

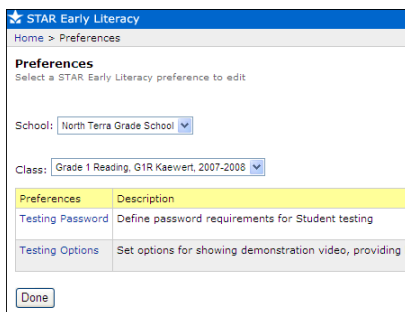
## Set Preferences

Teachers can set STAR Early Literacy preferences.

- **Testing Password:** Use this preference to require your teachers or test monitors to enter a password before students begin a test. You can also use it to set the monitor password.
- **Testing Options:** These preferences determine whether students will view the pretest demonstration video, the hands-on training (keyboard or mouse), and the method students should use to enter their answers (keyboard or mouse).

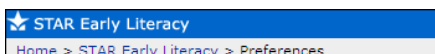
To edit the preferences:

1. Go to your Home page and click **Preferences** in the list of STAR Early Literacy tasks.
2. The Preferences page opens. If necessary, select the correct school and/or class from the drop-down lists. Then click the preference you want to change.
3. On the next page, make the changes you want and click **Save**.
4. When you are finished, click **Done**.



## Navigate Using the Software's Links

Use the links in the software, not the browser's Back button, to move to a different page in the software. At the top of every page, you'll see links that show which pages you've visited since you left the Home page.



## Log In Students

To log in before testing, students follow these steps.

1. On the Welcome page, click **Student**.
2. Enter the student's user name and password.
3. Click **Log In**.

**Note:** Students who do not remember their user names can click **Find User Name**, select their school from the list, click **Next >**, and search for their name. However, they must know their password; the Find User Name function cannot be used to find passwords.

To get a list of students' user names and passwords, print the Student Information Report.

## Test Students

(For additional information, see "Taking a STAR Early Literacy Test" in the *STAR Early Literacy Software Manual*.)

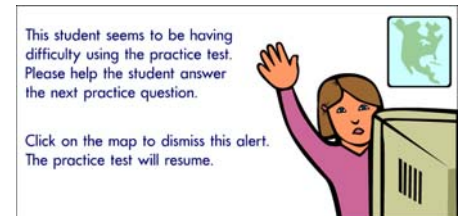
1. On the student's Home page, under the STAR Early Literacy tab, click **Take a Test**.
2. If the student is asked to choose the class, either you or the student should click the class name.
3. If the program asks for the monitor password, the teacher or test monitor must enter it. (You cannot substitute a teacher password.) Next, click **Start**.

The first time a student takes a test, he or she will undergo a brief hands-on exercise and a practice test before going on to the actual test. The hands-on exercise and practice test familiarize the student with the proper method of answering a test question:

- Listening to the question as it is read out loud (and using the **Listen** option to hear it again, if necessary).
- Using the mouse or keyboard to pick one of the provided answers.

Students will be prompted with visual cues and spoken instructions to remind them of the steps they need to perform to answer a question: these cues will also notify them when time is about to expire on a question.

If a student is having difficulty answering questions during the hands-on exercise or practice test, the exercise/practice will stop so the teacher can intervene and help the student.



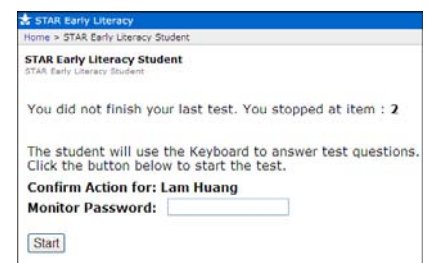
(These interventions will not occur during an actual test; the teacher is not allowed to help a student during an actual test.)

A student needs to answer three hands-on exercise questions in a row correctly before he or she can move on to the practice test; he or she then needs to answer three practice test questions correctly before the actual test begins.

When the actual test is complete, the program notifies the student that the test is over. The student is then logged out so that another student can log in and take a test.

## Resume an Unfinished Test

1. Have the student log in and click **Take a Test**.
2. The student will be notified that he or she did not finish the last test:



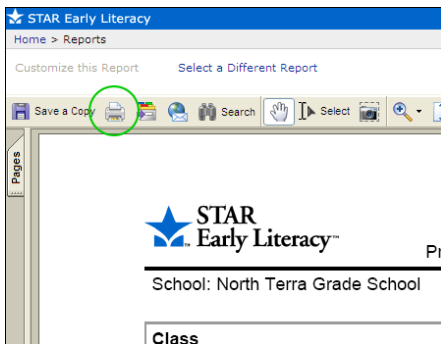
3. The teacher/test monitor enters the monitor password and clicks **Start**.
4. The test resumes, either on a new item or a previous (unscored) item.

A student can try to resume a test only once before being required to start a new test. A test can only be resumed within 48 hours of its interruption.

## Print Reports

1. Go to your Home page and click **Reports** in the list of STAR Early Literacy tasks.
2. In the list of reports, click the report name.
3. If the report can be customized, choose the options you want on the Report Options page and click **View Report**.

When you generate STAR Early Literacy reports, they open in the Adobe® Reader®. To print them, use the Adobe Reader print button (circled below), not the browser's print button. On Macintosh® computers, if the report opens in Preview, click the **File** menu and choose **Print**.



## Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display a new window containing more information about that page.
- **Software Manual.** Click **Manuals** in the upper-right corner of any page to find the *Renaissance Place* and *STAR Early Literacy RP Software Manuals* and other documents.
- **Resources.** Click **Resources** under the STAR Early Literacy tab on the Home page (or on the STAR Early Literacy Management page) to access benchmarks, definitions and the *STAR Early Literacy RP Software Manual* along with other documents.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the Web at <http://support.renlearn.com/techkb/> for technical support information.
- **Email.** *General questions:* [answers@renlearn.com](mailto:answers@renlearn.com). *Technical questions:* [support@renlearn.com](mailto:support@renlearn.com).
- **Phone.** Call (800) 656-6740 to talk to a Renaissance Place Coordinator. Outside the US, call 1.715.424.3636.