

# STAR 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 your STAR programs are using the same data location, you will still need to export from each program. 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.

**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 program with full administrative access.
- 2) Click the [Students] button.
- 3) From the **Students** menu, choose [Export].
- 4) If you are exporting the students in groups, click on the **Grade** column to sort by grade, and use the <Shift> key to select a range, or <Ctrl> key) to select individual students. Click [Next].
- 5) Be sure to choose [Students with all STAR tests]. Insert a blank, formatted floppy disk if you are saving the records to a floppy disk and click on [Finish].
- 6) *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, use the default file name, or specify a new one.
- 7) Click the [Save] button.

If you are exporting the students in groups, repeat steps 3 through 7 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 student records intact in each STAR program. 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 [Classes] button.
- 3) Highlight the class you want to work with, and then select the students within that class to unenroll them. Click the [Unenroll] button and to multi-select, use the <Shift> key to select a range or the <Ctrl> key to select individual students.

Be sure to unenroll students in all STAR applications, even if they use the same data location.

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

When you delete students, you're not just removing them from your STAR applications, 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, 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 [#1655213](#) and [#2157546](#).

- 1) Determine which students will be using each STAR program and will be transferring to another school.
- 2) For each school, export those students to a new floppy disk. 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 both applications.
- 3) Next, determine which students will not be returning due to graduation or for any other reason.
- 4) To access the **Student Management** screen, select [Students].
- 5) Select the students you want to delete. If you want to delete more than one student record, remember to press the <Shift> or <Ctrl> key (<Apple> key on Mac).
- 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 all 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 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 a STAR export file from another school, you can import this file now.

- 1) Log in to the appropriate STAR Management application with administrative access.
- 2) Click the [Students] button.
- 3) From the **Students** menu, choose [Import].
- 4) Insert the floppy disk that contains the student information.
- 5) *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.
- 6) Select all of the students to be imported. To select more than one student, use the <Shift> or <Ctrl> key. Click [Next] to move through the panels.
- 7) 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 on the [Finish] button.

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

### **To update the grade assignments, using the Promote feature.**

#### **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, follow the steps below:

- 1) Log in to the program with full administrative access.
- 2) Click the [Students] button.
- 3) From the **Students** menu, choose [Promote].
- 4) 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].
- 5) Click on the [Finish] button.

**Remember:**

If your Renaissance Learning applications (including Accelerated Reader, Accelerated Vocabulary, Perfect Copy, Accelerated Math, Accelerated Grammar & Spelling, Accelerated Writer, and MathFacts in a Flash) are sharing a data location, only complete this step once. If you will be setting up those programs for the new school year, refer to Knowledge Base article [#1655213](#) and/or [#2157546](#), 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 (<Apple> key on Mac). Click the [Edit] button to make changes to students' password, grade, gender, race, and student characteristics.

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**

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. If you are using Accelerated Reader, refer to Knowledge Base article [#1655213](#) for more information on how changing the school year dates will impact the goals.

- 1) Log in to the Management program with full administrative access.
- 2) Click the [Preferences] button.
- 3) Highlight the School Year option, 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.

- 1) Log in to the program with full administrative access.
- 2) Click the [Classes] button.
- 3) Select the class into which you want to enroll the students.
- 4) Click [Enroll]. This will open the **Enroll Students** dialog box.
- 5) Select all of the students that you want to enroll in the class. You can re-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. Depending on the version of the program that you are using, you may have to click [Add>>] or [Add All>>].
- 6) 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.

\*\* 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:**

Before students test during the summer, you will need to make sure you have set up the STAR programs correctly. To ensure the accurate determination of norm-referenced scores when testing during the summer, it is best to wait to do the once-a-year promotion and school year changes until after all summer sessions are over. Refer to your STAR Technical Manual for an in-depth explanation of the importance of grade placement.

Remember, if you are using the previous school year as your dates in STAR, be sure the students' grades in the database reflect the grade they were in during the previous school year. If the school year dates have been changed to the new year in any Renaissance Learning application using this data location, students need to be promoted to their new grades before they test.