



# Accelerated Reader<sup>®</sup>

Reading  
Management  
Software



## Software Manual

***Motivate Your Students to Read More and Better Books!***

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**QuickTime™**

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## Welcome

Thank you for choosing Accelerated Reader®, the most popular reading software in schools. Since 1986, AR™ has helped hundreds of thousands of teachers inspire teacher-led “reading revolutions” in their classrooms. Accelerated Reader is a task-level learning information system (LIS). LIS products give educators timely, accurate information on student academic performance. You can use this information to quickly adjust instruction to help all of your students reach their greatest potential. Now Accelerated Reader helps teachers reach all types of readers with Reading Practice Quizzes, Literacy Skills Tests, and Other Reading Quizzes for prominent reading textbooks and magazines. Recorded Voice Reading Practice Quizzes are also available for young emergent readers. AR quizzes cover all levels of reading ability in both English and Spanish. If you have any questions about Accelerated Reader software, please email us at [answers@renlearn.com](mailto:answers@renlearn.com); for technical support, email us at [support@renlearn.com](mailto:support@renlearn.com).

## Compatibility with Our Programs

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Like most Renaissance Learning products, Accelerated Reader is foundational. This means that Accelerated Reader can use the same database that you are using for other Renaissance Learning programs, such as Accelerated Math®, STAR Math®, STAR Reading 2.x®, Perfect Copy™, STAR Early Literacy™, or Surpass™. Using the same database for all of these products saves you time in two ways:

- You only need to enter students in one program; those students will appear in the student list for every product that shares the database.
- You can copy classes from other Renaissance Learning products that use the same database, including class enrollment. For more information, see “Duplicating (Copying) Classes” on page 11.

To find out how to select the database that you are using with your other Renaissance Learning software, see “Changing Your Data Location” on page 107.

## How to Use this Manual and the Online Help

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This manual will help you use your Accelerated Reader software. You can also find more detailed information in the program help included with the Management program, the Student program, and the Data Doctor. To open the program help, click on the **Help** menu in the Accelerated Reader programs. If you have additional questions, you can email your question to us at [answers@renlearn.com](mailto:answers@renlearn.com), or email technical support questions to us at [support@renlearn.com](mailto:support@renlearn.com).

All you need are basic computer skills

To follow the steps in this manual, you need to know how to do the following:

- Use a mouse.
- Find, create, select, and open files and folders.

Identifying buttons, keys, menus, and dialog boxes

In this manual, we use different symbols and type styles to help you identify buttons, keys, menus, and dialog boxes.

Program element	How we identify it in the manual	Example
Button	Square brackets appear around button names.	"Click the [Edit] button."
Keys	Angle brackets appear around key names.	"Press the <Enter> key."
Menus	Menu names and menu items appear in bold type.	"From the <b>Go</b> menu, select <b>Students.</b> "
Dialog boxes	Dialog box names appear in bold type. Sections of the dialog box appear in capital letters, and options within the dialog boxes are enclosed in quotation marks.	"In the Clear Lockout Privileges section of the <b>Login Preferences</b> dialog box, click the 'Administrators Only' option."

Identifying the text you need to enter

When you need to type text in a field (a blank within a panel or dialog box), we will print the text that you need to type in bold type and in a different type style. Here's an example: "Type **admin** in the 'Enter your password' field."

The "Enter your password" field.



Platforms and graphics

Accelerated Reader software is designed to work well on Macintosh and Windows computers. The Macintosh and Windows versions of the program are as similar as possible; however, we follow operating system standards. For example, the Macintosh version of Accelerated Reader software includes "Assistants"; in the Windows version, these are called "Wizards." Most of the graphics in this manual come from the Windows version of the software. Although the Macintosh version looks slightly different, its functions, features, and options are the same. Whenever the Macintosh and Windows dialog boxes are quite different, we will show you both versions.



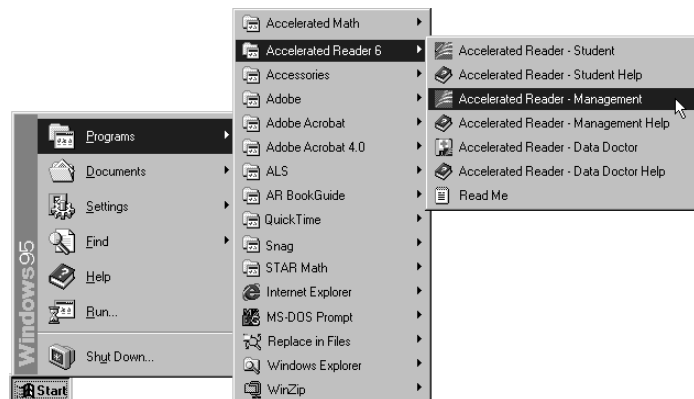
## Getting Started

Accelerated Reader software is made up of three programs: the Management program, the Student program, and the Data Doctor. The Management program is where you can manage student and class information, manage your quizzes and tests, monitor student performance, goals, and certifications, generate reports, and control how the program works for your class or school. The Student program is where students take quizzes and tests; see page 71 for more information. Data Doctor helps you maintain the “health” of your database; see page 111.

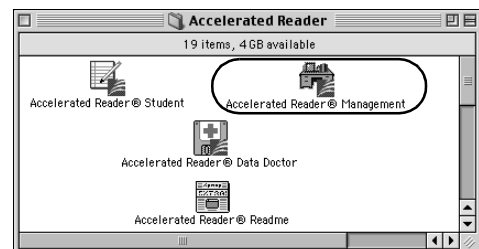
### Starting the Management Program and Logging in

Before you can log in to the Accelerated Reader Management program, you need to install the software as described in the *Installation Guide*. Then, follow these steps to start the Management program and enter your password to log in:

1. *Windows:* On the Taskbar, click the [Start] button, select **Programs**, select **Accelerated Reader 6**, and click **Accelerated Reader - Management**.



*Macintosh:* If your Accelerated Reader folder is not open, find the folder and double-click on it to open it. Then, double-click the **Accelerated Reader® Management** icon.



2. After you start the Management program, the **Welcome** screen will appear. Click anywhere in the window or press any key on your keyboard.

3. The **Password** dialog box will appear in front of the **Welcome** screen. Type your password; then, click the [OK] button. (If you have not changed the Administrator password, you can type **admin**.) The password you use to log in will determine which functions you can use. See page 6.



If you have selected the sample database, an alert will appear to notify you of this; click [OK]. See page 5 for more information on the sample database.

## How do I Start Using Accelerating Reader?

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Here's what you need to do in the Management program to set up the Accelerated Reader database so students can start taking quizzes and tests:

- Add your classes (see page 10) or duplicate classes from other programs (see page 11).
- Add your students (see page 17) or import them from a file (see page 18).
- Enroll your students in the Accelerated Reader classes. (See page 14.)
- Enter your school year, including marking periods and days off. (See page 110.)
- Install your quizzes and tests. (See page 25.)

## How does Accelerated Reader Work?

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Once you have added your students, classes, quizzes, and tests, you can start using Accelerated Reader. Here's how Accelerated Reader works:

1. The student selects and reads a book, or the student reads from your class reading textbook.
2. In the Accelerated Reader Student program, the student takes a Reading Practice Quiz, Literacy Skills Test, or Other Reading Quiz. Reading Practice Quizzes ensure a successful, positive experience if the student has read a book at the proper book level. Literacy Skills Tests help you assess the student's proficiency on 24 specific skills found in state and district language arts standards and on many standardized tests. Other Reading Quizzes help you monitor student progress and performance on assigned reading from classroom reading material, such as a textbook or magazine.
3. Accelerated Reader computes the student's score, stores the results in its database, and generates a TOPS™ report, which provides both the teacher and the student with immediate information about his or her performance.
4. Over time, you can use the Accelerated Reader reports to monitor student progress and to find out which students need more help.

## Using the Sample Database

When you installed your Accelerated Reader software, the installation program automatically created a sample database that includes student names and classes. You can use this database to learn about Accelerated Reader features without using your real student database. Please note that the student capacity limit is much lower in the sample database.

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### DO NOT USE THE SAMPLE DATABASE PERMANENTLY

***Do not use the sample database for your real student data.*** If you ever need to reinstall or upgrade your Accelerated Reader software, the installer will create a new sample database, and any information you've added to the sample database will be lost. There is no way to restore the old sample database once the installer has created a new one. The sample database also has a limited student capacity. To avoid losing your student data, please use a different location for your student data. To select a different database, see "Changing Your Data Location" on page 107. If you are using the sample database, the Management program will notify you whenever you start the program.

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### Selecting the sample data

There are two ways to select the sample database:

- As you register the Accelerated Reader software after installing it, you can choose to preview the product. When you preview the product, you are using the sample database. (See the *Installation Guide*.)
- If you have already registered your Accelerated Reader software, you can use the Data Location preference to select the sample database. See "Changing Your Data Location" on page 107.

### Getting out of sample data

If you have already registered the Accelerated Reader software, and you are using the sample database, you can switch to your "real" data using the Data Location preference. See page 107.

If you are previewing Accelerated Reader software, you can start using real data by exiting the Management program, restarting it, and registering the product. (See the *Installation Guide*.)

## Access Levels and Passwords

There are two levels of access to Accelerated Reader functions: Administrator and Classroom. The password you use to log in determines which functions you can use in the Management program.

### Administrator access

To have *Administrator access*, you must use the Administrator password to log in. The default Administrator password is **admin**. After you log in to the Management program the first time, you should use the **Security** preference to change the password; see page 102. The Administrator password gives you access to all functions in the Management program.

### Classroom access

The second level of access is *Classroom access*. You have Classroom access if you log in to the Management program using the password that was assigned to one or more classes. (Classes are assigned a password when you add or edit them.) You can give each class a unique password, or you can give more than one class the same password so that teachers can access more than one class. The table below and on the next page shows which tasks you can perform using a class password.

#### Administrator Access vs. Classroom Access

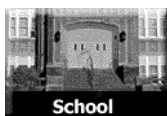
Task	What you can do with the Administrator password (Administrator access)	What you can do with a class password (Classroom access)
Work with student information (add, edit, import, delete, or promote students).	Administrators can work with all student information.	Teachers with Classroom access cannot add, change, or remove student information.
Clear student locks.	Administrators can clear student locks. They can also use the Login preference to control who can clear student locks and how many incorrect logins cause a student lock. (See page 100.)	Teachers with Classroom access can clear student locks if the Administrator gives them access to this function.
Add, edit, duplicate, or delete classes.	Administrators can work with all class information.	Teachers with Classroom access cannot add, change, or delete class information.
Enroll students in classes.	Administrators can enroll students in any class and remove them from any class.	Teachers who use a class password can only enroll or remove students in classes that use that password.

### Administrator Access vs. Classroom Access

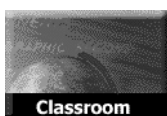
Task	What you can do with the Administrator password (Administrator access)	What you can do with a class password (Classroom access)
Install and delete all types of quizzes and tests and add teacher-made Reading Practice Quizzes.	Administrators can install and delete quizzes and tests and add teacher-made quizzes.	Teachers with Classroom access can install quizzes and tests and add teacher-made quizzes, but they cannot delete quizzes and tests.
Add Reading Practice Quizzes to a student's record or edit or delete student records for any type of quiz or test.	Administrators can work with student records for any class.	Teachers who use a class password can only access student records for their classes, and they can only add, change, or delete student quiz and test records if the Administrator gives them permission using the Classroom Restrictions School preference. See page 98.
Add, change or delete points used or awarded points, assign students to teams, set goals, and work with certifications.	Administrators can work with points, teams, goals, and certifications for students in any class.	Teachers who use a class password can only work with points, teams, goals, or certifications for their students.
Enable TWI monitoring.	Administrators can enable TWI monitoring for all classes, and they can control whether students in individual classes are asked how the book was read.	Teachers who use a class password can only control whether each of their students is asked how each book was read (see page 44), and they can only do this if the Administrator has made this possible by enabling TWI monitoring (see page 105).
Change preferences.	Administrators can change both the School and Classroom preferences.	Teachers who use a class password can only change Classroom preferences for classes that use that password. They cannot change School preferences. <b>Note:</b> Administrators may use the Class Privileges preference to restrict teacher access to some Classroom preferences; see page 97.
Create reports or print TOPS reports.	Administrators can create reports for any of the students and classes in the database.	When teachers with Classroom access create reports, the reports only show information for their classes and students. These teachers can only print TOPS reports for their students.

## How the Management Program is Organized

After you log in to the Management program, you will see two large buttons: the [Classroom] button and the [School] button. These buttons represent the two sections of the Management program; to go on, you can click on one of the buttons or select a screen from the **Go** menu.



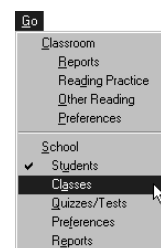
In the **School** section of the program, you can manage your student and class records, install or delete Reading Practice Quizzes, Literacy Skills Tests, and Other Reading Quizzes, create and print reports for all students and classes, or change preference settings that affect everyone using the program. Most of these functions require an Administrator password; however, teachers using a class password can enroll students in their classes or remove students from their classes, and they can print School reports. The **School** section of the program includes these management screens: **Students**, **Classes**, **Quizzes/Tests**, **School Preferences**, and **School Reports**.



In the **Classroom** section of the program, you can see how well your students have performed on quizzes and tests, edit their quiz and test records, control whether they are asked how each book was read (TWI monitoring), set up teams, set student goals, view and manage certifications, customize preferences for your class, and run class reports. If your password gives you access to more than one class, you will be asked to select the class(es) you want to work with whenever you go to this section of the program. To do this, click on the class name and click the [OK] button; you can also select more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on class names, or you can click the [Select All Classes] button. The changes you make only affect the class(es) you have selected. The **Classroom** section of the program includes these management screens: **Classroom Reports**, **Reading Practice**, **Other Reading**, and **Classroom Preferences**.

## Moving from Screen to Screen in the Management Program (the Go Menu)

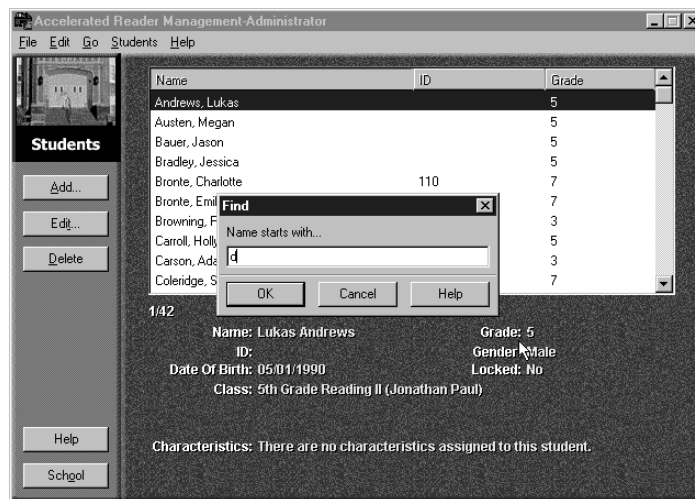
Each screen in the Management program has a **Go** menu. You can use this menu to move quickly from screen to screen. For example, if you are working with student records in the **Students** screen, and you want to see class information, you can go to the **Classes** screen by selecting the **Go** menu, then selecting **Classes**. The check mark in the **Go** menu shows you the screen you are viewing now. The highlighted item is where you will go when you click or release the mouse button.



**Note:** The **Go** menu is divided into two sections: **Classroom** and **School**. Since both sections have **Preferences** and **Reports** screens, it is important to know which section you are selecting from as well as the screen you are selecting. The preferences and reports in the **Classroom** section of the program are for the class you are working with. The preferences in the **School** section of the program affect all classes.

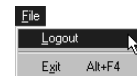
## Finding Items in a List

Most screens in the Management program include lists. If you have several items in the list, you can find what you need faster using the program's Quick Find feature. At the list, just start typing what you are looking for. The **Find** dialog box will automatically open. After you finish typing, click the [OK] button. The item in the list that most closely matches what you typed will be selected. Keep in mind that the program searches for the item by the selected column. For example, if you are at the **Students** screen and you want to search for a student by ID number, you need to click the "ID" column heading first to sort the list by ID numbers. Then, type the ID number and click the [OK] button.



## Logging Out of the Management Program

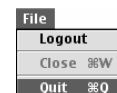
You can log out of the program without closing it to make logging in easier for the next teacher. To log out, click on the **File** menu and select **Logout**. When the program asks if you are sure you want to log out, click the [Yes] button.



## Exiting the Management Program

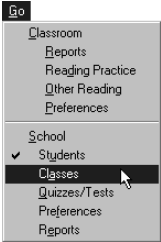
*Macintosh:* Click on the **File** menu and select **Quit**.

*Windows:* Click on the **File** menu and select **Exit**.



# Classes

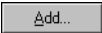
At the **Classes** screen, you can add, edit, copy (duplicate), or delete classes, and enroll, transfer, or unenroll students. To go to this screen, select the **Go** menu, then **Classes**.



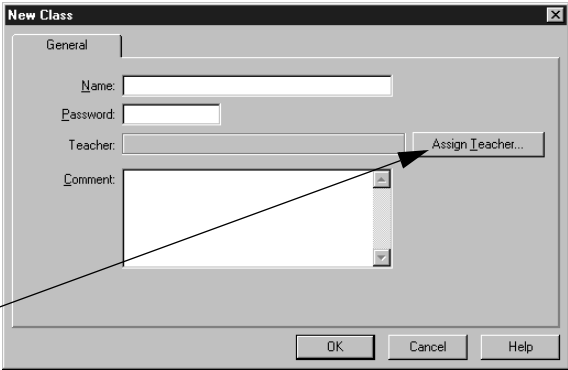
## Adding a Class

Only teachers who use the Administrator password can add classes. In some cases, it may be faster to duplicate an existing class; see page 11. It is helpful to add your classes before you add your students if you will be importing students from a file.

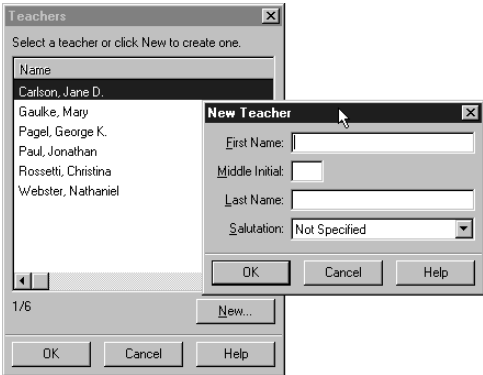
1. To go to the **Classes** screen, click on the **Go** menu and select **Classes** as shown above.
2. At the **Classes** screen, click the [Add] button.



3. In the **New Class** dialog box that opens, click in the blanks for the class name, password, and comment to enter the information. The password must be 2-6 characters long; the comment is optional. The password you choose is the one the class's teacher can use to log in with Classroom access; see page 6.



4. Click the [Assign Teacher] button. This will open the **Teachers** dialog box. If the teacher that you want to select is listed in this box, click on the teacher name and click the [OK] button. If the teacher is *not* listed, click the [New] button, enter the new teacher's information, and click the [OK] button. You will return to the **New Class** dialog box.
5. In the **New Class** dialog box, click the [OK] button. The program will ask if you want to add more classes; if so, click the [Yes] button and repeat this procedure. *The [OK] button will change to [Add] if you add more classes.* Make sure you click [Add] after you enter each class, including the last one. Once you have entered and added all of your classes, click the [Done] button.

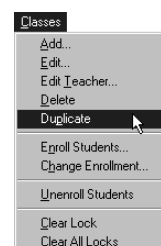




## Duplicating (Copying) Classes

Copying existing classes can be faster than entering new classes if your classes are similar. Only teachers who use the Administrator password can duplicate classes. *If Accelerated Reader is sharing a database with other Renaissance Learning software, you can copy classes from that software, including the enrollment. However, if you are copying Accelerated Reader classes, you cannot copy the enrollment because students cannot be enrolled in more than one Accelerated Reader class.*

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. *If you are duplicating an Accelerated Reader class, click on the class name. (If you are duplicating a class from other Renaissance Learning software, this is not necessary.)*
3. Click on the **Classes** menu and select **Duplicate**. The **Duplicate Class Assistant** or **Wizard** will start.
4. Read the information in the **Welcome** panel; then, click the [Next] button.
5. In the **Duplicate Class Options** panel, you have two options:
  - If you are duplicating an Accelerated Reader class, click on "Duplicate the selected class" and go to step 7.
  - If you are duplicating a class from other Renaissance Learning software, click on "Show me a list of available classes."



After you click on an option, click the [Next] button.

6. *If you are duplicating a class from other Renaissance Learning software, the next panel shows a list of the classes you can duplicate. Click on the class you want to duplicate; then, click the [Next] button.*
7. At the **Edit Duplicate Class Information** panel, you can click in the Name, Password, or Comment to change them for your new class. You don't need to leave the word "copy" in the class name if you change the rest of the name or if you are copying a class from other software. If you want to change the assigned teacher, click the [Assign Teacher] button and select a teacher or click the [New] button to enter a new one; then, click the [OK] button. When you've finished editing the class, click the [Next] button.

 A screenshot of a dialog box titled 'Duplicate Class'. Inside, it says 'Edit Duplicate Class Information' and 'You can edit the duplicated class information below.' There are four input fields: 'Name' (containing 'Grade 5 Copy'), 'Password' (containing 'G5'), 'Teacher' (containing 'Mr. Jonathan Paul'), and 'Comment' (empty). To the right of the Teacher field is an 'Assign Teacher...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

8. *If you are duplicating a class from other Renaissance Learning software, the next panel asks if you want to copy the enrollment as well. If you want your new class to have the same students as the original class, click on the "Yes" option; if not, click on "No." Then, click the [Next] button.*
9. In the **Duplicate Class Summary** panel, review the duplicate class information. If it is correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If it is not correct, click the [Back] button and make corrections.

## Editing Class Information

You can change class information (the name, password, comment, or assigned teacher) after you add or copy a class. Only teachers who use the Administrator password can edit class information. You can edit one class or multiple classes at the same time; however, if you edit multiple classes, you can only change the password and assigned teacher.

### How to edit one class

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. Click on the name of the class you want to edit.
3. Click the [Edit] button. The **Edit Class** dialog box will open.
4. If you need to change the name, password, or comment, click in the blanks and type the new information. The password you choose is the one the class's teacher can use to log in with Classroom access; see page 6.
5. If you need to change the assigned teacher, click the [Assign Teacher] button. If the teacher that you want to select is listed in this box, click on the teacher name and click the [OK] button. If the teacher is *not* listed, click the [New] button, enter the new teacher's information, and click the [OK] button. You will return to the **Edit Class** dialog box.
6. In the **Edit Class** dialog box, click the [OK] button.

Edit...

The screenshot shows two overlapping windows. The background window is titled 'Teachers' and contains a list of names: Gaulke, Mary; Pagel, George K.; Paul, Jonathan; Rossetti, Christina; Webster, Nathaniel. It has a 'Select a teacher or click New to create one.' prompt and a 'New...' button at the bottom. The foreground window is titled 'New Teacher' and contains input fields for 'First Name', 'Middle Initial', 'Last Name', and a 'Salutation' dropdown menu (set to 'Not Specified'). It also has 'OK', 'Cancel', and 'Help' buttons.

### How to edit multiple classes

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. To select the classes you want to edit, hold down the **<⌘>** key (Macintosh) or the **<Ctrl>** key (Windows), and click on the classes.
3. Click the [Edit] button. This will start the **Edit Classes** Assistant or Wizard.

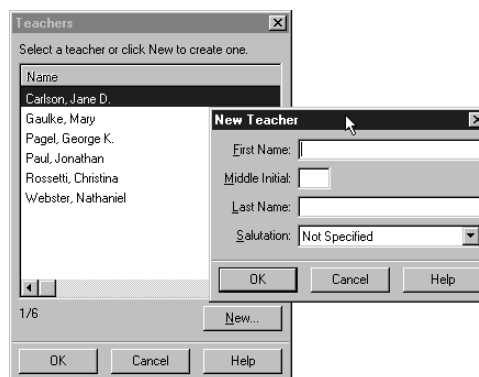
The screenshot shows the 'Accelerated Reader Management-Administrator' window. On the left is a sidebar with a 'Classes' button and a list of actions: 'Add...', 'Edit...', 'Delete', 'Enroll...', and 'Unenroll...'. The main area is divided into two panes. The left pane, titled 'Classes', shows a table with columns 'Name' and 'Teacher'. The right pane, titled 'Multi-Class Students', shows a list of enrolled students. Below the panes, there are fields for 'Class:', 'Teacher:', 'Comment:', 'Student:', 'ID:', 'Date of Birth:', 'Grade:', 'Gender:', and 'Locked:'.

4. The **Password** panel appears first. If you need to change the password, click on "Yes," click in the blank, and type the new password. If you do not need to change the password, leave "No" selected. When you have finished, click the [Next] button.

5. The **Teacher Assignment** panel appears next.

*If you do not need to change the assigned teacher, leave "No" selected and click the [Next] button.*

*If you need to change the assigned teacher, click on "Yes"; then, click the [Assign Teacher] button. If the teacher that you want to select is listed in this box, click on the teacher name and click the [OK] button. If the teacher is *not* listed, click the [New] button, enter the new teacher's information, and click the [OK] button. Then, click the [Next] button.*

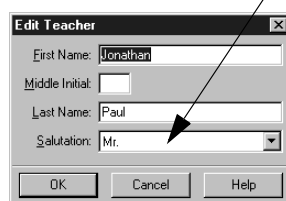
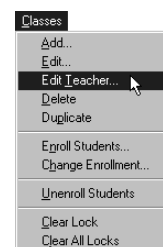


6. In the **Summary** panel, check the changes listed. If they are correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If the changes listed are not correct, click the [Back] button and make corrections.

## Editing Teacher Information

You can edit a teacher's name or salutation after you have assigned the teacher to a class.

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. At the **Classes** screen, click on the name of the class that the teacher is assigned to.
3. Click on the **Classes** menu and select **Edit Teacher**.
4. In the **Edit Teacher** dialog box, you can change the name by clicking in each blank and typing the new information. To change the salutation, click on the drop-down menu and click on a different salutation.
5. When you have finished, click the [OK] button.



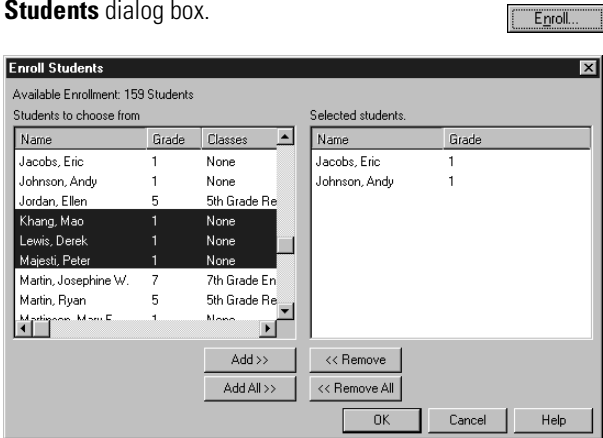
## Enrolling Students in Classes

Each student who will be working with Accelerated Reader must be enrolled in an Accelerated Reader class. Teachers who use the Administrator password can enroll any student in any class. Teachers who use a class password can only enroll students in classes that use that password. Before you can enroll students in classes, you must add them at the **Students** screen (see page 17) or import their information from a file (see page 18).

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. At the **Classes** screen, click on the class that you want to enroll students in.
3. Click the [Enroll] button. This opens the **Enroll Students** dialog box.

4. The list on the left shows all of the students in your database. The list on the right shows the ones that you want to enroll in the class you selected. To choose the students you want to enroll, select them in the list on the left; then, click the [Add] button. (You can use the [Add All] button if you want to enroll all of the students in the class you chose.)

**Note:** Students can only be enrolled in one class at a time. Even though all students are listed, you can only enroll students who have "None" listed as the class.



To select one student, click on the student's name.

To select more than one student, hold down the <⌘> key (Macintosh) or the <Ctrl> key (Windows) and click on the students you want to enroll.

To select a group of students, click on the first student's name, hold down the <Shift> key, and click on the last student's name. If you want to select all of the students in a particular grade, click on the Grade column heading first to sort the list by grade; this makes selecting the students easier.

### STUDENT CAPACITY LIMIT

Accelerated Reader has a student capacity limit; however, students are not counted against the limit until you enroll them in classes. The top of the **Enroll Students** dialog box shows how many students you can enroll before you will reach the limit. If you need to expand the student capacity limit, see the Student Capacity preference on page 103.

