



Software Manual

POWERED BY



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As technology advances it becomes necessary for software companies to drop support for older operating systems and third-party software. It is the responsibility of the customers to keep their computers, networks, operating systems, and third-party software up-to-date and functional. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements.



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WELCOME TO STAR MATH

STAR Math is a computer-adaptive, norm-referenced mathematics assessment program. It gives you the math levels of your students in grades K–12 in 10–15 minutes (20 minutes for STAR Math Enterprise). In STAR Math, the student works through a short, assisted-response (multiple-choice) test. If a student misses a question, the difficulty level of the next question is reduced. If a student's response is correct, the difficulty level of the next question is increased. This system minimizes frustration and provides more accurate scores for both high- and low-performing students.

Who Can Take the STAR Math Test?

The STAR Math test is intended for students in grades K–12.

In general, the student should have beginning reading skills and some math skills.

- If the student can work through the practice questions unassisted, that student should be able to be tested using STAR Math software.
- If the student has a lot of trouble getting through the practice, the student probably does not have the basic skills necessary to be measured by STAR Math.

Your student capacity limit determines how many students can take the STAR Math test in a school year or subscription year. For more information about student capacity, see page 22.

How It Works in Your Classroom

A typical STAR Math session operates something like this:

1. You explain the test to your students using the Pretest Instructions. These instructions show your students what the test looks like, how to answer questions, and what happens if they don't answer a question in time.
2. You start the web browser at each computer, go to the address (URL) for your STAR Math RP server, and click **Student** on the Welcome page.
3. The first student logs in with his or her user name and password and then clicks **Take a Test**.
4. You enter the monitor password if the program asks for it. (For more information about the monitor password, see "Editing the Testing Password Preference" on page 159.)
5. The student answers practice questions to show that he or she knows how to answer the questions.
6. After the student passes the practice, the student answers the test questions.
7. When the student finishes the test, the next student can log in to test.
8. When all students have finished testing, you close the web browser to end the test session.



Programs You Will Use

STAR Math Software

The STAR Math software—accessible from the Home page—will manage the testing in your classrooms and keep track of students’ test results.

What You Will Use STAR Math to Do	See Page
Get the Pretest Instructions	8
Set Math Instructional Levels (MIL), if necessary Note: MIL are set via the Student Settings Preference	165
Extend question time limits, if necessary Note: Question time limits are set via the Student Settings Preference	165
Register students for testing (if you choose to require registration) Note: Both requiring registration and registering students are done via the Test Registration Preference	162
Print reports	74
Set benchmarks and cut scores	30
Create groups	68
Set preferences	158
Get software tips and manuals to help you use STAR Math in your classroom	8

STAR Math Enterprise



For more information about the Enterprise version of STAR Math, contact Renaissance Learning.

STAR Math Enterprise is the same as STAR Math, but with some enhanced features, including additional reports and expanded benchmark management.

In this manual, instructions and information that refer to Enterprise-only program functions will have the **ENTERPRISE** indicator next to them.

If your school is using STAR Math Enterprise, a new link (**Enterprise Home**) will appear on the Home page, below STAR Math. Use this link to go to the STAR Math Enterprise Home page.



The STAR Math Enterprise Home page has links to a number of Enterprise-only features and reports:

- A** Choose the school you want to work with from the **School** drop-down list.
 - Only schools using STAR Math Enterprise will be in this list.
 - School administrators and teachers will not see the **School** drop-down list unless they are assigned to more than one school.
- B Preferences:** See page 166. This link is not shown for teachers. If you are not working in the current school year, this link will be disabled (see the *Renaissance Place Real Time Software Manual*).
- C Benchmarks:** See page 42.
 - Screening Dates:** See page 60. If you are not working in the current school year, this link will be disabled (see the *Renaissance Place Real Time Software Manual*).
- D Core Progress** includes definitions and examples that help you plan your instructional program.

The screenshot shows the STAR Math Enterprise Home page. At the top, there is a navigation bar with 'Home > Enterprise Home'. Below this, the page title is 'Enterprise Home' with a subtitle: 'STAR Math Enterprise provides valuable information critical to student learning, and helps you take action with instructional tools and resources.' A dropdown menu for 'School:' is set to 'North Terra Grade School' with a note '(Only schools using the Enterprise model are included)'. The main content area is titled 'Important Features' and contains three sections:

- STAR Math Enterprise Test:** Includes content covering a broader range of skills. A callout 'A' points to a 'Learn More' link. A callout 'B' points to a 'Preferences' link. A list of reports is shown: 'Students must take Enterprise Test for:' including 'Instructional Planning Report' and 'State Standards Report'.
- Benchmark Options:** Lists 'School Benchmarks (current setting)', 'District Benchmark', and 'S-State'. A callout 'C' points to 'Benchmarks | Screening Dates' links. A list of reports is shown: 'Reflected in:' including 'Instructional Planning Report', 'Longitudinal Report', 'Screening Report', and 'Growth Proficiency Chart'.
- Core Progress:** Learning Progression for Math. A callout 'D' points to an 'Enter Core Progress' link. A list of reports is shown: 'Provides:' including 'Definitions', 'Sample items', 'Prerequisite skills', and 'Instructional activities'.

A large green arrow points from the bottom of the 'Core Progress' section down to the text: 'See page 4 for the rest of the STAR Math Enterprise Home page.'

- E Reports:** See page 74.
- F Instructional Planning Report - Student:** See page 117.
Instructional Planning Report - Class: See page 111.
- G Longitudinal Report:** See page 120.
- H Growth Proficiency Chart:** See page 94.
- I State Performance Report - Student:** See page 132.
State Performance Report - Class: See page 130.
State Performance Report - District: See the “STAR Performance Report” section of the *Renaissance Place Real Time Software Manual*.
- J State Standards Report - Student:** See page 140.
State Standards Report - Class: See page 134.
State Standards Report - District: See page 137.
Note: If a link does not exist between the STAR Math scale and your state test, you will not be able to create State Performance Reports (Student, Class, or District).

See page 3 for the rest of the STAR Math Enterprise Home page.



Enterprise Reports

E Go to: [Reports](#) | [Consolidated Reports](#)



Instructional Planning

Provides a list of recommended skills for individualized instruction based on most recent assessment

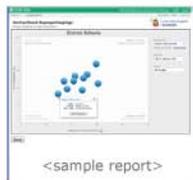
[Student](#) | [Class](#) **F**



Longitudinal

Shows growth over multiple years

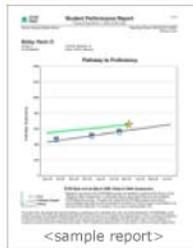
[Growth](#) | [Cross Sectional](#) **G**



Growth Proficiency Chart

Plots Student Growth Percentiles (SGPs) and proficiency on a quadrant graph; companion to the Growth Report [Learn More](#)

[Growth Proficiency Chart](#) **H**



State Performance

Graphs student progress on the pathway to proficiency on the S-State Test

[Student](#) | [Class](#) | [District](#) **I**



State Standards

Estimates student mastery of State Standards or Common Core State Standards based on STAR Math Enterprise scaled score

[Student](#) | [Class](#) | [District](#) **J**

Done

Renaissance Place RT Management System

The Renaissance Place Real Time Management System—found on the Home page—lets you view and manage district, school, student, teacher, parent, course, and class information in the Renaissance Place RT database, which is shared by all Renaissance Place RT software used in your district or school.



For information on the Renaissance Place Management system, see the Renaissance Place Real Time Software Manual or click [Help](#) in the software.



The tasks you can perform in the management program depend on your user group. For example, administrators have more management tasks to perform than teachers. Sample tasks may include:

- Adding, editing, or deleting courses and classes
- Assigning teachers and students to classes
- Selecting a different school year to work in
- Viewing student information
- Clearing a lock if a student's login is denied
- Downloading software needed to run Renaissance Place programs
- Printing reports with data from multiple Renaissance Place programs

Other Programs

Supporting Software

Adobe Flash Player

Adobe Flash Player *must* be installed on any computer used by students to take STAR Math tests.

STAR Math checks for the Adobe Flash Player whenever a student tries to take a test. If the computer doesn't have the player installed, the student will see the Checking Setup page, which tells the student to ask for help.

For more information, see page 21.

Adobe Reader

To view or print reports, Adobe Reader *must* be installed on the computer being used (certain Macintosh computers can use Preview instead).

For more information, see page 15.

Tour of the Home Page

For more information on the Home page and the program functions that can be accessed from it, see the *Renaissance Place Real Time Software Manual*.

Consolidated reports (under Renaissance Place) include the most recent data from many of your Renaissance Place products; information about the most recent data consolidation is shown here.

After logging in, you go to the Home page. Your name, user group, and the school year you are working in are shown here.

Click **Manuals** to access all the products' software manuals. Click **Help** to open a help page related to the software page you're viewing. Click **Log Out** to exit the program.

Data Consolidation Status
Last Consolidation: 4/7/2011
Next Consolidation: 4/8/2011

Eric Brite, School 2010 - 2011

Manuals | Help | Log Out

You can chat with a member of our support staff by clicking here.

Live Chat Support Available

The Dashboard gives users a way to quickly get an overall view of how their school(s) are performing.

Open Your Dashboard

Did you know? View All
Get Training
Learn more about your Renaissance Place product implementation at the Renaissance Training Center. Learn more...

Did you know? articles provide information about program functions and resources to help you use the software more effectively.

Accelerated Reader Hide Details

- Class Record Books
- Reports
- Manage Quizzes
- Manage Quiz Availability
- Preferences
- Resources

Alerts

- New STAR Enterprise features now available**
Your site has been updated to include new STAR Enterprise features. To learn more about these features, click on the Enterprise Home link in the STAR Math tab.
Learn More | Dismiss
- System Requirements Update**
Renaissance Learning will be dropping support for out-dated technologies starting July 31, 2011.
View Details | Dismiss

Each program used by your school is listed on the Home page. The links below the program name allow you to go to specific program features easily. You can click **Hide Details** or **Show Details** to collapse/expand these links. See each program's software manual for in-depth explanations of its program features.

When there is new information about your software, or if it needs administrative attention (for example, a subscription renewal), an alert will be posted here.

Did You Know?

On the Home page, above the alerts, the “Did you know?” panel displays information about program features to help you use the software more effectively. The panel will automatically cycle from one topic to the next each time the Home page is refreshed. You can click the left or right arrows at the bottom of the panel **A** to



move through the topics at your own pace, or you can click **View All** in the upper-right corner of the panel **B** to go to a new page where all the current topics (and some of the previously featured items) can be seen. For each topic, you can click **Learn more** **C** to get more in-depth information about that feature.

Alerts

When you log in to Renaissance Place RT, you may see one or more alerts on the right side of the Home page, depending on your role:



There are three types of alerts:

- **General product information** : Inform you of new product features or other changes to your software. For example, if the server hosting Renaissance Place RT for you will be undergoing maintenance, you would be notified in an alert.
- **Action necessary** : You must take specific action in the software. For example, if a parent has requested access to Renaissance Place RT, you will see an alert here so you can view the request and choose to accept or deny it.
- **Immediate attention** : You must take immediate action. For example, if the terms of the Renaissance Place RT License Agreement change, you will need to agree to the new terms before you can use the software.

Alerts will have whatever links are necessary for you to take action, view more information, or dismiss the alert. License agreement alerts and subscription alerts require special attention:

- **License agreement alerts:** District administrators and school administrators will be presented with a notice that they must view and accept the terms of the Renaissance Place RT License Agreement. They will be provided with a link to view the license; on the license page, they can choose to accept or not accept the agreement.

If an administrator-level user does not accept the agreement within 30 days after the alert first appears, the alert will appear on the Home pages for district staff, school staff, and teachers. At least one user per site must agree to the license agreement.



- **Subscription alerts:** When 90 days remain before your subscription runs out, an alert appears to remind you. This alert can be dismissed, but it will reappear again when the subscription is down to 60 days, then 30, then 15. During this time frame, if your subscription is renewed, Renaissance Learning will enter the new subscription code, and this alert will not reappear until 90 days prior to the end date of the new code (next year).

Tools to Help You with STAR Math

You'll find many tools in the software to help you learn how to use STAR Math:

- Manuals and other documents (see below)
- Help in the software (see page 9)
- Live Chat Support (see page 10)
- Training (see page 10)
- Resources (see page 10)

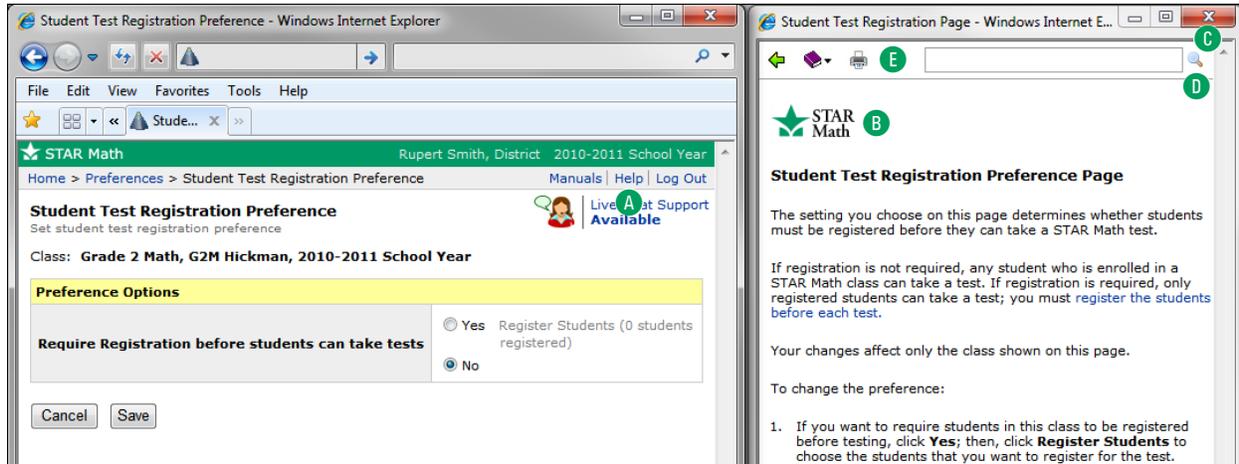
Manuals and Other Documents

To access the software manuals and other useful documents, click **Manuals** in the upper-right corner of any page. Clicking that link lists the documents available for the Renaissance Place programs on your server. For STAR Math, you'll find these documents helpful:

Document	What It Provides
STAR Math Pretest Instructions	<ul style="list-style-type: none">• Instructions you can read to students to explain how the test works
<i>STAR Math Software Manual</i>	<ul style="list-style-type: none">• General information about the program• Step-by-step instructions for working with the program
Software Tips for Getting Started: STAR Math	<ul style="list-style-type: none">• Helpful hints to get you started using the program
<i>STAR Math Technical Manual</i>	<ul style="list-style-type: none">• Technical information about how STAR Math was developed and about its reliability and validity
<i>Renaissance Place Real Time Software Manual</i>	<ul style="list-style-type: none">• Procedures for managing all school and district information• Instructions for consolidating data and generating custom reports

Help in the Software

To access the help, click **Help** in the upper-right corner of any page. The help opens in a separate window, as shown below.



- The **Help** link **A** is on every page in the program. Click it to get more information about the page currently displayed in the program.
- This logo **B** lets you know you're in the STAR Math help. If you go to another program's help, the logo for that program will appear.
- To close the help, click the close button **C**.
- To search, use the search field at the top of the help page. Enter words to look for in the help, and click the search icon **D** to see the results. When you do this, the program searches the help for all the installed Renaissance Place programs. Since the search covers all available help, this is the best way to find what you need.
- To navigate the help, use the icons **E** at the top of the help page:

To view previously selected help, click the back arrow .

Click the book icon  and choose **Contents**, **Index**, or **Other Help**.

Contents: Displays the table of contents for the current product help.

Index: Displays an alphabetical list of topics for the current product help.

Other Help: Takes you to a page where the Renaissance Place products installed on this server are listed, including STAR Math and Renaissance Place Real Time. When you click on one of the products, the Contents for that product's online help will open.

To print the current help topic, click the print icon .

Live Chat Support

Click **Live Chat Support** (as shown to the right) to chat with a member of the support staff. By default, you can access chat from any Renaissance Place RT page; however, district administrators can set a preference to make it accessible from the Home page only or to turn it off entirely. For details, see the *Renaissance Place Real Time Software Manual*.



Free Online Training

Renaissance Learning provides free online training and additional resources for its products through the Renaissance Training Center. Visit www.renlearn.com/training and choose from a variety of learning opportunities, including:

- **Recorded Web Seminars:** View a pre-recorded tour of Renaissance software.
- **On-Demand Sessions:** These short tutorials cover essential step-by-step guidance on specific software tasks.
- **Getting Results Guides:** Printable resources that provide practical guidance on techniques and best practices to help you maximize implementation of Renaissance products.

Resources

The STAR Math software contains other resources to help you use STAR Math in your classroom. To find definitions, pretest instructions, technical manuals, Core Progress for math, and other helpful documents, go to the Home page. Below STAR Math, click **Resources**.

Note: Some resources are only available to STAR Math Enterprise customers.

Need More Help?

- **Knowledge Base:** For technical support information, search the Renaissance Learning Knowledge Base on the web at: support.renlearn.com/techkb/
- **Email:** Send general questions to: answers@renlearn.com. Send technical questions to: support@renlearn.com.
- **Phone:** For assistance, call (800) 338-4204. Outside the US, call 1.715.424.3636.

GETTING STARTED

Checking Software Requirements

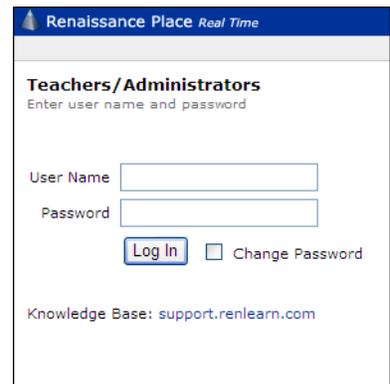
Many Renaissance Place programs, including STAR Math, require supporting software programs (such as Adobe Reader to print reports). The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs.

