

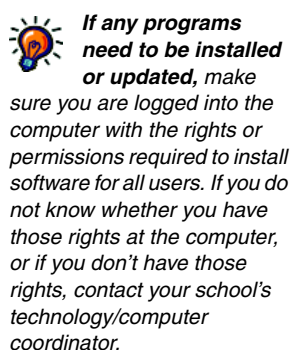
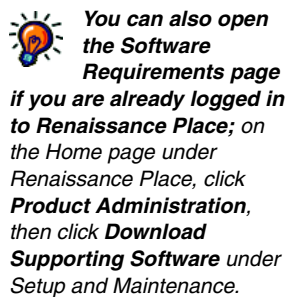


## Step 1: Setting Up Your Computers

1. In your web browser, go to your Renaissance Place RT web address.
2. On the Renaissance Place Welcome page, click **Check Software Requirements**  to find out if you have all the programs you need (such as Adobe® Reader®).
3. The Software Requirements page will open. Scroll down to the Supporting Software, which lists all the necessary software and includes animations and links for testing programs that are currently installed. If any programs are missing or need to be updated, click the **install Version** link  for that program.



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## Step 2: Installing AccelScan and Renaissance Responder Software for Accelerated Math


For Accelerated Math, follow these steps to install the programs you need:

- If you will be using AccelScan scanners with Accelerated Math, download and install the AccelScan Scanning software.
  - If you will be using NEO 2s and/or Renaissance Responders with Accelerated Math, download and install the Renaissance Responder program.
1. Open the Software Requirements page (see page 1).
  2. If you will be using AccelScan scanners, click the **AccelScan** link for your operating system to download the software **A**.
  3. If you will be using Renaissance Responders, click the **Renaissance Responder** link for your operating system to download the software **B**.

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Your Server Name or IP Address is: RenaissanceServer  
Your Renaissance Place ID is: RP1234XYZ **RP ID™**

**Client Application Software**  
After installation, client applications will need your Renaissance Place ID, your Server Name or IP Address to access data.

Software / Primary Use	Action
<b>Accelerated Reader for iOS</b> Student quizzing on iPad®, iPhone® or iPod touch® <b>RP ID™</b>	Accelerated Reader for your iPad®, iPhone® or iPod touch® running iOS 4.x or later 
<b>AccelScan</b> Student scanner scoring Used by: Accelerated Math	AccelScan 2.0.3 for Macintosh OS 10.4 or later (not compatible with AccelScan Model 1100 serial scanners) <b>A</b> AccelScan 1.43 for Windows
<b>Renaissance Responder</b> Student NEO 2 and Renaissance Responder scoring Used by: NEO 2 Renaissance Responder	Renaissance Responder 1.8 for Macintosh OS X or later <b>B</b> Renaissance Responder 1.8 for Windows

## Step 3: Entering Personnel Data



**You may also be able to import personnel information.** For more information, see “Managing Data Imports” in the Renaissance Place Real Time Software Manual, found on the Manuals page in Renaissance Place. If you are using Renaissance Data Integration Services (RDI), your personnel information may be brought in from your student information system.

1. On the Home page under Renaissance Place, click **Personnel, Students, and Parents**.
2. Click **Add School Personnel** in the Personnel section of the next page.
3. Enter one personnel member's information. (Anything marked with an asterisk is required information.) If the data is for a teacher, make sure the teacher's primary position is **Teacher-Lead** **A**. When you've finished, click **Save and Add** **B**. It is important to add school administrators, staff, and teachers.

4. Repeat step 3 for every personnel member. When you enter the last person's information, click **Save** **C** instead of **Save and Add**.

## Step 4: Entering Student Information



**You may also be able to import student information.** For more information, see “Managing Data Imports” in the Renaissance Place Real Time Software Manual, found on the Manuals page in Renaissance Place. If you are using Renaissance Data Integration Services (RDI), your student information may be brought in from your student information system.

1. On the Home page under Renaissance Place, click **Personnel, Students, and Parents**.
2. Click **Add Student** in the Student section of the next page.
3. Enter one student's information. (Anything marked with an asterisk is required information.) When you've finished, click **Save and Add** **A**.

4. Repeat step 3 for every student. When you enter the last student's information, click **Save** **B** instead of **Save and Add**.

## Step 5: Adding Courses and Classes

Courses stay in the database from year to year. They are the containers for the classes, which you must add every year (or copy from the previous year).

To add a course:

1. On the Home page under Renaissance Place, click **Courses and Classes**.
2. Click **Add Course**.
3. Enter the course information.  
The course name is required.
  - To add the course to one school, click the **School** drop-down list **A** and choose the school.
  - To add the course to more than one school, click **Select Multiple Schools** **B**. On the next page, check the box by every school that needs this course added; then click **Save** to return to the Add Course page.
4. Click **Save** **C** to save the course.

To add a class to a course:

1. Do one of the following on the Courses and Classes page:
  - Click **Add Class** in the row for the course.
  - Click the course name, then click **Add Class** on the course page.
2. Enter the class name **D**.



**If you haven't added marking periods already, the school year will be the only marking period you can choose for the class. If you want to add marking periods that match the duration of your classes before adding the classes, see the Renaissance Place Real Time Software Manual.**

3. Choose the primary teacher **E**.
4. Select the marking period during which the class takes place **F**.
5. Check the products the class will use **G**.
6. Click **Add Students** **H**.

- Enter a student's name or ID, or use the **Grade** drop-down list to choose a grade level to search for all students in that grade **I**. Then, click **Search** **J**.