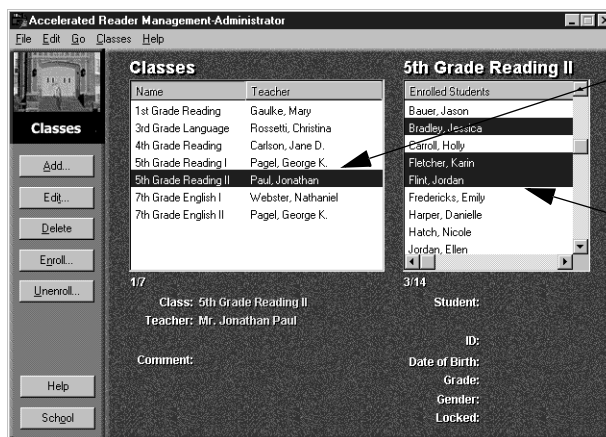
5. After you've selected the students, click the [OK] button to enroll them and to go back to the **Classes** screen. When you click on a class, the students enrolled in that class will be listed on the right side of the screen.

## Changing the Class a Student Is Enrolled in

You can change the class that a student is enrolled in by following the steps below. Before changing a student's enrollment, you may want to create an export file to back up data (see page 23).

1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
2. Click on the class that the student or students are enrolled in now.

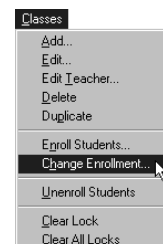
3. On the right side of the **Classes** screen, select the students who need to be enrolled in a different class. To select more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the students. To select a group of students, click on the first one, hold down the <Shift> key, and click on the last one.



**Step 2:**  
Click on the class that the students are enrolled in now.

**Step 3:**  
Select the students you want to transfer to another class.

4. Click on the **Classes** menu and select **Change Enrollment**.
5. The **Change Student Enrollment** dialog box will appear. Click on the class that you want to transfer the student(s) to. Then, click the [OK] button. You will return to the **Classes** screen. When you click on the student's or students' new class, the student(s) will be listed on the right side of the screen.



## Unenrolling (Removing) Students from Classes

You need to unenroll students before deleting them from the database. (If you want to switch students to a different class, you can change their enrollment instead; see the instructions in the previous section.) Teachers who use the Administrator password can unenroll any student from any class. Teachers who use a class password can only unenroll students from classes that use that password. When you unenroll a student, the student's quiz and test information will not be lost. If you enroll the student in another class, the student's previous quiz and test data will be available in the **Reading Practice** and **Other Reading** screens.

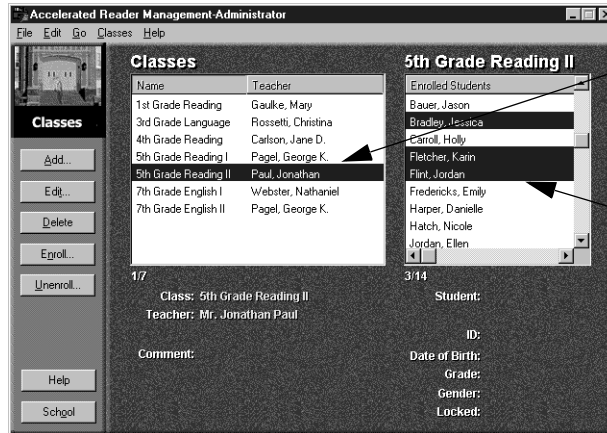
1. To go to the **Classes** screen, click on the **Go** menu and select **Classes**.

- Click on the class(es) that you want to unenroll students from. To select more than one, hold down the **<⌘>** key (Macintosh) or the **<Ctrl>** key (Windows) as you click on the class names.

- At the right side of the **Classes** screen, select the students you want to unenroll.

To select one, click on the student name. To select more than one, hold down the **<⌘>** key (Macintosh) or the **<Ctrl>** key (Windows) as you click on the student names.

- Click the [Unenroll] button on the left side of the **Classes** screen. When the program asks if you are sure you want to unenroll the students, click the [Yes] button.



**Step 2:**  
Click on the class.

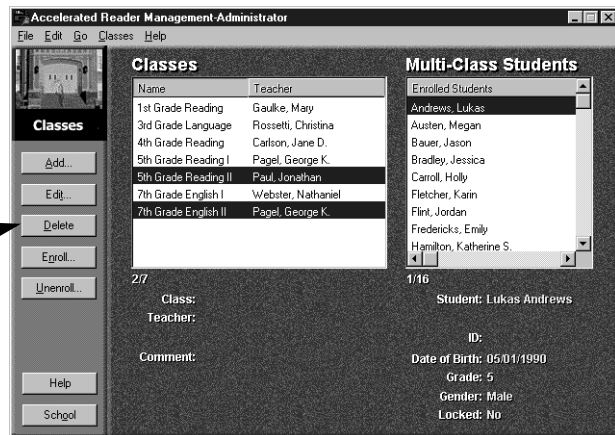
**Step 3:**  
Select the students you want to unenroll.

## Deleting Classes

You should delete obsolete classes to keep the database accurate. Only teachers using the Administrator password can delete classes. If you delete a class, the students who are enrolled in it will need to be enrolled in another class before they can use the Student program again.

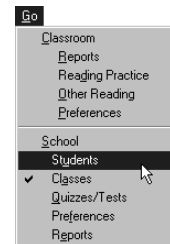
- To go to the **Classes** screen, click on the **Go** menu and select **Classes**.
- Click on the class you want to delete. If you need to select more than one, hold down the **<Ctrl>** key (Windows) or the **<⌘>** key (Macintosh) as you click on the class names.
- Click the [Delete] button.
- When the program asks if you are sure you want to delete the class(es), click the [Yes] button.

**Note:** If you delete a class that still has students enrolled, do not interrupt the process once the program has started deleting the class.



## Students

To add, import, edit, export, promote, or delete students, you need to go to the **Students** screen. To go to this screen, click on the **Go** menu and select **Students**.



## Adding Students

Students must be added to the database and enrolled in classes (see page 14) before they can take quizzes and tests. You can add students manually by following the steps below, or you can import a file with student information (see page 18). Only teachers using the Administrator password can add students. If Accelerated Reader is sharing a database with other Renaissance Learning products, the students you add in one of these programs will be in the database for the other programs.

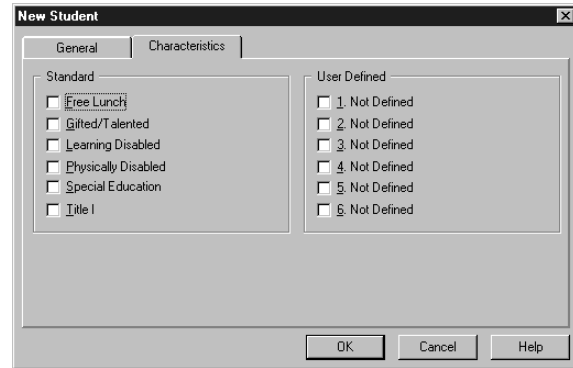
1. To go to the **Students** screen, click on the **Go** menu and select **Students** as shown above.
2. Click the [Add] button. The **New Student** dialog box will open.

3. The **New Student** dialog box has two tabs. When it first appears, the **General** tab is selected. Enter the student's name, ID number, date of birth, and password by clicking in each blank (field) and typing the information. If you prefer, you can use the <Tab> key to move from field to field. **The first and last name and password are required; other information is optional.** The password must be 2-6 characters long. Each student name as a whole (first name, middle initial, and last name) must be unique.

A screenshot of the 'New Student' dialog box. It has two tabs: 'General' (selected) and 'Characteristics'. The 'General' tab contains text input fields for 'First Name', 'Middle Initial', 'Last Name', 'ID', 'Date Of Birth', and 'Password'. To the right, there are dropdown menus for 'School Year' (showing '08/19/1999 - 06/02/2000'), 'Grade' (set to 'None'), 'Gender' (set to 'Not Specified'), and 'Race' (set to 'Not Specified'). At the bottom right are 'OK', 'Cancel', and 'Help' buttons. An 'Add...' button is visible in the top right corner of the page above the dialog box.

4. If you want to select the student's grade, gender, or race, click on each drop-down menu and select the correct information.

5. Click on the **Characteristics** tab at the top of the dialog box. Then, click the check box next to the characteristics you would like to assign to the student. *Characteristics are optional, but they can help you track the progress of specific student groups in the Accelerated Reader reports. If you want to use a characteristic that is not listed, you can add user-defined characteristics using the Student Characteristics preference. See page 103.*
6. When you have finished entering the student information, click the [OK] button or the [Add] button. *(The button changes to [Add] if you add more than one student; see step 7.)*
7. The program will ask if you want to add more students. If you do, click the [Yes] button and click [Add] after you enter the information for each additional student, including the last one. After you have entered and added all of the students, click the [Done] button.



## Importing Students from a File

You can import students from two types of files:

- Export files from any Renaissance Learning product. (File names end with **.exp.**)
- ASCII text file. (The names of these files usually end with **.txt.**)

Only teachers who use the Administrator password can import student information.

It is helpful to create classes before you import students so that you can enroll the students in classes as you import them. See page 10 to add classes.

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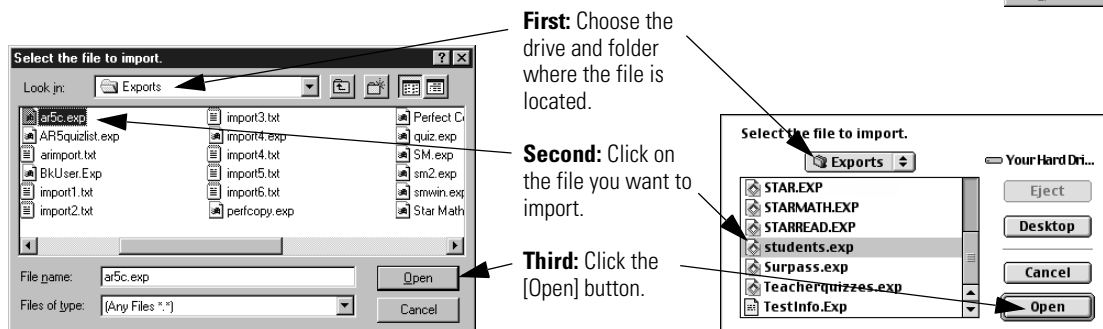
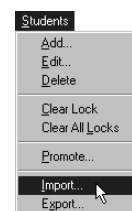
### IMPORTING ASCII TEXT FILES

*If you are importing an ASCII text file, the file must include a header, and it must follow specific formatting guidelines. For more information, see the program help for the Accelerated Reader Management program. (To open the help, click on the **Help** menu.) The import file must have first and last names of all students. If it does not include passwords, the Management program will create passwords using the student's first and last initials.*

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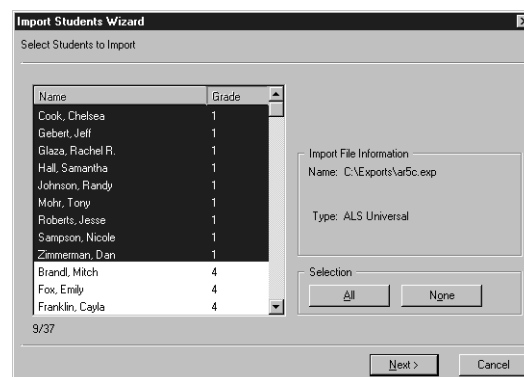
1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. Click on the **Students** menu and select **Import**.
3. A dialog box will open. In this dialog box, choose the drive and folder that your import file is in. (*For Windows, you need to change the file type shown at the bottom of the dialog box to "Any Files" if you are importing an ASCII text file.*) Click on the file you want to import; then, click the [Open] button.



4. Next, the **Import Students Wizard** or Assistant will start. The first panel is **Select Students to Import**; it lets you choose the students that you would like to import from the file.

*If you want to import all of the students, they are already selected (highlighted); click the [Next] button.*

*If you only want to import some of the students, first click the [None] button. Then, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the students you want to import. You can also select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name.*



**Note:** If you want to enroll your students in classes as you import them, you must import students from one class at a time. Select students who will be enrolled in the same class.

5. *If you have no Accelerated Reader classes, go to step 6.*

*If you have created Accelerated Reader classes, the next panel lets you decide whether students will be enrolled in classes as you import them. Click on one of the options, and click the [Next] button.*

**Note:** If you have more than one Accelerated Reader class, and you decide to enroll students as you import them, the next panel will let you choose the class you want to enroll students in. All students will be enrolled in the same class. Click on a class; then, click the [Next] button.

6. Review the information in the **Summary** panel. If it is correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If not, click the [Back] button and make corrections.

7. After the students have been imported, you will see a dialog box showing you the number of students imported. Click the [OK] button.

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## DUPLICATE STUDENTS

*If the program finds a student in the import file who has the same name as a student in your database, the **Student Comparison** panel will appear. Review the information in this panel; then, click the [Next] button. In the **Import Action** panel that appears next, you can choose to handle the duplicate records in one of these ways:*

- *You can choose to use a different name for this student or all duplicate students.*
- *You can choose not to import this duplicate student or any duplicate students.*
- *You can choose to combine Accelerated Reader work records for the two students — the one in the import file and the one in your database.*
- *You can choose to stop importing.*

*To view the student comparison again, click the [Back] button. To accept the choice you've selected, click the [Done] button (Macintosh) or the [Finish] button (Windows). If you chose to import the student(s) with a different name, you will be given the chance to enter a new name for the duplicate student(s).*

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## Editing Student Information

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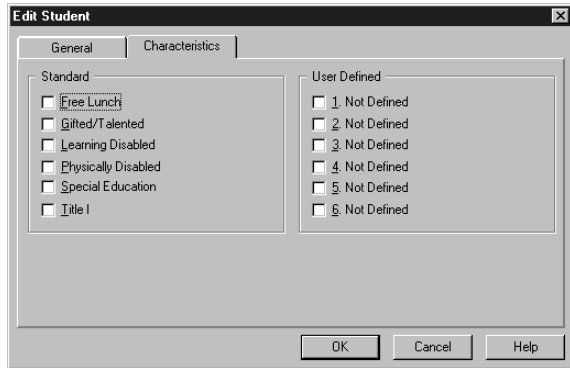
You can edit (change) information for students who are already in the Accelerated Reader database. Only teachers using the Administrator password can edit student information. If Accelerated Reader is sharing a database with other Renaissance Learning products, any changes you make to student records in the Accelerated Reader Management program will also affect the other Renaissance Learning programs. You can edit one student record at a time or multiple records at the same time. If you edit multiple records, you cannot change the student names or ID numbers.

### How to edit one student record


1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. At the **Students** screen, click on the student's name.
3. Click the [Edit] button. The **Edit Student** dialog box will open with the **General** tab selected.

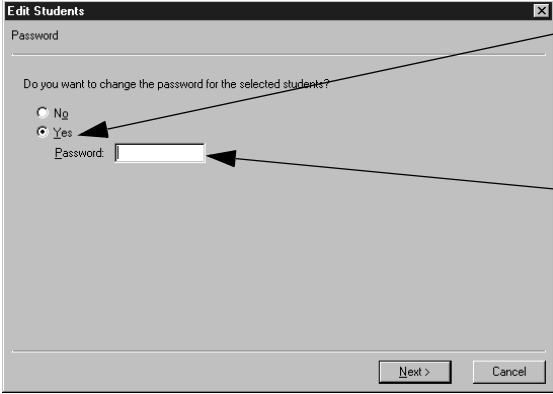
A small rectangular button with a light gray background and a thin black border. The text "Edit..." is centered on the button in a small, black, sans-serif font.

4. To change the student's first name, middle initial, last name, ID number, date of birth, or password, click in the blank (field) and change the information. If you prefer, you can use the <Tab> key to move from field to field. The password must be 2-6 characters long. To edit the student's grade, gender, or race, click on the drop-down menus and click on the correct information.
5. If you need to change the characteristics you've assigned to the student, click the **Characteristics** tab. You can check (select) or uncheck characteristics by clicking on their check boxes. Notice that the right side of the **Characteristics** tab lists user-defined characteristics. You can add your own student characteristics using the Student Characteristics preference; see page 103.
6. When you have finished editing the student's information, click the [OK] button.



### How to edit multiple student records at the same time

1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. To select the students you need to edit, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the student names.
3. Click the [Edit] button. 
4. The **Edit Students** Wizard or Assistant will start; it allows you to change the students' password, grade, gender information, race information, or assigned characteristics. In each panel, if you do not want to change the information, leave "No" selected and click the [Next] button. If you do want to change the information, click on "Yes" and make your changes; then, click the [Next] button.
 



To make a change to the students' information, click "Yes."

Then, enter the new information.
5. The final panel summarizes your changes. If the information is correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If the information is not correct, click the [Back] button and make corrections.

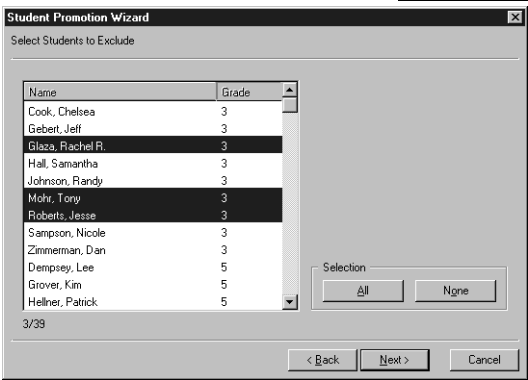
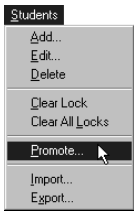
## Promoting Students

Using this feature, you can promote all of the students in your database to the next grade. Usually you will promote students at the beginning or end of the school year. Only teachers using the Administrator password can promote students. *If Accelerated Reader is sharing a database with other Renaissance Learning products, students promoted in Accelerated Reader will also be promoted in the other programs.* If you only want to promote a few students, you can edit multiple student records instead as described on page 21. Students in 12th grade will not be promoted; to avoid confusing them with your new 12-graders, delete them from the database before you promote students.

1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. Click on the **Students** menu and select **Promote**. This will start the **Student Promotion Assistant** or Wizard. In the **Welcome** panel, click the [Next] button.
3. In the **Exclude Students** panel, you can choose to promote all students or to remove some students from the group being promoted. Click on an option; then, click the [Next] button.
4. If you chose "Promote all students," go to step 5.

If you chose "Remove some students from the group," the **Select Students to Exclude** panel is next. To select the students you do **not** want to promote, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the student names. Then, click the [Next] button. You can select a group of students by clicking on the first student name, holding down the <Shift> key, and clicking on the last student name.

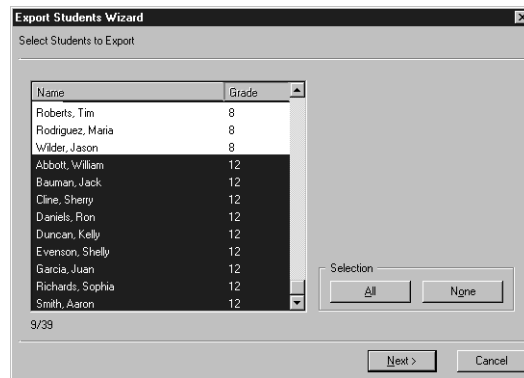
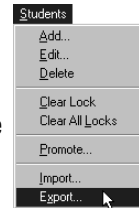
5. If some of your students were already in grade 12, the **Graduating Students** panel will appear next to remind you that these students will not be promoted. If this panel appears, click the [Next] button.
6. The **Summary** panel shows your choices. If they are correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If they are not correct, click the [Back] button and make corrections.
7. If other Renaissance Learning products share this database, you will be asked to enter the Administrator password for each of these products. Enter the password and click the [OK] button.



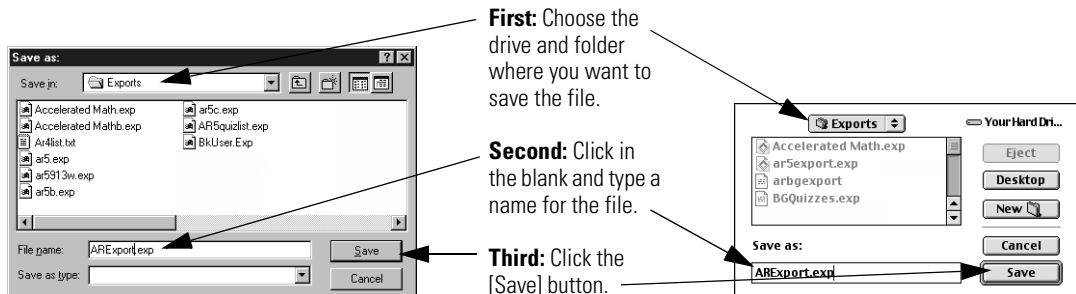
## Exporting Student Information

Export files can serve as a backup of your student data if you choose to include Accelerated Reader details (student work); you can also use your Accelerated Reader export file to import student information into another Renaissance Learning program that isn't sharing the Accelerated Reader database. Only teachers using the Administrator password can export student information.

1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. Click on the **Students** menu and select **Export** as shown. This will start the **Export Students Wizard** or Assistant.
3. In the **Select Students to Export** panel, all of the students are selected. If you only want to export some students, click the [None] button, then hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the students you want to export. When the students you want to export are selected, click the [Next] button.



4. The **Detail Handling** panel appears next. In this panel, you can choose to export student information only (with no Accelerated Reader work), student information with all Accelerated Reader work, or student information and Accelerated Reader work in a specific date range. If you choose the third option, you must enter start and end dates. Click on an option; then, click the [Done] button (Macintosh) or the [Finish] button (Windows).
5. In the dialog box that appears, choose the drive and folder where you want to save the export file; then, type in the file name. (Make sure the name ends with **.exp**.) When you have finished, click the [Save] button.



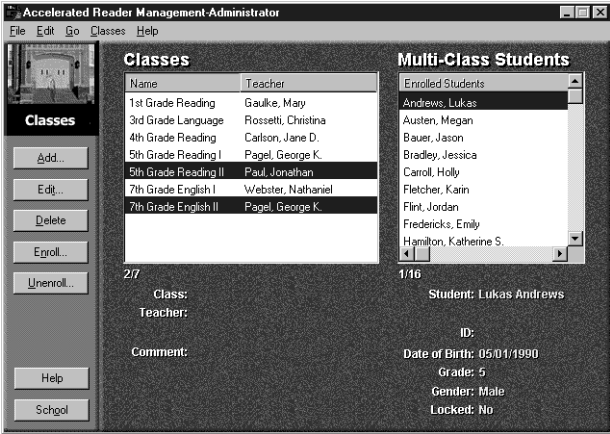
6. The program will show you how many student records were exported. Click the [OK] button.

## Deleting Student Records

Only teachers who are using the Administrator password can delete student records. Once you delete students, their records are permanently removed, so it is a good idea to create an export file before you unenroll and delete students. (See page 23 to export data.) If Accelerated Reader is sharing a database with other Renaissance Learning programs, deleting students removes them from the student lists in the other programs as well. Students *cannot* be deleted if they are still enrolled in classes in any program using the database; to unenroll students from their Accelerated Reader classes, see page 15.

1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. Hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the names of the students you need to delete.
3. Click the [Delete] button.
4. When the program asks if you are sure that you want to delete the students, click the [Yes] button.

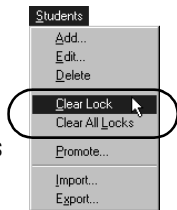
**Note:** If any student that you are deleting is still enrolled in a class in any Renaissance Learning product using this database, the student will not be deleted, and you will be shown the class that the student is enrolled in. Click the [OK] button. You cannot delete the student as long as he or she is enrolled in a class.



## Clearing Student Locks

If one of your students tries to log in to the Student program with the wrong password, the student's record may be locked, and the student will not be allowed to log in to the program. To unlock the student's record, follow the steps below. The Login preference determines how many times students can try the wrong password before a student's record gets locked; it also controls who can clear student locks. (See page 100.)

1. To go to the **Students** screen, click on the **Go** menu and select **Students**.
2. *If you only need to clear locks for some students*, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the names of the students.
3. Click on the **Students** menu and select **Clear Lock** if you want to clear locks for the students you selected, or select **Clear All Locks** to clear locks for all of the students in your class.

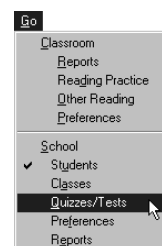
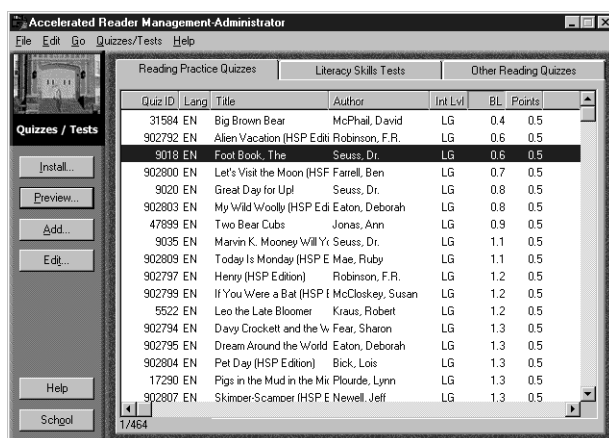


## Installing Your Quizzes and Tests

Follow the steps below to install the Reading Practice Quizzes, Literacy Skills Tests, or Other Reading Quizzes you received with Accelerated Reader or additional quizzes and tests that you have ordered.

**Note:** If you ordered your quizzes or tests at the Renaissance Learning web site, you may have received them via email, or you may have downloaded them directly from our web site once the order was ready. If you received your order via email, you will find instructions for extracting the order in the email you received. To download an order from our web site, see the instructions available on the web site.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. At the top of the screen, click on the tab for the type of quizzes or tests you need to install: **Reading Practice Quizzes**, **Literacy Skills Tests**, or **Other Reading Quizzes**.



3. If you received your quizzes or tests on a disk or CD-ROM, insert it in your computer's floppy drive or CD-ROM drive now.
4. Click the [Install] button. The **Install Titles** Assistant or Wizard will start.
5. Read the information in the **Welcome** panel; then, click the [Next] button.
6. Next you will see the **Enter Installation Information** panel.

*If your quizzes or tests are on a floppy disk or CD-ROM, the program will automatically locate your disk or CD-ROM for you. If this happens, go to step 8.*

*If the program cannot locate the disk or CD-ROM, **or** if you received your quizzes or tests via email or download, click the [Select Location] button.*

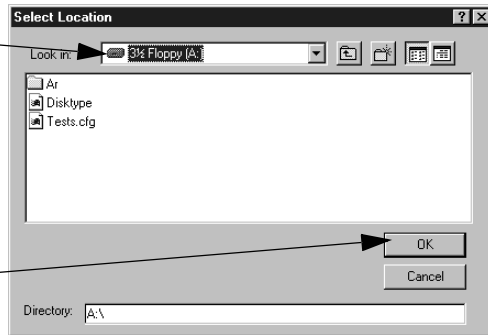
## 7. Windows:

To select quizzes or tests that are on a floppy disk or CD-ROM: Use the "Look in" drop-down menu to choose the disk or CD-ROM drive. Then, click the [OK] button. To select quizzes or tests that were delivered via email or download and placed in the Quizzes folder on your hard drive: Use the "Look in" drop-down menu to choose your hard drive. On your hard drive, double-click the Quizzes folder to open it; then, double-click on one of the folders in the Quizzes folder. When the folder is open, click the [OK] button.

**First:** Use this drop-down menu to select the disk drive or the hard drive (if necessary).

If the quizzes are in the Quizzes folder on your hard drive, open the folder.

**Then:** Click the [OK] button.



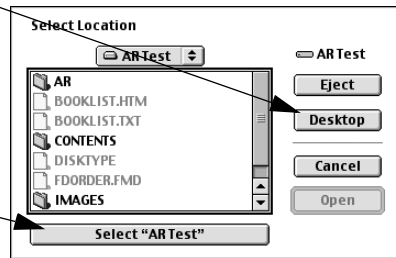
## Macintosh:

To select quizzes or tests that are on a floppy disk or CD-ROM: Click the [Desktop] button; then, double-click on the disk or CD-ROM name. Click the large [Select] button at the bottom of the dialog box. To select quizzes or tests that were delivered via email or download and placed on your desktop: Click the [Desktop] button; then, double-click on one of the folders that was created when you downloaded or extracted your order. When the folder is open, click the large [Select] button at the bottom of the dialog box.

**First:** Click the [Desktop] button.

**Second:** Double-click the disk or folder name.

**Last:** Click the [Select] button.



8. Click the [Next] button at the **Enter Installation Information** panel. The quizzes or tests will be installed.
9. After the quizzes or tests have been installed, you will be asked if you want to install more; if so, click "Yes" and repeat steps 6-8. (The program will remind you to switch disks if you are installing from floppy disks.) If you do not want to install more quizzes or tests, click "No" and click the [Next] button.
10. At the **Installation Complete** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
11. If you are installing Other Reading Quizzes, be sure to use the Other Reading Series Classroom preference to make the appropriate series available to each of your classes. See page 94.