For more information, see “Checking for the Supporting Software You Need” on page 15.

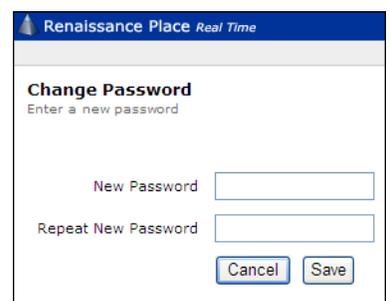
Logging In and Changing Your Password

Use these instructions to log in to Renaissance Place RT, change your password—either by choice or when the software requires it—and access the STAR Math program.

1. In your web browser, go to the URL for Renaissance Place RT.
2. On the Welcome page, click **Teacher/Administrator**.
3. Enter your user name and password.
To change your password, check the **Change Password** box.



4. Click **Log In**.
If you're not changing your password, your Home page opens (see page 6).
If you are changing your password, the Change Password page opens.
Enter your new password, type it again to verify it, and click **Save** to open your Home page.



If the Change Password page opens and you didn't choose to change your password when logging in, one of two things has happened. Either your system administrator wants you to change it for security reasons or you haven't changed it in a year and the software requires it.

Setup Checklist for the STAR Math Software

The tasks listed below must be performed before you start using STAR Math in your classroom. You may or may not be the one required to complete any of these tasks.

Task	Usually Performed By					Where to Find Instructions
	District		School		Teacher	
	Admin.	Staff	Admin.	Staff		
Add school administrators and district staff	✓	✓				<i>Renaissance Place Real Time Software Manual</i>
Add teachers, school staff, and students; add parents, if desired	✓	✓	✓			
Add school marking periods	✓		✓			
Add courses and classes, assign — designate a lead teacher for each STAR Math class—and enroll students in classes. Note: Check students' grade levels when you enroll them in classes. Each student should have a grade level assigned from K–12. Students without a grade level can't take the test.	✓	✓	✓	✓		
Make sure teacher and student computers have the necessary software installed	✓	✓	✓	✓	✓	Page 15
Set up school benchmarks	✓	✓	✓	✓		Page 33
Set up school benchmarks ENTERPRISE	✓	✓	✓	✓		Page 42
Set up district benchmarks ENTERPRISE	✓	✓				Page 47
Set up state benchmarks ENTERPRISE	✓	✓				Page 52
Set up screening dates	✓	✓	✓	✓		Page 61
Set your preferences—test registration, monitor password, student settings (and, for Enterprise customers, test type) Note: Teachers don't have access to test type.	✓		✓		✓	Page 158



Navigating the Software

The navigation bar at the top of each page shows you where you are in the software, as shown here.



If you need to go back to a previous page, use the links in the navigation bar rather than the web browser's Back button, which can sometimes give you unexpected results. For example, if you're on the Create Group page and you want to go to the Home page, click **Home** in the navigation bar.

Changing the School Year You Are Working In

The school year that you are working in now is shown to the right of your name in the upper-right section of any Renaissance Place Real Time program page.



Changing the school year that you are working in is useful if you are adding information for the next school year or reviewing results from a previous school year.

1. On the Home page, below Renaissance Place, click **School Years**.
2. Click **Change Active School Year**.
 The Select a School Year page lists the school years that have been added to the database.
3. Click the school year that you want to work in.
 You will return to your Home page; the new active school year will be shown to the right of your name.

Switching Roles and Schools



You may also see the User Type drop-down list if you have been

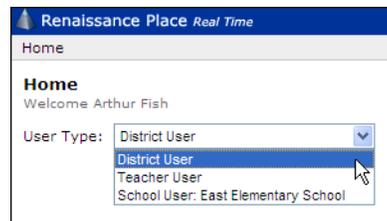
given extra capabilities, even if you do not have more than one role in your school or school network. If you have been granted more capabilities and you do not see the links you need, check for the User Type drop-down list on the Home page and choose the role that applies to the task. For more about capabilities, see page 168.

Some people in your district or school may be assigned more than one role, or they may be assigned to more than one school. For example, the librarian in the high school might also teach a class in one of the middle schools.

Renaissance Place RT keeps track of these multiple roles and school assignments. You can switch between roles or schools after you log in or any time while you are using the software.

People normally change their user types in order to perform tasks in the program that are restricted to specific user groups. If you are trying to perform a task and finding you don't have access, try switching your user type in the drop-down list.

On the Home page, choose a role from the **User Type** drop-down list:



Logging Out and Closing the Software



Automatic logout after 20 minutes. If you do not use any

Renaissance Place product for about 20 minutes, you'll automatically be logged out and you'll have to log in again when you return to the software.

When you've finished working in STAR Math, log out to keep your data secure.

1. Click **Log Out** in the upper-right corner of any page.
2. Close the software by closing your web browser.

SOFTWARE REQUIREMENTS

Current Requirements

For the most up-to-date software, hardware, operating system, and browser requirements for Renaissance Place RT, visit www.renlearn.com/requirements.

Computer Rights vs. Capabilities in Renaissance Place

The rights/permissions/access you have on a specific computer are separate from the capabilities you have within Renaissance Place.

- Administrative rights on an individual computer are part of your school's computer security policy. For more information, see your school's technology/computer coordinator.
- Capabilities give you the right to perform specific tasks in the RP software. For more information, see "Capabilities" on page 168.

Checking for the Supporting Software You Need

Many Renaissance Place programs require supporting software programs, such as Adobe Reader to print reports. The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs.

The rights you are given for a specific computer determine

- whether you can install supporting software programs on that computer
- if the installed supporting software program is available to *all* users of that computer, or just you

If some of the software that you need to use Renaissance Place is not installed, or is outdated, you or your students may see messages about the missing software.

Before Logging In

To check that a specific computer has the necessary software to run Renaissance Place programs, click **Check Software Requirements** on the Renaissance Place Real Time Welcome page **A** before you log in.

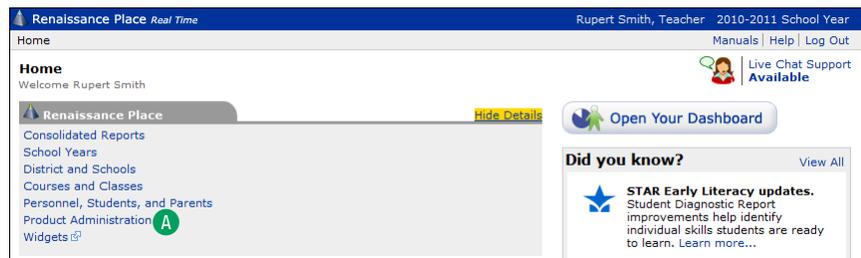
The Software Requirements page will open. See “Software Requirements Page” below.



After Logging In

After logging in, follow these steps to reach the Software Requirements page:

1. On the Home page, below Renaissance Place, click **Product Administration** **A**.



2. On the Product Administration page, below Setup and Maintenance, click **Download Supporting Software**.

The Software Requirements page will open. See below.

Software Requirements Page

The Software Requirements page (shown on the next page) includes:

- **Server name or address** **A**: This is required information when you use some client application software.
- **Renaissance Place ID** **B**: This is a unique identifier that provides a shortcut to your Renaissance Place site. The Renaissance Place ID can be used wherever you see the RPID image going forward.
- **Client Application Software** **C**: This is software that works with your Renaissance Place products. For example, Accelerated Reader for iOS allows students to quiz on iPad®, iPhone®, and iPod touch® devices, while the AccelScan and Renaissance Responder programs are used with Accelerated Math for scoring. If you need any of this software, click the link for your operating system.



If any programs need to be installed or updated, make sure you are logged into the computer with the rights or permissions required to install software for all users. If you do not know whether you have those rights at the computer, or if you don't have those rights, contact your school's technology/computer coordinator.

- **Supporting Software D:** Your computer is checked for the supporting software you need to run Renaissance Place Real Time software (such as Adobe Reader, QuickTime, or Flash Player). Adobe Flash Player, Adobe ShockWave Player, and QuickTime will show animations or play sounds if they are working properly. (To make sure Adobe Reader is installed, click **Test Adobe Reader**.) If any programs are missing or need to be updated, click the **install Version** link **E** for that program.

Manuals | Help

Software Requirements

Your Server Name or IP Address is:	Server-1 A
Your Renaissance Place ID is:	RLI-12AB B

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

Software / Primary Use	Action
Accelerated Reader for iOS Student quizzing on iPad®, iPhone® or iPod touch® 	Accelerated Reader for your iPad®, iPhone® or iPod touch® running iOS 4.x or later
AccelScan 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) AccelScan 1.43 for Windows
Fluent Reader Student Students listen to, record and quiz on passages Used by: Fluent Reader	Fluent Reader Student 2.4 for Macintosh OS X Fluent Reader Student 2.4 for Windows
Renaissance Responder Student NEO 2 and Renaissance Responder scoring Used by: NEO 2 Renaissance Responder	Renaissance Responder 1.7 for Macintosh OS X or later Renaissance Responder 1.7 for Windows

Supporting Software D

Software / Primary Use	Action
Adobe Flash Player Student testing and scoring as well as student practice and quizzing Used by: Accelerated Math Accelerated Reader English in a Flash MathFacts in a Flash Renaissance Home Connect STAR Early Literacy STAR Math STAR Reading STAR Reading Spanish	<div style="text-align: center; border: 1px solid gray; padding: 5px; background-color: #e0e0ff;"> <p>Flash Player meets the requirement.</p> </div> If "Flash Player meets the requirement." does not display above, install Version 10.0 or later.
Adobe Reader Viewing and printing reports as well as assignments Used by: All Products	Test Adobe Reader If Adobe Reader won't open, install Version 9.0 or later. E
Adobe Shockwave Player Teacher scoring Used by: Fluent Reader	<div style="border: 1px solid gray; padding: 5px; background-color: #fff0f0;"> </div> If "Shockwave meets the requirement." does not display above, install Version 11.0 or later.
QuickTime Student practices and teacher scoring (iTunes is not required) Used by: Fluent Reader	<div style="border: 1px solid gray; padding: 5px; background-color: #fff0f0;"> </div> If "QuickTime meets the requirement." does not display above, install Version 7.2 or later.
Renaissance Place Print Plug-In Auto printing TOPS report when the preference is set to Enable Used by: Accelerated Math Accelerated Reader MathFacts in a Flash	<div style="border: 1px solid gray; padding: 5px; background-color: #fff0f0;"> <p>Not Installed</p> </div> Install Version 1.3 or later.

GETTING READY FOR A NEW SCHOOL YEAR



If you want to use your Renaissance Place programs

during summer school, you should wait to perform these steps. For tips, see Knowledge Base article 7901571 at support.relearn.com/techkb/techkb/7901571e.asp.

Before you start each new school year, you need to check, add, edit, and delete information as needed so that your teachers are ready to use STAR Math with their new classes.

Perform these tasks after the previous school year has ended but before the start of the next school year.

Note: If you have the Renaissance Data Integrator (RDI) service, your Renaissance Place database is automatically linked to your student information system (SIS) data. Do not follow the steps in this section; instead, contact your Technical Services Consultant to set up RDI for the new school year.

Renaissance Place Tasks for the New School Year

Before you get STAR Math ready for the new school year, **administrators or other non-teaching staff** need to perform these tasks in Renaissance Place. For details, see the *Renaissance Place Real Time Software Manual*.

- Add the new school year (must be done by district administrators or district staff).
- Set the new school year as the current school year. District administrators should do this so that the change applies to everyone.
- Add the marking periods for each school (used for goals and reports).
- Add the days off for each school (used for report calculations).
- Copy classes from the previous school year, or add classes to the new school year. (Classes do not carry over from one school year to the next, so you need to add them each year.)
- Set reporting periods for Renaissance Place consolidated reports.
- If a properly formatted file is available from a student information system, import student, personnel, class, and/or course information. You may also be able to import updates to student enrollments and personnel assignments.
- Check to see which personnel are in the software and add, edit, or delete personnel as needed.
- Check to see which students are in the software and add or delete students as needed. You can also transfer students from one school to another, edit student information, and edit student characteristics.
- Review the course list for each school and add, edit, or delete courses as needed.
- You must also assign personnel to each class, choose the products the class will use, and enroll students in each class.

Technology/Computer Coordinator Tasks for the New School Year

	Task	Where to Find Instructions
<input type="checkbox"/>	Check for required supporting software on new and updated computers, and recheck other computers to make sure they have the latest versions of the software. Note: You must be logged in to each computer with the rights required to install software for all users.	See “Checking for the Supporting Software You Need” on page 15.

STAR Math Tasks for the New School Year

Complete the Renaissance Place setup tasks on page 18 *before* completing the tasks below so that your new classes will be available for STAR Math.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.



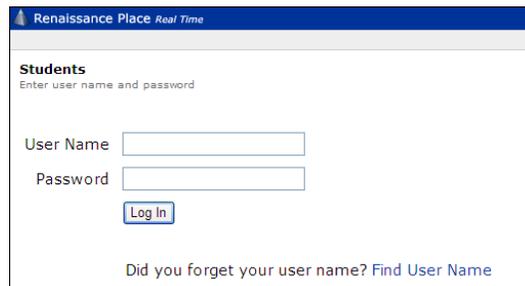
Getting ready for testing. To get students' user names and passwords, print the Student Information Report: click **Reports** under STAR Math on the Home page, and then click **Student Information**. If your students have not taken a STAR Math test before, use the Pretest Instructions to introduce the test; these instructions are in the STAR Math Resources.

	Task	Where to Find Instructions
<input type="checkbox"/>	Set the preferences for each STAR Math class. Preferences set the monitor password requirements, test used (for Enterprise subscriptions), test registration requirements, and student math instructional level and time limits	See page 158.
<input type="checkbox"/>	Register students for testing if registration is required.	See page 161.
<input type="checkbox"/>	Set up benchmarks (administrators and non-teaching staff only).	See page 30.
<input type="checkbox"/>	Set screening dates (administrators and non-teaching staff only).	See page 60.
<input type="checkbox"/>	Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	See page 68.

HOW STUDENTS LOG IN

How Students Log In

1. Start the web browser and go to the Renaissance Place RT address (URL).
2. On the Welcome page, click **Student**.
3. The student enters his or her user name and password, and then clicks **Log In**.



The screenshot shows a web browser window titled "Renaissance Place Real Time". The page content includes a header "Students" with the instruction "Enter user name and password". Below this are two input fields: "User Name" and "Password". A "Log In" button is positioned below the password field. At the bottom of the form, there is a link: "Did you forget your user name? [Find User Name](#)".

When Students Forget Their User Names

Find User Name

During log-in, students who don't know their user names can click **Find User Name**. The software will ask the student to choose the school and search for his or her name; then it will fill in the user name. Students cannot search for their passwords.

The ability to find user names is an option in Renaissance Place RT that can be turned on or off; if the **Find User Name** link is not visible, contact your administrator.

Student Information Report

Print the Student Information Report before a STAR Math test session.

Use this report to give your students their user names and passwords. Students need this information to log in so they can take the test.

This report includes each student's name, ID, gender, date of birth, user name, and password. To print the Student Information Report, see page 144.

TROUBLESHOOTING: STUDENT CAN'T WORK

Adobe Flash Player Not Installed

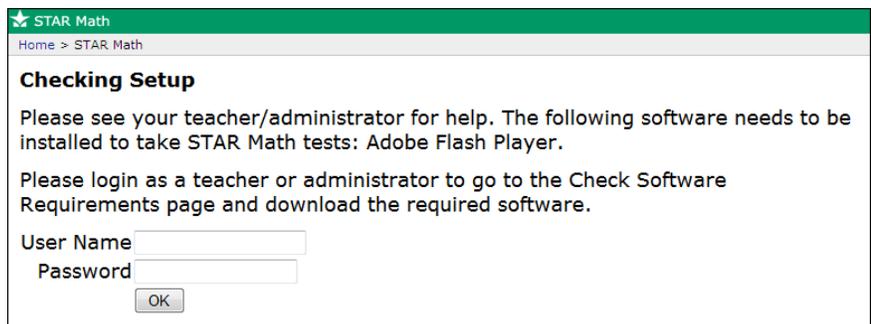
STAR Math checks for the Adobe Flash Player whenever a student tries to take a test. If the computer doesn't have the player installed, the student will see the Checking Setup page, which tells the student to ask for help.

If Adobe Flash Player is missing or needs to be updated:

- Contact the person who manages the computers for your school or district to find out if you have the rights required to install the supporting software for *all* users of the computer (not just you).
- If you cannot install software, ask the person who manages the computers for your school or district to help you.
- If you can install software so it is accessible to all users of a computer, follow the steps (below).

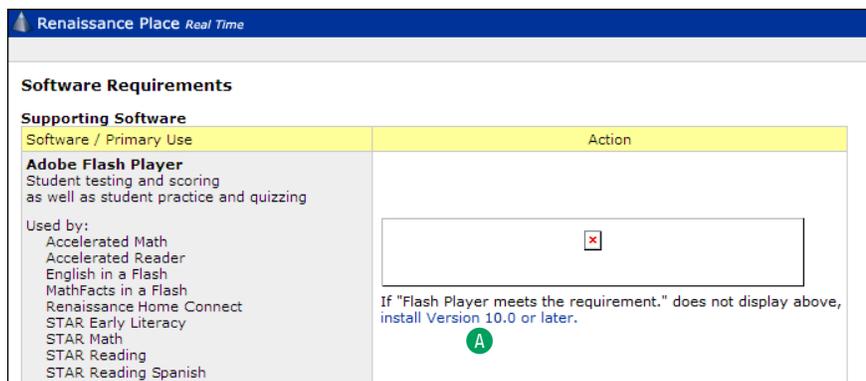
To download the Adobe Flash Player:

1. Enter your user name and password and click **OK**.



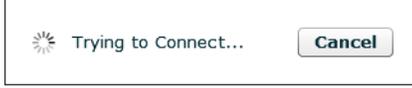
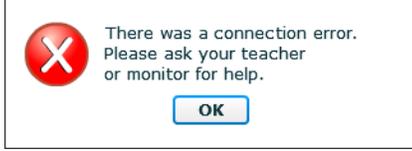
You can check to see if the Adobe Flash Player is installed on a computer before the test begins by following the procedure described in "Checking for the Supporting Software You Need" on page 15.