**Renaissance Place Real Time**

Home > Courses and Classes > View Course > Edit Class

### Add/Remove Students

Search for students to enroll. When enrolled students list is complete, save to complete enrollment.

Number of students: **11**  
 Enrolled in: **Algebra 1, Alg 1, Maxwell**  
 School: **Maple Academy**

Enrolled Students (Bold = Not Saved)	Remove All
Brown, Deiondre	Remove
Del Castillo, Miranda	Remove
Evans, Samuel	Remove
Jackson, Cody	Remove
Johnson, Peter	Remove
King, Lydia	Remove
Little, Julia	Remove
Pagel, Danielle	Remove
Pyant, Jermaine	Remove
Rossetti, Alexander	Remove
Tucker, Sierra	Remove

Cancel Continue **N**

**Search for Student**

First Name  ID  **I**

Last Name  Grade **8** **L**

Search **J**

<< Previous Next >>

**M** < Add Make selections and click the Add button

<input type="checkbox"/> Student	Grade	ID
<input type="checkbox"/> Brooks, Jamal	8	jamal
<input type="checkbox"/> Brown, Deiondre	8	deiondre
<input checked="" type="checkbox"/> Camacho, Luis	8	luis
<input type="checkbox"/> Del Castillo, Miranda	8	mdelc
<input checked="" type="checkbox"/> Duncan, Morgan	8	morgan

**K**



**If you save the class without students, the class will be on the Incomplete Classes tab on the course page to show you the class is not ready to use the software.**

- In the search results, check the box next to each student who should be enrolled in this class **K**. If the list is long, click **Next >>** to see more search results or **<< Previous** to go back **L**. (To select all the students on this page of the list, check the **Student** box at the head of the column.)
- Click **< Add** **M** at the top of the list to enroll the students you checked. These students will be moved to the list on the left. If necessary, search for more students.
- Click **Continue** **N**.
- Back on the Add Class page, click **Save** to save the new class.
- If you want to add more classes, on the course page, click **Add Class**, and enter the next class.

If you want to add team teachers to a class, on the course page, click **Add/Remove Team Teachers** in the row for the class. For more information, see the *Renaissance Place Real Time Software Manual*.

# Where to Find More Information

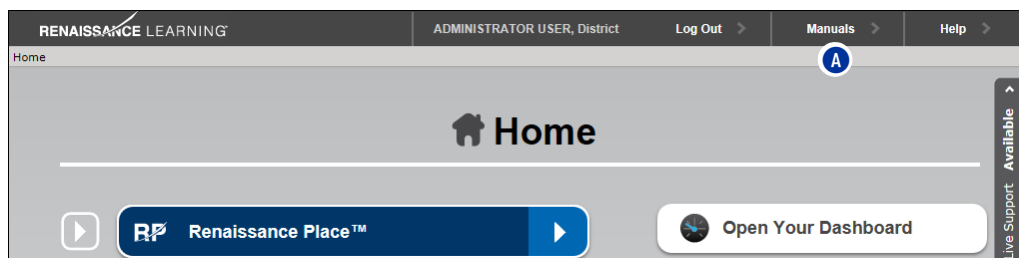
Within the software, you'll find software manuals, help, and other resources.

## Using the Manuals



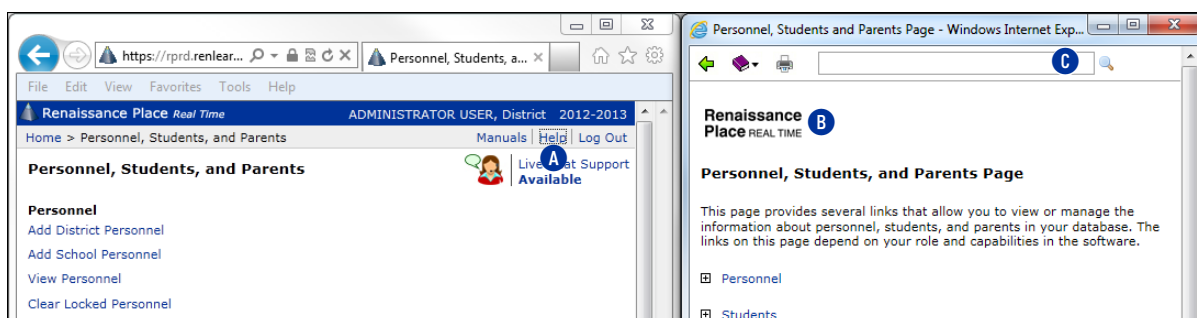
**You'll need Adobe Reader installed on the computer to open the manuals (or the resources mentioned below). See "Step 1: Setting Up Your Computers" on page 1 to install Adobe Reader.**

Click **Manuals** in the upper-right corner of any page in the software **A**. This will open a page that lists the manuals for each of your programs. Click the title of the document you want to open.



## Getting Help

Click **Help** **A** in the upper-right corner of any page in the software to open a help window. The help you see first will be for the page you're viewing. Use the buttons at the top of the help page **B** to go back, to access the contents, index, or other help, or to print the topic. (**Other Help** gives you a list of other Renaissance Place programs so you can choose the one you need help for.) You can also search for the information you need by entering words in the search field **C** and clicking the magnifying glass.



## Other Resources

Most programs also have other resources available. To access these resources, on the Home page under the product name, click **Resources**.

## Questions?

Contact customer assistance at 800-338-4204, or contact your Renaissance Place Coordinator. You can also click **Live Support** or **Live Chat Support** in Renaissance Place for assistance.