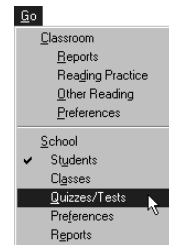


## Reading Practice Quizzes

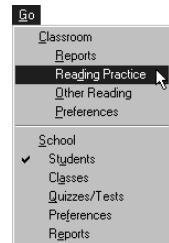
After reading a book, students take a Reading Practice Quiz to help you determine if the student has read the book and to accurately measure the student's reading comprehension. The quizzes give teachers immediate, individualized constructive feedback to direct ongoing reading practice. To install Reading Practice Quizzes, see page 25.

The Management program includes two screens that let you work with Reading Practice Quizzes and your students' quiz results.

On the **Reading Practice Quizzes** tab at the **Quizzes/Tests** screen, you can install, preview, and delete Reading Practice Quizzes, and add or edit your own teacher-made quizzes. You can also import and export teacher-made quizzes, export information for AR BookGuide, export book labels, or export the Reading Practice Quiz list to an HTML file. You may also choose to set alternate book levels for a specific quiz. To go to this screen, click on the **Go** menu and choose **Quizzes/Tests** as shown.



At the **Reading Practice** screen, you can see the results of your students' Reading Practice Quizzes and add, edit, or delete quiz records. You can also keep track of points and how the student read the book, change student teams, set goals, and monitor your student's certifications. To go to this screen, click on the **Go** menu and choose **Reading Practice** as shown; you may be asked to choose the class(es) that you want to work with.

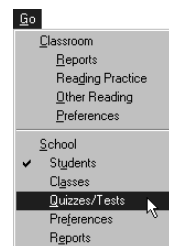
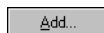


## Teacher-Made Reading Practice Quizzes

### How to Add Teacher-Made Reading Practice Quizzes

You can create and add your own quizzes for use in Accelerated Reader; these are called teacher-made quizzes. Once you create a quiz, it will be available to your students. Accelerated Reader will automatically shuffle the answers for each question, and it will automatically calculate the point values *if* you include the number of words in the book.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab toward the top of the screen.
3. Click the [Add] button.



4. In the **Select Quiz ID** dialog box, click on the ID number that you would like to use for your new quiz; then, click the [OK] button. (You will need to scroll down to see some ID numbers.) Quiz numbers 900-1399 are reserved for teacher-made quizzes, so you can add up to 500 quizzes. Only Quiz ID numbers that have not been used will be shown in the dialog box.

**Note:** If more than one teacher is creating quizzes, you may want to assign different Quiz ID numbers to each teacher, especially if the teachers are using different Accelerated Reader databases. Since two quizzes can't use the same ID number, you will not be able to import a teacher-made quiz from another teacher if your database already has a quiz that is using that ID number. **You can only import quizzes from other teachers if you are using the same Accelerated Reader serial number as those teachers.**

5. The **Add Teacher-Made Quiz** dialog box will open with the **General** tab selected. In this tab, click in the blanks and type the title, author, a book level between 0.2 and 12.9, and a word count. (The word count is necessary if you want Accelerated Reader to calculate point values.) Then, click on the drop-down menus to select the book's language, interest level, fiction or nonfiction, and the number of questions you want in the quiz.

The number of questions determines the passing percentage for all Reading Practice Quizzes; the passing percentage is 60% for 5-question and 10-question quizzes and 70% for 20-question quizzes.

Interest levels show the grade range for which the book's content is appropriate. You can select "LG" (lower grades, K-3), "MG" (middle grades, 4-8), or "UG" (upper grades, 9-12).

**Note:** To obtain an ATOS book readability level, go to our web site at [www.renlearn.com](http://www.renlearn.com).

6. Next, click the **Questions** tab. You will see a list of questions, each labeled "New Question." The number of questions has been determined by the number you selected on the **General** tab.

7. Click the first question; then, click the [Edit Question] button.

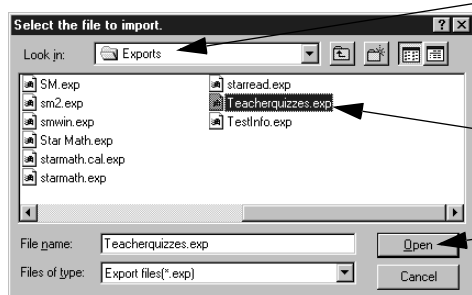
8. The **Edit Question** dialog box will open. Click in each blank and enter the question, the correct answer, and the alternate answers. Please note that Accelerated Reader will automatically shuffle the answers when it presents the quiz to your students. When you finish entering the answers, click the [OK] button to close the **Edit Question** dialog box and return to the **Add Teacher-Made Quiz** dialog box.

9. Notice that the first question in the list now shows the text you entered for the question. Repeat steps 7 and 8 for each additional question in the quiz.
10. When you have finished entering the questions for the quiz, click the [OK] button in the **Add Teacher-Made Quiz** dialog box. The quiz you added will appear in the list at the **Quizzes/Tests** screen.

## How to Import Teacher-Made Reading Practice Quizzes

Even if you are not sharing a database over a network, you may decide that you want to use quizzes that were created by another teacher in a different Accelerated Reader database. You can do this by importing those teacher-made quizzes. First, export the quizzes from Accelerated Reader in the original database; see page 31. Then, follow the steps below. **You cannot import teacher-made quizzes if the teacher that created them has a different Accelerated Reader serial number.**

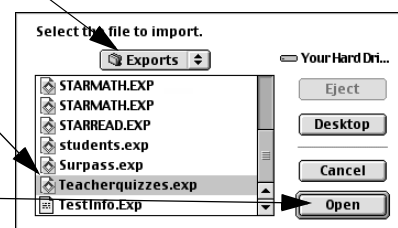
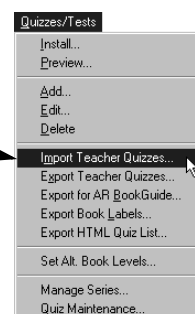
1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.
3. Click on the **Quizzes/Tests** menu and select **Import Teacher Quizzes**.
4. A dialog box will open. In this dialog box, choose the drive and folder that your file is in. Click on the file you want to import; then, click the [Open] button.



**First:** Choose the drive and folder where the file is located.

**Second:** Click on the file you want to import.

**Third:** Click the [Open] button.



5. The program will notify you that the quiz or quizzes have been imported. Click the [OK] button.

## DUPLICATE QUIZ ID NUMBERS

If the quiz that you are importing has the same ID number as a quiz that you have already created or imported, the program will notify you of this and ask you if you want to replace the quiz you have with the one you are importing. You have 4 choices:

- [Yes All], which means all quizzes you are importing will replace the quizzes you have
- [Yes], which means only this quiz will be replaced
- [No All], which means the quizzes you have won't be replaced, and the quizzes with duplicate IDs will not be imported
- [No], which means this quiz will not be imported and will not replace your existing quiz

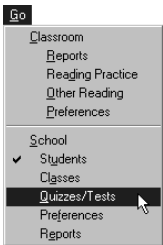
Click on the appropriate button. Be sure to choose [No] or [No All] if you do not want to replace any quizzes!

## How to Edit Teacher-Made Reading Practice Quizzes

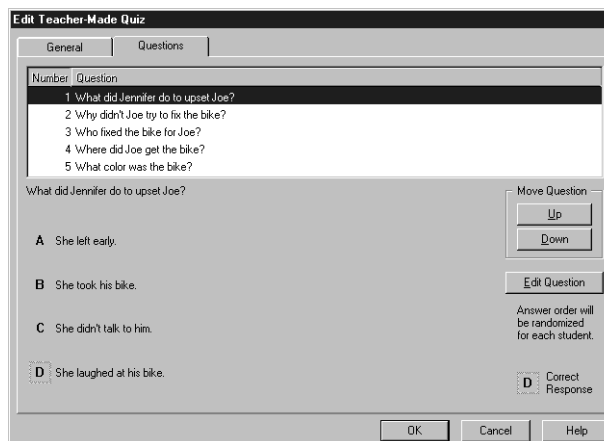
You can edit teacher-made quizzes, but you cannot edit quizzes that you ordered from Renaissance Learning. Although you cannot edit the quiz ID number, you can edit all other information for the quiz you've entered.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.
3. In the list, click on the quiz that you want to edit. You may need to scroll down or use Quick Find (see page 9) to find some quizzes.
4. Click the [Edit] button.
5. The **Edit Teacher-Made Quiz** dialog box will open with the **General** tab selected. In this tab, you can click in the blanks and change the title, author, book level, and word count. To change the book's language, interest level, fiction or nonfiction, and the number of questions you want in the quiz, click on the drop-down menus and select new values. Note that the number of questions determines the passing percentage.

Interest levels show the grade range for which the book's content is appropriate. You can select "LG" (lower grades, K-3), "MG" (middle grades, 4-8), or "UG" (upper grades, 9-12).



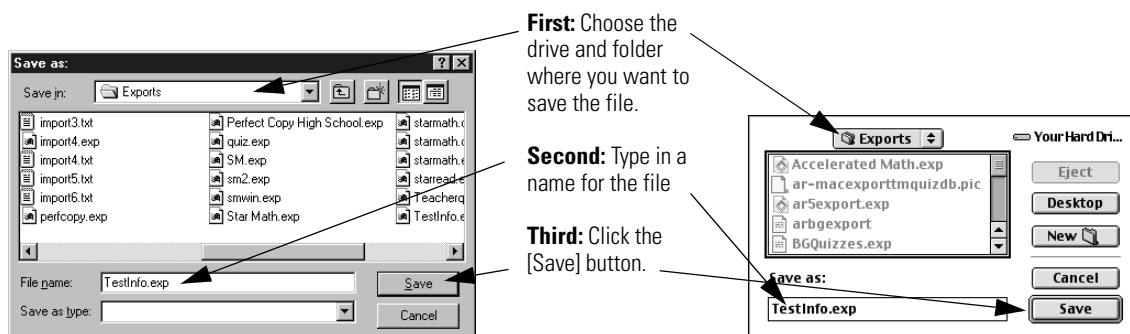
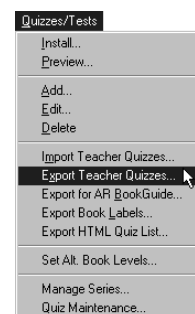
6. Next, click the **Questions** tab. If you want to edit a question, click on it and click the [Edit Question] button.
7. The **Edit Question** dialog box will open. You can change the question or any answer by clicking in the blanks, deleting the current question or answer, and typing the new information. Please note that Accelerated Reader will automatically shuffle the answers when it presents the quiz to your students. When you finished, click the [OK] button in the **Edit Question** dialog box.
8. When you have finished editing the quiz, click the [OK] button in the **Edit Teacher-Made Quiz** dialog box.



## How to Export Teacher-Made Reading Practice Quizzes

You can export quizzes that you have created so that other teachers can import the quizzes into their Accelerated Reader databases. Follow the steps below. Please note that you can only import the quizzes into copies of Accelerated Reader that are using the same serial number. Teachers who have a different serial number cannot import the quizzes that you export.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.
3. Click on the **Quizzes/Tests** menu and select **Export Teacher Quizzes**.
4. In the dialog box that appears, choose the drive and folder where you want to save your teacher-made quiz file. Then, type a name for the file and click [Save].

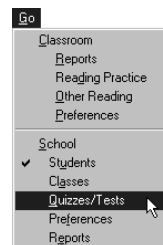


5. The program will notify you that the export is complete and show you how many quizzes have been exported. Click the [OK] button.

## Previewing Reading Practice Quizzes and Taking Sample Quizzes

You can preview any quiz in your quiz list or take a sample quiz.

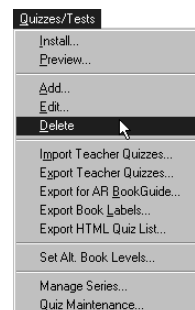
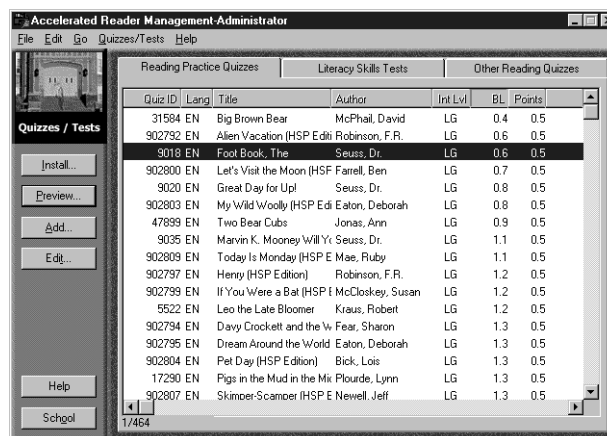
1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.
3. Click on the quiz that you want to preview.
4. Click the [Preview] button. The **Quiz Preview** dialog box will appear. This dialog box shows you more information about the quiz.
5. If you would like to take a sample quiz, click the [Take a Sample Student Quiz] button. The quiz questions will appear as your students will see them. (Remember that the program automatically shuffles answers.) In each question, click on an answer; then, click the [Next] button. (If you wish, you can stop a quiz by pressing the <Ctrl> and <A> keys at the same time.) When the sample quiz is finished, the program will show you a Score Summary. Click the [OK] button.
6. When you have finished previewing the quiz, you will return to the **Quiz Preview** dialog box. Click the [OK] button (Macintosh) or the [Close] button (Windows).



## Deleting Quizzes

Teachers who use the Administrator password can delete quizzes from the quiz list. Keep in mind that students cannot take quizzes you delete unless you reinstall the quizzes.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.
3. Click on the quiz that you want to delete. If you need to delete more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the quizzes. You can select a group of quizzes by clicking on the first quiz in the group, holding down the <Shift> key, and clicking on the last quiz in the group.



- Click on the **Quizzes/Tests** menu and select **Delete** as shown.
- When the program asks if you are sure that you want to delete the quizzes, click the [Yes] button. The quizzes will be removed from the list.

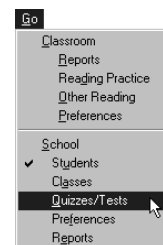
## Exporting Reading Practice Quizzes for AR BookGuide, for Book Labels, or to an HTML Quiz List

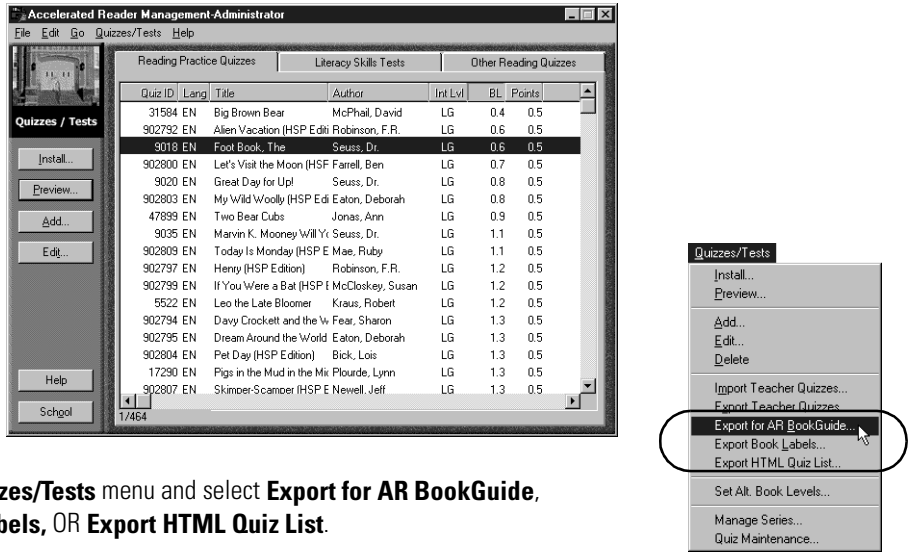
You can export your Reading Practice Quiz information for three purposes:

- You can create an export file for AR BookGuide. When you import this file into AR BookGuide, the program can mark the quizzes you own and update book levels and points.
- You can create an export file of quiz information for your book label software.
- You can export a list of quizzes to an HTML file so that you can post it on a web page.

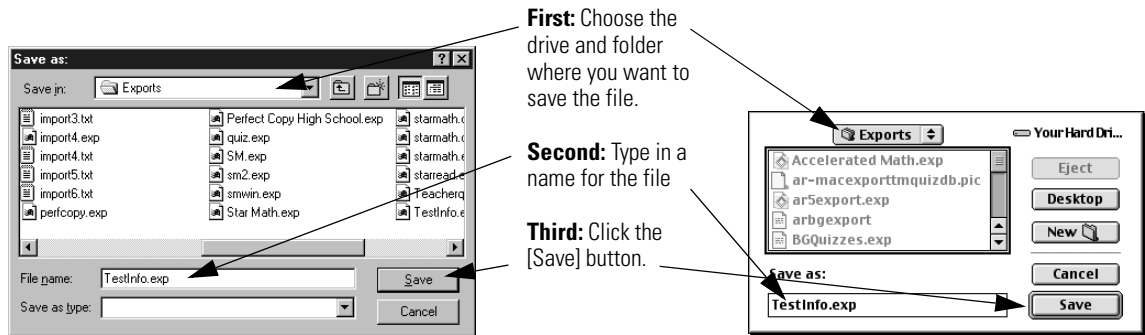
To export Reading Practice Quiz information, follow the steps on the next page.

- To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
- Click on the **Reading Practice Quizzes** tab at the top of the screen.
- Click on the quiz that you want to export. If you need to export more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the quizzes. You can select a group of quizzes (or all quizzes) by clicking on the first quiz in the group, holding down the <Shift> key, and clicking on the last quiz in the group.





4. Click on the **Quizzes/Tests** menu and select **Export for AR BookGuide**, **Export Book Labels**, OR **Export HTML Quiz List**.
5. In the dialog box that appears, choose the drive and folder where you want to save your file. Then, type a name for the file and click [Save].



6. The program will notify you that the export is complete and show you how many quizzes have been exported. Click the [OK] button.

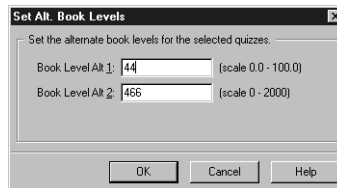
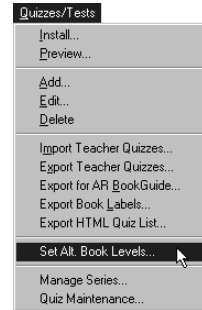
## Setting Alternate Book Levels

To set alternate book levels for your Reading Practice Quizzes, follow these steps:

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
2. Click on the **Reading Practice Quizzes** tab at the top of the screen.

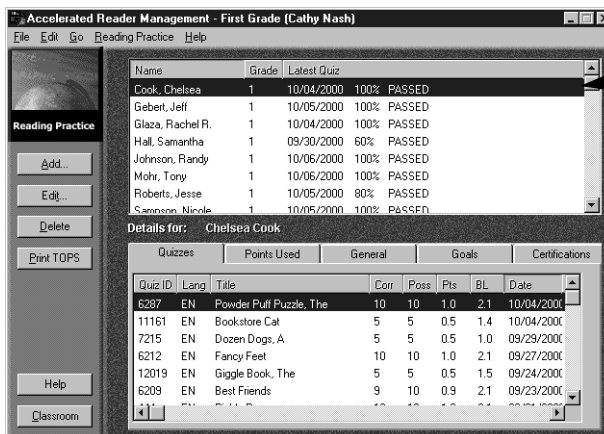
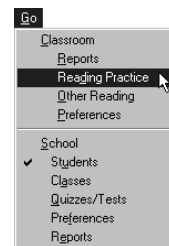


- Click on the quiz that you want to set alternate book levels for. If you want to select more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the quizzes. You can select a group of quizzes by clicking on the first one in the group, holding down the <Shift> key, and clicking on the last one in the group.
- Click on the **Quizzes/Tests** menu and select **Set Alt. Book Levels**. The **Set Alt. Book Levels** dialog box will appear.
- Click in the blanks and type the alternate book levels you want to use. Note that the first alternate book level is on a scale of 0.0-100.0, and the second is on a scale of 0-2000.
- When you have finished changing the alternate book levels, click the [OK] button.



## Reviewing Your Students' Reading Practice Quiz Records

To monitor or change your students' Reading Practice Quiz records, click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. The students in your class will be listed at the top of the screen. When you click on a student name, you can click on one of the tabs at the bottom of the screen to see that student's quizzes, points used, general information (TWI and team), goals, and certifications.



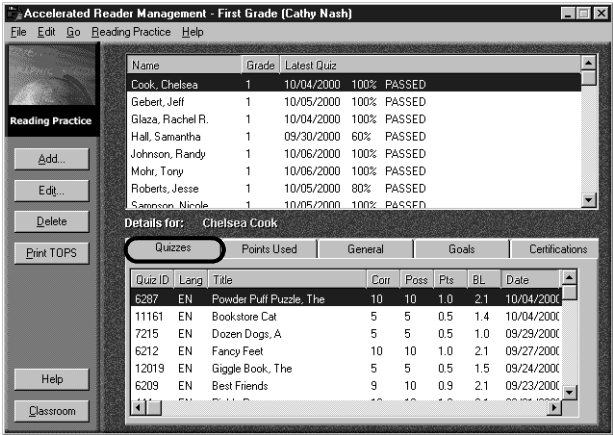
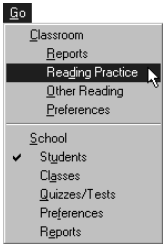
First, click on a student name. (If you want to select more than one student, hold down the <⌘> key as you click on the student names.)

Then, click on one of these tabs for more information about a student's quizzes, points used, TWI monitoring, team, goals, or certifications.

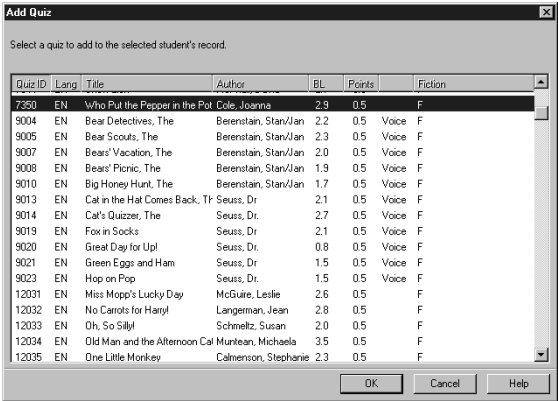
## Adding a Reading Practice Quiz Record

If a student has taken Reading Practice Quizzes that aren't part of the student's records at your school, you can add these quizzes to the student's record by following the steps below. **Note:** You may not be allowed to add a quiz record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to add quiz records; see page 98.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names; you can also use Quick Find — see page 9.)
3. Click on the **Quizzes** tab at the bottom of the screen.



4. Click the [Add] button. The **Add Quiz** dialog box will open.
5. In the **Add Quiz** dialog box, find the quiz that you need to add to the student's record. You can scroll through the list or use Quick Find. Once you find the quiz, click on it once. Then, click the [OK] button.



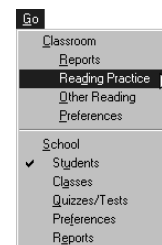
6. The **Add Quiz for (your student's name)** dialog box will appear next. The top of the dialog box will show the quiz information. The Scoring section of the dialog box shows how many questions the student answered correctly. Click in the blank and type the number of questions the student answered correctly. (Notice that the information below the blank changes when you enter a number.)

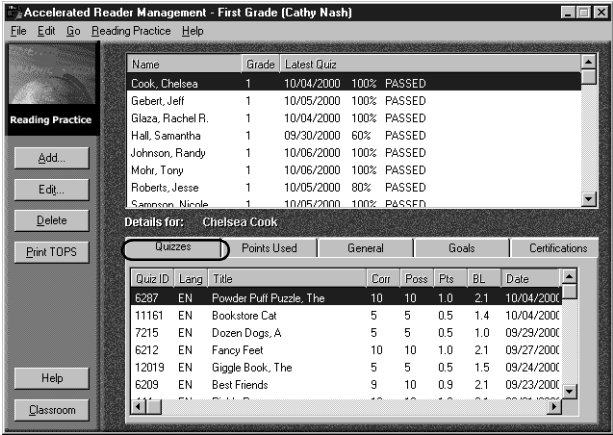
7. The Other section of the dialog box shows the date on which the quiz was taken and the TWI information. First, click in the blank and type the date the quiz was taken.
8. Click on the TWI drop-down menu and choose the correct information.
9. When you have finished, click the [OK] button.

## Editing a Reading Practice Quiz Record

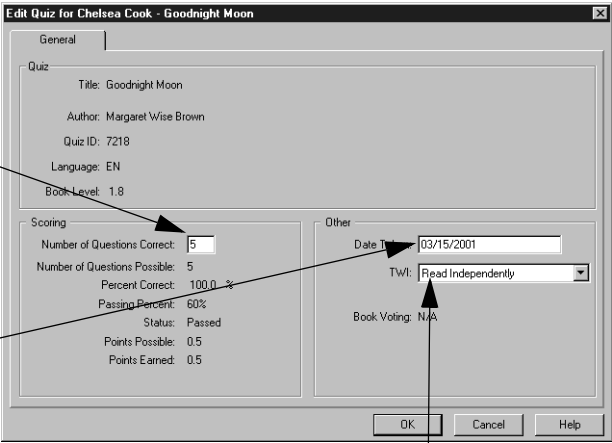
If the record of a student Reading Practice Quiz is incorrect, you can follow the steps below to change the number of questions answered correctly, the date the quiz was taken, or the TWI information (read to, read with, or read independently). **Note:** You may not be allowed to edit a quiz record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to edit quiz records; see page 98.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find - see page 9.)
3. At the bottom of the screen, click on the **Quizzes** tab.





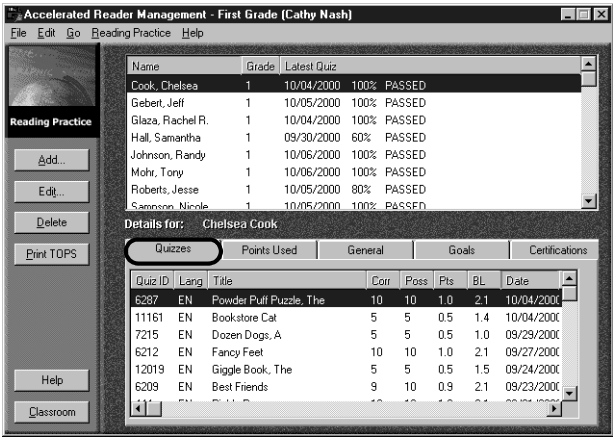
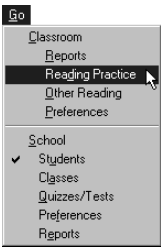
- The **Quizzes** tab lists the Reading Practice Quizzes that the student has taken. Scroll through the list or use Quick Find (see page 9) to find the quiz record you want to change. Then, click once on the quiz.
- Click the [Edit] button. The **Edit Quiz for (your student's name)** dialog box will open.
- The top of the dialog box shows the quiz information. The Scoring section of the dialog box shows how many questions the student answered correctly. If you want to change this number, click in the blank, delete the current number, and type the correct number. (Notice that the information below the blank changes when you change the number.)
- To change the date on which the quiz was taken, click in the Date Taken blank in the Other section of the dialog box. Then, delete the current date and type the correct one.
- To change the TWI information (read to, read with, or read independently), click on the TWI drop-down menu and choose the correct value.
- When you have finished, click the [OK] button.



## Deleting a Reading Practice Quiz Record

If you need to delete a student's Reading Practice Quiz record, follow the steps in this section. Before you delete a quiz record, make an export file to back up the quiz information in case you will need it again later; see page 23. **Note:** You may not be allowed to delete a quiz record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to delete quiz records; see page 98.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Quizzes** tab at the bottom of the screen.

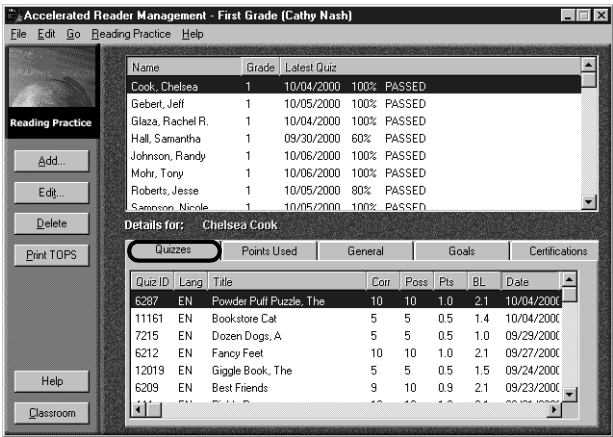
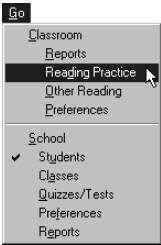


4. The **Quizzes** tab lists the Reading Practice Quizzes that the student has taken. Scroll through the list or use Quick Find to find the quiz record you want to delete. Then, click once on the quiz.
5. Click the [Delete] button.
6. The program will ask if you are sure that you want to delete the selected quiz record. To continue deleting the record, click the [Yes] button. The quiz will disappear from the list.