2. Under the Action column, click the **install Version** link **A** to get instructions on how to download and install the Adobe Flash Player.



Connection to Server Is Lost

If there are connection problems between the server which is hosting Renaissance Place Real Time and the computer that the student is testing on, the test may be interrupted or cancelled. The following error messages will let you know what the problem is and what to do next.

<p>Trying to connect</p>  <p>The screenshot shows a dialog box with a loading spinner icon, the text "Trying to Connect...", and a "Cancel" button.</p>	<p>Network delays have caused the program to slow down temporarily. The program will continue to try to re-establish a connection.</p>
<p>Connection error</p>  <p>The screenshot shows a dialog box with a red 'X' icon, the text "There was a connection error. Please ask your teacher or monitor for help.", and an "OK" button.</p>	<p>The program was unable to re-connect to the server, or the user clicked Cancel in the "Trying to connect" message.</p> <p>Log out of Renaissance Place Real Time, and then log back in again.</p>

Student Capacity Limit Reached

Your STAR Math student capacity limit determines how many students can take a test during your subscription. Your school or district purchased this capacity with the software.

If you reach your student capacity limit, students who have not yet tested during this subscription period will not be allowed to take the test. The program will notify you that you have reached the student capacity limit.

If you need to increase the limit or reallocate the existing capacity, contact Renaissance Learning. After your order is complete, your capacity limit will be increased for you by Renaissance Learning.

Internet Explorer 7 and Above “Hangs” When Student Clicks Take a Test

This is caused by disabling the “Active scripting” security setting in Internet Explorer 7 and above.

1. Open Internet Explorer.
2. In the Tools menu, click **Internet Options**.
3. Click the **Security** tab.
4. If your Renaissance Place site or domain is in the list of trusted sites, click the **Trusted sites zone**. Otherwise, click the **Internet zone**.

5. Click **Custom level**.
6. In the “Scripting” section, change “Active scripting” back to the default **Enable**.
7. Click **OK**. If prompted, click **Yes** to confirm the change.
8. Click **Apply** if available, then click **OK** again.

Student Is Locked Out of Renaissance Place and Cannot Log In

Students (and personnel) may be temporarily locked out of all Renaissance Place software if they attempt to log in too many times with an incorrect password.

If an account is locked, it will automatically be unlocked the next day. If you would like an account unlocked before then, contact your administrator. Administrators can follow the instructions in the Renaissance Place help or software manual to unlock accounts.

Other Browser-Related Problems

If a student is unable to take a test, a setting or feature in your web browser might be the cause. You may need to:

- Clear the browser’s cache
- Disable pop-up blockers
- Disable third-party toolbars
- Enable ActiveX controls

Consult your web browser’s help for instructions on how to perform these actions.

TESTING STUDENTS

Steps in a Typical STAR Math Test Session



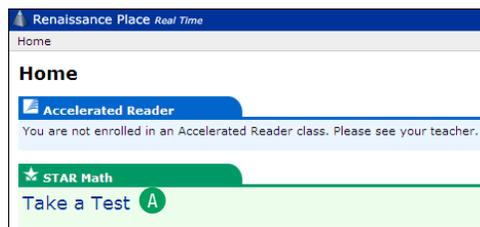
Each student needs his or her user name and password to take the test. For a list of student user names and passwords, print a *Student Information Report* (see page 144).

1. Explain the test using the Pretest Instructions. (To find these instructions, click **Manuals** in the upper-right corner of any page, or go the Home page. Below STAR Math, click **Resources**.) These instructions show the students what the test will look like so they know how to answer the questions.
2. In your web browser, go to the STAR Math address (URL). Then, on the Welcome page, click **Student**.
3. The first student enters his or her user name and password and clicks **Log In**.
4. On the Home page, below STAR Math, the student clicks **Take a Test**.
5. The student clicks **Start**. This starts the test.
6. The teacher or test monitor enters the monitor password, if necessary. (The monitor password is controlled via the Testing Password preference; see page 159.)
7. The student answers up to six practice questions. After the student answers three correctly, the test starts. If the student doesn't answer three correctly, the software tells the student to ask the teacher for help.
8. The student answers the test questions.
9. When the student is finished with the test, STAR Math logs the student out, and the next student can log in to take the test.
10. When all the students have finished testing, close the web browser.

Taking the Test

How Students Take the STAR Math Test

1. The student logs in (see page 24).
2. On the Home page, below STAR Math, the student clicks **Take a Test** .





Some students may not be allowed to test if registration is required or if you've reached the student capacity limit. For more on registration, see page 161; for more on student capacity limits, see page 22.

- STAR Math will check for the Adobe Flash Player on the computer. If the computer doesn't have the player, the test will not start and the student should ask the teacher or test monitor for assistance (see "Troubleshooting: Student Can't Work" on page 21).
- If STAR Math asks the student to choose a class, the student should click the class name. This happens when the student is enrolled in more than one STAR Math class.

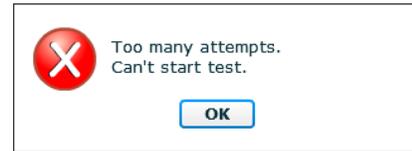
Class	Teacher
Grade 1 Math, G1M Hickman, 2007-2008	Hickman
Grade 1A Math, 1A Math, 2007-2008	Poe

- The student clicks **Start** to begin taking the test **B**.

- STAR Math may ask for a monitor password. This is optional.
If STAR Math doesn't ask for a monitor password, go to step 7 on page 26.
If STAR Math asks for a monitor password (determined by the Testing Password preference; see page 159), the teacher or test monitor enters it and clicks **OK** **C**.

- You cannot substitute your teacher password for the monitor password.
- If you forget to enter a password before clicking **OK**, you will be reminded to enter it, and you can try again.
- If you enter the wrong password, you can try again.

However, if you enter the wrong password three times in a row, you will not be able to start the student's test. Check the Testing Password preference (see page 159) to make sure you are using the correct monitor password.

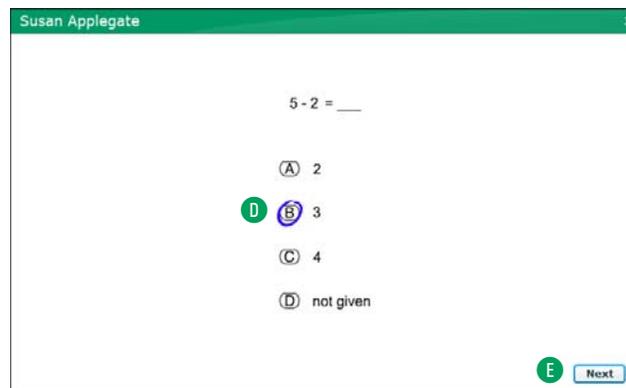


 **You can help students choose answers during the practice, but *do not* help them during the test.**

7. If the student has not taken a STAR Math test in the past 180 days, the student will be presented with some practice questions:

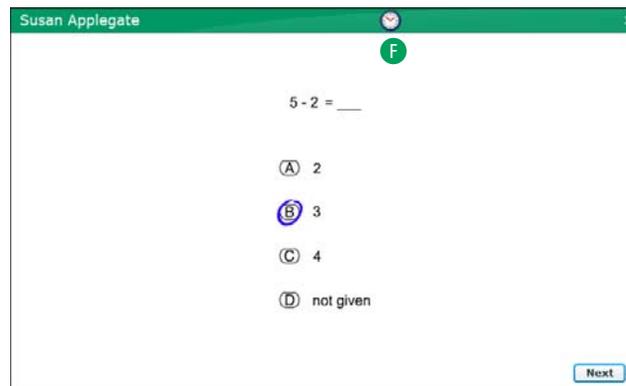
- The student can choose an answer either by pressing the correct key on the keyboard (**A**, **B**, **C**, or **D**), or by clicking an answer with the mouse. STAR Math circles the chosen answer **D**. The student can choose a different answer, but only *before* entering it—once the answer is selected and the enter key or return bar is pressed, it cannot be changed.

Once the student is satisfied that he or she has chosen the correct answer, the student enters the answer, either with the keyboard (by pressing **Enter** or **return**) or with the mouse (by clicking **Next** in the lower-right corner of the screen **E**).



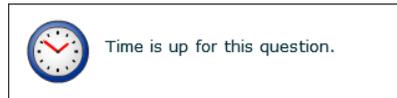
 **See “Extended Question Time Limits” on page 164.**

- A clock **F** appears on the screen when the student has 15 or fewer seconds left to answer the question.

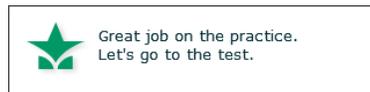


Before time runs out, if the student has chosen an answer, but has not entered it, STAR Math counts the chosen answer as the student's answer to the question. If the student has not chosen an answer, STAR Math considers it an incorrect answer.

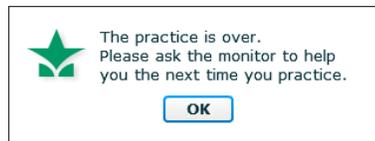
When time runs out, the student is notified; the test moves to the next question.



8. If the student answers two of the first three practice questions correctly, a message tells the student that the test is about to start.



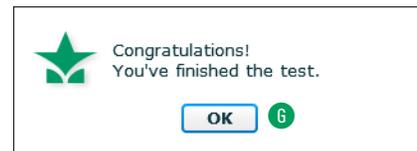
If the student does not answer two of the first three practice questions correctly, the student will be given additional practice questions (up to three more, for a possible total of six). If the student does not answer three practice questions correctly, STAR Math ends the practice and the test will not start. The student is told to ask for help.



 **ENTERPRISE**
The STAR Math
Enterprise test has
34 questions; the STAR Math
test has 24.

9. The student answers the test questions, which are similar to the practice questions. The time limits and the methods used for choosing and entering answers are the same as those used for the practice questions.

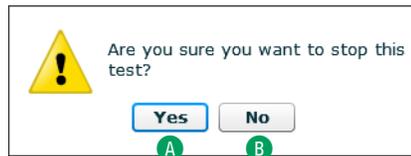
10. When the test is over, STAR Math saves the test and then notifies the student. Next, the student clicks **OK**  and is logged out. Another student can begin taking the test.



Stopping a Test

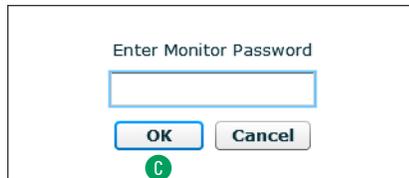
If you need to stop a student's test:

1. Press and release **Ctrl+A** (Windows) or **control+A** (Macintosh).
2. Click **Yes** **A** to confirm that you want to stop the test, or **No** **B** to continue it.



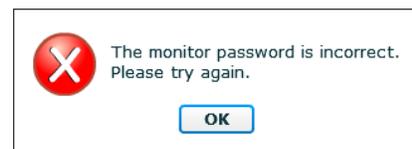
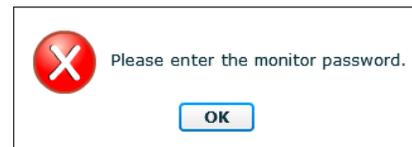
3. Enter the monitor password and click **OK** **C**.

Note: The monitor password is controlled via the Testing Password Preference.

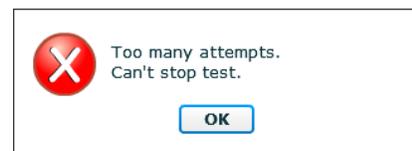


To view the Testing Password preference, see page 159. You may not need to use the monitor password to start a test, but you always need to use it to stop or resume a test.

- You cannot substitute your teacher password for the monitor password.
- If you forget to enter a password before clicking **OK**, you will be reminded to enter it, and you can try again.
- If you enter the wrong password, you can try again.



However, if you enter the wrong password three times in a row, you will not be able to stop the student's test. Check the Testing Password preference (see page 159) to make sure you are using the correct monitor password.



Once the correct monitor password is entered, the test is stopped.



Students cannot resume a test stopped in this manner, but they can take new tests. STAR Math doesn't record scores for incomplete tests (stopped and unfinished), but it does note the total number of incomplete tests for each student in the Test Activity Report (see page 150).

Resuming an Unfinished Test

If a student loses connection to the server or closes the web browser during a test, the student can log in again and resume where the test was left off.

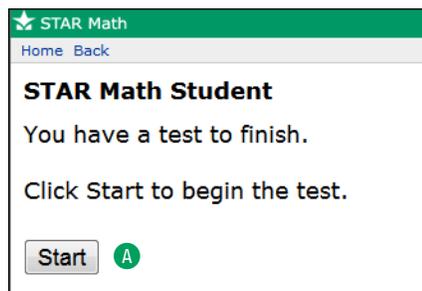
Notes:

Students can resume an unfinished test only one time, and it must be done within 48 hours of the last attempt. After that, they will have to start a new test.

STAR Math doesn't record scores for incomplete tests (stopped and unfinished), but it does record the total number of incomplete tests for each student in the Test Activity Report (see page 150).

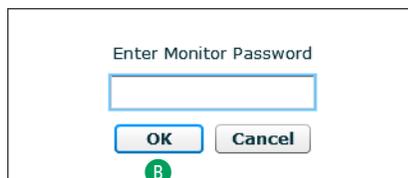
1. Log in to the student program. See page 20.
2. The student will see a message on the STAR Math Student page reminding the student that he or she has an unfinished test.

The student clicks **Start** to resume the test **A**.

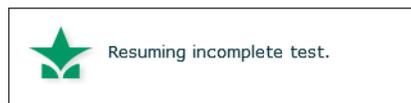


3. The teacher or test monitor should enter the monitor password and click **OK** **B**.

Note: The monitor password is controlled via the Testing Password Preference.



4. A message will confirm that the test is resuming, and then the student can finish taking the test.



To view the Testing Password preference, see page 159. You may not need use the monitor password to start a test, but you always need to use it to stop or resume a test.

SCREENING, PROGRESS MONITORING & INTERVENTION

Cut Scores, Benchmarks, and Benchmark Structures



For more information about benchmarks and cut scores, click [Resources](#) on the STAR Math list, then click [Benchmarks and Cut Scores](#).

Several of the STAR Math and STAR Math Enterprise reports use cut scores, benchmarks, and category structures to identify students who are having difficulty. Once those students have been identified, you can begin to organize your intervention plan. Students who are not reaching a specific benchmark can be further divided into groups to help you focus your resources on the students who need the most help.

- A *cut score* is either a converted Percentile Rank (PR) score or, in the case of state benchmarks, a Scaled Score (SS) (see page 154).
- Cut scores that are chosen as targets for students to meet or surpass are *benchmarks*.
 - *School benchmarks* are targets that apply to every student in a school (each grade has its own benchmarks). These are available for all STAR Math and STAR Math Enterprise customers.
 - *District benchmarks* are targets that apply to every student in a school district; these are only available for STAR Math Enterprise customers.
 - A *state benchmark* correlates the STAR Math test scores within a school to a state test. A state benchmark is only available to customers who are (a) using STAR Math Enterprise *and* (b) are in a state that has a test linked to the STAR Math scale.

Each type of benchmark can have different values; for example, state benchmarks may be set higher than district benchmarks. For STAR Math Enterprise, one of these benchmarks can be chosen as a *default benchmark* (to be used in situations where a benchmark is required but one hasn't been chosen).

- The number of categories, the category names, and the minimum proficiency level chosen create a *benchmark structure*. There are four default categories (see below), but the number of categories in the structure can be changed from two to five.



Unlike STAR Math Enterprise, STAR Math only uses one benchmark (school), so there is no need to select a default benchmark.

Category	Description	Default Cut Score
■ At/Above Benchmark (green)	Students meeting or exceeding the benchmark score	At/Above 40 PR
■ On Watch (blue)	Students slightly below the benchmark score	Automatically calculated as the range between "At/Above Benchmark" and "Intervention"
■ Intervention (yellow)	Students below the benchmark score	Below 25 PR
■ Urgent Intervention (red)	Students far below the benchmark score	Below 10 PR



This chapter explains how to change the number of categories in the structure and the cut scores/benchmarks that define them.

Note: The procedures differ based on which version of the program you are using. If your school is part of a *mixed* district (where some schools are using STAR Math and others are using STAR Math Enterprise), follow the instructions for STAR Math Enterprise.

STAR Math			
Viewing benchmarks		Page 32	
Editing benchmarks	Editing school benchmark structure		Page 33
	Editing school cut scores		Page 35
STAR Math ENTERPRISE			
Viewing benchmarks		Page 37	
Editing benchmarks	School	Editing school benchmark structure	Page 42
		Editing school cut scores	Page 44
	District	Editing district benchmark structure	Page 47
		Editing district cut scores	Page 49
	State	Editing non-linked grades	Page 52
	Selecting a default benchmark	District administrators and district staff	
School administrators and school staff		Page 58	

Managing STAR Math Screening, Progress Monitoring & Intervention



For more information about capabilities, see the Renaissance Place Real Time Software Manual.

A new capability has been added to STAR Math: Manage STAR Math Screening, Progress Monitoring & Intervention. This capability allows users to view screening and progress monitoring scores, and set Response to Intervention (RTI) goals for all STAR Math students in a school (see page 168).

