

STAR Math Cheat Sheet

Meigs County Schools Technology Department

Step 1: Making a Backup of Your Existing Database

First, you should make a copy of your entire data location. If you are not sure where your data is located, open the Management program and check the Data Location under School | Preferences. If you are running multiple Renaissance Learning applications, you will need to verify your data location in each application. If your applications are not sharing the same data folder, you will need to repeat the following steps for each data location.

Windows Users:

- 1) Using Windows Explorer, locate and right-click on the data directory.
- 2) From the drop-down menu, choose [Copy].
- 3) Right-click on the hard drive icon, and choose [Paste] from the drop-down menu. You should now have a copy of your data directory on your hard drive (for example, C:\Copy of Alsdata or F:\Copy of Alsdata).

Mac Users:

- 1) From your desktop, locate and highlight the data folder.
- 2) Choose [Duplicate] from the File Menu. You should now have a new folder on your hard drive (for example, Alsdata copy).

Note for Accelerated Math Users: If you are still using Accelerated Math 1.0x libraries, you will want to install the latest 2.x libraries. All of the Accelerated Math content libraries have been updated with release 2.0. Some math objectives have been added, renamed, split into two skills, deleted, replaced or re-sequenced. Check Knowledge Base Article [#2122028](#) to verify your Accelerated Math library versions and for instructions on upgrading your libraries.

Step 2: Unenrolling Students

In order to enroll students into their new classes, they must be unenrolled from their existing classes. Remember, unenrolling students in Accelerated Math, Accelerated Grammar & Spelling, Accelerated Writer, or MathFacts in a Flash deletes all performance data. If it is necessary for you to keep ongoing records, you will only want to unenroll non-returning students. You will then transfer the existing students in Step 7 instead of enrolling.

To unenroll all students (only available in Accelerated Math, Accelerated Grammar & Spelling, and MathFacts in a Flash):

- 1) Log in to the Management program with full administrative access.
- 2) Click the [School] button.
- 3) Click the [Classes] button.
- 4) From the **Classes** menu, choose [Unenroll All Students].
- 5) Confirm the unenroll process by clicking [Yes].
- 6) Verify by typing in your Administrator password.

To unenroll selected students:

- 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 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

When you delete students, you're not just removing them from the application that you are currently 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 Accelerated Reader, Perfect Copy, STAR Reading 2.x, or STAR 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 [#1655213](#) and/or [#1655218](#).

- 1) Determine which students will not be returning due to graduation, a school transfer, or for any other reason.
- 2) To access the **Student Management** screen, select **Students** from the **School** section of the **Go** Menu.
- 3) Select the students you want to delete. Use the <Shift> or <Ctrl> key to select more than one student.
- 4) 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.

Step 5: Adding New Students/Updating Existing Students

If you received an Accelerated Math, Accelerated Grammar & Spelling, Accelerated Writer, or MathFacts in a Flash export file from another school, you can import this file now.

- 1) Log in to Management program with full 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.
Mac users: Locate the file on the disk, and open it.
- 7) Select all of the students to be imported. Use the <Shift> or <Ctrl> key to select more than one student. If you would like the students data to transfer, you must only select those students that will be enrolled into the same class and re-import for each separate class. Depending on the version of the program that you are using, you may have to click [Add>>] or [Add All>>]. Click [Next] to move through the panels.
- 8) If all students will be enrolled in the same class, you may enroll them now. To import previous data, you have to enroll the students into a class with the same objectives/levels. Otherwise, choose **Do not enroll the students at this time**. After viewing the **Summary** panel, click [Finish].

If you have exports 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 that use 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, please follow the steps below:

- 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 [Promote].
- 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. Then click [Next] to move to the Summary Screen.
- 6) Click on the [Finish] button to start the promotion.

Remember:

If your Renaissance Learning applications (including Accelerated Reader, Accelerated Vocabulary, Perfect Copy, STAR Reading, STAR Math, or STAR Early Literacy) are sharing a data location, only complete this step once. If you will be setting up those programs for the new school year, use Knowledge Base article [#1655213](#) and/or [#1655218](#), and check off the **Promoting students** step as completed.

If you only 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 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 Database**.

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

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.

Note: You may not be able to run certain reports if your school year is not set.

- 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** option, and then click the [Edit] button. The School Year Preferences Wizard, or Assistant, will appear. Follow the instructions on your screen to define your school year and the new marking periods.

Remember:

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

Step 7: Enrolling/Transferring Students**

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

Enrolling Students:

- 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 **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 to select individual students. Once students are highlighted, click on [Add >>].
- 7) After you've added the students you want to enroll to the **Enroll these students** list, 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.

Transferring Students:

If you had not unenrolled all of your students in Step 2 because you wanted to keep ongoing records, you can transfer the students from one class to another. Transferring students allows student work to be copied from their original class into the new class. If students have any outstanding assignments in Accelerated Math, Accelerated Grammar & Spelling, or Accelerated Writer, they will be deleted in the transfer. You will want to make sure that both classes have the same objectives added for Accelerated Math or Accelerated Grammar & Spelling, the same assignments assigned for Accelerated Writer and the same levels added in MathFacts in a Flash. This way you will get a better transfer percentage.

- 1) 1) Log into the Management program with full administrative access.
- 2) 2) Click on the [School] button.
- 3) 3) Click on the [Classes] button.

- 4) 4) Select the class that the student(s) are currently enrolled in. Then select the student(s) under **Enrolled Students** that you want to transfer into a new class. If you want to select more than one student, remember to press the <Shift> or <Ctrl> key.
- 5) 5) From the **Classes** menu, choose [Student Transfer].
- 6) 6) Select the class that you would like the students to be transferred into. Click [Next]. The **Select Students** screen will show you the percent transferable for the students. You can either click [Next] to continue or [Cancel] to stop the transfer.
- 7) 7) At the **Student Transfer Summary** Screen, click [Finish] to complete the transfer.

** 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.