## Printing a Reading Practice TOPS Report

To print or re-print a TOPS report from a student's Reading Practice Quiz, follow the steps below.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, and you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Quizzes** tab at the bottom of the screen.



4. The **Quizzes** tab lists the Reading Practice Quizzes that the student has taken. Scroll through the list or use Quick Find to find the quiz record for which you want to print a TOPS report. Then, click once on the quiz.
5. Click the [Print TOPS] button.
6. The program may ask which language you want the TOPS report printed in. Click the button that shows the language you need.
7. A preview window will open, showing you the TOPS report.

To change the magnification (zoom) of the report while you view it on your screen, click the [Magnification] button (Windows) or the percentage in the lower left corner of the screen (Macintosh). On Windows computers, you can also change the report's page orientation or margins by clicking the [Options] button.

When you are ready to print the report, click the [Print] button.

To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

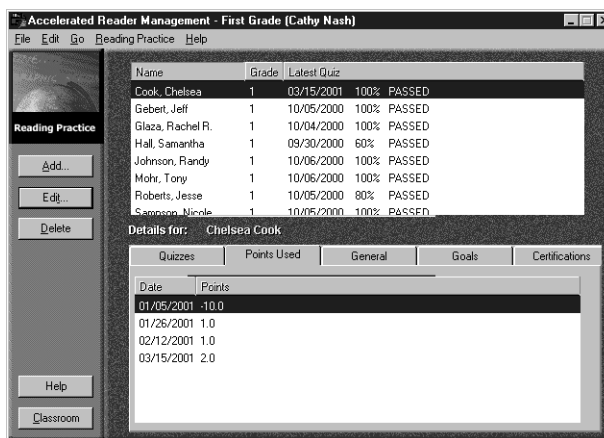
## Points Used Records

Students earn points when they pass Reading Practice Quizzes. To determine how many points a student earns for a quiz, Accelerated Reader uses the student's score on the quiz and the quiz's point value.

If you only need to keep track of the points the student earns from quizzes, and you do not need to add or remove points, you can use many of the Accelerated Reader reports to find out how many points your students have earned.

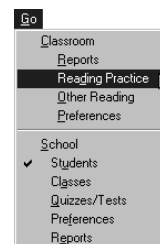
However, some schools allow students to “spend” (use) the points they earn. You may also need to award students points earned outside of the Accelerated Reader software. To do this, you need to go to the **Reading Practice** screen, click on a student's name, and click on the **Points Used** tab. On this tab, you can add a record of points used or awarded, change a record, or delete one. This tab **only** shows points that you have recorded as used or awarded. It does not show the points a student has earned by taking quizzes.

As you look at the records on the **Points Used** tab, you may notice that some of the values in the Points column are negative, and others are positive. Negative numbers are points that you have awarded to students; in other words, you have added points to the student's overall total. (These numbers are negative because they are the opposite of points used — they are points given to the student.) Positive numbers are points that students have “spent” or used; they are subtracted from the student's overall point total.



## How to award points or record that points have been used

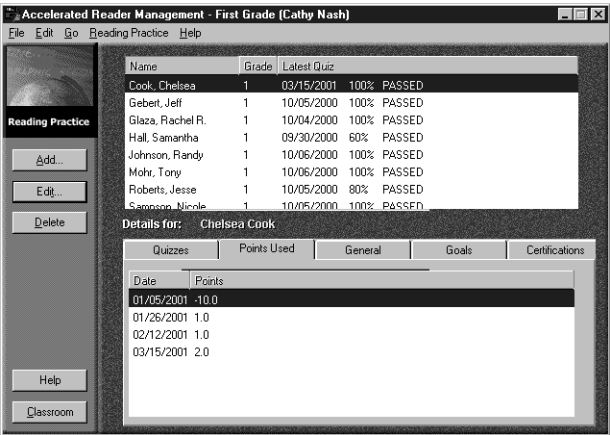
1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, and you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)



If you want to select more than one student, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on student names. You can select a group of students by clicking on the first student name in the group, holding down the <Shift> key, and clicking on the last student name in the group.

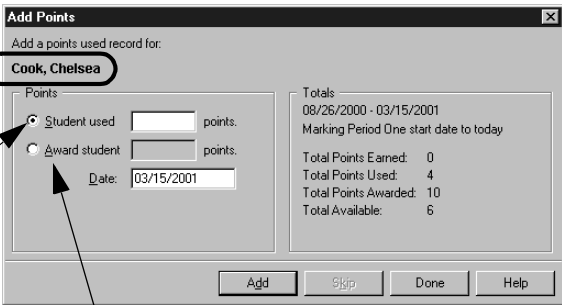
3. Click on the **Points Used** tab at the bottom of the screen.
4. The **Points Used** tab lists the records of points that have been used or awarded for this student(s) so far. **Note:** Negative numbers are points awarded; positive numbers are points used.

Click the [Add] button. The **Add Points** dialog box will open.



5. The **Add Points** dialog box allows you to record points used or awarded for one student at a time. The name of the student that you are working with is shown just above the Points section of the dialog box.

If you want to record that the student has used points, click on the "Student used" option. Then, click in the blank next to it and type the number of points that the student(s) used. These points will be subtracted from each selected student's overall total.



If you want to award more points to the student(s), click on the "Award student" option; then, click in the blank next to it and type in the number of points you want to add to each selected student's overall total.

## TOTAL POINTS EARNED, USED, AND AVAILABLE

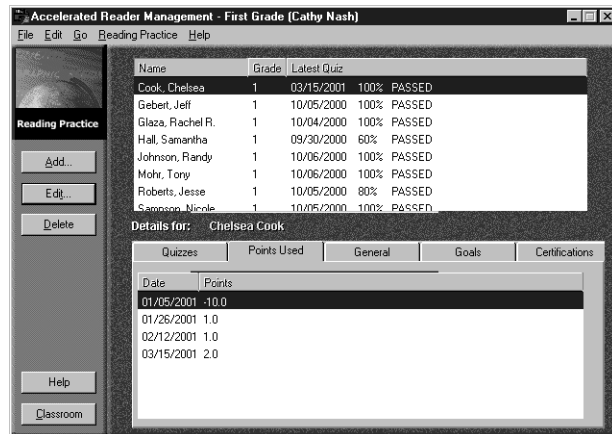
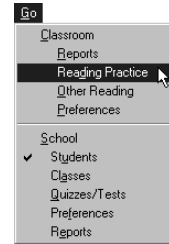
As you add points, note the total points earned, total points used, and total available on the right side of the **Add Points** dialog box.

6. To change the date on which points were used or awarded, click in the "Date" blank, delete the date, and type a new one.
7. When you have finished, click the [Add] button. If you only selected one student, the dialog box will close. If you selected more than one student, the next student's name will appear at the top of the dialog box, and you can now enter the points used or awarded for that student. To skip one of the students you've selected, click the [Skip] button. When you have finished recording points used or awarded, click the [Done] button.

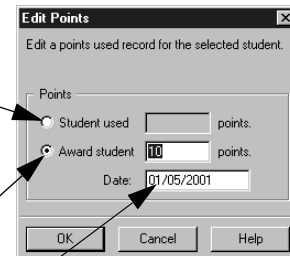


## How to change a record of points awarded or used

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Points Used** tab at the bottom of the screen.
4. The **Points Used** tab lists the records of points that have been used or awarded for this student so far. **Note:** Negative numbers are points awarded; positive numbers are points used.  
Click on the record you want to change.

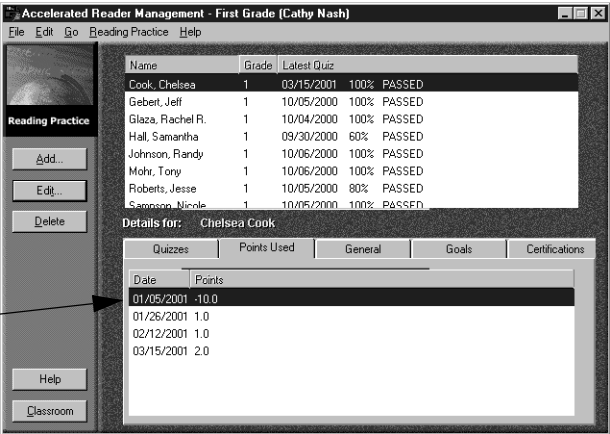
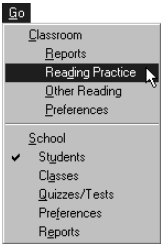


5. Click the [Edit] button. The **Edit Points** dialog box will open.
6. If you want to record that the student has used points, click on the "Student used" option. Then, click in the blank next to it and type the number of points that the student used. These points will be subtracted from the student's overall total.  
If you want to award more points to the student, click on the "Award student" option; then, click in the blank next to it and type in the number of points you want to add to the student's overall total.
7. To change the date on which points were used or awarded, click in the "Date" blank, delete the date, and type a new one.
8. When you have finished, click the [OK] button.



How to delete a record of points awarded or used

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Points Used** tab at the bottom of the screen.
4. The **Points Used** tab lists the records of points that have been used or awarded for this student so far.  
**Note:** Negative numbers are points awarded; positive numbers are points used.  
Click on the record you want to delete.
5. Click the [Delete] button.
6. The program will ask if you are sure that you want to delete the points used record. To continue deleting, click the [Yes] button. The record will disappear from the list.



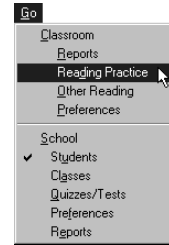
Controlling How TWI Monitoring Works for Your Students

By editing the TWI monitoring setting for one or more students, you can do the following:

- You can control whether students will be asked how the book was read (to them, with them, or independently) before each Reading Practice Quiz.
- If you choose to have the program ask the students how the book was read, you can choose which answer (if any) will be the program's default.

**Note:** You cannot enable TWI monitoring for a student unless someone who logs in with the Administrator password enables TWI Monitoring for the school using the TWI Monitoring preference. See page 105.

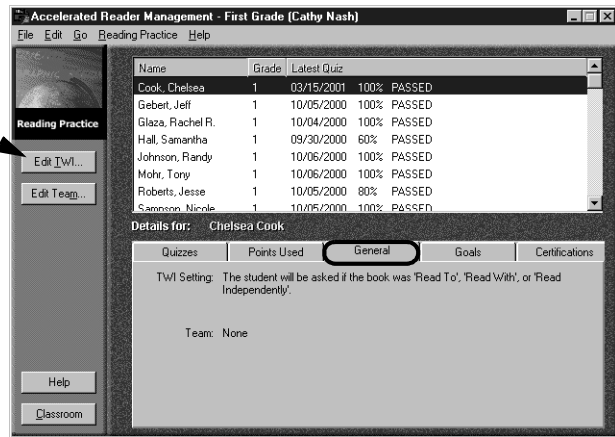
1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.



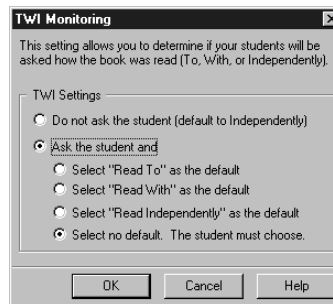
2. In the list at the top of the **Reading Practice** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find - see page 9.)

If you want to select more than one student, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on student names. You can select a group of students by clicking on the first student name in the group, holding down the <Shift> key, and clicking on the last student name in the group.

3. Click on the **General** tab at the bottom of the screen.
4. Click the [Edit TWI] button. The **TWI Monitoring** dialog box will open.
5. If you want the student(s) to be asked how each book was read, click on the "Ask the student and" option. Then, click on the "default" value you want the program to use — the option the program will assume is true if the student clicks [OK] without choosing an option. If you want to require the student to select one of the choices, click on "Select no default."



If you don't want the student(s) to be asked how each book was read, click on the first option ("Do not ask the student"). The program will assume that all books read by the student(s) were read independently.



6. When you have finished, click the [OK] button. Notice that the tab will show the current TWI setting for the student(s).

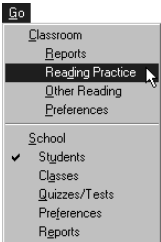
## Assigning Students to Teams or Changing Teams

Follow the steps below to assign students to a team or change the team that a student is assigned to.

### HOW TEAM STANDINGS WORK

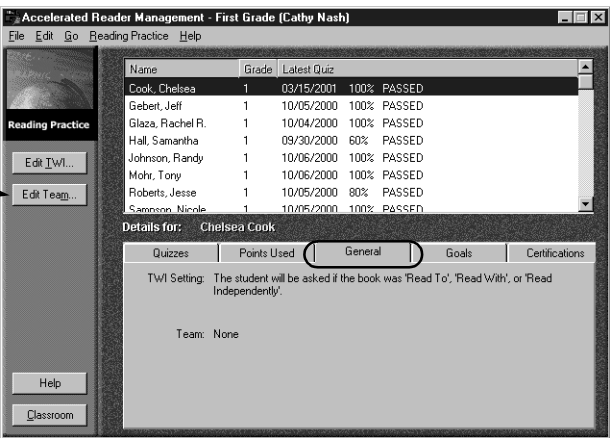
*Team standings and statistics are based on each team member's individual goals. To use teams effectively, be sure to set goals; see page 47 to set point and book level goals and page 55 to set certification goals.*

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, select the student(s) that you want to assign to a team. (You may need to scroll down to see some names. You can also use Quick Find - see page 9.)



If you want to select more than one student, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on student names. You can select a group of students by clicking on the first student name in the group, holding down the <Shift> key, and clicking on the last student name in the group.

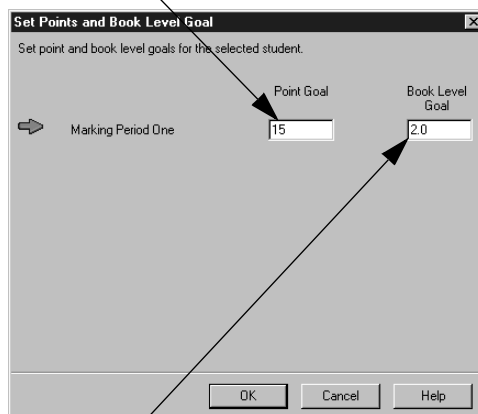
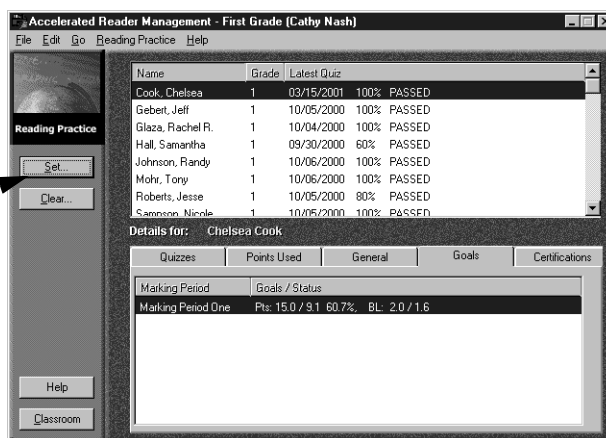
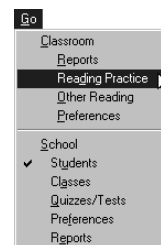
3. Click on the **General** tab at the bottom of the screen. If you only selected one student, the tab will show the student's current team.
4. Click the [Edit Team] button. The **Set Team** dialog box will open.
5. In the dialog box, click in the blank and type the name of the team that you want to assign the student(s) to. Be sure to type the team name the same way every time you type it so that students who should be on the same team are not accidentally placed on separate teams.
6. When you have finished, click the [OK] button. Notice that the tab will show the current team name for the student(s).



## Setting Point or Book Level Goals for a Marking Period

Follow these steps to set the point goal or book level goal for a specific student and marking period.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student you want to set a goal for. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Goals** tab at the bottom of the screen.
4. Notice that the **Goals** tab lists all of the marking periods in your school year. Click on the marking period that you want to set or change a goal for.
5. Click the [Set] button.
6. The **Set Point and Book Level Goal** dialog box will open, and the cursor will be in the “Point Goal” blank for that marking period. Type the number of points that you want the student to earn during the marking period.

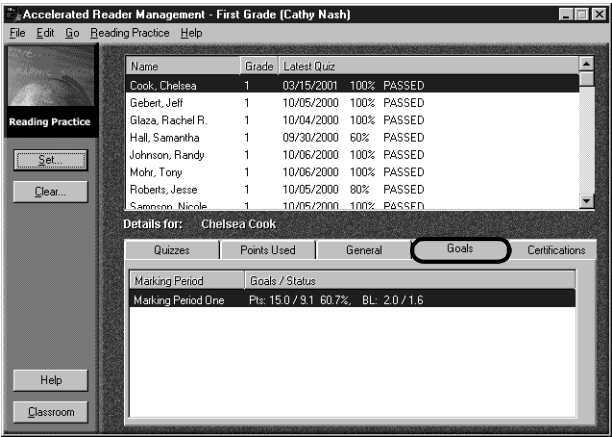
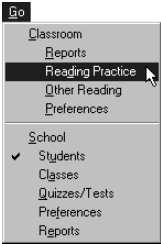


7. Click the <Tab> key to move to the “Book Level Goal” blank. Then, type the average book level that you want the student to achieve for reading practice during this marking period. **Note:** The book level goal can have a decimal point and one number after it; for example, you could enter a book level goal of “3.5”.
8. When you have finished, click the [OK] button. Notice that the **Goals** tab on the **Reading Practice** screen will show the new goals for the marking period.

## Clearing Goals

Follow these steps to delete (clear) Reading Practice goals for a student.

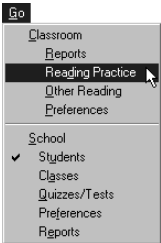
1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student whose goal(s) you want to delete (clear). (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Goals** tab at the bottom of the screen.
4. Notice that the **Goals** tab lists all of the marking periods in your school year. Click on the marking period that you want to delete the goals for. You can select more than one by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the marking periods. To select a group of marking periods, click on the first goal, hold down the <Shift> key, and click on the last marking period.
5. Click the [Clear] button. The goal(s) you selected will disappear from the tab, but the marking period name will remain.



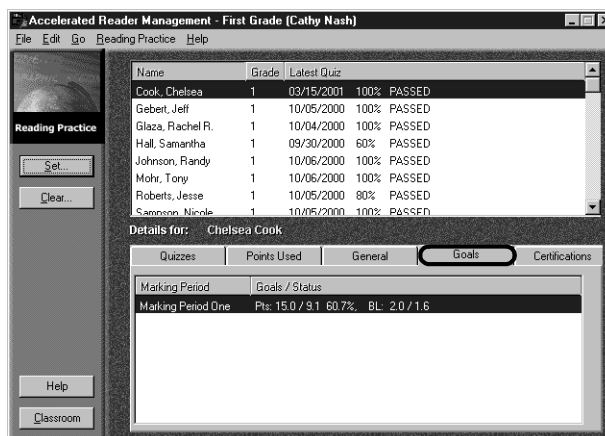
## Evaluating a Goal

Follow these steps to evaluate a Reading Practice goal for a specific student and marking period. You do not usually need to evaluate goals because the information on the **Goals** tab is automatically updated when you set goals and when students take Reading Practice Quizzes. However, you can evaluate a goal if you want to make sure that the information you're viewing is up-to-date.

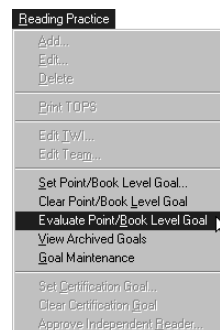
1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student whose goal you want to evaluate. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)



- Click on the **Goals** tab at the bottom of the screen.
- Notice that the **Goals** tab lists your students goals for each marking period. Click on the marking period goal that you want to evaluate.



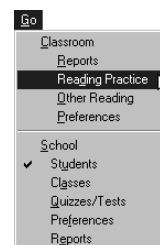
- From the **Reading Practice** menu, select **Evaluate Point/Book Level Goal** (Windows) or **Evaluate Point/BL Goal** (Macintosh).
- The program will notify you that you only need to re-evaluate goals if you think the goal status is not up-to-date. To continue, click the [Yes] button. The goal information will be updated.

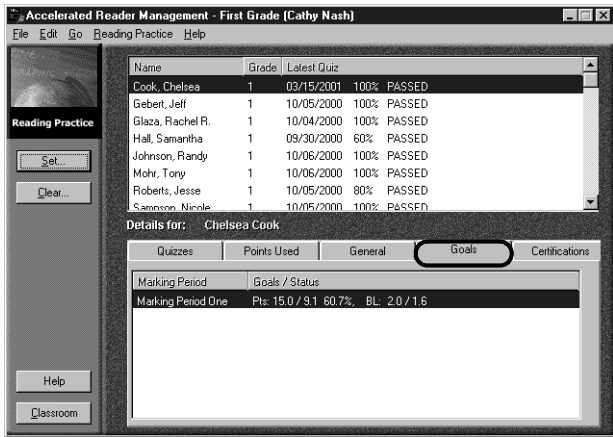


## Viewing Archived Goals

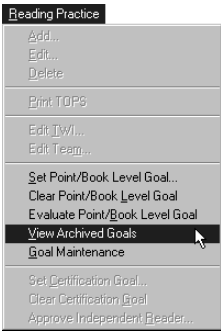
Follow these steps to view a student's archived goals from previous school years.

- Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
- In the list at the top of the **Reading Practice** screen, click on the name of the student whose archived goals you want to view. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
- Click on the **Goals** tab at the bottom of the screen.





- Click on the **Reading Practice** menu and select **View Archived Goals**.
- The **Archived Goals** dialog box will appear. This dialog box lists your student's previous goals. When you have finished viewing the information, click the [OK] button.



## Certifications

As your students read more independently, pass Reading Practice Quizzes, and earn points from those quizzes, they can earn the certifications listed below. If the TWI Monitoring preference is enabled (see page 105), the Accelerated Reader software can track progress toward certification goals and award certifications automatically. However, if the preference is off, or if you have **not** set certification goals for your students, the software cannot track student progress toward certifications automatically, but you can add them manually (see page 51).

### Certifications

These are the certifications that your students can earn and the requirements that students must meet to earn them:

- Independent Reader:** Read three books at a 1.2 book level or higher independently and pass the Reading Practice Quizzes and earn at least 10 points. **The teacher must approve this certification; see page 52.**

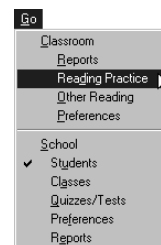


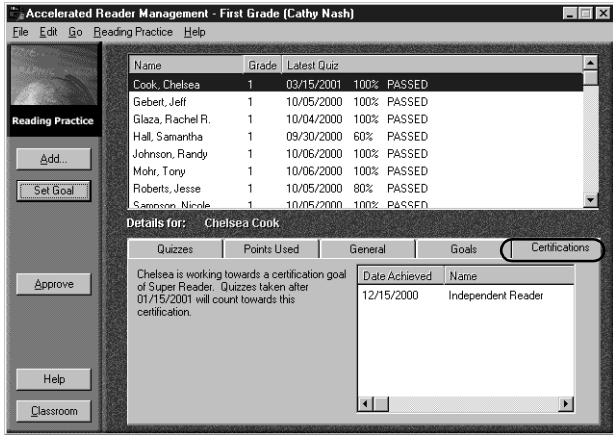
- **Super Reader:** Have Independent Reader certification, read three books worth at least one point each and pass the Reading Practice Quizzes, and earn at least five points, including the points from those three books.
- **Advanced Reader:** Have Super Reader certification, read three books worth at least two points each, and pass the Reading Practice Quizzes.
- **Star Reader:** Read three books written at a 5.0 book level or higher that are worth five or more points each and pass the Reading Practice Quizzes.
- **Classic Reader:** Read three books written at a 7.0 book level or higher that are worth ten or more points each and pass the Reading Practice Quizzes.
- **Honors Reader:** Read, pass quizzes, and accumulate 100 points from a special list of challenging, teacher-selected literature. **This certification level is not in the Accelerated Reader software.** However, you can use these requirements as a guideline and keep your own records.

## How to manually add certifications to student records

Follow these steps to add certifications to your student records. Usually you do not need to add certifications because they are awarded automatically based on your student's Reading Practice Quizzes. However, you may need to add certifications to a student record if a student transfers from another school and has a printed record instead of an import file. Note that the program cannot automatically track and award certifications if the TWI monitoring preference is not enabled (see page 105); if TWI monitoring is disabled, you will need to add certifications manually.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student for whom you need to add a certification. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Certifications** tab at the bottom of the screen.





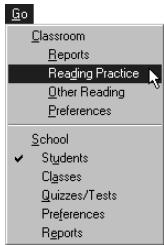
4. The **Certifications** tab lists the certifications that have been awarded to the student so far. To add a certification, click the [Add] button on the left side of the screen. The **Add Certification** dialog box will appear.
5. Click on the certification that you want to award to the student: Independent Reader, Super Reader, Advanced Reader, Star Reader, or Classic Reader. (For certification requirements, see page 50.)
6. Click in the "Date Achieved" blank and type the date on which the student achieved the certification.
7. When you have finished, click the [OK] button.

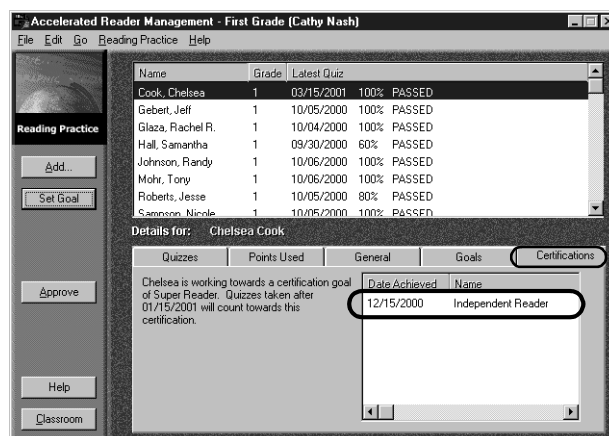


### How to approve the Independent Reader certification

When a student achieves Independent Reader certification, you must approve the certification. (Other certification levels do not need to be approved.) Follow the steps below.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student for whom you need to approve Independent Reader certification. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Certifications** tab at the bottom of the screen.



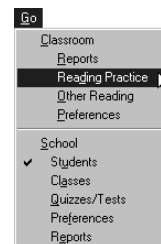


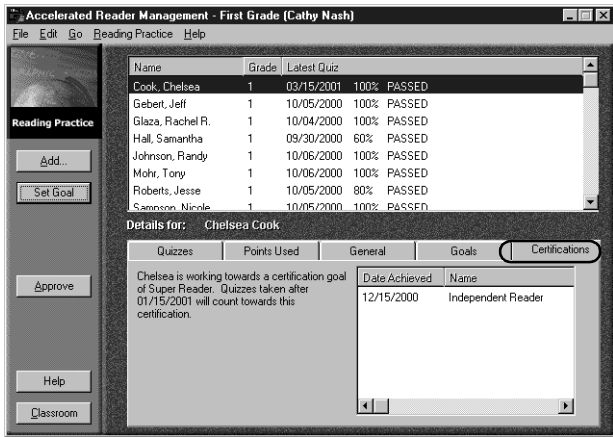
- The **Certifications** tab lists the certifications that have been awarded to the student so far. Click on the **Independent Reader** certification.
- Click the [Approve] button on the left side of the screen.
- If the certification has already been approved, the program will notify you; click [OK]. If not, click the [Yes] button to confirm that you want to approve the certification.

## How to change the date for certification records

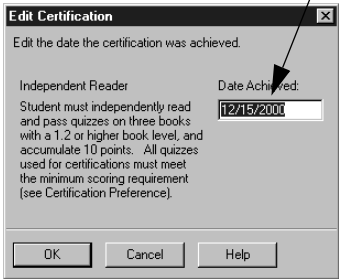
Follow these steps to change the date on which a certification was achieved.

- Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
- In the list at the top of the **Reading Practice** screen, click on the name of the student for whom you need to change a certification date. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
- Click on the **Certifications** tab at the bottom of the screen.





- The **Certifications** tab lists the certifications that have been awarded to the student so far. The list also shows the date on which each certification was achieved. Click on the certification that needs the date change.
- Click on the **Reading Practice** menu and select **Edit** as shown. The **Edit Certification** dialog box will appear.
- In the **Edit Certification** dialog box, click in the Date Achieved blank, delete the original date, and type the new date.