All users have this capability by default. Teachers who have this capability removed will still be able to view and manage screening, progress monitoring and intervention data, but only for their *own* students who are enrolled in STAR Math classes (further clarification will be provided where appropriate).

STAR Math: Viewing Benchmarks

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



If you can't click on View Benchmarks,
the selected school

does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. On the left side of the page, in the gray sidebar, click **View Benchmarks** **A**.

3. On the View Benchmarks page, use the **School** drop-down list **B** to choose which school to view benchmarks for. (School administrators, school staff, and teachers can only view benchmarks for their own school.)

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 6	Below 20 PR	20 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 8	Below 22 PR	22 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 9	Below 22 PR	22 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 10	Below 25 PR	25 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 11	Below 25 PR	25 - 36 PR	37 - 59 PR	At/Above 60 PR
Grade 12	Below 25 PR	25 - 39 PR	40 - 59 PR	At/Above 60 PR

4. Click **Done** when you have finished viewing the benchmarks.

STAR Math: Editing Benchmarks

The task of editing benchmarks in STAR Math is broken into two separate procedures:

- *Editing the school benchmark structure* (see the next section) allows you to choose how many categories are used for the school, the names assigned to those categories, and which category should serve as the minimum proficiency level students should try to achieve.
- *Editing school cut scores* (see page 35) allows you to change the default values of the PR scores used as benchmarks.

Editing the School Benchmark Structure

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. On the left side of the page, in the gray sidebar, click **View Benchmarks** **A**.

3. On the View Benchmarks page, use the **School** drop-down list **B** to choose which school to edit school benchmark structures for.
4. Click **Edit Benchmark Structure** **C**.

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 6	Below 20 PR	20 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 8	Below 22 PR	22 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 9	Below 22 PR	22 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 10	Below 25 PR	25 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 11	Below 25 PR	25 - 36 PR	37 - 59 PR	At/Above 60 PR
Grade 12	Below 25 PR	25 - 39 PR	40 - 59 PR	At/Above 60 PR



If you change the number of categories, the cut scores will revert to their default values (see the diagram on page 36).



You can restore all the settings to their defaults at any time by clicking **Default.**

- On the Edit School Benchmark Structure page, use the **Number of Categories** drop-down list **D** to choose how many categories you want in the structure (from 2–5; the default is 4).

- If you want to change the names of the categories, type the names you want in the appropriate fields next to the colored boxes **E**. The default names differ based on the number of categories being used:

2 Categories	3 Categories	4 Categories	5 Categories
<input type="checkbox"/> At/Above Benchmark	<input type="checkbox"/> At/Above Benchmark	<input type="checkbox"/> At/Above Benchmark	<input type="checkbox"/> Above Benchmark
<input type="checkbox"/> Below Benchmark	<input type="checkbox"/> On Watch	<input type="checkbox"/> On Watch	<input type="checkbox"/> At Benchmark
	<input type="checkbox"/> Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch
		<input type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention
			<input type="checkbox"/> Urgent Intervention

- The Screening Report (see page 127) has a graph showing which students fall into each of the categories. Choose one of those categories to serve as the “bar” that students must reach in the Minimum Proficiency Level column **F**. When a Screening Report is printed, a horizontal line will be placed on the graph at the chosen level, making it easier to see students who are “reaching the bar” and those who are not. (The lowest available category cannot be chosen as the minimum proficiency level).
- To save the changes you have made, click **Save**.
To exit this page without saving your changes, click **Cancel**.

Editing School Cut Scores

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School drop-down list. To set screening dates, see page 60.**

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar on the left side of the page **A**.

STAR Math
Home > Screening, Progress Monitoring & Intervention

Screening, Progress Monitoring & Intervention
Select Screening Status to preview results by grade, or select Progress Monitoring & Goals to set up interventions

Return to Home

Setup
View Screening Dates
View Benchmarks
Manage Groups

Reports
Screening
Progress Monitoring
More Reports

Screening Status | Progress Monitoring & Goals

Search for a student to set up Goals for Progress Monitoring and Intervention [Learn more about goals](#)

School: North Terra Grade School

Search for Student

First Name ID

Last Name Grade All Grades

Class All Classes

Search

3. On the View Benchmarks page, use the **School** drop-down list **B** to choose which school to edit cut scores for. (School administrators and school staff can only edit cut scores for their own school.)
4. Click **Edit Cut Scores** **C**.

STAR Math
Home > Screening, Progress Monitoring & Intervention > View Benchmarks

View Benchmarks
View or edit benchmarks

Benchmark Structure (applies to all schools)

Number of Categories: 4
Minimum Proficiency Level: At/Above Benchmark
[Edit Benchmark Structure](#)

Cut Scores
North Terra Grade School **B**
[Edit Cut Scores](#) **C**

Interpretation & Recommendations

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 6	Below 20 PR	20 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 8	Below 22 PR	22 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 9	Below 22 PR	22 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 10	Below 25 PR	25 - 36 PR	37 - 54 PR	At/Above 55 PR
Grade 11	Below 25 PR	25 - 36 PR	37 - 59 PR	At/Above 60 PR
Grade 12	Below 25 PR	25 - 39 PR	40 - 59 PR	At/Above 60 PR

Done



To change the number of categories used, their names, and the minimum proficiency level, see page 33.

- On the Edit School Cut Scores page, use the drop-down lists in the row for a grade to change the PR values that define the categories for that grade. The values must be in ascending order from left to right. In the example below, the default number of categories (4) are shown.

- In this example (where 4 categories are used), On Watch is automatically calculated as the range of scores between Intervention and At/Above Benchmark. The category that is automatically calculated changes depending on the number of categories used; see the diagram below.

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	Below 25 PR	Auto-Calculated	At/Above 40 PR
Grade 2	Below 10 PR	Below 25 PR	Auto-Calculated	At/Above 40 PR
Grade 3	Below 10 PR	Below 25 PR	Auto-Calculated	At/Above 40 PR
Grade 4	Below 15 PR	Below 25 PR	Auto-Calculated	At/Above 40 PR
Grade 5	Below 15 PR	Below 30 PR	Auto-Calculated	At/Above 45 PR
Grade 6	Below 20 PR	Below 30 PR	Auto-Calculated	At/Above 45 PR
Grade 7	Below 20 PR	Below 33 PR	Auto-Calculated	At/Above 50 PR
Grade 8	Below 22 PR	Below 35 PR	Auto-Calculated	At/Above 50 PR
Grade 9	Below 22 PR	Below 37 PR	Auto-Calculated	At/Above 55 PR
Grade 10	Below 25 PR	Below 37 PR	Auto-Calculated	At/Above 55 PR
Grade 11	Below 25 PR	Below 37 PR	Auto-Calculated	At/Above 60 PR
Grade 12	Below 25 PR	Below 40 PR	Auto-Calculated	At/Above 60 PR

There can be from 2–5 categories for school benchmarks (the default number is 4). The values for some categories are automatically calculated based on the scores you choose for the other categories. The default PR values for the categories (along with their default names) are shown below:

Number of Categories	2	Below Benchmark: Calculated ^a		At/Above Benchmark: At/Above 40 PR	
	3	Intervention: Below 25 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR	
	4	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR
	5	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: 25–39 PR	At Benchmark: Calculated ^c

- Below Benchmark is automatically calculated to be from 1 to (At/Above Benchmark – 1). For example, if At/Above Benchmark is At/Above 40 PR, Below Benchmark is 1–39 PR.
- On Watch is automatically calculated as the range of scores between At/Above Benchmark and Intervention. For example, if At/Above Benchmark is At/Above 40 PR and Intervention is Below 25 PR, On Watch is 25–39 PR.
- At Benchmark is automatically calculated as the range of scores between Above Benchmark and On Watch. For example, if Above Benchmark is At/Above 50 PR and On Watch is Below 40 PR, At Benchmark is 40–49 PR.

- To save the changes you have made, click **Save**. To exit this page without saving your changes, click **Cancel**.

STAR Math Enterprise: Viewing Benchmarks ENTERPRISE

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

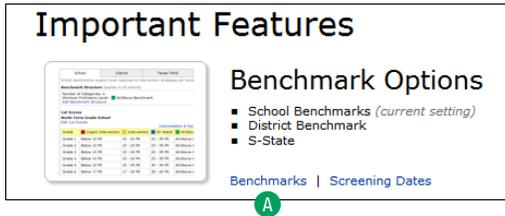
There are two ways to reach the View Benchmarks page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** A (below “Benchmark Options” in the Important Features section of the page); go to “View Benchmarks Page” on page 38.



If you can't click on View Benchmarks,
 the selected school

does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to “View Benchmarks Page” on page 38.

View Benchmarks Page



The default benchmark **D is the benchmark** that is used throughout STAR Math Enterprise. In some places (such as the Screening Report options), you are allowed to choose different benchmarks to use—if no choice is made in these situations, the default benchmark shown here is the one that will be used.

1. In the top section of the View Benchmarks page, click the tab to choose which type of benchmark you want to view: **School **A****, **District **B****, or **State **C****.

- The current setting for the default benchmark is shown at the top of the page **D**.
- The **Edit Default Benchmark** link beneath it will only appear if the user group you belong to is allowed to set the default benchmark (see page 56).
- The **State** tab will only be shown if a linking between the STAR Math scale and your state test has been completed for one or more grades. The name shown on the tab will be the name of your state and the state test name acronym

If you choose school benchmarks, see page 39.

If you choose district benchmarks, see page 40.

If you choose state benchmarks, see page 41.

Viewing School Benchmarks

To view school benchmarks:

- Verify that the School tab **A** is active.
- Use the **School** drop-down list **B** to select which school's benchmarks to view.
Note: School administrators, school staff, and teachers can only view school benchmarks for their own school.
- The number of categories and the minimum proficiency level for the chosen school are shown in the Benchmark Structure section of the page **C**. The **Edit Benchmark Structure** link beneath **D** will only appear if the user group you belong to is allowed to edit school benchmark structures (see page 42).
- The benchmarks for each grade in the chosen school are in the Cut Scores table. The **Edit Cut Scores** link above the table **E** will only appear if the user group you belong to is allowed to edit school cut scores (see page 44).
- Click **Done** when you have finished viewing the benchmarks.

STAR Math
 Home > Screening, Progress Monitoring & Intervention > View Benchmarks

View Benchmarks
 View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done

School **A** District S-State

School benchmarks support local response to intervention strategies per building and grade level.

C **Benchmark Structure** (applies to all schools)
 Number of Categories: 4
 Minimum Proficiency Level: **At/Above Benchmark**
[Edit Benchmark Structure](#) **D**

B **Cut Scores**
 School: North Terra Grade School

E [Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 39 PR	At/Above 40 PR
Grade 6	Below 17 PR	17 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 17 PR	17 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 8	Below 20 PR	20 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 9	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 10	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 11	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 12	Below 20 PR	20 - 34 PR	35 - 54 PR	At/Above 55 PR

Done

Viewing District Benchmarks

To view district benchmarks:

- Verify that the District tab **A** is active.
- The number of categories and the minimum proficiency level for the district are shown in the Benchmark Structure section of the page **B**.
- The **Edit Benchmark Structure** link beneath will **C** only appear if the user group you belong to is allowed to edit the district benchmark structure (see page 47).
- The Cut Scores table will only have one row; a single district benchmark is applied to all grades in all the schools in the district.
- The **Edit Cut Scores** link above the table **D** will only appear if the user group you belong to is allowed to edit district cut scores (see page 49).
- Click **Done** when you have finished viewing the benchmarks.

View Benchmarks
View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

[Done](#)

District **A**

The district benchmark applies to all schools and grades and is always used for longitudinal reporting.

Benchmark Structure (applies to all schools) **B**

Number of Categories: 4
 Minimum Proficiency Level: **At/Above Benchmark**
[Edit Benchmark Structure](#) **C**

Cut Scores (applies to all schools) **D**

[Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
All Grades	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR

[Done](#)

Viewing State Benchmarks

To view state benchmarks:

- Verify that the State tab **A** is active.
- Unlike school and district benchmarks, state benchmarks are linked to the Scaled Score (SS), not the Percentile Rank (PR); see page 155.
- There may be grades in the state that do not have a linking between the state test and STAR Math; the rows for these grades will be empty **B**.
- The **Edit Non-Linked Grades** link above the table **C** will only appear if the user group you belong to is allowed to edit scores for non-linked grades (see page 52).
- Click **Done** when you have finished viewing the benchmarks.

View Benchmarks
View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done

School District **S-State**

This benchmark helps determine if students are on track for state testing.
 Grades with **S-State-linked** scores are pre-filled and not editable.
 Scores for the remaining grades can be defined by the district administrator.

Edit Non-Linked Grades Interpretation & Recommendations

Grade	Standard Not Met	Met Standard	Commended Performance
Grade 1	--	--	--
Grade 2	--	--	--
Grade 3	Below 202 SS	202 - 439 SS	At/Above 440 SS
Grade 4	Below 359 SS	359 - 571 SS	At/Above 572 SS
Grade 5	Below 237 SS	237 - 554 SS	At/Above 555 SS
Grade 6	Below 417 SS	417 - 673 SS	At/Above 674 SS
Grade 7	Below 518 SS	518 - 913 SS	At/Above 914 SS
Grade 8	Below 361 SS	361 - 804 SS	At/Above 805 SS
Grade 9	Below 346 SS	346 - 915 SS	At/Above 916 SS
Grade 10	--	--	--
Grade 11	--	--	--
Grade 12	--	--	--

Done

STAR Math Enterprise: Editing Benchmarks ENTERPRISE

School Benchmarks

The task of editing school benchmarks in STAR Math Enterprise is broken into two separate procedures:

- *Editing the school benchmark structure* (see the next section) allows you to choose how many categories are used for the schools, the names assigned to those categories, and which category should serve as the minimum proficiency level students should try to achieve. The same school benchmark structure is used by all schools in the district.
- *Editing school cut scores* (see page 44) allows you to change the default values of the PR scores used as benchmarks. Each school can set its own values for the school cut scores.

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

Editing the School Benchmark Structure

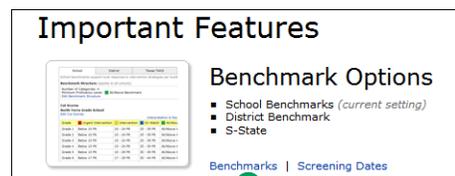
The procedure for editing school benchmark structure begins on the View Benchmarks page; there are two ways to reach this page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 43.



From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 43.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

- In the top section of the View Benchmarks page, click the **School** tab **B**.
- Click **Edit Benchmark Structure** **C**.

View Benchmarks
 View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done **B**

School **B** | District | S-State

School benchmarks support local response to intervention strategies per building and grade level.

Benchmark Structure (applies to all schools)
 Number of Categories: 4
 Minimum Proficiency Level: At/Above Benchmark
[Edit Benchmark Structure](#) **C**

Cut Scores
 School: North Terra Grade School

[Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	Urgent Intervention	Intervention	On Watch	At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 39 PR	At/Above 40 PR
Grade 6	Below 17 PR	17 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 17 PR	17 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 8	Below 20 PR	20 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 9	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 10	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 11	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 12	Below 20 PR	20 - 34 PR	35 - 54 PR	At/Above 55 PR

Done



If you change the number of categories, the cut scores will revert to their default values (see the diagram on page 46).

- On the Edit School Benchmark Structure page, use the **Number of Categories** drop-down list **C** to choose how many categories you want in the structure (from 2–5; the default is 4).

Edit School Benchmark Structure
 Change the number of categories, category names, or minimum proficiency level for all schools and grade levels

Number of Categories: 4 **C** | Minimum Proficiency Level

Category

At/Above Benchmark **D** **E**

On Watch

Intervention

Urgent Intervention

Cancel Default **F** Save



You can restore all the settings to their defaults at any time by clicking **Default **F**.**

6. If you want to change the names of the categories, type the names you want in the appropriate fields next to the colored boxes **D**. The default names differ based on the number of categories being used:

2 Categories	3 Categories	4 Categories	5 Categories
 At/Above Benchmark	 At/Above Benchmark	 At/Above Benchmark	 Above Benchmark
 Below Benchmark	 On Watch	 On Watch	 At Benchmark
	 Intervention	 Intervention	 On Watch
		 Urgent Intervention	 Intervention
			 Urgent Intervention

7. The Screening Report (see page 127) has a graph showing which students fall into each of the categories. Choose one of those categories to serve as the “bar” that students must reach in the Minimum Proficiency Level column **E**. When a Screening Report is printed, a horizontal line will be placed on the graph at the chosen level, making it easier to see students who are “reaching the bar” and those who are not. (The lowest available category cannot be chosen as the minimum proficiency level).
8. To save the changes you have made, click **Save**.
To exit this page without saving your changes, click **Cancel**.

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

Editing School Cut Scores

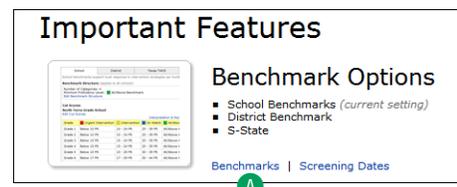
The procedure for editing school cut scores begins on the View Benchmarks page; there are two ways to reach this page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** **A** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 45.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 45.

- In the top section of the View Benchmarks page, click the **School** tab **B**.
- Use the **School** drop-down list **C** to select which school's cut scores to edit. **Note:** School administrators and school staff can only edit cut scores for their own school.
- Click **Edit Cut Scores** **D**.

STAR Math

Home > Screening, Progress Monitoring & Intervention > View Benchmarks

View Benchmarks

View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done **B**

School **District** S-State

School benchmarks support local response to intervention strategies per building and grade level.

