use the <Shift> or <Ctrl> key to select more than one student. Depending on the version of the program that you are using, you may have to click [Add>>] or [Add All>>]. Then click [Next].
- 8) If all students will be enrolled in the same class, you may enroll them now. Otherwise, choose **Do not enroll the students at this time**. After viewing the **Summary** panel, click the [Finish] button.

If you have an export for multiple programs, you will need to import them into each program separately.

**Using the Promote feature to update student grade levels.**

**Important:**

If your school has more than one Renaissance Learning application (such as Star Reading and Star Math) that uses the same student database, keep in mind that promoting students in one application will change the grade assignments in the other programs as well. To help keep your student information accurate, you'll need to enter the Administrator password for each of the other programs whenever you promote students. You will know which applications have been affected by noting the Administrator passwords you must enter. If you have not

yet promoted the students in another Renaissance Learning application accessing this data location:

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Students] button.
- 4) Choose [Promote] from the **Students** menu. This will start the Student Promotion Wizard/Assistant. Click the [Next] button.
- 5) Choose whether you want to exclude some students. If you've selected to remove some of the students from the promotion group, the **Select Students to Exclude** panel will open. Select the students you do not want to promote. If you want to exclude more than one student, hold down the <Shift> or <Ctrl> key. If you have already imported students from another school, check to see if their grades have been updated for the next school year. If they have been, do not include them in this step. Click [Next].
- 6) Click on the [Finish] button.

**Remember:**

If your Renaissance Learning applications (including STAR Reading 2.x, STAR Math, STAR Early Literacy, Accelerated Math, Accelerated Grammar & Spelling, Accelerated Writer and MathFacts in a Flash) are sharing a data location, complete this step once. If you will be setting up those programs for the new school year, refer to Knowledge Base article [#1655218](#) and/or [#2157546](#), and check off the promoting students step as completed.

If you need to make changes for a few students, use the Edit feature instead of promoting the students. To change the information for multiple students, multi-select using the <Shift> key to select a range or the <Ctrl> key (<Apple> key on Mac) to select individual students. To make changes to students' password, grade, gender, race, and student characteristics, click the [Edit] button.

To manually add new students, click the [Add] button in the **Student Management** screen.

After you have completed updating the students' records, you should create another backup copy of your student data. Please refer to Step 1, **Making a Backup of Your Existing Records**. This will be the initial backup for the new school year. Be sure to keep it in a safe place.

If the school year dates have been determined for the next school year, you may set these now.

**Step 6: Setting the Dates for the New School Year**

When you set the new school year in Accelerated Reader, the reading level and point goals for each student will be removed and archived. This means you will have to set new goals for the students for the coming year (you may view the previous goals in the **Reading Practice** screen by clicking the **Goals** tab and

choosing [View Archived Goals] from the Reading Practice Menu). If your school has more than one Renaissance Learning application that uses the same student database, keep in mind that changing your school year dates in one application will change the school year in the other programs as well. To help keep your calendar information accurate, you'll need to enter the Administrator password for each of the other programs whenever you edit the school year settings.

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Preferences] button.
- 4) Highlight the School Year preference, and then click the [Edit] button. The School Year Preferences Wizard or Assistant will appear. To define your school year and the new marking periods, follow the instructions on your screen.

**Remember:**

If your programs are sharing a data location, complete this step once.

**Step 7: Enrolling Students**

Before students can use the program, they must be enrolled in a class.

**In AR5.x:**

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Classes] button.
- 4) Select the class into which you want to enroll the students.
- 5) Click [Enroll]. This will open the **Enroll Students** dialog box.
- 6) Select all of the students that you want to enroll in the class. You can sort the list by grade by clicking on the heading of the **Grade** column. If you want to select more than one student, remember to press the <Shift> or <Ctrl> key (<Apple> key on Mac).
- 7) After you've selected the students you want to enroll, click [OK]. The **Enroll Students** dialog box will close, and the students will be assigned to the class. When you return to the Class List, the right side of the screen will list all of the students enrolled in that class.

**In AR6.x\*\* :**

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Classes] button.
- 4) Select the class into which you want to enroll the students.
- 5) Click [Enroll]. This will open the **Enroll Students** dialog box.
- 6) Choose a student to enroll by highlighting them in the **Students to choose from** list, and then click on [Add >>]. This will add the student to the **Selected students** or **Enroll these students** list. Additionally, you can click the **Grade** column in the **Students to choose from** list to sort by grade, and use the <Shift>

key to select a range, or <Ctrl> key (<Apple> key on Mac) to select individual students. Once students are highlighted, click on [Add >>].

7) After you've added the students you want to enroll, click [OK]. The **Enroll Students** dialog box will close, and the students will be assigned to the class. When you return to the Class List, the right side of the screen will list all of the students enrolled in that class.

\*\* Duplicating existing classes can save you time if your classes are similar from one product to another and you are sharing your database with other Renaissance Learning software. Set up your classes and enrollment following the steps above for one of your applications and then follow the duplicate class instructions in the program help files or your software manual for each of your remaining applications sharing the same database.

### **Tips for Summer School:**

It is best to wait until after all summer sessions are over to promote students to the next grade and change the school year. For most schools, waiting until as close as possible to the new year means taking care of most of the last-minute changes at the same time. If students are testing in STAR Reading and/or STAR Math during the summer, making these changes right before the new school year is especially important. If this is the case, refer to Knowledge Base article [#1655218](#) for more information about grade placement during the summer session.

If you want to keep Accelerated Reader quizzes taken during the summer separate, set a marking period covering the summer session dates. Students will have a choice of viewing quizzes taken since the beginning of the previous school year or just during the current marking period (new feature in AR5.x and above).