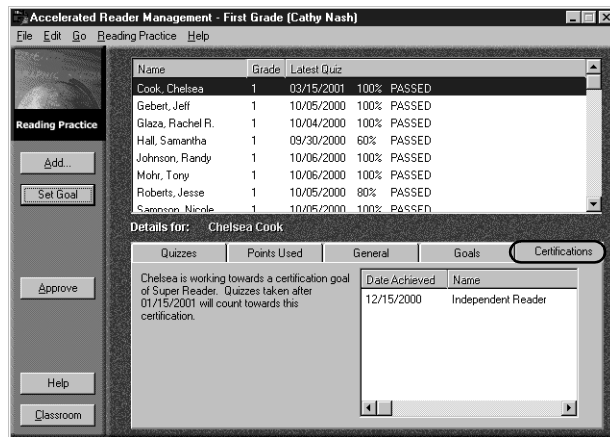
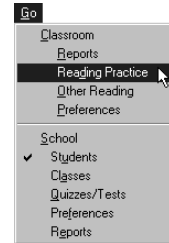


- When you have finished, click the [OK] button in the dialog box. Notice that the date has changed in the list on the **Certifications** tab.

## How to delete certifications

Follow these steps to delete a certification from a student's record. You can delete certifications that the student earned or those that you added to the student's record.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the screen, click on the name of the student for whom you need to delete a certification. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Certifications** tab at the bottom of the screen.
4. The **Certifications** tab lists the certifications that have been awarded to the student so far. Click on the certification that you want to delete. If you want to delete more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the certifications.
5. Click on the **Reading Practice** menu and select **Delete** as shown.
6. The program will ask if you are sure that you want to delete the certification. Click on [Yes] if you want to continue. The certification will be removed from the list on the **Certifications** tab.

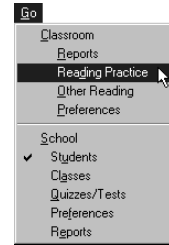


## How to set or change certification goals

Follow these steps to set certification goals for students or to change a goal.

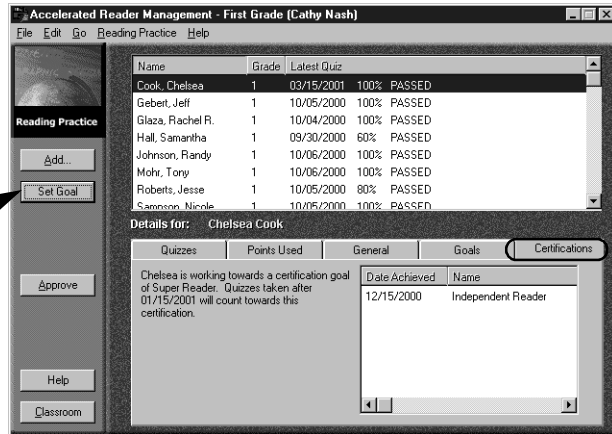
Certification goals are not based on marking periods; however, you can set the date on which you want the program to start monitoring the student's work toward the certification goal. If you want Accelerated Reader to track student progress toward certification, you must set certification goals and enable TWI monitoring (see page 105). You may also want to use the Certification preference to determine how high a student's score on a quiz must be in order for it to count toward the certification goal (see page 97). **Note:** If you set a goal for a student who already has a certification goal, the new goal will replace the old one, even if that student has not achieved the goal.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.



2. In the list at the top of the **Reading Practice** screen, click on the name of the student that you want to set a certification goal for. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)

3. Click on the **Certifications** tab at the bottom of the screen. The **Certifications** tab lists the certifications that have been awarded to the student so far. The left side of the tab describes the student's current certification goal.



4. Click the [Set Goal] button. The **Certification Goal** Wizard or Assistant will start.

5. The **Select Certification Goal** panel appears first. This panel shows you which certification (if any) the student achieved last. Then, it asks you to choose the certification that the student should work on next. Click on the certification that you want the student to work toward. (Notice that when you click on a certification, a description of the requirements appears to the right of the list.)

Once you've chosen the certification, click the [Next] button.

6. The **Select Start Date** panel appears next. On this panel, you can tell the program when you want it to start monitoring the student's progress toward the goal. Only Reading Practice Quizzes taken after this date will count toward the certification.

**If your student has not yet achieved a certification**, three choices are listed on this panel, but only the last two are available. To have the program start monitoring student quizzes at the beginning of this marking period, click on the "Start of the current marking period" option. To choose another date, click on "Other date"; then, click in the blank behind this option and type the date you want the program to begin monitoring student work toward the goal.

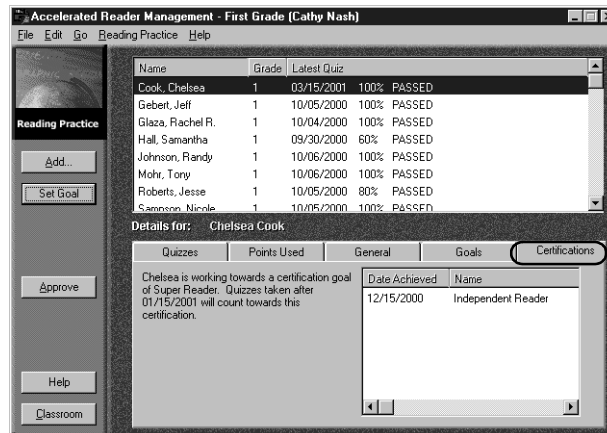
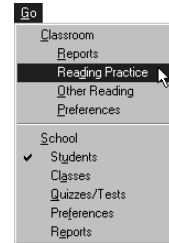
**If your student has achieved goals before**, you will have two choices. To have the program monitor all work since the student achieved the last certification, click on "After the last certification." To choose another date, click on "Other date"; then, click in the blank behind this option and type the date you want the program to begin monitoring student work toward the goal.

7. When you have finished, click the [Finish] button (Windows) or the [Done] button (Macintosh). The student's certification goal will be described on the left side of the **Certifications** tab.

## Clearing (Deleting) Certification Goals

Follow these steps to delete certification goals that you have set for your students.

1. Click on the **Go** menu and select **Reading Practice** to go to the **Reading Practice** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Reading Practice** screen, click on the name of the student whose certification goal you want to delete. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Certifications** tab at the bottom of the screen. The **Certifications** tab lists the certifications that have been awarded to the student so far. The left side of the tab describes the student's current certification goal.



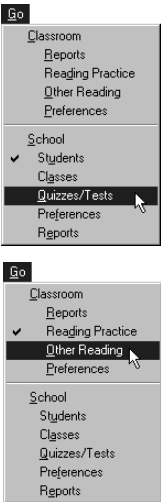
4. Click on the **Reading Practice** menu and select **Clear Certification Goal** as shown.
5. The program will ask if you are sure that you want to clear the certification goal for the student you selected. If you want to continue, click the [Yes] button. Notice that the left side of the **Certifications** tab will show the words "No certification goal set" in red.



Literacy Skills Tests

Literacy Skills Tests help you monitor student growth in comprehension and literacy skills that are most often assessed on high-stakes tests. Designed for occasional use, these tests measure the student’s understanding of higher-order concepts like identifying the main idea, recognizing details, and drawing conclusions. The Management program includes two screens where you can work with Literacy Skills Tests and your students’ test results.

On the **Literacy Skills Tests** tab at the **Quizzes/Tests** screen, you can install, preview, and delete Literacy Skills Tests. When you preview a test, you can print a Teacher’s Guide. **To install Literacy Skills Tests, see page 25.** To go to this screen, click on the **Go** menu and select **Quizzes/Tests** as shown.



At the **Other Reading** screen, you can see the results of your students’ Literacy Skills Tests. You can also edit or delete the test records and print TOPS Reports. To go to this screen, click on the **Go** menu and select **Other Reading** as shown.

The 24 Literacy Skills

Accelerated Reader monitors 24 skills found in state and district standards and objectives and on many high-stakes tests. These skills are grouped into four categories: Constructing Meaning, Inferential Comprehension, Literary Analysis, and Initial Understanding. The skills are listed below.

The 24 Literacy Skills

Category	Literacy Skills
Constructing Meaning	Understanding the Main Idea Responding to Literature Identifying Persuasive Language Identifying Reading Strategies Differentiating Fact and Opinion Deriving Word or Phrase Meaning



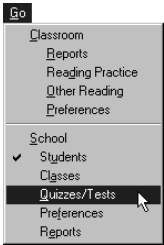
The 24 Literary Skills

Category	Literacy Skills
Inferential Comprehension	Recognizing Cause and Effect Making Predictions Making Inferences Drawing Conclusions Comparing and Contrasting Extending Meaning
Literary Analysis	Understanding the Author's Craft Identifying Historic/Cultural Factors Understanding Characterization Understanding Literary Features Recognizing Setting Recognizing Plot
Initial Understanding	Understanding Sequence Understanding Dialogue Recognizing Feelings Recognizing Details Identifying Reasons Describing Actions or Events

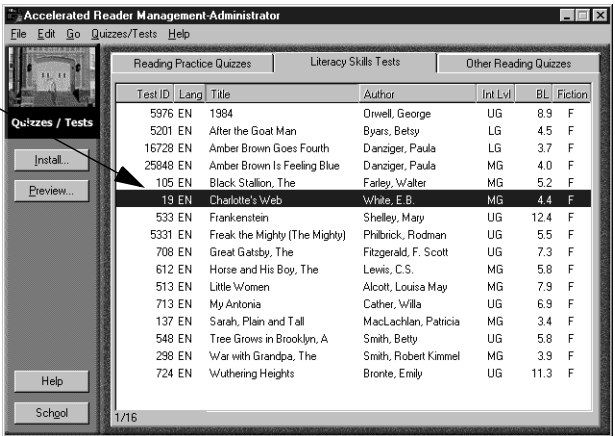
Previewing Literacy Skills Tests, Taking Sample Tests, and Printing Teacher's Guides

You can preview any Literacy Skills Test. As you preview the test, you can also take a sample test or print the Teacher's Guide for the test.

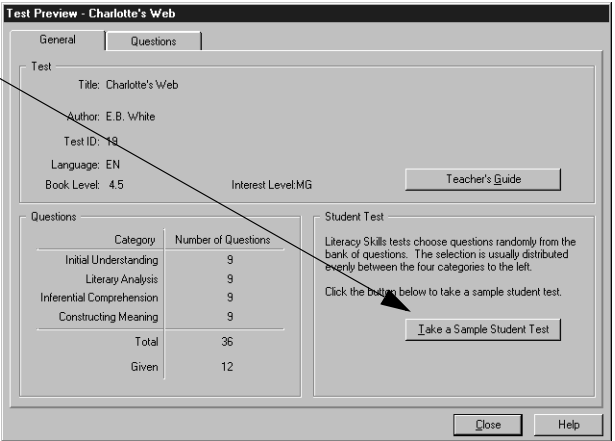
1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).



2. Click on the **Literacy Skills Tests** tab toward the top of the screen.
3. In the list of Literacy Skills Tests, click on the test that you want to preview.
4. Click the [Preview] button. The **Test Preview** dialog box shows you more information about the test.



5. If you would like to take a sample test, click the [Take a Sample Student Test] button. The test questions will appear as your students will see them. (Remember that the program automatically shuffles answers.) In each question, click on an answer; then, click the [Next] button. When the sample test is finished, the program will show you a Score Summary. Click the [OK] button. (If you want to cancel the sample test before you finish it, press the <Ctrl> and <A> keys at the same time; then, click [Yes] in the message that appears.)



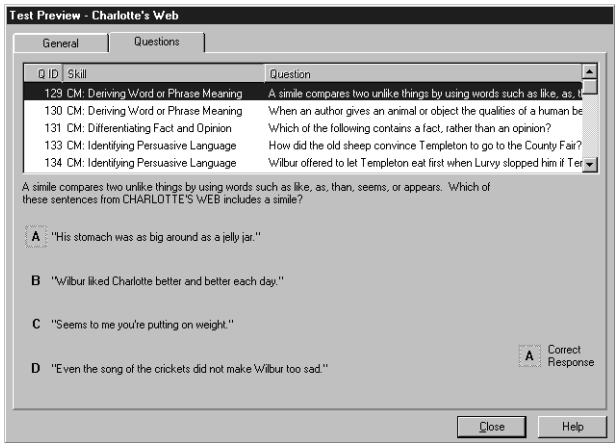
6. If you want to print the Teacher's Guide, click the [Teacher's Guide] button. A preview window will open, showing you the Teacher's Guide for this test.

To change the magnification (zoom) of the Teacher's Guide while you view it on your screen, click the [Magnification] button (Windows) or the percentage in the lower left corner of the screen (Macintosh). On Windows computers, you can also change the page orientation or margins by clicking the [Options] button.

If you want to print the Teacher's Guide, click the [Print] button.

To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

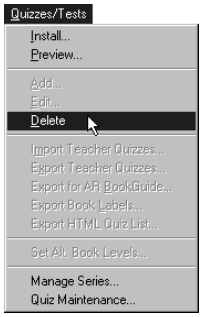
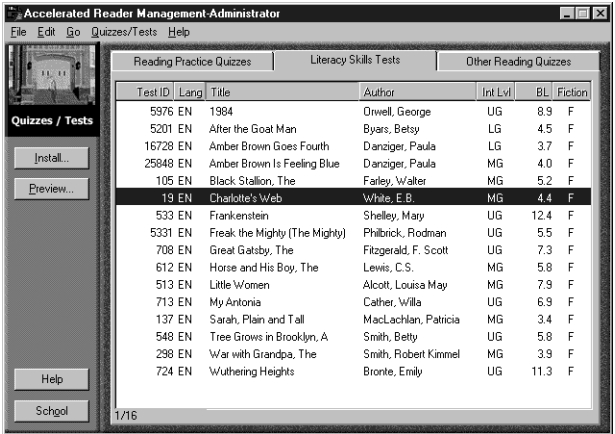
- 7. If you want to see the questions on the test without taking a sample test, click on the **Questions** tab at the top of the dialog box. This tab lists all of the questions in the test. You may need to scroll through the list to see some questions. When you click on a question, the bottom of the dialog box will show the question, the four possible answers, and the correct answer.
- 8. When you have finished previewing the test, click the [OK] button (Macintosh) or the [Close] button (Windows) in the **Test Preview** dialog box.



Deleting Literacy Skills Tests

Teachers who are using the Administrator password can delete Literacy Skills Tests. Keep in mind that students cannot take tests you delete unless you reinstall the tests.

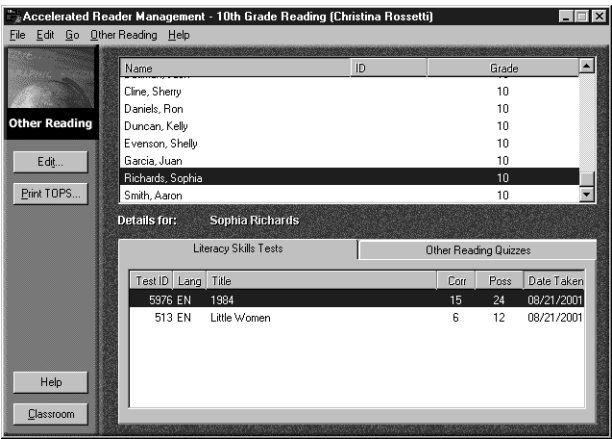
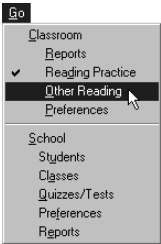
- 1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
- 1. Click on the **Literacy Skills Tests** tab toward the top of the screen.
- 2. Click on the test that you want to delete. If you need to delete more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the tests.
- 3. Click on the **Quizzes/Tests** menu and select **Delete** as shown.
- 4. When the program asks if you are sure that you want to delete the test(s), click the [Yes] button. The test(s) will be removed from the list.



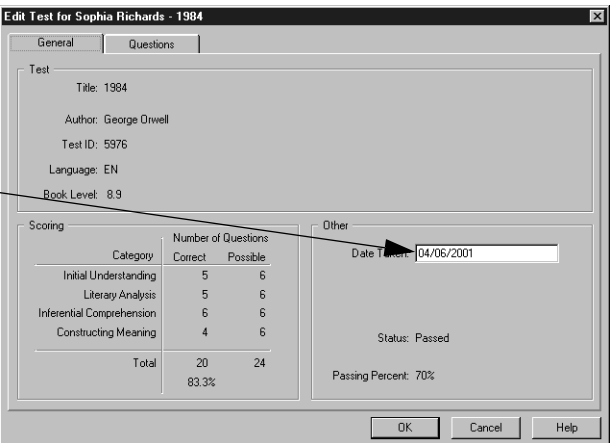
## Editing a Student's Literacy Skills Test Record

If the record of a student's Literacy Skills Test is incorrect, you can follow the steps below to change the number of questions answered correctly or the date the test was taken. **Note:** You may not be allowed to edit a test record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to edit test records; see page 98.

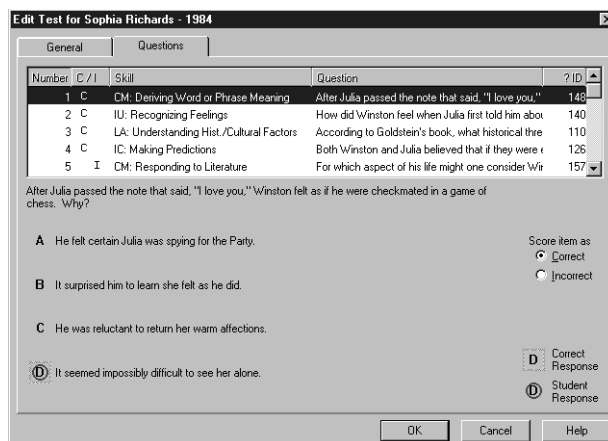
1. Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Literacy Skills Tests** tab at the bottom of the screen.
4. The **Literacy Skills Tests** tab lists the tests that the student has taken. Scroll through the list or use Quick Find to find the test record you want to change. Then, click once on the test.
5. Click the [Edit] button. The **Edit Test for (your student's name)** dialog box will open.



6. The top of the dialog box shows the test information. The Scoring section shows the student's score, and the bottom right section (Other) shows the date on which the test was taken. If you want to change that date, click in the Date Taken blank, delete the date, and type the correct date.



7. If you want to review the student's answers or change how they are scored, click on the **Questions** tab at the top of the dialog box. This tab lists the questions on the test. To see the student's response to a question, click on the question in the list. (You may need to scroll down to see some questions.) Once you click on a question, the bottom of the dialog box will show the question itself, the four possible answers, the correct answer (in a green box) and the student's answer (in a blue circle). Notice that the right side of the dialog box has two options: "Correct" and "Incorrect." If you want to change how the student's response is scored, click on one of those options. Repeat this step for the other questions.



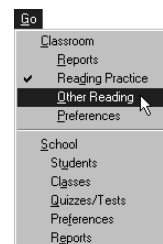
8. When you have finished changing the student's Literacy Skills Test record, click the [OK] button at the bottom of the dialog box.

## Deleting a Student's Literacy Skills Test Record

You can delete the record of a Literacy Skills Test that a student has taken. Keep in mind that this *permanently* deletes the test record. Before deleting a test record, you may want to create an export file to back up the student's record; see page 23. To delete a test record, follow the steps below.

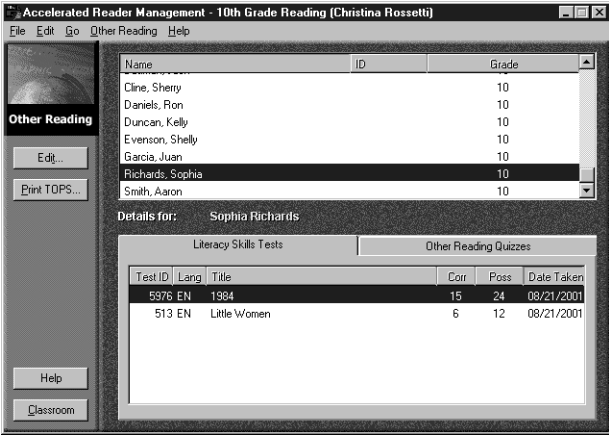
**Note:** You may not be allowed to delete a test record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to delete test records; see page 98.

- Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
- In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)



3. Click on the **Literacy Skills Tests** tab at the bottom of the screen.
4. The **Literacy Skills Tests** tab lists the tests that the student has taken. Scroll through the list or use Quick Find to find the test record you want to delete. Then, click once on the test.

If you want to select more than one test, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the tests.



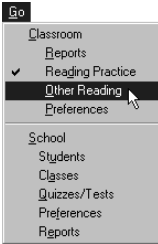
5. Click on the **Other Reading** menu and select **Delete** as shown.
6. The program will ask if you are sure that you want to delete the test record(s). If you want to continue, click [Yes]. The test record(s) will be removed from the list on the **Literacy Skills Tests** tab.



## Printing a TOPS Report for a Student's Literacy Skills Test

Follow these steps to print or reprint the TOPS report for a student's Literacy Skills Test. The TOPS report provides valuable information about the student's performance on this test and other tests to date.

1. Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)

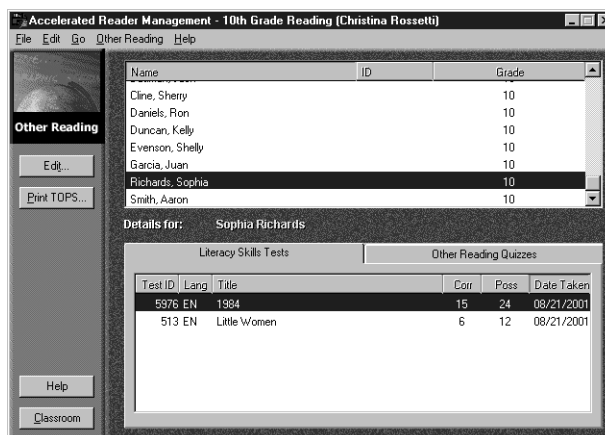


3. Click on the **Literacy Skills Tests** tab at the bottom of the screen.
4. The **Literacy Skills Tests** tab lists the tests that the student has taken. Scroll through the list or use Quick Find to find the test record you want to print a TOPS report for. Then, click once on the test.
5. Click the [Print TOPS] button.
6. A preview window will open, showing you the student's TOPS report for this test.

To change the magnification (zoom) of the report while you view it on your screen, click the [Magnification] button (Windows) or the percentage in the lower left corner of the screen (Macintosh). On Windows computers, you can also change the report's page orientation or margins by clicking the [Options] button.

If you want to print the report, click the [Print] button.

To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

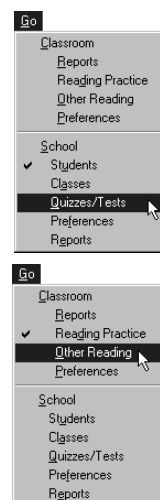


## Other Reading Quizzes

Other Reading Quizzes help you accurately measure the student's comprehension of reading from class reading materials, such as textbooks or magazines. The Management program includes two screens where you can work with Other Reading Quizzes and your students' quiz results.

On the **Other Reading Quizzes** tab at the **Quizzes/Tests** screen, you can install, preview, and delete Other Reading Quizzes. You can also delete a series. **To install an Other Reading Quiz, see page 25.** To go to this screen, click on the **Go** menu and select **Quizzes/Tests** as shown.

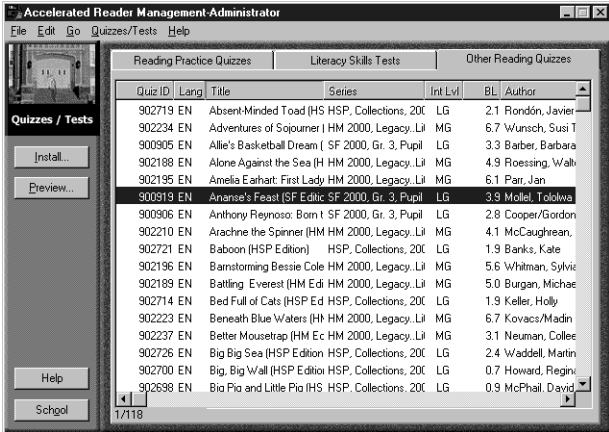
At the **Other Reading** screen, you can see the results of your students' Other Reading Quizzes. You can also edit quiz records and print TOPS Reports. To go to this screen, click on the **Go** menu and select **Other Reading** as shown.



## Previewing Other Reading Quizzes

You can preview any quiz in your quiz list or take a sample quiz.

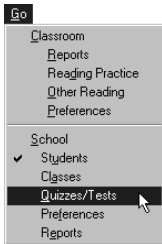
1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests (Windows)** or **Quizzes & Tests** (Macintosh).
2. Click on the **Other Reading Quizzes** tab toward the top of the screen.
3. Click on the quiz that you want to preview.
4. Click the [Preview] button.
5. The **Other Reading Quiz Preview** dialog box shows you more information about the quiz. If you would like to take a sample quiz, click the [Take a Sample Student Quiz] button. The quiz questions will appear as your students will see them. (Remember that the program automatically shuffles answers.) In each question, click on an answer; then, click the [Next] button. (If you want to quit the quiz before finishing it, press the <Ctrl> key and the <A> key at the same time.) When the sample quiz is finished, the program will show you a Score Summary. Click the [OK] button (Macintosh) or the [Close] button (Windows).
6. When you have finished taking the sample quiz, you will return to the **Quiz Preview** dialog box. Click the [OK] button.



## Deleting Other Reading Quizzes

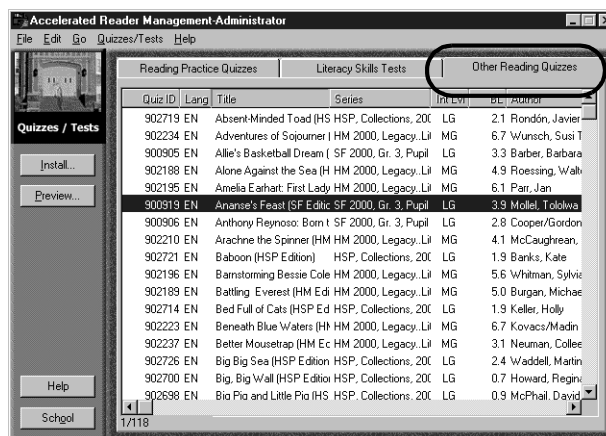
Teachers who are using the Administrator password can delete Other Reading Quizzes from the quiz list. Keep in mind that students cannot take quizzes you delete unless you reinstall the quizzes.

1. To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests (Windows)** or **Quizzes & Tests** (Macintosh).

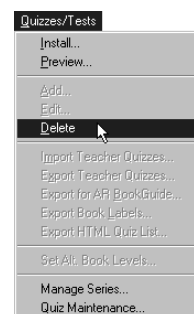




- Click on the **Other Reading Quizzes** tab toward the top of the screen.
- Click on the quiz that you want to delete. If you need to delete more than one, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the quizzes.



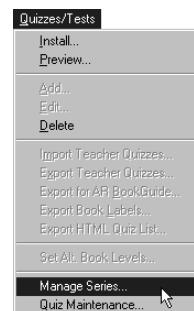
- Click on the **Quizzes/Tests** menu and select **Delete** as shown.
- When the program asks if you are sure that you want to delete the quizzes, click the [Yes] button. The quizzes will be removed from the list.



## Deleting a Series

Teachers who are using the Administrator password can delete an entire series of quizzes from the quiz list. When you delete an Other Reading series, all quizzes that are part of that series are also deleted and will not be available to your classes unless you re-install the quizzes. If you delete a series that includes Reading Practice Quizzes, only the series name will be deleted, not the quizzes.

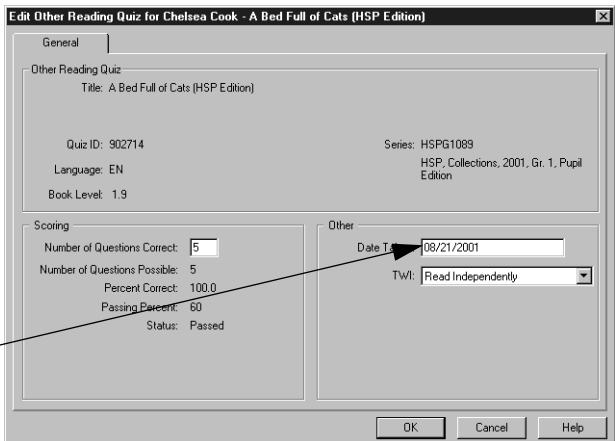
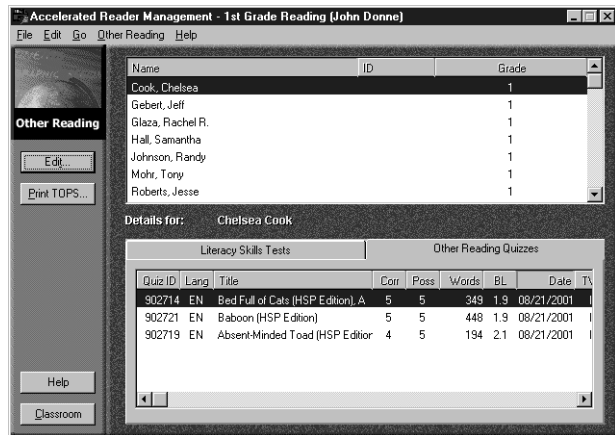
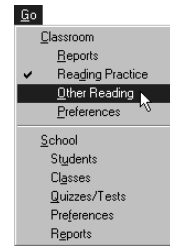
- To go to the **Quizzes/Tests** screen, click on the **Go** menu and select **Quizzes/Tests** (Windows) or **Quizzes & Tests** (Macintosh).
- Click on the **Quizzes/Tests** menu and select **Manage Series** as shown.
- The **Manage Series** dialog box will appear. This dialog box lists all of the series that are currently installed; the list shows the series ID, series name, and the type of quizzes in the series. Click on the name of the series that you want to delete.
- In the dialog box, click the [Delete] button.
- If the quizzes in the series are Other Reading Quizzes, the program will remind you that all quizzes from this series will be deleted from the program. If the quizzes are Reading Practice Quizzes, the program will remind you that the quizzes will not be deleted. If you want to continue, click the [Yes] button.
- The series will be removed from the dialog box. To close it, click [OK].