Benchmark Structure (applies to all schools)
 Number of Categories: 4
 Minimum Proficiency Level: At/Above Benchmark
[Edit Benchmark Structure](#)

Cut Scores
 School: North Terra Grade School **C**

D [Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At/Above Benchmark
Grade 1	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 2	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 3	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 4	Below 15 PR	15 - 24 PR	25 - 39 PR	At/Above 40 PR
Grade 5	Below 15 PR	15 - 29 PR	30 - 39 PR	At/Above 40 PR
Grade 6	Below 17 PR	17 - 29 PR	30 - 44 PR	At/Above 45 PR
Grade 7	Below 17 PR	17 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 8	Below 20 PR	20 - 32 PR	33 - 44 PR	At/Above 45 PR
Grade 9	Below 20 PR	20 - 32 PR	33 - 49 PR	At/Above 50 PR
Grade 10	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 11	Below 20 PR	20 - 34 PR	35 - 49 PR	At/Above 50 PR
Grade 12	Below 20 PR	20 - 34 PR	35 - 54 PR	At/Above 55 PR

Done

- On the Edit School Cut Scores page, use the drop-down lists in the row for a grade to change the PR values that define the categories for that grade. The values must be in ascending order from left to right.

E In this example (where 4 categories are used), On Watch is automatically calculated as the range of scores between Intervention and At/Above Benchmark. The category that is automatically calculated changes depending on the number of categories used; see the diagram below.

There can be from 2–5 categories for school benchmarks (the default number is 4). The values for some categories are automatically calculated based on the scores you choose for the other categories. The default PR values for the categories (along with their default names) are shown below:

Number of Categories	2	Below Benchmark: Calculated ^a		At/Above Benchmark: At/Above 40 PR		
	3	Intervention: Below 25 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR		
	4	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR	
	5	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: 25–39 PR	At Benchmark: Calculated ^c	Above Benchmark: At/Above 50 PR

- Below Benchmark is automatically calculated to be from 1 to (At/Above Benchmark – 1). For example, if At/Above Benchmark is At/Above 40 PR, Below Benchmark is 1–39 PR.
- On Watch is automatically calculated as the range of scores between At/Above Benchmark and Intervention. For example, if At/Above Benchmark is At/Above 40 PR and Intervention is Below 25 PR, On Watch is 25–39 PR.
- At Benchmark is automatically calculated as the range of scores between Above Benchmark and On Watch. For example, if Above Benchmark is At/Above 50 PR and On Watch is Below 40 PR, At Benchmark is 40–49 PR.

- To save the changes you have made, click **Save**. To exit this page without saving your changes, click **Cancel**.

District Benchmarks

The task of editing district benchmarks in STAR Math Enterprise is broken into two separate procedures:

- *Editing the district benchmark structure* (see the next section) allows you to choose how many categories are used for the district, the names assigned to those categories, and which category should serve as the minimum proficiency level students should try to achieve.
- *Editing district cut scores* (see page 49) allows you to change the default values of the PR scores used as benchmarks.

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

Editing the District Benchmark Structure

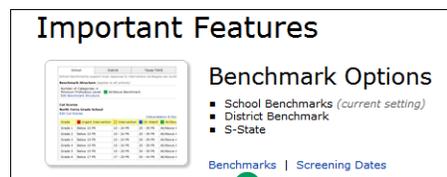
The procedure for editing district benchmark structure begins on the View Benchmarks page; there are two ways to reach this page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** ^A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 48.



From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 48.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

- In the top section of the View Benchmarks page, click the **District** tab **B**.
- Click **Edit Benchmark Structure** **C**.

View Benchmarks
View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done

School **District** S-State

The district benchmark applies to all schools and grades and is always used for longitudinal reporting.

Benchmark Structure (applies to all schools)
 Number of Categories: 4
 Minimum Proficiency Level: At/Above Benchmark
[Edit Benchmark Structure](#)

Cut Scores (applies to all schools)
[Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At/Above Benchmark
All Grades	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR

Done

If you change the number of categories, the cut scores will revert to their default values (see the diagram on page 51).

- On the Edit District Benchmark Structure page, use the **Number of Categories** drop-down list **D** to choose how many categories you want in the structure (from 2–5; the default is 4).

Edit District Benchmark Structure
Change the number of categories, category names, or minimum proficiency level for all schools and grade levels

Number of Categories: 4 **D** Minimum Proficiency Level

Category

At/Above Benchmark **E** **F**

On Watch

Intervention

Urgent Intervention

Cancel Default Save **G**

You can restore all the settings to their defaults at any time by clicking Default **G.**

- If you want to change the names of the categories, type the names you want in the appropriate fields next to the colored boxes **E**. The default names differ based on the number of categories being used:

2 Categories	3 Categories	4 Categories	5 Categories
<input checked="" type="checkbox"/> At/Above Benchmark	<input checked="" type="checkbox"/> At/Above Benchmark	<input checked="" type="checkbox"/> At/Above Benchmark	<input checked="" type="checkbox"/> Above Benchmark
<input type="checkbox"/> Below Benchmark	<input checked="" type="checkbox"/> On Watch	<input checked="" type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At Benchmark
	<input type="checkbox"/> Intervention	<input type="checkbox"/> Intervention	<input checked="" type="checkbox"/> On Watch
		<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention
			<input checked="" type="checkbox"/> Urgent Intervention

- The Screening Report (see page 127) has a graph showing which students fall into each of the categories. Choose one of those categories to serve as the “bar” that students must reach in the Minimum Proficiency Level column **F**. When a Screening Report is printed, a horizontal line will be placed on the graph at the chosen level, making it easier to see students who are “reaching the bar” and those who are not. (The lowest available category cannot be chosen as the minimum proficiency level).
- To save the changes you have made, click **Save**. To exit this page without saving your changes, click **Cancel**.

Editing District Cut Scores

The procedure for editing district cut scores begins on the View Benchmarks page; there are two ways to reach this page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

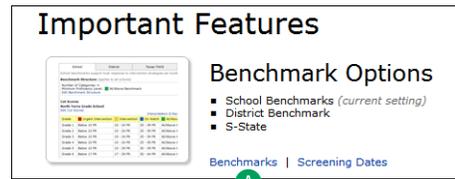
Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

From the STAR Math Enterprise Home Page

- On the Home page, below STAR Math, click **Enterprise Home**.
- On the STAR Math Enterprise Home page, click **Benchmarks** **A** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 50.



From the Screening, Progress Monitoring & Intervention Page

- On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
- Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 50.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

- In the top section of the View Benchmarks page, click the **District** tab **B**.
- Click **Edit Cut Scores** **C**.

STAR Math
 Home > Screening, Progress Monitoring & Intervention > View Benchmarks

View Benchmarks
 View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
 (Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

School **District** S-State

The district benchmark applies to all schools and grades and is always used for longitudinal reporting.

Benchmark Structure (applies to all schools)
 Number of Categories: 4
 Minimum Proficiency Level: Urgent Intervention At/Above Benchmark
[Edit Benchmark Structure](#)

Cut Scores (applies to all schools)
[Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At/Above Benchmark
All Grades	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR

- On the Edit District Cut Scores page, use the drop-down lists to change the PR values that define the categories for the district. The values must be in ascending order from left to right.

STAR Math
 Home > Screening, Progress Monitoring & Intervention > View Benchmarks > Edit District Cut Scores

Edit District Cut Scores
 Set the cut scores for each category

Grade	<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At/Above Benchmark
All Grades	Below 10 PR	Below 25 PR	Auto-Calculated	At/Above 40 PR

- In this example (where 4 categories are used), On Watch is automatically calculated as the range of scores between Intervention and At/Above Benchmark. The category that is automatically calculated changes depending on the number of categories used; see the diagram on page 51.



There can be from 2–5 categories for district benchmarks (the default number is 4). The values for some categories are automatically calculated based on the scores you choose for the other categories. The default PR values for the categories (along with their default names) are shown below:

Number of Categories	2	Below Benchmark: Calculated ^a		At/Above Benchmark: At/Above 40 PR		
	3	Intervention: Below 25 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR		
	4	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: Calculated ^b	At/Above Benchmark: At/Above 40 PR	
	5	Urgent Intervention: Below 10 PR	Intervention: 10–24 PR	On Watch: 25–39 PR	At Benchmark: Calculated ^c	Above Benchmark: At/Above 50 PR

- a. Below Benchmark is automatically calculated to be from 1 to (At/Above Benchmark – 1). For example, if At/Above Benchmark is At/Above 40 PR, Below Benchmark is 1–39 PR.
- b. On Watch is automatically calculated as the range of scores between At/Above Benchmark and Intervention. For example, if At/Above Benchmark is At/Above 40 PR and Intervention is Below 25 PR, On Watch is 25–39 PR.
- c. At Benchmark is automatically calculated as the range of scores between Above Benchmark and On Watch. For example, if Above Benchmark is At/Above 50 PR and On Watch is Below 40 PR, At Benchmark is 40–49 PR.

- 6. To save the changes you have made, click **Save**.
To exit this page without saving your changes, click **Cancel**.

State Benchmarks

If there is a linking between the state test and the STAR Math test, the Scaled Score (SS; see page 155) that a student receives can be used to see if the student has reached a state benchmark. Essentially, you use the results of a STAR Math test to predict how a student will perform on a state test.

However, some grades may not have a link; for example, a state test might only have a link to STAR Math for grades 3–8. In cases like this, no values are assigned to the non-linked grades, but you can assign your own if you wish.

Editing Non-Linked Grades

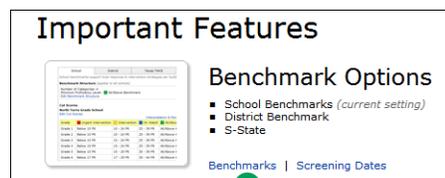
The procedure for editing non-linked grades begins on the View Benchmarks page; there are two ways to reach this page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** ^A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 53.



From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 53.

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



If you can't click on View Benchmarks,
 the selected school

does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

3. In the top section of the View Benchmarks page, click the **State** tab **A**.
4. Click **Edit Non-Linked Grades** **B**.

★ STAR Math

Home > Screening, Progress Monitoring & Intervention > View Benchmarks

View Benchmarks

View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
 Current setting: **School Benchmarks**
(Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

School
District
S-State

This benchmark helps determine if students are on track for state testing.

Grades with **S-State-linked** scores are pre-filled and not editable.
 Scores for the remaining grades can be defined by the district administrator.

B [Edit Non-Linked Grades](#) Interpretation & Recommendations

Grade	Standard Not Met	Met Standard	Commended Performance
Grade 1	--	--	--
Grade 2	--	--	--
Grade 3	Below 202 SS	202 - 439 SS	At/Above 440 SS
Grade 4	Below 359 SS	359 - 571 SS	At/Above 572 SS
Grade 5	Below 237 SS	237 - 554 SS	At/Above 555 SS
Grade 6	Below 417 SS	417 - 673 SS	At/Above 674 SS
Grade 7	Below 518 SS	518 - 913 SS	At/Above 914 SS
Grade 8	Below 361 SS	361 - 804 SS	At/Above 805 SS
Grade 9	Below 346 SS	346 - 915 SS	At/Above 916 SS
Grade 10	--	--	--
Grade 11	--	--	--
Grade 12	--	--	--

- Enter the Scaled Score values you want in the appropriate fields.

STAR Math

Home > Screening, Progress Monitoring & Intervention > View Benchmarks > Edit Estimated S-State Scores

Edit Estimated S-State Cut Scores

Set cut scores for grades with no benchmark data

Cancel Save

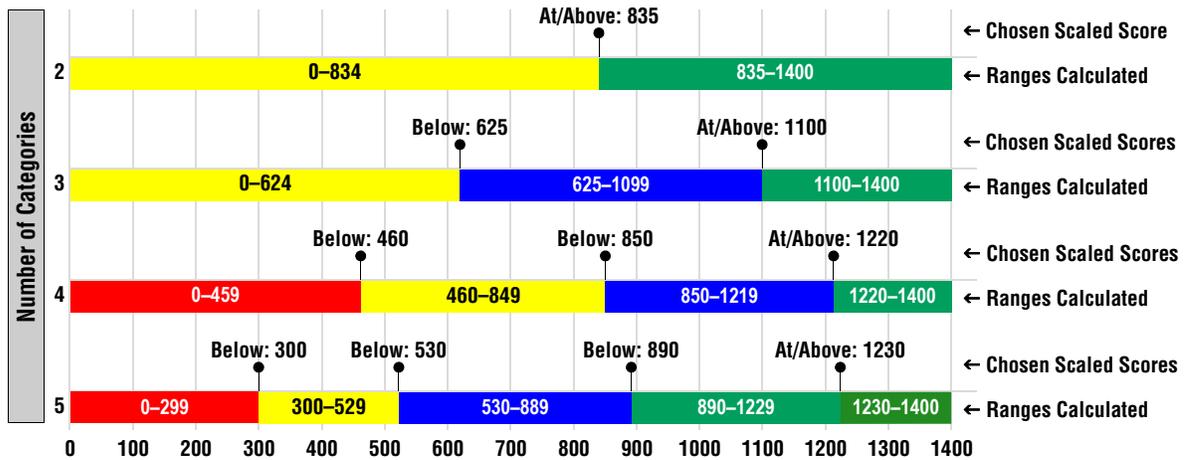
Recommend Scores (fills in suggested scaled score values for grades with no benchmark data)

Grade	Standard Not Met	Met Standard	Commended Performance
Grade 1	Below 0 SS	Auto-Calculated	At/Above 0 SS
Grade 2	Below 0 SS	Auto-Calculated	At/Above 0 SS
Grade 3	Below 202 SS	Auto-Calculated	At/Above 440 SS
Grade 4	Below 359 SS	Auto-Calculated	At/Above 572 SS
Grade 5	Below 237 SS	Auto-Calculated	At/Above 555 SS
Grade 6	Below 417 SS	Auto-Calculated	At/Above 674 SS
Grade 7	Below 518 SS	Auto-Calculated	At/Above 914 SS
Grade 8	Below 361 SS	Auto-Calculated	At/Above 805 SS
Grade 9	Below 346 SS	Auto-Calculated	At/Above 916 SS
Grade 10	Below 0 SS	Auto-Calculated	At/Above 0 SS
Grade 11	Below 0 SS	Auto-Calculated	At/Above 0 SS
Grade 12	Below 0 SS	Auto-Calculated	At/Above 0 SS

Cancel Save

- You can enter numbers from 2–1400.
- For each grade (row), the numbers must be lowest at the left and highest at the right.
- You can also click **Recommend Scores**  to have the software automatically calculate and enter Scaled Scores in all the fields for you. These calculated scores are not linked to the state test. They are extrapolated from the scores for grades that are linked to the state test. **Note:** Clicking **Recommend Scores** fills in values for *all* the fields—if you have already entered your own values in any of the fields before clicking **Recommend Scores**, they will be overwritten. You *can* change any of the recommended scores after they have been calculated.

Think of each SS score as a point on a line. Once you have entered values for any of the Below or At/Above scores, the software calculates the ranges *between* those scores. Some examples are shown below for state tests that use from 2–5 categories.



6. To save the changes you have made, click **Save**.

To exit this page without saving your changes, click **Cancel**.

Once you have saved your changes, the new values will be shown in the table in the State tab on the View Benchmarks page.

Default Benchmarks

The *default* benchmark is the benchmark that is used throughout STAR Math Enterprise. In some places (such as the Screening Report options; see page 127), you are allowed to choose different benchmarks to use—if no choice is shown, the default benchmark will be used.

District administrators and district staff can either choose the default benchmark, which will apply to all schools in the district, or allow school administrators and school staff to choose their own benchmark, which will only apply in their own school. In a *mixed* district (where some schools use STAR Math and some use STAR Math Enterprise), the default benchmark chosen will only apply to schools using STAR Math Enterprise.

Setting Default Benchmarks: District Administrators and District Staff

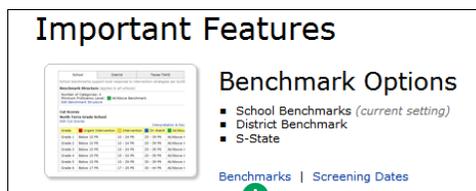
The Set Default Benchmark page is reached by means of the View Benchmarks page; there are two ways to reach the View Benchmarks page:

- From the STAR Math Enterprise Home page
- From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** ^A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 57.



From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 57.

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

- On the View Benchmarks page, click **Edit Default Benchmark** **B**.

- The Set Default Benchmark page opens.

To permit school administrators to choose the default benchmark used in their own school, click **Allow school administrators to set** **C**.

To choose the default benchmark yourself, click **Apply the following to all schools** **D**, and then choose one of the benchmarks listed to serve as the default:

- School benchmarks** **E**: Each school will use the school benchmark (see page 42) as the default.
- District benchmark** **F**: The district benchmark (see page 47) will be the default for all schools. If some schools in the district do not have an Enterprise subscription, the district benchmark will not be used for those schools.
- “State”** **G**: If a linking between the STAR Math scale and your state test has been completed for one or more grades, the state benchmarks can be used as the default. (The name shown will be the name of your state and the state test name acronym.)

If no linking studies have been performed for your state, this option will not be available.

- To save the changes you have made, click **Save**. To exit this page without saving your changes, click **Cancel**.

Setting Default Benchmarks: School Administrators and School Staff

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

School administrators and school staff can only set default benchmarks for their own school, and only if they have been given permission by the district administrator or district staff (see step 4 on page 57).

The Set Default Benchmark page is reached by means of the View Benchmarks page; there are two ways to reach the View Benchmarks page:

- From the Screening, Progress Monitoring & Intervention page
- From the STAR Math Enterprise Home page

Use whichever method you prefer.

From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 59.

From the STAR Math Enterprise Home Page

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. On the STAR Math Enterprise Home page, click **Benchmarks** ^A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 59.