## Editing a Student's Other Reading Quiz Record

If the record of a student's Other Reading Quiz is incorrect, you can follow the steps below to change the number of questions answered correctly, the date the quiz was taken, or the TWI information (read to, read with, or read independently). **Note:** You may not be able to edit a quiz record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to edit quiz records; see page 98.

1. Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Other Reading Quizzes** tab at the bottom of the screen.
4. The **Other Reading Quizzes** tab lists the Other Reading Quizzes that the student has taken. Scroll through the list or use Quick Find to find the quiz record you want to change. Then, click once on the quiz.
5. Click the [Edit] button. The **Edit Other Reading Quiz for (your student's name)** dialog box will open.
6. The top of the dialog box shows the quiz information. The Scoring section of the dialog box shows how many questions the student answered correctly. If you want to change this number, click in the blank, delete the current number, and type the correct number. (Notice that the information below the blank changes when you change the number.)
7. To change the date on which the quiz was taken, click in the Date Taken blank in the Other section of the dialog box. Then, delete the current date and type the correct one.



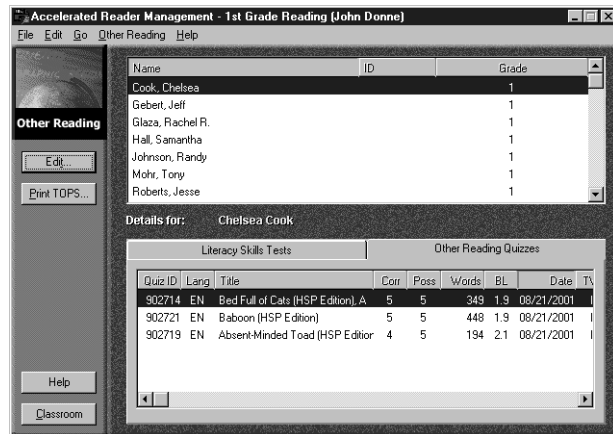
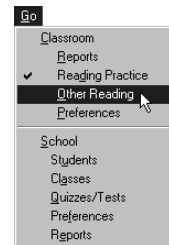
8. To change the TWI information (read to, read with, or read independently), click on the TWI drop-down menu and choose the correct value.
9. When you have finished, click the [OK] button.

## Deleting a Student's Other Reading Quiz Record

You can delete the record of an Other Reading Quiz that a student has taken. Keep in mind that this *permanently* deletes the quiz record. Before deleting an Other Reading Quiz record, you may want to create an export file to back up the student's record; see page 23. To delete an Other Reading Quiz record, follow the steps below.

**Note:** You may not be allowed to delete a quiz record if you log in with a class password and the Classroom Restrictions preference is set up to only allow administrators to delete quiz records; see page 98.

1. Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name, and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, or you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Other Reading Quizzes** tab at the bottom of the screen.
4. The **Other Reading Quizzes** tab lists the quizzes that the student has taken. Scroll through the list or use Quick Find (see page 9) to find the quiz record you want to delete. Then, click once on the Other Reading Quiz.



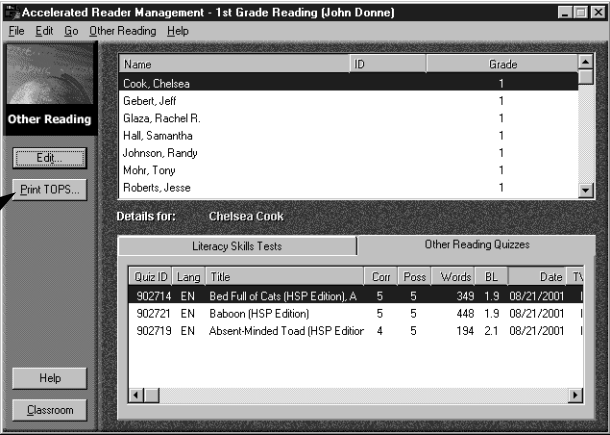
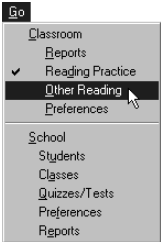
5. Click on the **Other Reading** menu and select **Delete** as shown.
6. The program will ask if you are sure that you want to delete the quiz record. If you want to continue, click [Yes]. The quiz record will be removed from the list on the **Other Reading Quizzes** tab.



## Printing a TOPS Report for a Student's Other Reading Quiz

Follow these steps to print or reprint the TOPS report for a student's Other Reading Quiz. The TOPS report provides valuable information about the student's performance on this quiz and other quizzes to date.

1. Click on the **Go** menu and select **Other Reading** to go to the **Other Reading** screen. If the program asks you to choose the class you want to work with, click on the class name and click the [OK] button. You can choose all classes by clicking the [Select All Classes] button, and you can choose more than one class by holding down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you click on the classes.
2. In the list at the top of the **Other Reading** screen, click on the name of the student. (You may need to scroll down to see some names. You can also use Quick Find — see page 9.)
3. Click on the **Other Reading Quizzes** tab at the bottom of the screen.
4. The **Other Reading Quizzes** tab lists the quizzes that the student has taken. Scroll through the list or use Quick Find (see page 9) to find the quiz record you want to print a TOPS report for. Then, click once on the quiz.
5. Click the [Print TOPS] button.
6. The program may ask you which language you want to print the report in. Click on a language.
7. A preview window will open, showing you the student's TOPS report for this quiz.



To change the magnification (zoom) of the report while you view it on your screen, click the [Magnification] button (Windows) or the percentage in the lower left corner of the screen (Macintosh). On Windows computers, you can also change the report's page orientation or margins by clicking the [Options] button.

If you want to print the report, click the [Print] button.

To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

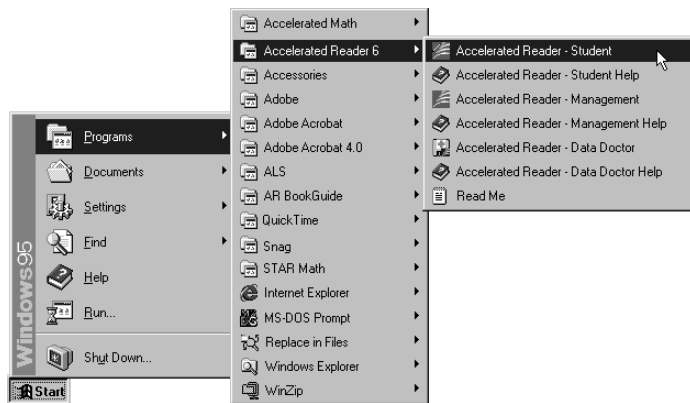
## The Student Program

Students take their Reading Practice Quizzes, Literacy Skills Tests, and Other Reading Quizzes in the Student program. The sections below explain how to start the program, how students log in, and how they take a quiz or test.

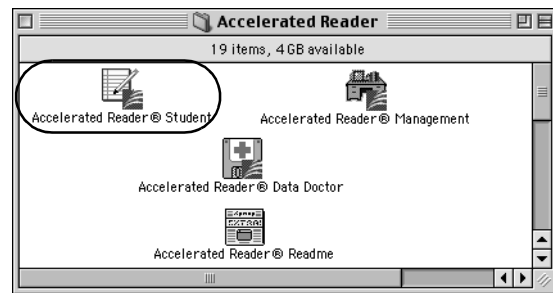
### Starting the Student Program

Follow the steps below to start the Accelerated Reader Student program.

1. *Windows:* On the Taskbar, click the [Start] button, select **Programs**, select **Accelerated Reader 6**, and click **Accelerated Reader - Student**.



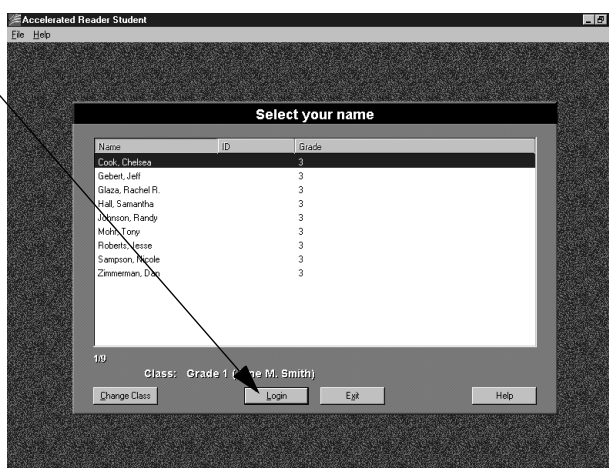
*Macintosh:* If your Accelerated Reader folder is not open, find the folder and double-click on it to open it. Then, double-click the **Accelerated Reader® Student** icon.



2. After you start the Student program, the **Welcome** screen will appear. Click anywhere in the window or press any key on your keyboard. Once the **Select your class** or **Select your name** screen appears, your students can log in. See the next section.

Your students can follow the steps below to log in to take a quiz or test. The Student Login preference determines whether your students will be asked to choose a class as well as their name; see page 104.

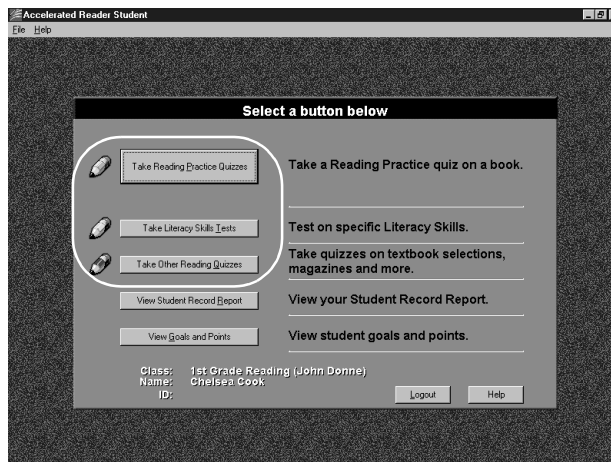
2. When the **Select your name** screen appears, click on your name; then, click the [Login] button.
3. Next, the **Student Password** dialog box will appear. Type your password and click [OK]. (This is the password the teacher assigned when adding or editing the student information; see page 17.)
4. Once you have logged in, the **Select a button below** screen will appear, and you are ready to begin a quiz or test.



Follow the steps on the next page to take a quiz or test in the Student program. Notice that a few preferences affect how the quiz or test works: the General Student preference, the Monitor Password Usage preference, the TWI Monitoring preference, the TOPS Report preference, and the TOPS Report Language preference.

**Note:** The Literacy Skills Test Retake preferences control the number of times that students can retake Literacy Skills Tests. For a description of the Classroom version of this preference, see page 93; for a description of the School preference, see page 100.

1. First, make sure you have logged in. (See the previous section.)
2. Next, click on the button for the type of quiz or test you want to take: a Reading Practice Quiz, Literacy Skills Test, or Other Reading Quiz.
3. The next screen will show a list of quizzes or tests that you can take. Scroll through the list or use Quick Find (see page 9) to find the quiz or test for the book that you have read. Then, click once on the quiz or test.
4. Click the [Take Quiz] or [Take Test] button.
5. If TWI Monitoring is on (see page 105), you will be asked how the book was read. Click on a response; then, click the [OK] button.



## DATE AND TIME RESTRICTIONS AND QUIZ BLOCKING RULES

*If the teacher or Administrator has set up Date and Time Restrictions (see page 98), or if the teacher has set up quiz blocking rules to prevent students from taking the quiz you're trying to take (see page 95), the program will notify you that the quiz can't be taken. The test monitor may be able to override the restriction or rule depending on the setting of the Monitor Override preference (see page 100); if so, the test monitor can enter the monitor password as described in the next step.*

6. If the monitor password is required before quizzes and tests, the **Monitor Password** dialog box will appear next. The test monitor should type in his or her password and click the [OK] button. (The default password is **admin**, but this may have been changed.) To change the monitor password requirement, the teacher or administrator must change the Monitor Password Usage preference for the school or class; see pages 94 and 101.
7. The program may ask if you are sure that you want to take the quiz or test you have chosen. To continue, click [Yes].
8. The quiz or test will begin. For each question, click on the answer you want to choose; then, click the [Next] button or press the <Enter> key.
9. When the test is done, you may be asked how you liked the book. (The General Student preference controls whether the program asks this question; see page 99.) Click on one of the answers; then, click the [Next] button or press the <Enter> key. The answer will not affect your score.

10. The **Monitor Password** dialog box may appear if the monitor password is required after quizzes and tests. The teacher or test monitor should type the password and click the [OK] button.
11. The **Scoring Summary** will appear and show your score on the quiz or test. (It may also show the total points depending on the setting in the General Student preference; see page 99.) Click the [OK] button.
12. The program may ask which language the TOPS report should be printed in. If so, click on a language to continue. The TOPS Report Language Classroom or School preference determines whether students will be asked this question. See pages 96 and 105.
13. The TOPS Report may be printed. The TOPS Report Classroom or School preference determines whether the TOPS report is automatically printed after quizzes and tests. See pages 95 and 104.

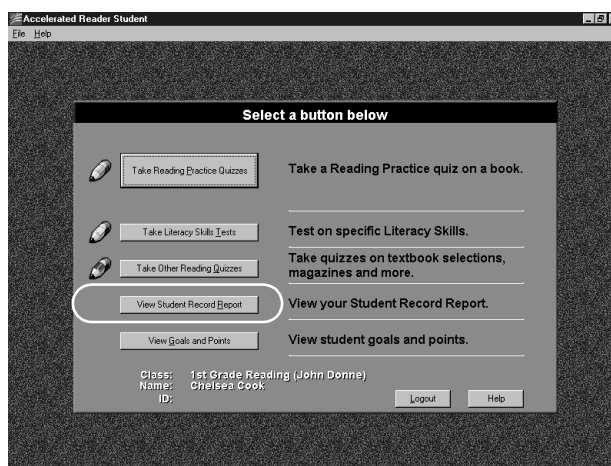
## Stopping a Quiz or Test

If you find you need to stop a test or quiz that is progress, press the <Ctrl> and <A> keys at the same time. The program will ask if you want to stop taking the quiz. Click the [Yes] button. Then, enter the monitor password (the default password is **admin**). **Only teachers and test monitors can stop a quiz or test because a password is required.**

## Viewing the Student Record Report

Students can follow the steps below to see their Student Record Report.

1. First, make sure you have logged in. (See page 72.)
2. Next, click on the [View Student Record Report] button.
3. The **Student Record Report Options** dialog box appears next. For the date range in the report, click on "All" or "School year."
4. For the sort order, click on "Title" or "Date Taken." Title will sort the quizzes alphabetically. Date Taken will sort them according to when you took the quizzes and tests.
5. Click the [OK] button. The Student Record Report will appear in a preview window on your screen.





To change the magnification (zoom) of the report on your screen, click on the [Magnification] button (Windows) or the percentage in the lower left corner of the screen (Macintosh). On Windows computers, you can also change the margins and page orientation if you click the [Options] button.

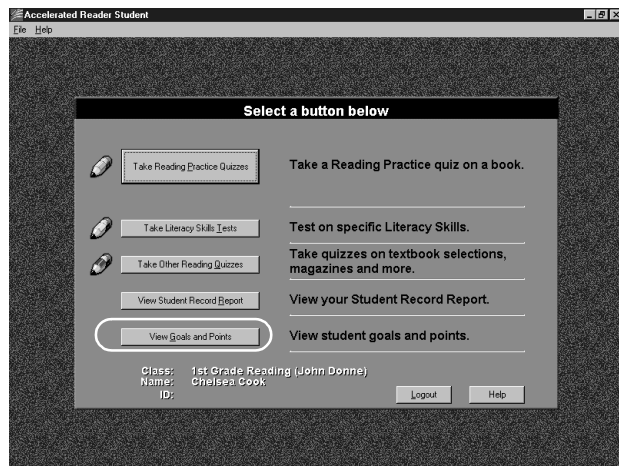
If you want to print the report, click the [Print] button.

To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

## Viewing Goals and Points

Students can follow the steps below to see their goals and points.

1. First, make sure you have logged in. (See page 72.)
2. Next, click on the [View Goals and Points] button.
3. The **Student Summary** dialog box will appear. This dialog box shows your points earned, points goal, points used, average book level read, average book level goal, and average percent correct for both the marking period and the entire school year. When you have finished viewing this information, click the [Done] button.



## Exiting (Quitting) the Student Program

After a student takes a quiz or test, views a Student Record Report, or views goals and points, the program will return to either the **Select your name** screen or the **Select your class** screen. From either screen, you can exit the program by clicking the [Quit] button.

Reports

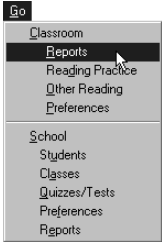
The Management program gives you access to two types of reports: Classroom and School. For this reason, the program has two **Reports** screens; if you click on the **Go** menu, you will see **Reports** listed twice — once in the **Classroom** section of the menu, and once in the **School** section. The sections below summarize the differences between the Classroom and School reports. To make sure you get the information you need, follow these steps to generate a report:

- 1. Customize it (if the report can be customized). (See page 77.)
- 2. Preview it to make sure it shows the information you need. (See page 79.)
- 3. Print the report. (See page 80.)

**Note:** TOPS Reports for each student quiz or test are available at the **Reading Practice** and **Other Reading** screens.

Classroom Reports

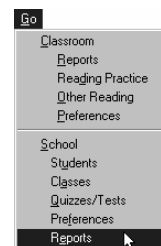
To go to the Classroom **Reports** screen, click on the **Go** menu; then, select **Reports** from the **Classroom** section of the menu as shown. Classroom reports provide information about your students’ work on quizzes and tests, including scores, progress toward goals, certifications, points, TWI information, and team standings. Some Classroom reports are forms that you can use to plan and record student reading and points.



Classroom Reports	
Book Voting	Quiz Takers - Other Reading
Certificate	Quiz Takers - Reading Practice
Certification Levels	Quiz Usage
Classroom Reading Plan Form	Student List
Diagnostic - Other Reading	Student Points
Diagnostic - Reading Practice	Student Points Slip Form
Goal History	Student Reading Log Form
Goal-Setting Chart	Student Reading Plan Form
Literacy Skills Chart	Student Record
Literacy Skills Class Status	Team Standing Chart
Literacy Skills Class Summary	Team Status
Literacy Skills Student Summary	Top Point Earners
Marking Period Progress	TWI
Marking Period Progress Chart Form for RL 0.2-6	Weekly Progress
Marking Period Progress Chart Form for RL 5-12	Weekly Progress Chart Form for RL 0.2-6
Point Club Summary	Weekly Progress Chart Form for RL 5-12
Primary Student Reading Log Form	Word Count
Quiz Blocking Rules	

## School Reports

To go to the School **Reports** screen, click on the **Go** menu; then, select **Reports** from the **School** section of the menu as shown. School reports provide schoolwide information about your students, classes, teachers, quizzes, tests, and school calendar. You can also print book labels from this screen.



School Reports
Book Labels
Class
Enrollment
Literacy Skills Test List
Master Student
Quiz List - Other Reading
Quiz List - Reading Practice
School Calendar
Schoolwide Summary
Setup
Teacher
Teacher-Made Quiz Question

## Customizing a Report

By customizing a report, you can make sure it includes the information you need. Each report has its own set of custom options, depending on the information that is available. Some reports cannot be customized because they include standardized information.

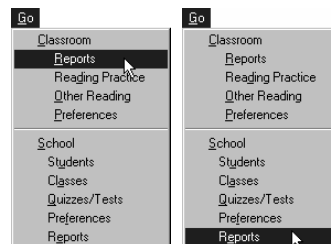
To see which custom options are available for each Classroom report, see the table on pages 82 to 89. To see which custom options are available for each School report, see the table on pages 90 to 91.

## How to customize a report

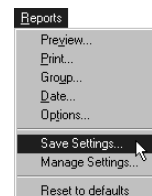
**Note:** For step-by-step instructions for each report, click on the Management program's **Help** menu to open help.

1. To go to the **Classroom Reports** screen, click on the **Go** menu and select **Reports** under **Classroom**.

To go to the **School Reports** screen, click on the **Go** menu and select **Reports** under **School**.



2. Click on the report you want to generate. You may need to scroll down to see some report names.
3. If this report allows you to select the classes, students, quizzes, or tests that will be included, click the [Group] button on the left side of the screen. Then, follow the instructions in the Wizard or Assistant to select your settings. (If Group options are not available for this report, the program will notify you when you click the button.)
4. If the report allows you to select a date range for the work that will be included, click the [Date] button and follow the instructions in the Wizard or Assistant to select the date range. Once you print the report, it will show you the date range you have selected. (If Date options are not available for this report, the program will notify you when you click the button.)
5. If the report allows you to customize other options, click the [Options] button and follow the instructions in the Wizard or Assistant. (If other options are not available for this report, the program will notify you when you click the button.)
6. Once you choose your custom options, you can save them so that you can use them again later. **If you do not want to save your custom report settings, go to step 11.** If you want to save them, click on the **Reports** menu and select **Save Settings**.

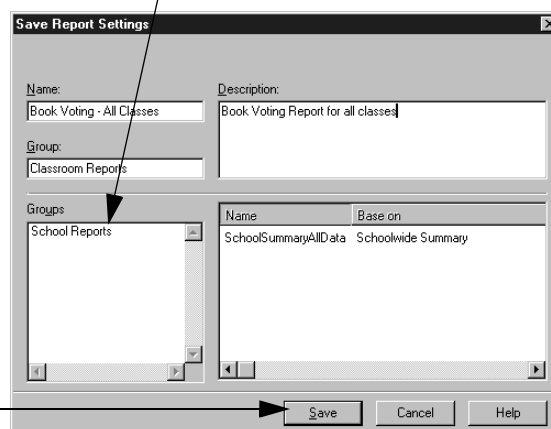


7. The **Save Report Settings** dialog box will open. First, click in the Group blank and type the name of the group that you want to save the custom report settings in; if you want to use a group that you've already created, click on the name in the list of groups on the left side of the dialog box.

8. After you type or choose the group name, click in the Name blank and type a name for the report settings. If you want to replace custom report settings that you've already saved, click on the name of the settings you want to replace. The saved custom report settings are listed in the lower right section of the dialog box.

9. Click in the Description blank and type a brief description of the custom settings that you are saving. This will help you identify the custom settings later.

10. Click the [Save] button.



11. Next, you should preview the report to make sure it shows the information you need. See the next section or page 81.

## Previewing Reports

You can preview a report to get the information you need without printing. If you plan to print a report, previewing can help you check the information on the report and its margins, page size, and orientation. If necessary, you can adjust page settings in the preview window.

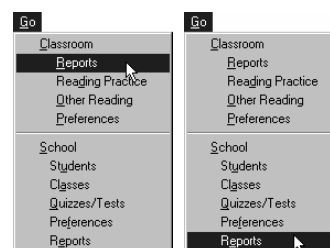
### PREVIEWING A REPORT USING CUSTOM SETTINGS YOU'VE SAVED

*Some reports can be customized by clicking the [Group], [Date], and [Options] buttons (see page 77). If you have customized one of these reports before, and you saved the custom settings you chose, you can either preview the report with the custom settings that are active, or you can preview the report with the custom settings you saved. If you are not sure which custom report settings are active, you can click on the report name and check the Group, Date Range, and Options information at the bottom of the screen.*

*To preview the report with the active custom settings, follow the steps in this section.*

*To preview the report with the saved custom settings, see page 81.*

1. To go to the Classroom **Reports** screen, click on the **Go** menu and select **Reports** under **Classroom**.  
To go to the School **Reports** screen, click on the **Go** menu and select **Reports** under **School**.



2. Click on the report you want to preview. You may need to scroll down to see some report names.
3. Click the [Preview] button. A **Report Preview** window will appear on your screen. If you need to change the magnification (zoom) or the report while you view it, or if you need to adjust the report page size or margins, use the buttons on the screen (Windows) or the options in the **Reports** menu (Macintosh).
4. If you want to print the report, click the [Print] button. To close the preview window, click the [Close] button (Windows) or the [Done] button (Macintosh).

## Printing Reports

Before you print a report, it is helpful to customize it (if possible) and preview it to make sure the report includes the information you need.

### PRINTING A REPORT USING CUSTOM SETTINGS YOU'VE SAVED

*Some reports can be customized by clicking the [Group], [Date], and [Options] buttons (see page 77). If you have customized one of these reports before, and you saved the custom settings you chose, you can either print the report with the custom settings that are active, or you can print the report with the custom settings you saved. If you are not sure which custom report settings are active, you can click on the report name and check the Group, Date Range, and Options information at the bottom of the screen.*

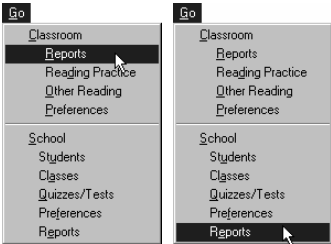
*To print the report with the active custom settings, follow the steps in this section.*

*To print the report with the saved custom settings, see page 81.*

1. To go to the **Classroom Reports** screen, click on the **Go** menu and select **Reports** under **Classroom**.  
To go to the **School Reports** screen, click on the **Go** menu and select **Reports** under **School**.

2. Click on the report you want to print. You may need to scroll down to see some report names.
3. Click the [Print] button.

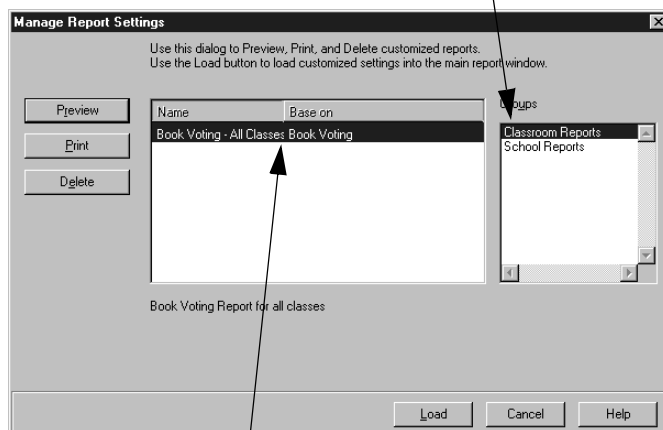
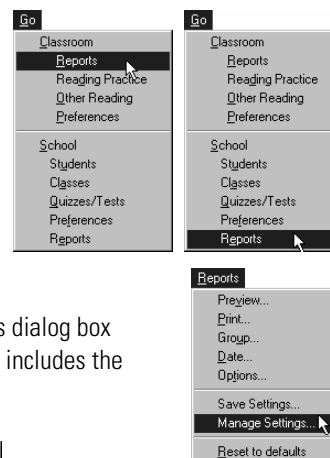
4. Choose the appropriate settings in your computer's standard **Print** dialog box and click the [Print] button (Macintosh) or the [OK] button (Windows).



## Previewing or Printing Using Saved Custom Report Settings

When you customize a report (see page 77), you can save your custom settings so that you can use them again for the report. If you have saved custom report settings, and you'd like to preview or print a report using those settings, follow the steps below.

1. To go to the **Classroom Reports** screen, click on the **Go** menu and select **Reports** under **Classroom**.  
To go to the **School Reports** screen, click on the **Go** menu and select **Reports** under **School**.
2. Click on the report you want to preview or print. You may need to scroll down to see some report names.
3. Click on the **Reports** menu and choose **Manage Settings**.
4. The **Manage Report Settings** dialog box will open. The right side of this dialog box lists the Groups of report settings you have saved. Click on the group that includes the report settings you need.



5. The middle section of the dialog box lists the report settings that are in the group you've chosen. Click on the report settings that you want to use.
6. To preview the report with the custom report settings, click the [Preview] button. To print the report without previewing, click the [Print] button.