Important Features



Benchmark Options

- School Benchmarks *(current setting)*
- District Benchmark
- S-State

[Benchmarks](#) | [Screening Dates](#)



If you can't click on View Benchmarks, the selected school does not have any screening dates. Make sure you see the name of the school you want to work with in the **School** drop-down list. To set screening dates, see page 60.

3. On the View Benchmarks page, click **Edit Default Benchmark** **B**.



If the Edit Default Benchmark link **B is not shown, you do not have permission to edit default benchmarks (see step 4 on page 57).**

View Benchmarks
View or edit benchmarks

The Default Benchmark setting determines which benchmarks - school, district, state - appear by default on screen and in reports.
Current setting: **School Benchmarks**
(Only schools using the Enterprise model have access to district and state test-linked benchmarks)
[Edit Default Benchmark](#)

Done

School District S-State

The district benchmark applies to all schools and grades and is always used for longitudinal reporting.

Benchmark Structure *(applies to all schools)*
Number of Categories: 4
Minimum Proficiency Level: At/Above Benchmark
[Edit Benchmark Structure](#)

Cut Scores *(applies to all schools)*
[Edit Cut Scores](#) [Interpretation & Recommendations](#)

Grade	<input checked="" type="checkbox"/> Urgent Intervention	<input type="checkbox"/> Intervention	<input type="checkbox"/> On Watch	<input checked="" type="checkbox"/> At/Above Benchmark
All Grades	Below 10 PR	10 - 24 PR	25 - 39 PR	At/Above 40 PR

Done

4. On the Set Default Benchmark page, choose one of the benchmarks listed to serve as the default:

- **School benchmarks **C****: All grades in your school will use the school benchmark (see page 42) as the default.
- **District benchmark **D****: The district benchmark (see page 47) will be the default for all grades in your school. If some schools in the district do not have an Enterprise subscription, the district benchmark will not be used for those schools.
- **“State” **E****: If a linking between the STAR Math scale and your state test has been completed for one or more grades, the state benchmarks can be used as the default. (The name shown will be the name of your state and the state test name acronym.)

If no linking studies have been performed for your state, this option will not be available.

Set Default Benchmark
Select default benchmark set for school administrators and teachers

Default Benchmarks
Choose which benchmarks to use by default on screen and in reports

C School benchmarks
 D District benchmark
 E S-State

Cancel Save

5. To save the changes you have made, click **Save**. To exit this page without saving your changes, click **Cancel**.

Screening Dates

STAR Math uses three default screening dates for Screening Reports and Student Progress Monitoring Reports:

- Fall (September 1–September 15)
- Winter (January 1–January 15)
- Spring (May 1–May 15)

These dates can be edited, and more screening dates can be added (up to a maximum of 10 for the school year).

Viewing Screening Dates

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

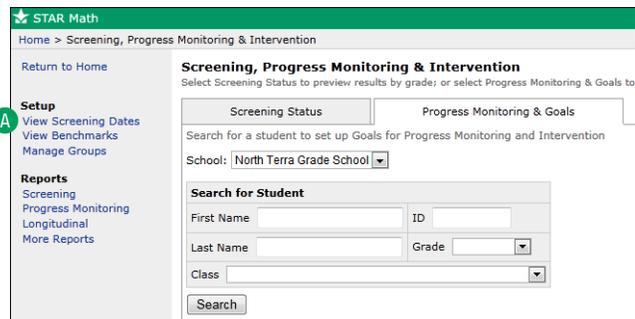
There are two ways to reach the View Screening Dates page:

- From the Screening, Progress Monitoring & Intervention page
- From the STAR Math Enterprise Home page

Use whichever method you prefer.

From the Screening, Progress Monitoring & Intervention Page

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.



2. If necessary, use the **School** drop-down list to choose which school to view the screening dates for.

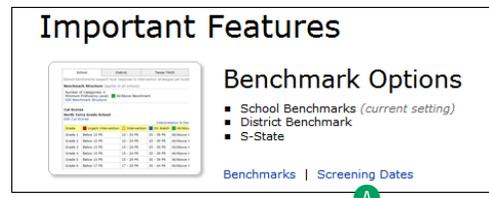
3. In the gray sidebar on the left side of the page, click **View Screening Dates** **A**; go ahead to step 4 on page 61.



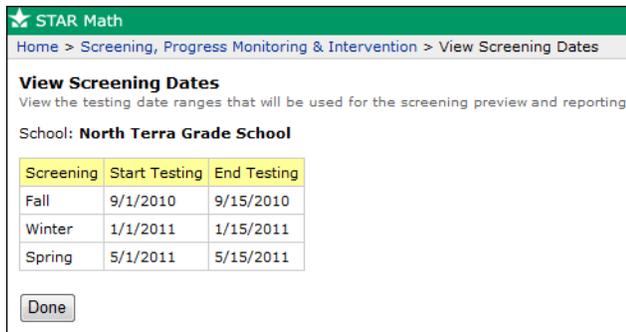
Teachers can only view screening dates; all other user groups can edit them (see “Adding or Editing Screening Dates” on page 61).

From the STAR Math Enterprise Home Page **ENTERPRISE**

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. Select your school from the **School** drop-down list, if necessary.
3. Click **Screening Dates** **A** (below “Benchmark Options” in the Important Features section of the page); go ahead to step 4 on page 61.



- The table on the View Screening Dates page shows the name, start date, and end date for all of the screening dates at the chosen school. When you are done viewing the screening dates, click **Done**.



Adding or Editing Screening Dates

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

There are two ways to reach the Edit Screening Dates page:

- From the Screening, Progress Monitoring & Intervention page
- From the STAR Math Enterprise Home page

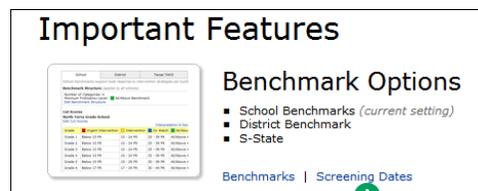
Use whichever method you prefer.

From the Screening, Progress Monitoring & Intervention Page

- On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
- If necessary, use the **School** drop-down list to choose which school to edit screening dates for
- Click **View Screening Dates** in the gray sidebar on the left side of the page; go to step 4 on page 62.

From the STAR Math Enterprise Home Page

- On the Home page, below STAR Math, click **Enterprise Home**.
- Select your school from the **School** drop-down list, if necessary.
- Click **Screening Dates** ^A (below "Benchmark Options" in the Important Features section of the page); go to step 4 on page 62.



4. Make your changes to the screening dates:

STAR Math
Home > Screening, Progress Monitoring & Intervention > Edit Screening Dates

Edit Screening Dates
Edit the testing date ranges that will be used for the screening preview and reporting

School: North Terra Grade School

Considerations when setting screening dates:

- Test students within a narrow timeframe to ensure accurate comparison of student data.
- Set your Screening dates within the SGP testing windows for reporting Student Growth Percentiles. [Learn More](#)

Screening	Start Testing	End Testing	Actions
Fall B	9/1/2012 C	9/15/2012 D	Remove
Winter	1/1/2013	1/15/2013	Remove F
Spring	5/1/2013	5/15/2013	Remove

E [Add Screening Dates](#) (10 maximum)

[Cancel](#) [Save](#)



The following restrictions apply to editing and creating screening dates:

- Screening Dates cannot overlap.
- Screening Dates cannot range over more than 30 calendar days. It is best if the range falls within a single calendar month.
- The names of Screening Dates cannot exceed 35 characters.

- To change the name of an existing screening date, delete the current name B and type in a new name.
 - To change the dates, click the Start Testing date C and/or End Testing date D for an existing screening date and type in new dates. You can also click the calendar buttons next to these fields to choose dates.
 - To add a new screening date, click **Add Screening Dates** E. A new row will appear in the table; add the information you want as described above. Once the limit of 10 screening dates has been reached, the **Add Screening Dates** link will not be available.
 - To remove a screening date, click **Remove** F at the end of a row for the screening date. It is possible to remove all of the screening dates (including the three defaults), but if you remove all of them, you will be unable to create a Screening Report.
5. Click **Save** to save your changes. Click **Cancel** to leave this page without saving your changes. The screening dates will automatically rearrange themselves by calendar date.

Interventions and Goals

Setting Up or Editing Intervention Goals for Progress Monitoring

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

For students requiring additional help, you will need to start an intervention and set goals.

Interventions and goals are set for *individual* students, and can only be set after a student has taken his or her first STAR Math test.

Note: Teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed (see page 170) can only set up and edit intervention goals for their own students.

The procedure for setting up or editing an intervention starts on the Student Detail page. There are two ways to reach this page:

- From a student search
- From a screening preview

Use whichever method you prefer.

From a Student Search

1. Click **Screening, Progress Monitoring & Intervention** under STAR Math on the Home page.
2. Use the **School** drop-down list to choose a school, if necessary.
3. Click the **Progress Monitoring & Goals** tab.
4. In the Search for Student area of the screen **A**, you can enter all or part of a student’s name in the appropriate fields to use as search criteria, or you can enter the student’s ID number. You may also use the **Grade** or **Class** drop-down lists **B** to narrow your search to students in a particular grade or class.



For teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed, choosing All Classes from the Class drop-down list **B will only return search results from their own classes.**



For advice on setting goals, click Learn more about goals on the Progress Monitoring & Goals tab **E.**

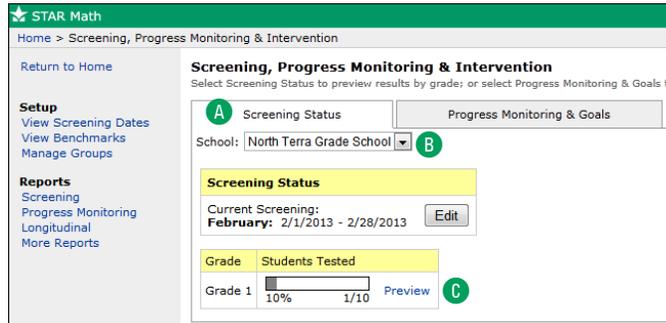
Student	Percentile Rank (PR)	Goal (growth rate)	Target Date
Avila-Sakar, Isabel	20		
Cabrera, Jacinta	20		
Daly, Alyssa	29		

5. Click **Search **C****.
6. A list of students matching your search criteria will be presented **D**. Students who fit your search criteria but have not taken a test yet will have a dash shown in place of a PR score.

Click the name of a student; go to “Student Detail Page” on page 65.

From a Screening Preview

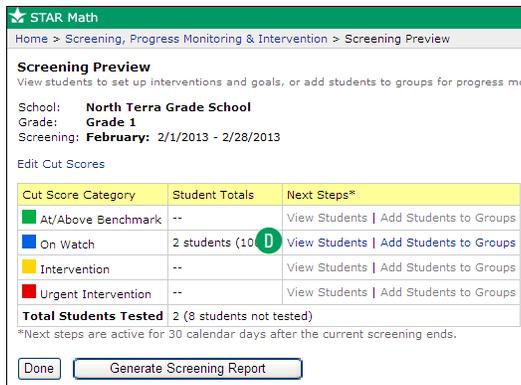
1. Click **Screening, Progress Monitoring & Intervention** under STAR Math on the Home page.
2. Click the **Screening Status** tab **A** to make sure you are using the Screening Status view and use the **School** drop-down list **B** to choose your school.



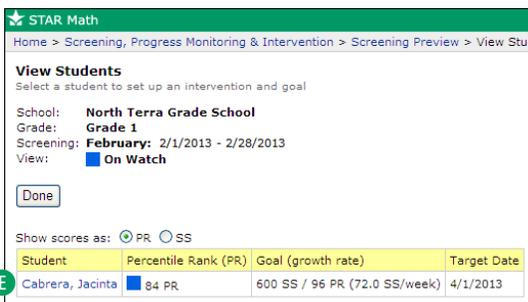
3. Click **Preview** in the row for a grade **C**. A grade will not appear in this list until at least one student in that grade has taken a test.

Note: For a teacher who has had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed, a grade will not appear in this list until at least one of *that* teacher’s students in that grade has taken a test.

4. On the Screening Preview page, click **View Students** in the row for a category **D** to view the students that are in that category.



5. On the View Students page, click a student’s name **E** to go to the Student Detail page; go to “Student Detail Page” on page 65.



Student Detail Page

- On the Student Detail page, you will see the name of the student, the school the student is enrolled in, the date of the student's most recent STAR Math test, the student's Scaled Score and Percentile Rank, and the student's Growth Rate (if the student has four or more scores).
 - To set up an *initial* goal for a student that doesn't have one yet, click **Add Goal** **A**; go to step 3 on page 66.

STAR Math
Home > Screening, Progress Monitoring & Intervention > Student Detail

Student Detail
View or edit intervention and goals

School: **North Terra Grade School**
Student: **Massey, Jared**

Current Goal - (No Goal Set) Edit Goal | Delete Goal

Latest Test	Score	Goal	Growth Rate
2/1/2013	536 SS / 89 PR	Add Goal	calculated after four scores

- To edit an *existing* goal, click **Edit Goal** **B** (or click on the goal itself **C**); continue to step 2.

STAR Math
Home > Screening, Progress Monitoring & Intervention > Student Detail

Student Detail
View or edit intervention and goals

School: **North Terra Grade School**
Student: **Cabrera, Jacinta**

Current Goal - Jacinta's Goal Edit Goal | Delete Goal

Latest Test	Score	Goal	Growth Rate
2/1/2013	510 SS / 84 PR	600 SS / 96 PR (7.0 SS/week)	calculated after four scores

- To delete the existing goal, click **Delete Goal** **D**.

STAR Math
Home > Screening, Progress Monitoring & Intervention > Student Detail

Student Detail
View or edit intervention and goals

School: **North Terra Grade School**
Student: **Cabrera, Jacinta**

Current Goal - Jacinta's Goal Edit Goal | Delete Goal

Latest Test	Score	Goal	Growth Rate
2/1/2013	510 SS / 84 PR	600 SS / 96 PR (7.0 SS/week)	calculated after four scores

Be careful: once you delete a goal, *all* references to it will be deleted. Be *very* certain that you want to delete it. After you delete a goal, you can add or edit goals (as described above in this step), or click **Done** if you are finished.

- Your choices for the next option are based on whether the student took a test *after* the goal was set:
 - If the student *has not* taken a test since the goal was set, click **Change duration or goal of existing intervention** **E**.
 - If the student *has* taken a test since the goal was set, click **Set up new intervention and goal** **F**. (This option will not be available if the student has not taken a test since the goal was set.)

Once you've made your choice, go on to step 3.

- In the Intervention Name field **G**, type a title for the intervention (maximum of 100 characters). This title will appear on any Student Progress Monitoring Reports created for the student.



If the student has only taken one test, there will not be a Starting test drop-down list. The date and scores from that test will serve as the student's starting test information.

- Select the date you want the student to reach the goal by **H**. You can either type in a date or use the calendar button to select one.
- In the Goal section, use the **Starting test** drop-down list **I** to choose which test should serve as the student's starting test information (the date of the test and the student's Scaled Score and Percentile Rank on that test). Two calculations are automatically performed based on this information:
 - The number of Scaled Score points the student would have to gain every week in order to maintain his or her current Percentile Rank.



For additional information about the scores and the functions they serve in the Screening and Student Progress Monitoring Reports, click **Interpretation & Recommendations at the top of the Intervention Details table **L**.**

- The number of Scaled Score points the student would have to gain every week in order to reach the benchmark (see “Cut Scores, Benchmarks, and Benchmark Structures” on page 30).

Beneath these calculations, select a rate-of-progress goal **J** for the student (which is based on the performance of students with similar Scaled Scores and Percentile Ranks).

- The Moderate goal is one that at least 50% of students with the same PR score should be able to achieve within the time span you have set.
- The Ambitious goal is one that only 25% of students with the same PR score could be expected to achieve within the time span you have set.
- A Custom goal is one you define. Use the drop-down list to choose **Growth Rate, Scaled Score, or Percentile Rank**. Enter the goal growth rate, Scaled score, or Percentile Rank. Click **Calculate Goal** **K** to calculate the Scaled Score per week or equivalent Scaled Score/Percentile Rank.

Examples: Jacinta has taken her first STAR Math test. Her Scaled Score (SS) is 399 and her Percentile Rank (PR) is 39. The teacher sets up an intervention and goal for Jacinta to reach in 8 weeks.

- If the teacher wants to set a goal based on Scaled Score (SS), the teacher selects **Scaled Score** from the drop-down list, enters the SS Jacinta should reach within 8 weeks (for this example, 425), and then clicks **Calculate Goal**. The number of SS points Jacinta’s score needs to increase by every week will be displayed (3.3 SS/week), as well as the PR score that is equivalent to the goal of 425 SS (48 PR).

Or define a custom goal:

Scaled Score SS = 48 PR (3.3 SS/week)

- If the teacher wants to set a goal based on Percentile Rank (PR), the teacher selects **Percentile Rank** from the drop-down list, enters the PR Jacinta should reach within 8 weeks (for this example, 53), and then clicks **Calculate Goal**. The number of Scaled Score points Jacinta’s score needs to increase by every week will be displayed (4.3 SS/week), as well as the SS that is equivalent to the goal of 53 PR (437 SS).

Or define a custom goal:

Percentile Rank PR = 437 SS (4.3 SS/week)

- If the teacher wants to set a goal based on Growth Rate, the teacher selects **Growth Rate** from the drop-down list, enters the number of Scaled Score points *per week* (from 0.1–8.0) that the teacher would like the student to achieve over the next 8 weeks (for this example, 1.3 SS/week), and then clicks **Calculate Goal**. An ending Scaled Score (409 SS) and Percentile Rank (42 PR) are calculated based on the goal end date that the teacher entered.

Or define a custom goal:

Growth Rate SS/week = 409 SS / 42 PR

- When you have finished entering all the data for the student’s intervention and goals, click **Save**.

To exit this page without saving any of the data, click **Cancel**.