If you want to make the custom report settings active without previewing or printing right away, click the [Load] button. Once you load the report settings, they will be used for the report until you exit the program or customize the report again.

You can delete custom report settings by clicking on the name and clicking the [Delete] button.

Report Descriptions

The following tables list the Accelerated Reader reports. The first table lists the Classroom reports, and the second lists the School reports. The table tells you the name of each report, what information you can customize with the [Group], [Date], and [Options] buttons, and what the report includes. (To customize reports, see page 77.) Classroom reports provide information about your class(es); they are found on the Classroom **Reports** screen. School reports provide information about the school as a whole, quizzes, tests, and the software; they are found at the School **Reports** screen.

Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Book Voting	Also called "Our Favorite Books," this report ranks the books that your students have taken quizzes for, from the most favorite to the least favorite. Since this report is based on student voting, it will be empty if you have not enabled student voting using the General Student preference (see page 99). The report lists each book's rank, number of votes, overall rating, quiz number, title, author, book level, points, and type (fiction/nonfiction).	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used and placement of page breaks.
Certificate	You can use the Certificate to recognize students who have achieved certifications through their work on Reading Practice Quizzes. The certificates are based on the certifications listed at the <b>Reading Practice</b> screen. For more about certifications, see page 50.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the titles for signature blanks and decide whether you want to include a border.
Certification Levels	This report lists the certifications (if any) that students have achieved through their Reading Practice Quiz work. The report also shows the dates on which the student achieved each certification. You may notice that some Independent Reader certifications are marked with an asterisk; this shows you that the certification requires approval. The end of the report shows you how many students have achieved each certification level. This report is based on the certifications listed at the <b>Reading Practice</b> screen; for more about certifications, see page 50.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (by class, by certification, or none) and placement of page breaks.



## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Classroom Reading Plan Form	You can use this form to record and monitor your classroom goals by hand. These classroom goals are based on your student goals for each marking period. The form includes space for your class book level goals, point goals, minimum average percent correct goals, certification goals, other goals, and class at-risk goals. It can also help you keep track of the class average GE score and the beginning Zone of Proximal Development.	None.
Diagnostic - Other Reading	This report helps you monitor student work on Other Reading Quizzes so that you can identify students who are struggling and need intervention. The report shows how many Other Reading Quizzes each student has taken and how many the student has passed. It also shows the average book level for the reading material, the average percent correct, and the total passed word count. Then, the report shows the results of the latest quiz each student took, including the quiz ID, date taken, book level, and percent correct. The report uses diagnostic codes to help you identify potential problems, including no quizzes taken, a low average percent correct, or a very low average percent correct. These codes are defined on the report.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, the series to include, and the language of the quizzes included.
Diagnostic - Reading Practice	This report helps you monitor student work on Reading Practice Quizzes so that you can identify students who are struggling and need intervention. The report shows how many Reading Practice Quizzes each student has taken and how many the student has passed, the student's book level goal and the average book level for student quizzes, and the student's average percent correct. The report also shows each student's point goal, the number of points earned, the percentage of the goal achieved, the % of those points earned on books read independently, and the percentage earned on fiction books. Then, the report shows which certification each student achieved last and the student's certification goal (Working Toward). The report uses diagnostic codes to help you identify potential problems in the number of quizzes taken, the average percent correct, and the number of points earned. These codes are defined on the report. The Summary shows the overall Reading Practice Quiz statistics for your class, including the number of students at risk (with an average percent correct below 80%).	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, and the language of the quizzes included.

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Goal History	Use this report to monitor student progress toward book level and point goals for the marking period or the school year as a whole. For each student and marking period that you include, the report shows the student's average percent correct, average book level, book level goal, the percentage of the book level goal achieved, the number of points earned, the points goal, the percent of the points goal achieved, and the highest certification achieved. (A footnote explains the certifications listed in the last column of the report.)	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose either the marking period or the current school year. <b>Options:</b> Choose the grouping used (none or by class) and placement of page breaks.
Goal-Setting Chart	You can use this chart to determine your students' initial zone of proximal development (ZPD) based on their Grade-Equivalent scores. The chart also helps you set point goals for your students.	None.
Literacy Skills Chart	This report creates a chart for each of the students you include. This chart graphs the student's performance on the 24 literacy skills, which are grouped into four categories: Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. The report also compares each student's performance to that of the class as a whole.	<b>Group:</b> Choose the classes to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class) and the placement of page breaks.
Literacy Skills Class Status	This report shows how each of your students is performing on the 24 literacy skills. These skills are grouped into four charts labelled Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. Each table lists the literacy skills in that category and the students you've included. Then, for each literacy skill and student, the report shows the number of questions answered correctly, the total number (possible), and the percent correct.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Grouping used (none or by class) and the placement of page breaks.
Literacy Skills Class Summary	This report shows how your class as a whole is performing on the 24 literacy skills. These skills are grouped into four tables labelled Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. Each table lists the literacy skills in that category. Then, for each literacy skill, the report shows the number of questions the class answered correctly, the total number (possible), and the overall class scores (percent correct).	<b>Group:</b> Choose the classes to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, and sorting used (by class or teacher).

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Literacy Skills Student Summary	This report is similar to the Literacy Skills Class Summary; however, instead of showing how your class as a whole is performing on the 24 literacy skills, the report provides information about each student that you choose to include. The literacy skills are grouped into four tables labelled Initial Understanding, Literary Analysis, Inferential Comprehension, and Constructing Meaning. Each table lists the literacy skills in that category. Then, for each literacy skill, the report shows the number of questions the student answered correctly, the total number (possible), and the overall student scores (percent correct).	<p><b>Group:</b> Choose the classes and students to include.</p> <p><b>Date:</b> Choose the marking period, school year, today, all dates, or a range.</p> <p><b>Options:</b> Choose the grouping used (none or by class) and the sorting used (by class or teacher).</p>
Marking Period Progress	This report provides a table that includes all of your marking periods. For each marking period, the report shows the number of students, average book level, total Reading Practice points earned, median of points earned, average percent correct, and percent at-risk (with an average percent correct below 80%). The table also includes class totals for your entire school year to date. If you wish, you can also include bar charts for each piece of information included in the table.	<p><b>Group:</b> Choose the classes to include.</p> <p><b>Options:</b> Include or omit charts.</p>
Marking Period Progress Chart Form for RL 0.2-6	This form is for manually monitoring student progress toward the goals for each marking period. You can use it to monitor book level goals, point goals, average percent correct goals, total point goals, and certification level goals. The form is intended for students with reading levels up to 6.	None.
Marking Period Progress Chart Form for RL 5-12	This form is for manually monitoring student progress toward the goals for each marking period. You can use it to monitor book level goals, point goals, average percent correct goals, total point goals, and certification level goals. The form is intended for students with reading levels of 5-12.	None.
Point Club Summary	This report lists the students who qualify for the point clubs you include. Before you preview or print this report, you should click the [Options] button to choose the point club levels you want to include. (Note that you can choose to only include the highest club for each student.) The report lists your students, their highest point club, the date on which they qualified for the club (joined it), their grade, their total points, their class, their teacher, and their team (if applicable). Then, the report shows the total number of members in each point club.	<p><b>Group:</b> Choose the classes and students to include.</p> <p><b>Date:</b> Choose the marking period, school year, today, all dates, or a range.</p> <p><b>Options:</b> Choose the point clubs included, grouping used (none, by class, or by point club), and the placement of page breaks.</p>

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Primary Student Reading Log Form	You can use this form to help your primary-grade students record the daily reading they do in and out of class.	None.
Quiz Blocking Rules	This report lists the rules that you have created to block students or classes from taking some or all Reading Practice Quizzes. To create these rules, you need to use the Quick Blocking Rules Classroom preference; see page 95. For each rule, the report shows the rule number, teacher name, and a description.	<b>Options:</b> Choose the rules to include (all rules or a range).
Quiz Takers - Other Reading	For each quiz you include, this report shows the quiz ID, title, author, book level, number of words, language, type (fiction/nonfiction) and number of questions. Then, it lists the students who have taken the quiz, the number of questions each student answered correctly, each student's percent correct, the number of words the student is credited for, and the date on which the student took the quiz.	<b>Group:</b> Choose the classes, students, series, and Other Reading Quizzes included. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range.
Quiz Takers - Reading Practice	For each quiz you include, this report shows the quiz ID, title, author, book level, number of words, language, type (fiction/nonfiction) and number of questions. Then, it lists the students who have taken the quiz, the number of questions each student answered correctly, each student's percent correct, the number of points the student earned, and the date on which the student took the quiz.	<b>Group:</b> Choose the classes, students, and Reading Practice Quizzes included. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range.
Quiz Usage	This report lists the Reading Practice Quizzes taken by the selected students or classes in the time period you specify. (See the custom options listed to the right.) For each quiz, the report shows the rank by number of times taken, the quiz ID, the title, the number of times passed/taken, the total percent correct possible (based on the number of students who passed the quiz), and the overall percent correct.	<b>Group:</b> Choose the classes and students included. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, Reading Practice Quizzes included by the number of times taken, and sorting used (by quiz ID, title, or rank).
Student List	This report lists the students and classes you choose to include. The report shows each student's name, ID number, date of birth, grade, and team (if applicable). It can include student passwords.	<b>Group:</b> Choose the classes and students included. <b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, and inclusion of student passwords.

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Student Points	For each student you include, the report shows the student name, points earned, points used, and points available. Points earned are the points your students received for passing Reading Practice Quizzes; they are based on the student's score. The earned points may also include points you have awarded to your students. Points used are points that were taken from the student's total because the student used them for some purpose in your school. Points available are the number of points that your student still has based on what the student earned and used. The last column of the report includes blanks where you can fill in the number of points your students spend. For more on points, see page 41.	<p><b>Group:</b> Choose the classes and students to include.</p> <p><b>Date:</b> Choose the marking period, school year, today, all dates, or a range.</p> <p><b>Options:</b> Choose the grouping used (none or by class) and placement of page breaks.</p>
Student Points Slip Form	This report provides a student points slip for each of the students you choose to include. Students can use these slips to spend their points. Each slip includes the student's name, ID, class, and points available. It also includes blanks for the number of points spent or credited. The slip includes blanks for the student's signature and the teacher's signature.	<b>Group:</b> Chose the classes and students to include.
Student Reading Log Form	This form is used by Independent Readers to record their daily reading. Teachers can use it to monitor their students' daily reading practice. The form includes space for the book's title, its book level, the number of points, the date, the range of pages read in class, the range of pages read out of class, the percent correct on the quiz, the teacher's initials, and teacher notes.	None.
Student Reading Plan Form	You can use this form to manually record a student's reading goals and actual performance for each marking period. The form includes blanks for the goal and actual performance for each marking period and goal type: book-level goals, point goals, average percent correct goals, certification goals, and other goals. It also includes blanks where the student, teacher, and parents can sign the form for each marking period.	None.

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Student Record	This report can show Reading Practice Quiz, Other Reading Quiz, and Literacy Skills Test performance for each student you choose to include. (By customizing the report, you also choose which types of quizzes and tests to include.) For Reading Practice Quizzes, the report includes each quiz's ID, title, questions answered correctly/total questions (possible), percent correct, book level, fiction/nonfiction, TWI information, points earned/points possible, and the date the quiz was taken. (Note that the report identifies quizzes taken with voice enabled.) For Other Reading Quizzes, the report shows similar information; however, it includes total word count instead of points. For Literacy Skills Tests, the report shows the test ID, title, questions correct/possible, percent correct, book level, fiction/nonfiction, and date. The report ends with a summary of student performance on both types of quizzes and Literacy Skills Tests.	<p><b>Group:</b> Choose the classes and students to include.</p> <p><b>Date:</b> Choose the marking period, school year, today, all dates, or a range.</p> <p><b>Options:</b> Choose the sorting used (by date taken or by title), grouping used (none or by class), placement of page breaks, and the types and languages of quizzes and tests included.</p>
Team Standing Chart	This report includes a bar graph that shows how well your teams are progressing toward their overall team goals. The chart can be based on the book level goals, the points goals, or both. You can only use the chart for a specific marking period.	<p><b>Group:</b> Choose the classes to include.</p> <p><b>Date:</b> Choose the marking period.</p> <p><b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, and the value(s) to use for the chart's horizontal axis.</p>
Team Status	For each team in the classes you include, this report lists the students and their progress toward goals. The report shows each student's progress toward book level goals and points goals, the student's average percent correct, and the student's combined percent correct.	<p><b>Group:</b> Choose the classes and students to include.</p> <p><b>Date:</b> Choose the marking period.</p> <p><b>Options:</b> Choose the grouping used (none or by class) and the placement of page breaks.</p>
Top Point Earners	This report lists your students by the number of points they have earned. You can choose to include all students or only the top point earners. The report shows each student's rank, name, points earned, class, and team (if applicable).	<p><b>Group:</b> Choose the classes and students included.</p> <p><b>Date:</b> Choose the marking period, school year, today, all dates, or a range.</p> <p><b>Options:</b> Choose the grouping used (none or by class), placement of page breaks, student point earners to include, and sorting used (by rank or name).</p>

## Classroom Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
TWI	This report summarizes your students' Reading Practice Quiz results for books read to each student, books read with the student, and books read independently. For each type, the report shows how many Reading Practice Quizzes were passed and taken. It also shows the average book level, points, the % of points, and the average percent correct. The report provides this information for quizzes on fiction books, nonfiction books, and all books. At the end of the report, you'll find a summary of information for all students.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class) and the placement of page breaks.
Weekly Progress	This report shows your students' Reading Practice Quiz activity for the time period you select. Each student's quiz activity is shown separately. For each week in that time period, the report shows the date the week started, the number of school days in the week, the number of quizzes passed/taken, the average percent correct, the total points earned from those quizzes, the average points per day, the average book level, and the average points per book. The report then gives you overall information from all weeks, including the average increase per week in points per day, average book level, and average points per book.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, or a range. <b>Options:</b> Choose the grouping used (none or by class) and the placement of page breaks.
Weekly Progress Chart Form for RL 0.2-6	Using this form, students can monitor their progress towards their goals for each week in the marking period. The form includes charts for each type of goal. This form is for students with a reading level from 0.2 to 6.	None.
Weekly Progress Chart Form for RL 5-12	Using this form, students can monitor their progress towards their goals for each week in the marking period. The form includes charts for each type of goal. This form is for students with a reading level from 5 to 12.	None.
Word Count	For each student, this report lists the total number of Reading Practice Quizzes passed/taken, the word count for the passed quizzes, the number of Other Reading Quizzes passed and taken, the word count for the passed quizzes, and the total word count for all quizzes.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range. <b>Options:</b> Choose the grouping used (none or by class) and the placement of page breaks.

## School Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
Book Labels	Use this report to print labels for each of the books that you have Reading Practice Quizzes for. This will make it easier for you and your students to find and identify those books. Before you preview or print labels, be sure to click the [Group] button to select the quizzes you want to print labels for, and click the [Options] button to choose the information and format of your labels. In addition to the title and author, your labels can include the quiz ID, points, and book level.	<b>Group:</b> Choose the Reading Practice Quizzes you want to print labels for. <b>Options:</b> Choose the sorting used (by ID, title, author, book level, fiction/nonfiction, or points), the information to include on your labels, the label type, the start position, and the number of labels per quiz.
Class	This report lists your Accelerated Reader classes, the teacher for each class, and the students enrolled in each class.	None.
Enrollment	This report lists the students in Accelerated Reader, each student's class (or "Not Enrolled" if the student is not enrolled in a class), and each student's teacher.	None.
Literacy Skills Test List	This report lists your Literacy Skills Tests (or the ones you chose to include). The report includes each test's ID number, title, author, interest level, book level, language, and type (fiction or nonfiction). The interest level shows the grade levels for which the book is most appropriate: LG (lower grades, K-3), MG (middle grades, 4-8), or UG (upper grades, 9-12).	<b>Group:</b> Choose the tests to include. <b>Options:</b> Choose the sorting used (by ID, title, author, book level, or fiction/nonfiction).
Master Student	This report lists the students in the Accelerated Reader database. The report shows each student's name, ID, birth date, gender (M/F), grade, race, and characteristics.	None.
Quiz List - Other Reading	This report lists the Other Reading Quizzes you have chosen to include. (Be sure to click the [Group] button to choose quizzes before you preview or print the report.) The report includes each quiz's ID number, title, author, interest level, book level, word count, language, and type (fiction/nonfiction). The interest level shows the grade level for which the book is most appropriate: LG (lower grades, K-3), MG (middle grades, 4-8), or UG (upper grades, 9-12).	<b>Group:</b> Choose the series and Other Reading Quizzes to include. <b>Options:</b> Choose the sorting used (by ID, title, author, book level, or fiction/nonfiction).
Quiz List - Reading Practice	This report lists the Reading Practice Quizzes you have chosen to include. (Be sure to click the [Group] button to choose quizzes before you preview or print the report.) The report includes each quiz's ID number, title, author, interest level, book level, point value, language, and type (fiction/nonfiction). It also identifies recorded voice quizzes. The interest level shows the grade level for which the book is most appropriate: LG (lower grades, K-3), MG (middle grades, 4-8), or UG (upper grades, 9-12).	<b>Group:</b> Choose the Reading Practice Quizzes to include. <b>Options:</b> Choose the sorting used (by ID, title, author, book level, fiction/nonfiction, or points).



## School Reports

Report name	What the report includes	Options you can customize using the buttons on the screen
School Calendar	This report shows all of the dates you defined in the School Year preference. (See page 110.) The report includes the start and end dates for your marking periods and the school year as a whole, the total days, and the number of days that are school days. It also shows your days off, their start and end dates, and the total number of days off.	None.
Schoolwide Summary	For each grade, this report lists your classes. For each class, the report shows the class name, grade, number of students, average book level, % correct, points, median of points, and % at risk (with an average % correct below 80%). The report then summarizes this information for each grade. The end of the report provides information for students in all grades.	<b>Group:</b> Choose the classes and students to include. <b>Date:</b> Choose the marking period, school year, today, all dates, or a range.
Setup	This report provides your Accelerated Reader serial number, school name, school location, and student capacity. Then, it provides information about your computer and the Renaissance Learning software being used on this computer.	None.
Teacher	This report lists teachers and the classes they've been assigned to.	None.
Teacher-Made Quiz Questions	For each of the teacher-made quizzes you've included, this report shows the quiz ID number, title, author, book level, points, number of words, language, type (fiction/nonfiction), and number of questions. Then, the report lists the actual questions from the quiz with the four possible answers. The correct answer is marked with an asterisk.	<b>Group:</b> Choose the teacher-made Reading Practice Quizzes you want to include.

## TOPS Reports

TOPS reports provide feedback to you and your students about each quiz and test that each student has taken. In the Management program, you can print or reprint TOPS reports for a student's Reading Practice Quiz (see page 40), Literacy Skills Test (see page 64), or Other Reading Quiz (page 70). You can use the TOPS Report Classroom preference to control whether the TOPS report will print automatically after each quiz and test; see page 95. The School TOPS Report preference controls this setting for all classes; see page 104. The Classroom and School TOPS Report Language preferences determine whether students and teachers can choose the language that the TOPS report will be printed in (see pages 96 and 105).

Preferences

The Management program gives you access to two types of preferences: Classroom and School. For this reason, the program has two **Preferences** screens; if you select the **Go** menu, you will see **Preferences** listed twice — once in the Classroom section of the program, and once in the School section. Classroom preferences only affect the class(es) you are working with now; the title bar at the top of the screen shows the class name and teacher. School preferences affect everyone who uses the Accelerated Reader software. The table below summarizes the differences between the Classroom and School preferences.

An overview: Classroom vs. School Preferences

Preference type	Location	Purpose	Password required	Preference name
Classroom	The <b>Classroom</b> section of the program: select the <b>Go</b> menu, and select <b>Preferences</b> from the <b>Classroom</b> section of the menu.	To control program options for your class.	The Administrator password or the password assigned to your class(es).	Literacy Skills Test Retakes Monitor Password Usage Other Reading Series Quiz Blocking Rules TOPS Report TOPS Report Language Voice Enabled Quizzes
School	The <b>School</b> section of the program: select the <b>Go</b> menu, and select <b>Preferences</b> from the <b>School</b> section of the menu.	To control general schoolwide program settings (such as data location or Class Privileges).	Administrator	Certification Class Privileges Classroom Restrictions Data Location Date & Time Restrictions General Student Literacy Skills Passing Percent Literacy Skills Test Retakes Login Monitor Override Monitor Password Usage Network Setup School Name School Year Security Student Capacity Student Characteristics Student Login TOPS Report TOPS Report Language TWI Monitoring Update to ATOS Book Levels Upgrade Data

## Classroom Preferences

Classroom preferences only affect the class(es) you are working with now; the title bar at the top of the screen shows the class name and teacher. To change these preferences, you'll need a password that gives you access to the class you want to work with (either the Administrator password or the password assigned to the class). The table below lists the Classroom preferences, what they do, and how to change the settings.

To go to the Classroom **Preferences** screen, click on the **Go** menu and select **Classroom**. Then, click the [Preferences] button.

### Classroom Preferences

Preference Name	What it does	How to change it
Literacy Skills Test Retakes	<p>Using this preference, you can control the number of times that a student in your class can retake the same Literacy Skills Test. You can use the number of retakes allowed in the School version of this preference (see page 100), or you can choose a different number of retakes for your class.</p> <p><b>Please note:</b> This preference is only available if someone with the Administrator password has given you permission to change it. To do this, the Administrator must use the Class Privileges preference at the School <b>Preferences</b> screen; see page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li> <li>2. Click once on the <b>Literacy Skills Test Retakes</b> preference in the list.</li> <li>3. Click the [Edit] button. (The program will notify you if you do not have permission to change the preference.)</li> <li>4. In the <b>Literacy Skills Retake Preferences</b> dialog box, click on one of the options. You can choose to use the setting for the School version of this preference (also called Literacy Skills Test Retakes), or you can choose a different setting for your class. If you choose "Use class preference setting," be sure to click on the number of retakes you want to allow: 0, 1, or 2.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

## Classroom Preferences

Preference Name	What it does	How to change it
Monitor Password Usage	<p>Using this preference, you can control when a monitor password is required when your students take quizzes and tests. You can use the requirements in the School version of this preference (see page 101), or you can choose different requirements for your class.</p> <p><b>Please note:</b> This preference is only available if someone with the Administrator password has given you permission to change it. To do this, the Administrator must use the Class Privileges preference at the School <b>Preferences</b> screen; see page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li> <li>2. Click once on the <b>Monitor Password Usage</b> preference in the list.</li> <li>3. Click the [Edit] button. (The program will notify you if you do not have permission to change the preference.)</li> <li>4. In the <b>Monitor Password Preferences</b> dialog box, click on one of the options. You can choose to use the setting for the School version of this preference (also called Monitor Password Usage), or you can choose a different setting for your class. If you choose "Use class preference settings," be sure to check the boxes for the requirements you want to use for your class(es). To check a box or remove a check, click in the box.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
Other Reading Series	<p>Using this preference, you can do two things:</p> <ul style="list-style-type: none"> <li>• Choose the Other Reading Series that you want to be available to your class.</li> <li>• Choose the passing percentage required for Other Reading Quizzes.</li> </ul> <p><b>Students cannot take Other Reading Quizzes until you use this preference to make the series available to your class.</b></p>	<ol style="list-style-type: none"> <li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li> <li>2. Click once on the <b>Other Reading Series</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Other Reading Series Class Preference</b> dialog box will list the series you're using now.</li> <li>4. If you want to add a series, click the [Add] button. The <b>Add Series to Class</b> dialog box will appear. Click on the series that you want to add; then, click the [OK] button to go back to the <b>Other Reading Class Series</b> dialog box.</li> <li>5. If you want to remove a series so that it is not available to your class, click on it first; then, click the [Remove] button. The series will be removed from the list.</li> <li>6. If you want to change the passing percentage for Other Reading Quizzes, click on the <b>Options</b> tab at the top of the dialog box. On the options tab, click in the blanks and type the passing percentage that you want to require.</li> <li>7. When you have finished changing the Other Reading Series preference, click the [OK] button.</li> </ol>

## Classroom Preferences

Preference Name	What it does	How to change it
Quiz Blocking Rules	<p>Using this preference, you can prevent classes, students, or grades from taking all quizzes, quizzes at certain book levels, quizzes with certain point values, or specific quizzes. To do this, you create rules.</p> <p>You can also use this preference to change or delete quiz-blocking rules that you've already created.</p> <p>The Monitor Override preference at the School <b>Preferences</b> screen determines whether test monitors have the authority to override quiz blocking rules. See page 100.</p>	<ol style="list-style-type: none"> <li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li> <li>2. Click once on the <b>Quiz Blocking Rules</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Quiz Blocking Preferences</b> dialog box will list the rules you're using now.</li> <li>4. If you want to add a quiz-blocking rule, click the [Add] button. A Wizard or Assistant will start. Follow the instructions on each panel to choose the criteria for your rule. You can choose the students, classes, or grades to block and the quizzes you want to block. To go on to the next panel, click [Next]. To go back, click [Back]. At the last panel, click [Finish] (Windows) or [Done] (Macintosh).</li> <li>5. If you want to change a quiz-blocking rule, click on it in the list; then, click the [Edit] button. Follow the instructions in the Wizard or Assistant as you did when you added the rule.</li> <li>6. If you want to delete a quiz-blocking rule, click on it in the list. Then, click the [Delete] button. When the program asks if you are sure that you want to delete the rule, click [Yes] if you want to continue.</li> <li>7. When you have finished adding, changing, or deleting quiz-blocking rules, click the [OK] button.</li> </ol>
TOPS Report	<p>Using this preference, you can control whether the TOPS report prints automatically after passed or failed Reading Practice Quizzes, Literacy Skills Tests, and/or Other Reading Quizzes. You can use the settings from the School version of this preference (see page 104) or different ones for your class.</p> <p><b>Please note:</b> This preference is only available if someone with the Administrator password has given you permission to change it. To do this, the Administrator must use the Class Privileges preference at the School <b>Preferences</b> screen; see page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li> <li>2. Scroll down to the <b>TOPS Report</b> preference and click on it once.</li> <li>3. Click the [Edit] button. (The program will notify you if you do not have permission to change the preference.)</li> <li>4. In the <b>TOPS Report Preferences</b> dialog box, click on one of the options. You can choose to use the setting for the School version of this preference (also called TOPS Report), or you can choose a different setting for your class. If you choose "Use class preference settings," be sure to check the boxes for the requirements you want to use for your class(es). To check a box or remove a check, click in the box.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

Classroom Preferences

Preference Name	What it does	How to change it
TOPS Report Language	<p>Using this preference, you can control how the program determines the language for your students' TOPS reports. You can use the settings from the School version of this preference (see page 105) or different ones for your class. If you use your own class settings, you can ask the student to choose a language or print all TOPS reports in English.</p> <p><b>Please note:</b> This preference is only available if someone with the Administrator password has given you permission to change it. To do this, the Administrator must use the Class Privileges preference at the School <b>Preferences</b> screen; see page 97.</p>	<ol style="list-style-type: none"><li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li><li>2. Scroll down to the <b>TOPS Report Language</b> preference and click on it once.</li><li>3. Click the [Edit] button. (The program will notify you if you do not have permission to change the preference.)</li><li>4. In the <b>TOPS Report Language Preferences</b> dialog box, click on one of the options. You can choose to use the setting for the School version of this preference (also called TOPS Report Language), or you can choose a different setting for your class. If you choose "Use class preference settings," be sure to click on the language option that you want to use for your class(es).</li><li>5. When you have finished, click the [OK] button.</li></ol>
Voice Enabled Quizzes	<p>Using this preference, you can control your students' access to voice for your recorded voice quizzes. If you only want your students to read the questions and answers on the screen, you can block access to the recorded voice. If you want your students to hear the quiz questions as they read them, you can give them access to the voice.</p>	<ol style="list-style-type: none"><li>1. To go to the Classroom <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>Classroom</b> section of the menu.</li><li>2. Scroll down to the <b>Voice Enabled Quizzes</b> preference and click on it once.</li><li>3. Click the [Edit] button to open the <b>Voice Enabled Quiz Preference</b> dialog box.</li><li>4. Click on one of the three options. You can make the recorded voice portion of the quiz available to all students, students who choose "Read To" or "Read With" (if TWI monitoring is on — see page 105), or none of your students.</li><li>5. After you click on an option, click the [OK] button.</li></ol>

School Preferences

School preferences are general program preferences; they affect how the Accelerated Reader software works for everyone. To change these preferences, you must log in to the Management program using the Administrator password. The table on the next few pages lists the School preferences, what they do, and how to change the settings. To go to the School **Preferences** screen, click on the **Go** menu and select **School**. Then, click the [Preferences] button.