Groups

Students can be placed in groups so that certain reports can be created *just* for the students in that group. A student can belong to more than one group.

Note: Use caution when working with groups. Administrators can delete groups that were made in other classes or by other users.

Managing Groups

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



Teachers who have had the “Manage STAR Math

Screening, Progress Monitoring & Intervention” capability removed can only manage their own students in groups.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose which school’s groups you want to work with.
3. On the left side of the page, in the gray sidebar, click **Manage Groups**.
4. The first table on the Manage Groups page shows all the groups created for STAR Math at the selected school that you are a member of. You will also see a list of any other groups that you have created or which you have been assigned to (these groups can be created in some of the other Renaissance Place RT programs).

There are several tasks you can perform on the Manage Groups page:

- Click **Create Group** **A** to open up a window where you can enter the name of a new group (see “Creating a Group” on page 69).
- Click **Edit** **B** in the row for a group to edit the name of the group or the personnel assigned to it (see “Editing a Group” on page 72).
- Click **Add/Remove Students** **C** to change the students assigned to a group (see “Adding or Removing Students from Groups: Method I” on page 70).
- Click **Delete** **D** to delete a group (see “Deleting a Group” on page 73).

STAR Math
Home > Screening, Progress Monitoring & Intervention > Manage Groups

Manage Groups
Create, edit or delete groups used for Successful Reader and STAR Progress Monitoring reports

School: **North Terra Grade School**

Create Group **A**

STAR Math Groups

Group Name	Personnel	Students	Use With	Actions
Deltas	Eric Brite, ADMINISTRATOR USER	0	STAR Math	Edit Add/Remove Students Delete
Epsilon	Amy Hickman, ADMINISTRATOR USER	0	STAR Early Literacy, STAR Math, STAR Reading	Edit B Add/Remove Students C Delete D
Gammas	Eric Brite, ADMINISTRATOR USER	0	STAR Math	Edit Add/Remove Students Delete

My Other Groups

Group Name	Personnel	Students	Use With	Actions
Alphas	Eric Brite, ADMINISTRATOR USER	5	STAR Early Literacy	Edit Delete

Done **E**

5. Click **Done** **E** when you have finished making changes to groups.

Creating a Group

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose a school.
3. Click **Manage Groups** in the gray sidebar on the left side of the page.
4. Click **Create Group**.
5. On the Create Groups page, enter or update the following information for the group:
 - The name of the group **A**.
 - The personnel assigned to the group **B**. You can choose a single person from the **Personnel** drop-down list, or click **Select Multiple Personnel** to assign more than one personnel member to the group.
 - The programs the group will be used with **C**. STAR Math will already be checked. If there are other programs on your server that can use this group, they will be listed here; check the boxes for them if you want to use this group for those programs as well.
 - You can type a short description of the group in the Description field **D** (optional).

Note: The school the group belongs to **E** is the school you chose in step 2. If you need to create the group for a different school, click **Cancel**, use the **School** drop-down list on the Manage Groups page to choose the correct school, and then click **Create Group** again.

6. To save the new group, click **Save**.
To exit this page without saving the new group, click **Cancel**.

Adding or Removing Students from Groups: Method I

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



For an alternate way to add students to groups, see page 71.



Teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed can only add or remove their own students from groups.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose a school.
3. Click **Manage Groups** in the gray sidebar on the left side of the page.
4. On the Manage Groups page, click **Add/Remove Students** in the row for the group you want to work with.
5. Search for the students you want to add to the group by using one or more of the criteria available and clicking **Search** **A**.

Note: Since the following procedure started by clicking a link in the STAR Math list, the search process described below will only find students in STAR Math classes.

Add/Remove Students
Enter search criteria to find and select students to add them to the group

School: **North Terra Grade School**
Group: **Deltas**

Enrolled Students (Bold = Not Saved)	Remove All
Avila-Sakar, Isabel	Remove
Cabrera, Jacinta	Remove
Carson, Manny	Remove
Huang, Lam	Remove
Massey, Jared	Remove
O'Neill, Brenda	Remove

Search for Student

First Name: ID:
 Last Name: Grade: All grades
 Class: All classes

Search **A**

<< Previous **C** Next >>

D < Add Make selections and click the Add button

B <input type="checkbox"/> Student	Grade	ID
<input type="checkbox"/> Avila-Sakar, Isabel	1	ia
<input type="checkbox"/> Cabrera, Jacinta	1	jc
<input type="checkbox"/> Carson, Manny	1	mc
<input type="checkbox"/> Huang, Lam	1	lh
<input type="checkbox"/> Martinez, Lola	1	lom
<input checked="" type="checkbox"/> Massey, Jared	1	jm
<input checked="" type="checkbox"/> O'Neill, Brenda	1	bo
<input type="checkbox"/> Parker, Randy	1	rp
<input type="checkbox"/> Robinson, Mitchell	1	mr
<input type="checkbox"/> Sanders, Jevonte	1	js

6. Check the box by each student you want added, or check the **Student** box at the top of the column **B** to select all the students listed on the page. If the list of students in the search results goes to more than one page, click << **Previous** or **Next** >> **C** to move through the list.
7. Click **< Add** **D**.
8. Click **Remove** by a student you want to remove from the group **E**.
9. Click **Remove All** to remove all the students from the group **F**.
10. When you are finished, click **Save**.
To exit this page without saving your changes, click **Cancel**.

Adding Students to Groups: Method II

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



For an alternate way to add students to groups, see page 70.



Teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed can only add their own students to groups.

1. On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
2. Click the **Screening Status** tab **A** to make sure you are using the Screening Status view and use the **School** drop-down list **B** to choose your school.
3. Click **Preview** in the row for a grade **C**. A grade will not appear in this list until at least one student in that grade has taken a test during the current screening period.

Note: For a teacher who has had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed, a grade will not appear in this list until at least one of *that* teacher’s students in that grade has taken a test.

4. On the Screening Preview page, click **Add Students to Groups** in the row for a category **D** to view the students that are in that category.

Cut Score Category	Student Totals	Next Steps*
At/Above Benchmark	--	View Students Add Students to Groups
On Watch	2 students (100%)	View Students Add Students to Groups D
Intervention	--	View Students Add Students to Groups
Urgent Intervention	--	View Students Add Students to Groups

Total Students Tested 2 (8 students not tested)

*Next steps are active for 30 calendar days after the current screening ends.

- On the Add Students to Groups page, check the name of each student you want to add to a group. To select all the students on the page at once, check the **Student** box at the top of the column **E**. The names of any groups the student currently belongs to are also listed **F**.

- Select the group you want to add the selected students to from the **Group** drop-down list **G**. Then, click **Add Selected Students** **H** to add the students to the group. The list of groups the student belongs to will automatically update. You can also create a new group by clicking **Create a new Group** **I**. (See “Creating a Group” on page 69.)
- When you are finished adding students to groups, click **Done**.

Editing a Group

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

- On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
- If necessary, use the **School** drop-down list to choose a school.
- Click **Manage Groups** in the gray sidebar on the left side of the page.
- On the Manage Groups page, click **Edit** in the row for the group you want to edit.
- On the Edit Group page, update the following information for the group:
 - The name of the group **A**.
 - The personnel assigned to the group **B**. You can choose a single person from the **Personnel** drop-down list, or click **Select Multiple Personnel** to assign more than one personnel member to the group.
 - The programs the group will be used with **C**. STAR Math will already be checked. If there are other programs on your server that can use this group, they will be listed here; check the boxes for them if you want to use this group for those programs as well.

- You can type a short description of the group in the Description field if you wish **D** (optional).

STAR Math
Home > Screening, Progress Monitoring & Intervention > Manage Groups > Edit Group

Edit Group
School: North Terra Grade School

Group Details (*Required Field)

Group Name* Alpha **A**

Personnel **B** Brite, Eric OR Select Multiple Personnel

Use with* **C**

- Accelerated Reader with Successful Reader
- STAR Early Literacy
- STAR Math
- STAR Reading

Description **D**

Cancel Save

- To save the changes you have made, click **Save**.
To exit this page without saving your changes, click **Cancel**.

Deleting a Group

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



*It is possible to delete groups made by other people, and deletion of a group cannot be undone, so be **very** careful when deleting groups.*

- On the Home page, below STAR Math, click **Screening, Progress Monitoring & Intervention**.
- If necessary, use the **School** drop-down list to choose a school.
- In the gray sidebar on the left side of the page, click **Manage Groups**.
- Click **Delete** in the row for a group to delete the group **A**.

STAR Math
Home > Screening, Progress Monitoring & Intervention > Manage Groups Manuals | Help |

Manage Groups
Create, edit or delete groups used for Successful Reader and STAR Progress Monitoring reports

School: North Terra Grade School

[Create Group](#)

STAR Math Groups

Group Name	Personnel	Students	Use With	Actions
Deltas	Eric Brite, ADMINISTRATOR USER	0	STAR Math	Edit Add/Remove Students Delete A
Epsilon	Amy Hickman, ADMINISTRATOR USER	0	STAR Early Literacy, STAR Math, STAR Reading	Edit Add/Remove Students Delete
Gammas	Eric Brite, ADMINISTRATOR USER	0	STAR Math	Edit Add/Remove Students Delete

My Other Groups

Group Name	Personnel	Students	Use With	Actions
Alphas	Eric Brite, ADMINISTRATOR USER	5	STAR Early Literacy	Edit Delete

Done

- If you are sure you want to delete this group for all personnel, click **OK**. If not, click **Cancel**.

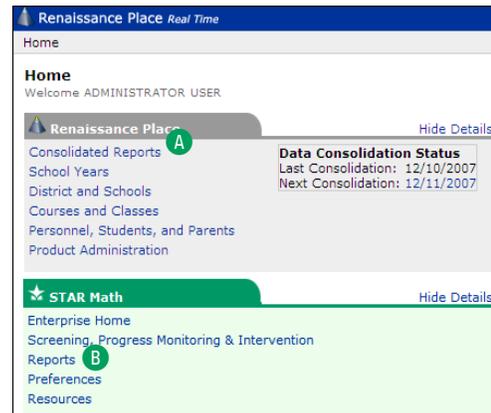
REPORTS

STAR Math reports give you more information about your students' tests and your STAR Math classes and teachers.

Renaissance Place RT and STAR Math Reports

Renaissance Place Reports

When administrators and teachers click **Consolidated Reports** **A** (on the Home page, below Renaissance Place), they can generate reports with data from more than one Renaissance Place product. For more information, see the *Renaissance Place Real Time Software Manual*.



STAR Math Reports

On the Home page, below STAR Math, click **Reports** **B** to open the Select Report page. Use this page to generate reports about your students' STAR Math tests.

There is often more than one way to begin printing a report; alternate instructions are provided where appropriate.

STAR Math Enterprise Reports **ENTERPRISE**

Some reports are only available to STAR Math Enterprise customers where linking has been completed (and, in some instances, to customers in states participating in the Council of Chief State School Officers [CCSSO]/Renaissance Learning R&D consortium). If your school has access to these reports, they will be listed along with the others on the Select Reports page.

You will also be able to access these reports from the STAR Math Enterprise Home page. On the Home page, below STAR Math, click **Enterprise Home** **A**.



Using STAR Math Reports

Check for Adobe Reader before You Generate Reports



Supporting software must be installed so all users of the computer can use it. See “Software Requirements” on page 15 for more information.

With the exception of the Growth Proficiency Chart (page 94) and the Longitudinal Report (page 120), STAR Math uses Adobe Reader to generate reports. When you click **Reports** (in the list of STAR Math tasks on the Home page), STAR Math checks for this software.

If your computer does not have the software, the Software Requirements page will open. When this happens:

1. Contact the person who manages the computers for your school or district to find out if you have the rights required to install the supporting software for *all* users of the computer (not just you).
2. If you have these rights, look at the Action column. Click the **install Version** link  for Adobe Reader. You will receive instructions on where to download Adobe Reader.

Supporting Software	
Software / Primary Use	Action
Adobe Reader Viewing and printing reports as well as assessments and assignments Used by: All Products	Test Adobe Reader If Adobe Reader won't open, install Version 9.0 or later. 

List of STAR Math and STAR Math Enterprise Reports

Report	Description	Page
Accelerated Math Library Report	Recommends Accelerated Math library placement for each student.	84
Annual Progress Report	A graph of student progress over a school year, previously known as the Progress Monitoring Report.	85
Class Report	Lists teachers assigned and students enrolled in each class.	87
Diagnostic Report	Presents diagnostic and skill information for an individual student.	88
Enrollment Report	Lists students enrolled in STAR Math classes.	90
Growth Report	Shows progress for a group of students over time.	91
Growth Proficiency Chart ENTERPRISE	Provides a customizable comparison of how specific schools, classes, and students are performing based on their Student Growth Percentile (SGP) and their proficiency in relation to a particular benchmark.	94
Instructional Planning Report - Class ENTERPRISE	Provides list of recommended skills for class or group instruction based on most recent assessment.	111
Instructional Planning Report - Student ENTERPRISE	Provides list of recommended skills for individualized instruction based on most recent assessment.	117
Longitudinal Report ENTERPRISE	Shows growth over multiple years.	120
Parent Report	Presents information letter (in English or Spanish), for parents and guardians.	124
Registration Report	Lists students currently registered for testing.	126
Screening Report	Graphs students' placement above/below benchmarks based on STAR scores.	127
State Performance Report - Class ^a ENTERPRISE	Graphs the percent of students on the pathway to proficiency on the state test. Previously known as the Group Performance Report.	130
State Performance Report - District ^a ENTERPRISE	Displays Student Performance Outlook on the state test based on STAR Math test scores.	— ^b
State Performance Report - Student ^a ENTERPRISE	Graphs a student's pathway to proficiency on the state test. Previously known as the Student Performance Report.	132
State Standards Report - Class ENTERPRISE	Groups students by estimated mastery of State Standards or Common Core State Standards based on STAR Enterprise Scaled Score.	134
State Standards Report - District ENTERPRISE	Estimates mastery of State Standards or Common Core State Standards for groups of students based on STAR Enterprise Scaled Score.	137
State Standards Report - Student ENTERPRISE	Estimates a student's mastery of State Standards or Common Core State Standards based on STAR Enterprise Scaled Score.	140
Student Detail Report	Provides personal identification information for each student.	143
Student Information Report	Provides user name, password, date of birth, and gender for each student.	144

REPORTS

List of STAR Math and STAR Math Enterprise Reports

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Report	Description	Page
Student Progress Monitoring Report	Graphs an individual student's progress toward goal.	145
Summary Report	Summarizes student test results for a specific date range.	147
Teacher Report	Shows user names and classes for STAR Math teachers.	149
Test Activity Report	Shows students who have and have not tested during a specific date range.	150
Test Record Report	Shows individual results for tests taken within a specific date range.	151

a. This STAR Math Enterprise report is also available to customers in states where linking has been completed and customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium.

b. This is actually the STAR Performance Report; it is one of the Renaissance Place consolidated reports. See the *Renaissance Place Real Time Software Manual*.



Which Report Should I Use?

The following table should help you decide which report(s) can best serve your needs. If more than one report is listed, read the report descriptions to narrow the choices down.

Task/Information Needed	Report to Use	Page
STAR Math Classes and Test-Taking Data		
Date of students' most recent STAR Math test	Test Activity Report	150
How many STAR Math tests students have/have not finished in a specific time period	Test Activity Report	150
List of all STAR Math classes	Class Report	87
List of STAR Math students' passwords	Student Information Report	144
List of STAR Math students' personal information, including name, ID, gender, and date of birth	Student Information Report	144
List of STAR Math students' personal information, including name, ID, gender, date of birth, grade, ethnicity, and/or characteristics	Student Detail Report	143
List of STAR Math students' user names	Student Information Report	144
List of STAR Math teachers' user names	Teacher Report	149
List of teachers assigned to STAR Math classes	Class Report	87
	Enrollment Report	90
	Teacher Report	149
Were extended time limits used when taking a STAR Math test	Diagnostic Report	88
	Growth Report	91
	Screening Report	127
	Student Information Report	144
	Student Progress Monitoring Report	145
Which STAR Math students have not taken a test yet	Test Record Report	151
	Growth Report	91
	Screening Report	127
Which students are enrolled in a STAR Math class	Test Activity Report	150
	Class Report	87
	Enrollment Report	90
	Student Detail Report	143
	Student Information Report	144

Task/Information Needed	Report to Use	Page
Which students are enrolled in more than one STAR Math class	Enrollment Report	90
	Test Activity Report	150
Which students are registered to take a STAR Math test	Registration Report	126
Scores		
Compare students' Grade Equivalent (GE) scores to national scores	Parent Report	124
Compare students' Normal Curve Equivalent (NCE) scores to national scores	Parent Report	124
Compare students' Percentile Rank (PR) to national scores	Parent Report	124
Compare students' percentile rank range to national scores	Parent Report	124
Compare students' Scaled Scores (SS) to national scores	Parent Report	124
Compare students' Student Growth Percentile (SGP)	Growth Report	91
	Growth Proficiency Chart ENTERPRISE	94
Estimate what students' Scaled Scores (SS) will be by a specific date	Instructional Planning Report - Student ENTERPRISE	117
	State Standards Report - Class ENTERPRISE	134
	State Standards Report - District ENTERPRISE	137
	State Standards Report - Student ENTERPRISE	140
View a summary of the Grade Equivalent (GE) score distribution for a group of students	Summary Report	147
View a summary of the Percentile Rank (PR) score distribution for a group of students	Summary Report	147
View <i>all</i> of a student's test scores over a specific time period	Test Record Report	151
View mean scores for a group of students	Summary Report	147
View students' Functional Grade Level (FGL)	Diagnostic Report	88
View students' Grade Equivalent (GE) scores	Annual Progress Report	85
	Diagnostic Report	88
	Growth Report	91
	Screening Report	127
	State Standards Report - Class ENTERPRISE	134
	Summary Report	147
	Test Record Report	151
View students' Math Instructional Level	Student Information Report	144