## School Preferences

Preference Name	What it does	How to change it
Certification	<p>Using this preference, you can set the minimum scores that are required on Reading Practice Quizzes that count toward certifications. If the student's score is below this level, the quiz will not count toward a certification goal, even if the score allows the student to pass the quiz. (Students pass 5-question and 10-question quizzes by scoring 60% or higher; they pass 20-question quizzes by scoring 70% or higher.)</p> <p><b>Reminder:</b> You can only change this preference if you log into the program with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Click once on the <b>Certification</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Certification Preference</b> dialog box will open.</li> <li>4. Click on one of the options in the dialog box. If you choose the first option, the required score will be 60% for shorter Reading Practice Quizzes and 70% for longer ones. If you click on the second option, the required score will be 80% for all Reading Practice Quizzes.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
Class Privileges	<p>Four preferences appear on both the Classroom <b>Preferences</b> screen and the School <b>Preferences</b> screen: the Literacy Skills Test Retakes, Monitor Password Usage, TOPS Report, and TOPS Report Language preferences. The administrator can use the School versions of these preferences to choose a setting for the entire school. However, teachers can use the Classroom version of these preferences to override the School preference settings. If you need to make sure that the entire school is using the same requirements, you can use the Class Privileges preference to prevent teachers from changing the Classroom versions of these preferences.</p> <p><b>Reminder:</b> You can only change this preference if you log into the program with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Click once on the <b>Class Privileges</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Classroom Privileges Preferences</b> dialog box will open.</li> <li>4. The dialog box has four check boxes: one for each of the preferences. If a box is checked, teachers can change that Classroom preference. If not, teachers cannot change the Classroom preference, so the School preference settings will always be used. Click in the boxes if you need to check them or remove a check from them.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

## School Preferences

Preference Name	What it does	How to change it
Classroom Restrictions	<p>This preference determines who has permission to edit or delete students' quiz and test records or add student quiz records.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Click once on the <b>Classroom Restrictions</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Classroom Restrictions</b> dialog box will open.</li> <li>4. The first check box determines who can delete students' records of individual Reading Practice Quizzes, Literacy Skills Tests, or Other Reading Quizzes. If the box is checked, anyone can do this in the Management program; if not, only those who log in with the Administrator password can delete the records. Click on the box if you need to check it or remove a check.</li> <li>5. The second check box determines who can add Reading Practice Quiz records or edit any quiz or test record. Click in the box to check it or remove a check.</li> <li>6. When you have finished, click the [OK] button.</li> </ol>
Data Location	<p>This preference determines which database the Accelerated Reader software is using. You can use the preference to create a new database, connect to a database you've already created, or switch to (or from) sample data.</p>	<p>See "Changing Your Data Location" on page 107.</p>
Date & Time Restrictions	<p>You can use this preference to restrict the dates and times when students can take quizzes and tests. You can prevent students from taking quizzes or tests before or after specific dates or times. You can also prevent students from taking quizzes and tests on weekends. <b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p> <p>The Monitor Override preference at the School <b>Preferences</b> screen determines whether the test monitor can override these restrictions. See page 100.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Click once on the <b>Date &amp; Time Restrictions</b> preference in the list.</li> <li>3. Click the [Edit] button. The <b>Date &amp; Time Restrictions Preferences</b> dialog box will open.</li> <li>4. For each restriction that you want to use, click in the check box to check it. If the restriction that you chose requires a date or time, click in the blank next to the box and type the information. If you want to remove a restriction, click in the box to remove the check.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>



## School Preferences

Preference Name	What it does	How to change it
General Student	<p>This preference determines whether students will see the questions they missed on quizzes and tests. It also determines whether students will be allowed to see their total points, vote for books, or take the same quiz in more than one language.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>General Student</b> preference and click on it once.</li> <li>3. Click the [Edit] button. The <b>General Student Program Preferences</b> dialog box will open.</li> <li>4. In the "Show missed questions" section of the dialog box, check the boxes for each type of quiz or test for which students should be able to see their missed questions. You can check a box or remove a check by clicking in the box.</li> <li>5. In the "Reading Practice" section of the dialog box, check the first box if you want students to see their total points in the quiz results. Check the second box if you want students to vote on the books they read. (See the Book Voting Report on page 82.)</li> <li>6. In the "All quizzes and tests" section of the dialog box, check the box if you want students to be able to take the same quiz in more than one language.</li> <li>7. When you have finished, click the [OK] button.</li> </ol>
Literacy Skills Passing Percent	<p>This preference sets the percentage required to pass a Literacy Skills Test.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Literacy Skills Passing Percent</b> preference and click on it once.</li> <li>3. Click the [Edit] button. The <b>Passing Percentage Preferences</b> dialog box will open.</li> <li>4. Click on the percentage that students must achieve in order to pass a Literacy Skills Test.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

## School Preferences

Preference Name	What it does	How to change it
Literacy Skills Test Retakes	<p>Using this preference, you can control the number of times that students can retake the same Literacy Skills Test.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p> <p><b>Please note:</b> Teachers can override this preference using the Literacy Skills Test Retakes preference at the <b>Classroom Preferences</b> screen. If you do not want teachers to override this setting for their classes, see the Class Privileges preference on page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Literacy Skills Test Retakes</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>Literacy Skills Retake Preferences</b> dialog box, click on the number of retakes you want to allow: 0, 1, or 2.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
Login	<p>This preference controls two features:</p> <ul style="list-style-type: none"> <li>• Who has permission to clear student lockouts.</li> <li>• How many times a student can enter an incorrect password while logging in before the student's record is locked.</li> </ul> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Login</b> preference and click on it once.</li> <li>3. Click the [Edit] button to open the preference's dialog box.</li> <li>4. To control who can clear student lockouts, click on one of the "Clear Lockout Privileges" options: "Administrators and Teachers" or "Administrators Only."</li> <li>5. To change the number of times students can enter incorrect passwords before the program locks their records, choose a different value under "Failures Before Lockout."</li> <li>6. When you have finished, click the [OK] button.</li> </ol>
Monitor Override	<p>This preference determines whether the monitor has permission to override quiz blocking rules (see page 95) or date and time restrictions (see page 98) so that students can take a quiz or test.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> under <b>School</b>.</li> <li>2. Scroll down to the <b>Monitor Override</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>Monitor Override Preferences</b> dialog box, click on each box to check it or remove a check. If the first box is checked, monitors can override class quiz blocking rules so that students can take Reading Practice Quizzes that are blocked.</li> <li>5. If the second box is checked, monitors can override date and time restrictions.</li> <li>6. When you have finished, click the [OK] button.</li> </ol>

## School Preferences

Preference Name	What it does	How to change it
Monitor Password Usage	<p>Using this preference, you can control when a monitor password is required when students take quizzes and tests.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p> <p><b>Please note:</b> Teachers can override this preference using the Monitor Password Usage preference at the <b>Classroom Preferences</b> screen. If you do not want teachers to override this setting for their classes, see the Class Privileges preference on page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Monitor Password Usage</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>Monitor Password Preferences</b> dialog box, click in the boxes for the requirements you want to use for students in your school. When you click in a box, you can check it or remove a check.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
Network Setup	<p>This preference controls network lock settings. The server lock limit determines the number of files that are locked. The lock delay sets the number of seconds between attempts at accessing a locked file. The lock attempts sets the number of times the program tries to access a locked file.</p> <p><i>Only the network administrator should change this preference.</i></p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Network Setup</b> preference and click on it once.</li> <li>3. Click the [Edit] button to open the preference's dialog box.</li> <li>4. To change the server lock limit, click the "Maximum" blank and enter a new value.</li> <li>5. <i>Macintosh:</i> To change the lock delay, move the pointer to the correct number of seconds. <i>Windows:</i> To change the lock delay, click on the drop-down menu and click on a new value.</li> <li>6. <i>Macintosh:</i> To change the lock attempts, move the pointer to a new number. <i>Windows:</i> To change the lock attempts, click on one of the options.</li> <li>7. When you have finished, click the [OK] button.</li> </ol>
School Name	<p>Use this preference when you need to change the school name on reports or the location of your school.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>School Name</b> preference and click on it once.</li> <li>3. Click the [Edit] button to open the preference's dialog box.</li> <li>4. You can change the school name and location by clicking in each box and typing the new information.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

School Preferences

Preference Name	What it does	How to change it
School Year	<p>Use this preference to enter your school year start and end dates, the marking periods used for goals and reports, and the days when school is not in session.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<p>See “Entering Your School Year, Marking Periods, and Days Off” on page 110.</p>
Security	<p>Use this preference to set the Administrator and Monitor passwords, to make a key disk, and to require the key disk when anyone logs in to the Management program.</p> <p>The default Administrator and Monitor passwords are <b>admin</b>.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"><li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li><li>2. Scroll down to the <b>Security</b> preference and click on it once.</li><li>3. Click the [Edit] button to open the preference’s dialog box.</li><li>4. To change the Administrator and/or Monitor password, click in the blanks and type a new password.</li><li>5. To make a key disk, click the [Make a Key Disk] button. When the program prompts you to enter a disk, insert a blank formatted disk into your computer’s disk drive. If you are using Windows, you must also click on the drive letter (A or B) and click the [OK] button. The program will ask if you would like to create another key disk. Click on [Yes] or [No]. When you finish making the key disks, you will return to the <b>Security Preferences</b> dialog box.</li><li>6. To require a key disk to be inserted when a teacher or administrator logs in to the Management program, click the check box in the “Key Disk” section of the dialog box. When this box is checked, the key disk is required during login.</li><li>7. When you have finished, click the [OK] button.</li></ol>

## School Preferences

Preference Name	What it does	How to change it
Student Capacity	<p>Accelerated Reader has a student capacity limit for enrolled students. (Students who are <b>not</b> enrolled in classes do not count against the limit.) If you purchase student capacity expansions, you can use this preference to expand your student capacity.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Student Capacity</b> preference and click on it once.</li> <li>3. Click the [Edit] button. The <b>Student Expansion</b> Assistant or Wizard will start.</li> <li>4. In the <b>Welcome</b> panel, click on the option that shows what you received: an expansion code card or an expansion disk. <i>If you have a disk, insert it in your computer now.</i> When you're ready to go on, click the [Next] button.</li> <li>5. If you received a code, type in the exact expansion code you received. If you received a disk, Accelerated Reader will try to locate the disk. If it doesn't show the disk location after a few moments, click the [Select Location] button and open the floppy disk in the dialog box that appears.</li> <li>6. Click the [Finish] button.</li> <li>7. To check your new student capacity, click once on the <b>Student Capacity</b> preference in the preference list. Your current capacity will be shown at the bottom of the screen.</li> </ol>
Student Characteristics	<p>Using this preference, you can enter student characteristics so that you can track specific student groups. Once you have entered the additional characteristics, you can assign them to students by editing student information (see page 20). Then, you can use the characteristics to select students when you customize reports.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Student Characteristics</b> preference and click on it once.</li> <li>3. Click the [Edit] button to open the preference's dialog box.</li> <li>4. You can enter up to six of your own student characteristics by clicking in each blank and typing the name of the characteristic.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

## School Preferences

Preference Name	What it does	How to change it
Student Login	<p>This preference controls how students log in to the Accelerated Reader Student program. Depending on the settings in this preference, your students may need to choose both their class and their name or just their name. (If you have many students, consider the length of the list as you choose your settings.) The preference also controls where the program goes after a student logs out.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>Student Login</b> preference and click on it once.</li> <li>3. Click the [Edit] button to open the preference's dialog box.</li> <li>4. <i>If you want students to choose both their class and their name</i>, click on the first option ("Use class login..."). Then, choose the screen that the program should go to when a student logs out: the class login screen or the student login screen. <i>If you want students to choose the name only to log in</i>, click on the second option ("Use student login only").</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
TOPS Report	<p>Using this preference, you can control whether the TOPS report prints automatically after passed or failed Reading Practice Quizzes, Literacy Skills Tests, and/or Other Reading Quizzes.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p> <p><b>Please note:</b> Teachers can override this preference using the TOPS Report preference at the <b>Classroom Preferences</b> screen (see page 95). If you do not want teachers to override this setting for their classes, see the Class Privileges preference on page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>TOPS Report</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>TOPS Report Preferences</b> dialog box, check the boxes for the requirements you want to use. To check a box or remove a check, click in the box.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

## School Preferences

Preference Name	What it does	How to change it
TOPS Report Language	<p>Using this preference, you can control how the program determines the language for your students' TOPS reports. You can ask the student to choose a language or print all TOPS reports in English.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p> <p><b>Please note:</b> Teachers can override this preference using the TOPS Report Language preference at the <b>Classroom Preferences</b> screen (see page 96). If you do not want teachers to override this setting for their classes, see the Class Privileges preference on page 97.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>TOPS Report Language</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>TOPS Report Language Preferences</b> dialog box, click on the language option that you want to use.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>
TWI Monitoring	<p>Using this preference, you can control whether the students in your school will be asked how each book was read: Read To, Read With, or Read Independently. <b>TWI Monitoring must be enabled if you want Accelerated Reader to update student Certifications automatically.</b> Remember that you can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"> <li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> in the <b>School</b> section of the menu.</li> <li>2. Scroll down to the <b>TWI Monitoring</b> preference and click on it once.</li> <li>3. Click the [Edit] button.</li> <li>4. In the <b>TWI Monitoring Preference</b> dialog box, click on one of the options to enable or disable TWI monitoring.</li> <li>5. When you have finished, click the [OK] button.</li> </ol>

School Preferences

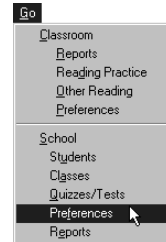
Preference Name	What it does	How to change it
Update to ATOS Book Levels	<p>Using this preference, you can choose the book levels that will be used in Accelerated Reader: ATOS or pre-ATOS. For more about ATOS levels, see our web site (<a href="http://www.renlearn.com">www.renlearn.com</a>).</p> <p>If you have not updated to ATOS book levels before, we recommend that you wait until the end of a marking period or school year because book level changes can also affect the points possible for quizzes.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<ol style="list-style-type: none"><li>1. To go to the School <b>Preferences</b> screen, click on the <b>Go</b> menu and select <b>Preferences</b> from the <b>School</b> section of the menu.</li><li>2. Scroll down to the <b>Update to ATOS book levels</b> preference and click on it once.</li><li>3. Click the [Edit] button.</li><li>4. The <b>Update Book Level</b> Wizard or Assistant will start. Read the information on the welcome panel; then, click the [Next] button.</li><li>5. On the <b>Installing new quizzes and tests</b> panel, click on the book levels that you want to use for new quizzes or tests. Then, click the [Next] button.</li><li>6. On the <b>Update Existing quizzes and tests</b> panel, click on one of the options: updating to ATOS, reverting to pre-ATOS, or leaving the existing quizzes and tests at their current book levels. If you wish, you can preview ATOS book levels by clicking the [Preview] button. After you choose an option, click the [Next] button.</li><li>7. In the <b>Finish Update Book Level</b> panel, read the information to make sure the changes you chose are correct. If the information is correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If not, click the [Back] button to go back and make change.</li></ol>
Upgrade Data	<p>Using this preference, you can upgrade data from a previous version of Accelerated Reader.</p> <p><b>Reminder:</b> You can only change this preference if you log in with the Administrator password.</p>	<p>To upgrade data, see the instructions in your <i>Upgrade Installation Guide</i> or the program help in the AR Management program's <b>Help</b> menu.</p>



## Changing Your Data Location

You can use the Data Location preference to create a new database, connect to a shared database that you've already created, or use the sample data. This preference is at the School **Preferences** management screen, and only teachers who log in to the Management program with the Administrator password can change it. To change the data location, follow these steps:


1. To go to the School **Preferences** screen, click on the **Go** menu and select **Preferences** from the **School** section of the menu.
2. Click on the **Data Location** preference at the top of the preference list.
3. Click the [Edit] button. The **Data Location Preferences** Wizard or Assistant will start.
4. Read the information in the **Welcome** panel; then, click the [Next] button.
5. The **Data Location Choices** panel lets you select one of five options. The sections below explain what each option means and what to do if you select that option.



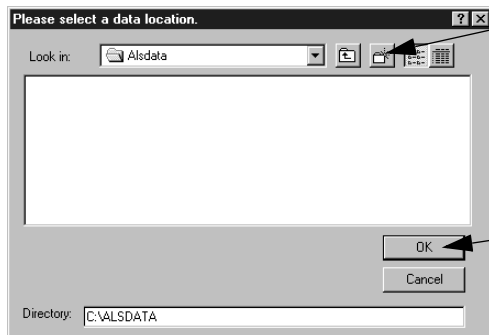
### Create a new location for data

Click this option if you want to create a new database that does not yet include students and classes. Then, click the [Next] button and follow these steps:

- a. The **Select Location** panel will appear. Click the [Select Location] button.
- b. A dialog box will appear.

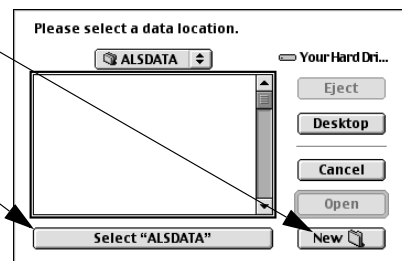
*Windows:* Use the drop-down menu at the top of the dialog box to navigate to the drive where you want to place the new data folder. If you want to place the folder inside of another folder, open that folder. Then, click the  button to create a new folder, type in the new folder name (we recommend "ALSData"), and press <Enter>. To open the folder, double click it; then, select it by clicking the [OK] button.

*Macintosh:* Use the drop-down menu at the top of the dialog box or the [Desktop] button to choose the drive where you want to place the new data folder. Once you are in the correct drive and folder, you can create the new folder by clicking the [New] button, typing the new name (we recommend "ALSData"), and clicking the [Create] button. Then, click the [Select "folder name"] button.



After you select the correct drive and location, click here to create a new folder.

After you've created and opened the new folder, click this button to select it.



- c. Check the location shown at the **Select Location** panel; if it is correct, click the [Next] button.
- d. At the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
- e. When the program notifies you that it will be restarted, click the [OK] button. Then, click in the **Welcome** screen that appears and enter your password to log in.

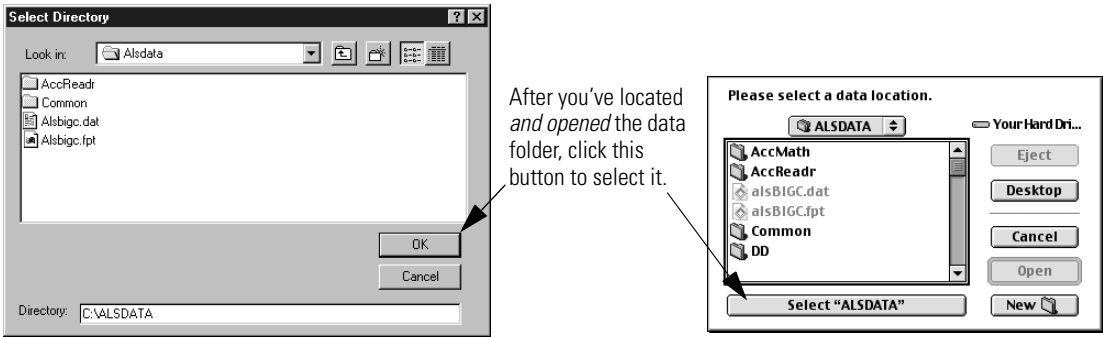
Select an existing location

Click this option if you want to choose a database that you have already created for Accelerated Reader, such as a network database created at a different computer that you want to access from this computer. Then, click the [Next] button and follow these steps:

- a. The **Select Location** panel will appear. Click the [Select Location] button.
- b. In the dialog box that appears, select the data folder.

*Windows:* Use the drop-down menu at the top of the dialog box to navigate to the drive where you can find the existing data folder. To open the folder, double click it; then, select it by clicking the [OK] button.

*Macintosh:* Use the drop-down menu at the top of the dialog box or the [Desktop] button to choose the drive where you can find the existing data folder. Then, locate the folder on the drive. Click once on the folder name and click the [Open] button. Then, click the [Select "folder name"] button.



- c. Check the location shown at the **Select Location** panel; if it is correct, click the [Next] button.
- d. At the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
- e. When the program notifies you that it will be restarted, click the [OK] button. Then, click in the **Welcome** screen that appears and enter your password to log in.

## Use my previous location

Click this option if you want to go back to the database you used before the current one. Then, click the [Next] button and follow these steps:

- a. At the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
- b. When the program notifies you that it will be restarted, click the [OK] button. Then, click in the **Welcome** screen that appears and enter your password to log in.

## Use the location of another Renaissance Learning product

Click this option if you have a database from another Renaissance Learning product (such as Accelerated Math® or STAR Reading®) that you would like to use for Accelerated Reader as well. If you select this option, any students that you have entered in the other software will also be listed in Accelerated Reader, and you can copy (duplicate) classes from the other software, including the student enrollment. If you click on this option, click the [Next] button and follow the steps on the next page.

- a. The **Share a Location** panel will appear. This panel lists the Renaissance Learning products installed on this computer and the database that each product is using. Click on the product database that you want to share; then, click the [Next] button.
- b. At the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
- c. When the program notifies you that it will be restarted, click the [OK] button. Then, click in the **Welcome** screen that appears and enter your password to log in.

## Use the sample data

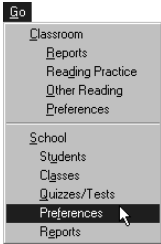
Click this option if you want to use the sample student and class information to learn more about Accelerated Reader. *Since the sample database is overwritten whenever the Accelerated Reader software is installed or upgraded, do not enter your actual students and classes in the sample database.* If you choose this option, click the [Next] button. Then, follow these steps:

- a. At the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
- b. When the program notifies you that it will be restarted, click the [OK] button. Then, click in the **Welcome** screen that appears and enter your password to log in.
- c. The program will remind you that you are using the sample data. Click the [OK] button.

## Entering Your School Year, Marking Periods, and Days Off

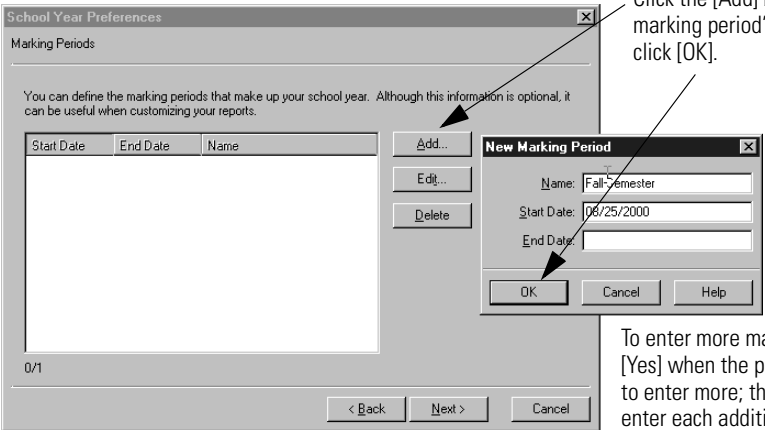
Before you can set student goals or run reports based on marking periods, you must enter your school year dates and marking periods using the **School Year** preference. Only teachers who log in to the Management program using the Administrator password can enter or change the school year. To enter the school year, follow these steps:

1. To go to the School **Preferences** screen, click on the **Go** menu and select **Preferences** from the **School** section of the menu. Then, scroll down to the **School Year** preference and click on it once.
2. Click the [Edit] button. The **School Year Preferences** Wizard or Assistant will start.
3. Read the information in the **Welcome** panel; then, click the [Next] button.
4. In the **School Year** panel, click in the blanks for the start and end dates of the school year and type in the information. When you have finished, click the [Next] button.
5. In the **Marking Periods** panel, click the [Add] button to enter a new marking period. Add the marking period's information in the **New Marking Period** dialog box; then, click the [OK] button.



**Note:** You will be asked if you want to add more marking periods; if you do, click [Yes]; then, enter the information for the next marking period. Click the [Add] button after you enter each additional marking period. When you have finished, click [Done] to close the dialog box.

When you have finished entering the marking period(s), click the [Next] button at the **Marking Periods** panel.



Click the [Add] button, enter the new marking period's information, and click [OK].

To enter more marking periods, answer [Yes] when the program asks if you want to enter more; then, click [Add] after you enter each additional marking period. When you've finished, click [Done].

6. In the **Days Off** panel, click the [Add] button to enter a new day off. Enter the information in the **New Days-Off Period** dialog box; then, click the [OK] button.

**Note:** You will be asked if you want to add more days-off periods; if you do, click [Yes]; then, enter the information for the next occasion. Click the [Add] button after you enter each additional days-off period. When you have finished, click [Done] to close the dialog box.

When you have finished entering the days-off period(s), click the [Next] button at the **Days Off** panel.

7. If the information in the **Summary** panel is correct, click the [Done] button (Macintosh) or the [Finish] button (Windows). If it is not correct, click the [Back] button to go back and make changes.

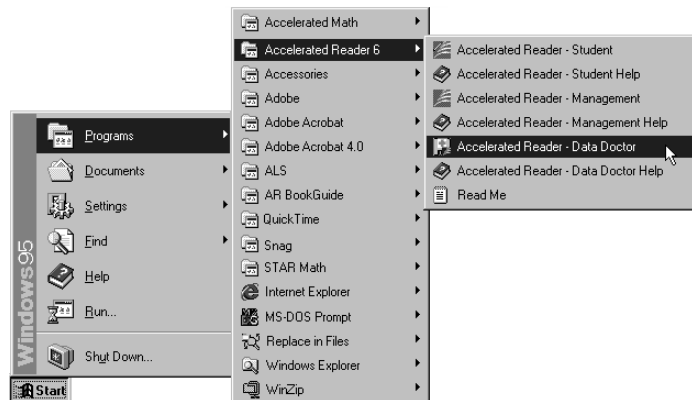
## Data Doctor

The Data Doctor utility repairs database “wear and tear” caused by continuously storing and retrieving information. You should run the Data Doctor once every marking period to keep the software running efficiently. If you need to use the Data Doctor daily or weekly, e-mail us at [support@renlearn.com](mailto:support@renlearn.com).

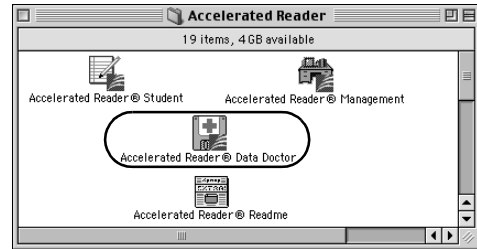
## Repairing Data

1. Make sure all Renaissance Learning programs that use the database are closed.

*Windows:* Click the [Start] button, and select **Programs**, **Accelerated Reader 6**, and **Accelerated Reader - Data Doctor**.



*Macintosh:* Open your **Accelerated Reader®** folder; then, double-click on the **Accelerated Reader Data Doctor** icon.



2. The **Password** dialog box will appear. Type the Data Doctor password and click the [OK] button. The default password is **admin**. If you need to change the password, click the [Change] button.
3. The Data Doctor identifies the current data location and asks if you want to repair the data at this location.

*If you do want to repair the data at this location, click the [Yes] button and go on to step 5.*

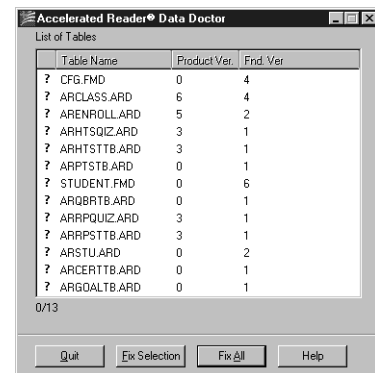
*If you want to repair a different database, click the [No] button. The dialog box that appears next asks you to choose the location of your data. Navigate to the Accelerated Reader data folder; then, double-click the folder name to open it, and click the [OK] button (Windows) or the [Select "data folder name"] button (Macintosh).*

4. The **Data Doctor** dialog box opens and lists the files in the data directory.

*If you want to repair all files, click the [Fix All] button.*

*If you only want to repair some files, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) and click on the files to select them. Then, click the [Fix Selection] button.*

5. As the Data Doctor repairs your files, it labels repaired files "OK." Files that can't be repaired have a circle with a line through it over "OK." When the Data Doctor finishes repairing files, click the [Quit] button.
6. The Data Doctor will give you the complete folder location of a text file that lists the results of the repair. Note the location; then, click the [OK] button. If the Data Doctor could not repair all of your files, you should print the text file by following the steps below; then, email Renaissance Learning at [answers@renlearn.com](mailto:answers@renlearn.com) to describe the problem and request assistance.



- a. In your computer's operating system, navigate to the file on your computer.
- b. Double-click on the file name to open the file.
- c. Click on the **File** menu and select **Print**.

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