Task/Information Needed	Report to Use	Page
View students' Normal Curve Equivalent (NCE) scores	Diagnostic Report	88
	Growth Report	91
	Summary Report	147
	Test Record Report	151
View students' Percentile Rank (PR) scores	Diagnostic Report	88
	Growth Report	91
	Screening Report	127
	Summary Report	147
	Test Record Report	151
View students' percentile rank range	Diagnostic Report	88
View students' Scaled Scores (SS)	Annual Progress Report	85
	Diagnostic Report	88
	Growth Report	91
	Parent Report	124
	Screening Report	127
	Student Progress Monitoring Report	145
	Summary Report	147
	Test Record Report	151
View students' Student Growth Percentile (SGP)	Growth Report	91
	Growth Proficiency Chart ENTERPRISE	94
Instructional Planning		
Assign students to instructional groups based on their benchmark achievements	Instructional Planning Report - Class ENTERPRISE	111
Get suggestions for helping students below the 25th percentile to achieve growth	Diagnostic Report	88
See which Accelerated Math library a student should be using	Accelerated Math Library Report	84
See which skills students are ready to learn, based on a specific benchmark	Instructional Planning Report - Class ENTERPRISE	111
	Instructional Planning Report - Student ENTERPRISE	117
Growth and Progress		
Check mean student performance improvement between school years	Growth Report	91
Check mean student performance improvement between two dates	Growth Report	91

Task/Information Needed	Report to Use	Page
Check student growth across school years	Longitudinal Report ENTERPRISE	120
Check student performance improvement between school years	Growth Report	91
Check student performance improvement between two dates	Growth Report	91
Check student progress in STAR Math across an entire school year	Annual Progress Report	85
Check student progress towards a year-end goal	Annual Progress Report	85
Check student progress towards numeration and computation goals	Diagnostic Report	88
Check student progress towards meeting state proficiency targets	State Performance Report - Class ENTERPRISE	134
Compare student progress to a national norm reference	Annual Progress Report	85
Compare the growth of this year's <i>n</i> th graders vs. last year's <i>n</i> th graders (for example, this year's 5th-grade students vs. last year's 5th-grade students)	Longitudinal Report ENTERPRISE	120
Get suggestions for helping students below the 25th percentile to achieve growth	Diagnostic Report	88
See all of a student's test results over a specific time period	Test Record Report	151
Benchmarks		
Assign students to instructional groups based on their benchmark achievements	Instructional Planning Report - Class ENTERPRISE	111
Compare students' proficiency in relation to a particular benchmark	Growth Proficiency Chart ENTERPRISE	94
See which skills students are ready to learn, based on a specific benchmark	Diagnostic Report (for students who have taken a STAR Math Enterprise test)	88
	Instructional Planning Report - Class ENTERPRISE	111
	Instructional Planning Report - Student ENTERPRISE	117
Which students are having trouble reaching a benchmark	Screening Report	127
	Student Progress Monitoring Report	145

Task/Information Needed	Report to Use	Page
State Standards, Proficiency, and Comparisons		
Check if students are meeting Common Core state standards	State Standards Report - Class ENTERPRISE	134
	State Standards Report - District ENTERPRISE	137
	State Standards Report - Student ENTERPRISE	140
Check if students are meeting state grade-level standards	State Standards Report - Class ENTERPRISE	134
	State Standards Report - District ENTERPRISE	137
	State Standards Report - Student ENTERPRISE	140
Check students' progress towards meeting state proficiency targets	State Performance Report - Class ENTERPRISE	130
	State Performance Report - Student ENTERPRISE	132
National Standards and Comparisons		
Compare students' progress to a national norm reference	Annual Progress Report	85
Compare students' Grade Equivalent (GE) scores to national scores	Parent Report	124
Compare students' Normal Curve Equivalent (NCE) scores to national scores	Parent Report	124
Compare students' Percentile Rank (PR) scores to national scores	Parent Report	124
Compare students' percentile rank range to national scores	Parent Report	124
Compare students' Scaled Scores (SS) to national scores	Parent Report	124
Let parents know how their child is doing compared to national scores	Parent Report	124
Parents		
Let parents know their child's test scores and how their child is doing compared to national scores	Parent Report	124

Selecting Students for Reports

 **For a cross-referenced chart of all the customizable reports and the options available in each, see page 157.**

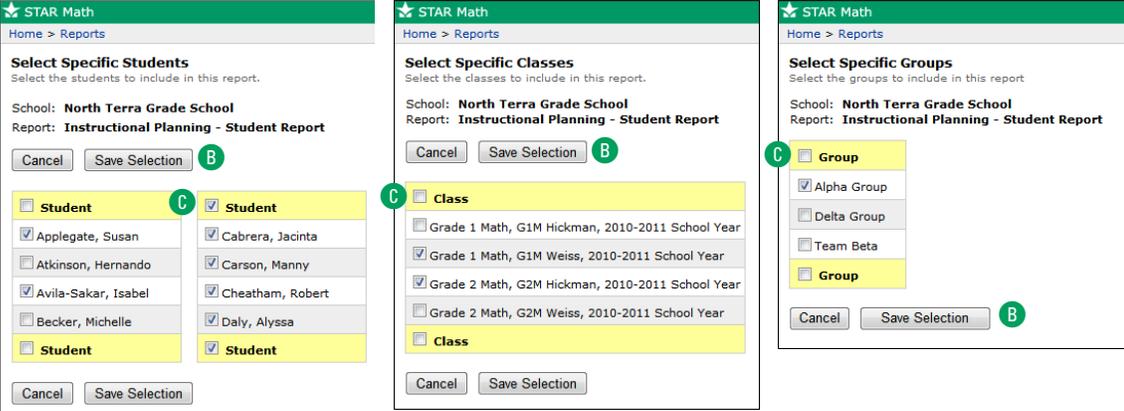
Many of the reports have a Select Students option which lets you decide which students to include on a report. The choice is typically made with a drop-down list; the options in the list vary depending on your position. *Generally:*

- District administrators and district staff will be able to choose students from any class in any school in the district.
- School administrators and school staff will be able to choose students from any class in their own school.
- Teachers can only choose students in their own classes.

Some reports also allow you to choose one or more *specific* students, classes, or groups. Reports that allow this will have the relevant links **A** below the drop-down list:



Clicking one of these will take you to a new page where you can select the students, classes, or groups you want, and then click **Save Selection** **B** to return to the Report Options page. You can also check the box at the top or bottom of the list **C** to select or deselect all the choices in a list.



Accelerated Math Library Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report suggests Accelerated Math libraries for your students based on the results of their STAR Math tests. The report includes each student's name, ID, grade, class, teacher, and the recommended Accelerated Math library. It also includes a summary of the number of students recommended for each library.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Accelerated Math Library** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.	
Reporting Parameter Group	See page 153.	
Reporting Period	The Accelerated Math Library Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.	
Show Student ID	Choose whether or not to include student IDs on this report.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names, student ID, or the Accelerated Math library that is recommended for them.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Annual Progress Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides a graphic display of a student's progress across a school year in comparison to either a National Norm Reference or a year-end goal. The audience for this report is primarily teachers who are using STAR Math for periodic progress monitoring.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Annual Progress** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.	
Reporting Parameter Group	See page 153.	
Reporting Period	For the Annual Progress Report, the reporting period is <i>always</i> an entire school year.	
Test Date Range	Use this option to choose a range of dates to include testing data from. <ul style="list-style-type: none"> • You must have at least one date range chosen. • You can add more date ranges (up to 10) to this report in order to compare multiple date ranges. • Date ranges should not overlap. • You need to choose Class, Teacher, or Grade for the Group By option in order to select a Test Date Range. If the Group By option is left at its default setting (Student), you will not be able to select a Test Date Range. 	
Comparison	Choose whether to compare students' progress in STAR Math against the National Norm Reference.	
Show Grade Equivalent	Use this option to choose whether to show each student's GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.	
Show Student ID	Choose whether or not to include student IDs on this report.	
Group By	Choose how to group the information on the report: by class, teacher, grade, or student.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names or by their student IDs.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Class Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists your STAR Math classes, the lead teacher assigned to each, and the enrolled students. This report has no customization options.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Class** on the Select Report page.
5. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Diagnostic Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides individual skills assessment and other diagnostic information for each of the students you have selected. This report helps teachers determine how to improve their students' performance. It also supports a direct discussion with an individual student's parents or guardians.

The report also includes:

- charts that show the student's progress toward mastering Numeration and Computation objectives.
- suggestions for how the student can achieve additional growth, especially if the student falls below the 25th percentile.

The report includes each student's name, grade, teacher, class, ID, Scaled Score (SS), Grade Equivalent (GE), Functional Grade Level (FGL), Percentile Rank (PR), Percentile Rank range, Normal Curve Equivalent (NCE), and recommended Accelerated Math library.

ENTERPRISE When you print this report for a student who has taken a STAR Math Enterprise test, there are two additional options available: Benchmark and Show Skill Set Scores (see page 89). If a student has taken both a STAR Math test *and* a STAR Math Enterprise test, the report will use the data from the most recent test.

Notes on the Diagnostic Report:

- Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners.
- Each student's report prints on a separate page.
- The report shows you how much time each student spent on each part of the test. This can help you see how quickly the student read the questions; it may also tell you if the student tried to do his or her best work.
- The report will indicate if any students took a test using extended time limits, with a footnote explanation.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Diagnostic** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students , Classes , or Groups to choose specific students, classes, or groups. See page 83. • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68.	
Reporting Parameter Group	See page 153.	
Reporting Period	The Diagnostic Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.	
Benchmark ENTERPRISE	Use this option to see where a student’s Scaled Score (SS) stands in relation to a particular benchmark: school, district, or state (see page 37).	
Show Grade Equivalent	Use this option to choose whether to show each student’s GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.	
Show Skill Set Scores ENTERPRISE	Use this option to show a student’s skill set scores within each skill set: Numbers and Operations; Algebra; Geometry and Measurement; and Analysis, Probability, and Statistics. Check the Show individual skills within each skill area box for detailed suggestions about what skill areas the student is ready to learn next.	
Show Student ID	Choose whether or not to include student IDs on this report.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students’ last names or by their student IDs.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it’s ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser’s print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Enrollment Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists students who are enrolled in STAR Math classes. The report lists students, their classes, and the teachers assigned to those classes. The report indicates which students (if any) are enrolled in more than one STAR Math class.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Enrollment** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.	
Reporting Parameter Group	See page 153.	
Include Unenrolled Students	A student may have been unenrolled from a STAR Math class, but you may still want to include that student on a report. This option allows you to include those students who <i>were</i> (but no longer <i>are</i>) enrolled in a STAR Math class.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names or by their student IDs.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Growth Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



Not every student enrolled in a STAR Math class will have an SGP score that can be included on this report. For example, following expert recommendations, extremely high or low scores are not used to calculate SGPs, which may cause a student to have no usable scores for the purposes of this report. (For more information, on the Home page, click **Resources under STAR Math, then click **Student Growth Percentiles (SGP)**.)**

This report shows the test results for the students you've selected and measures their progress between two testing sessions. You can use this report to evaluate your students' improvement during the year or over many years.

The report includes each student's name, class, teacher, test date, grade placement, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Student Growth Percentile (SGP), and Normal Curve Equivalent (NCE) for the pretest and posttest, as well as the mean pretest and posttest scores for the entire group of students.

Notes on the Growth Report:

- Only students with more than one test appear on this report.
- If a student takes two tests on the same day, only the last one will appear on this report.
- Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR), Student Growth Percentile (SGP), and/or Normal Curve Equivalents (NCE) for kindergarteners.
- The report will indicate if any students took a test using extended time limits with a footnote explanation.
- The teacher shown on the report is the latest teacher assigned to the class, not necessarily the teacher of the class at the time the student took the tests.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Growth** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description
Schools	<p>Choose which schools in the district you want to see data for: either All Schools or one or more specific schools.</p> <ul style="list-style-type: none"> • This option is only available for district administrators and district staff. • If All Schools is chosen, a summary of the data is presented on the report, and the Select Students option will not be available.

Option	Description	
Select Students	<p>Use the drop-down list to choose All School Classes, a specific class, or click Students, Classes, or Groups to choose specific students, classes, or groups. See page 83.</p> <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68. • If a district administrator or district staff member chose All Schools for the Schools option, this option will automatically be set to All School Classes and cannot be changed. • For teachers, All School Classes will be replaced with All My Classes. • If a teacher chooses to select by Groups, all students in the selected group will appear on the report, even if they are not enrolled in one of that teacher’s classes. (This is a capability that can be changed; see the <i>Renaissance Place Real Time Software Manual</i> for more information.) 	
Reporting Parameter Group	See page 153.	
Pretest Reporting Period	The Growth Report shows data changes across two specific time periods: a pretest reporting period and a posttest reporting period.	
Posttest Reporting Period	<p>For each reporting period, you can use the entire school year, a marking period that has been set up by a district administrator/school administrator for your school or an SGP window (see page 156), or you can set your own range by choosing a starting and ending date.</p> <ul style="list-style-type: none"> • If a district administrator or district staff member has chosen All Schools for the Schools option, the marking periods will not appear in the drop-down lists (marking periods are not always the same across all schools in a district). • Date ranges for pretest and posttest reporting periods cannot overlap. 	
Summary Only	<p>Use this option to make the data in the report more manageable by only showing a concise summary of it.</p> <ul style="list-style-type: none"> • If Yes is chosen for this option, the Sort By option will not be available. • If a district administrator or district staff member chose All Schools for the Schools option, this option will automatically be set to Yes and cannot be changed. 	
Show Grade Equivalent	<p>Use this option to choose whether to show each student’s GE score on the report.</p> <p>The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.</p>	
Group By	<p>Choose how to group the information on the report: by school, class, grade, teacher, or not grouped.</p> <ul style="list-style-type: none"> • Grouping by school is only an option for district administrators and district staff members who have chosen All Schools for the Schools option. • If one or more specific classes were chosen for the Select Students option, this option will automatically be set to Class. • If one or more specific groups were chosen for the Select Students option, this option will automatically be set to Group. 	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	<p>Choose how to sort information on the report: by students’ last names or by their student IDs.</p> <ul style="list-style-type: none"> • If Yes was chosen for the Summary Only option, this option will not be available. 	
Page Break	Use this option to have the information for each selected set print on a separate page.	
Print Report Options	Use this option to print a list of the options you’ve chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you’re using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Growth Proficiency Chart **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.



To view the Growth Proficiency Chart,

you must be using one of the following web browsers:

- **Windows:** Internet Explorer 9+ or Firefox 11+.
- **Macintosh:** Safari 5+ or Firefox 11+. You can also view the chart on an iPad® running iOS 5+.

The Growth Proficiency Chart is a dynamic scatterplot chart that provides a customizable comparison of how specific schools, classes, and students are performing in STAR Math Enterprise based on their Student Growth Percentile (SGP) and their proficiency in relation to a particular benchmark.

Your user group determines what information is shown in the “default” view and what options are available for drilling down further into the data.

Notes on the Growth Proficiency Chart:

- You must be working in the current school year to use this chart: it cannot be used to examine test data in prior school years.
- This chart cannot be used until there are test scores available in at least two of the SGP windows (see page 156).
- To be included in the calculations for this chart, a student needs to have tested in both of the selected SGP windows and the two scores from those tests must be able to generate a valid SGP value.
 - If a student takes more than one STAR Math Enterprise test on the same day, the score from the last test taken that day will be used.
 - Students enrolled in multiple schools or classes will be counted multiple times if their scores meet the SGP window criteria.

There are two ways to access the Growth Proficiency Chart; use whichever method you prefer, then go to the page listed for your user group:

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Growth Proficiency Chart** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Growth Proficiency Chart** **A** in the Enterprise Reports section of the Enterprise Home page.

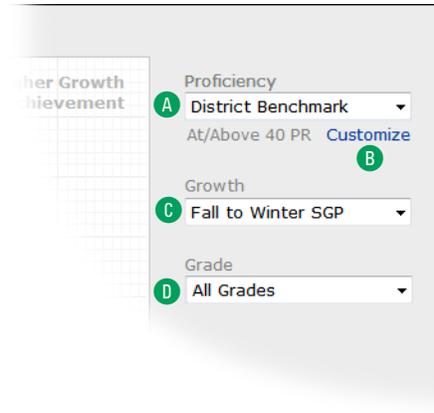


- District administrators and district staff: go to page 95
- School administrators and school staff: go to page 101
- Teachers: go to page 107

Growth Proficiency Chart: District Administrators and District Staff

When you initially view the chart, the following default information is shown in the upper-right corner:

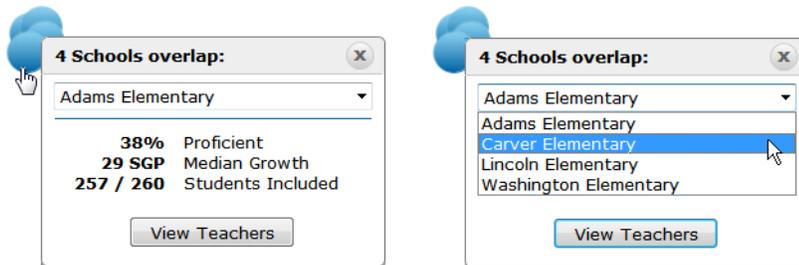
- **A** Proficiency is achieved when students reach a benchmark. The district benchmark is the default (see page 37); the minimum proficiency level for that benchmark is shown below the **Proficiency** drop-down list.
- You can edit the district benchmark by clicking **Customize** **B** (see page 47).
- If there is a linking study between STAR Math Enterprise and your state benchmark, you can select the state benchmark from the **Proficiency** drop-down list. (If there is no linking study for your state, there will not be a drop-down list.)
- Although you cannot change a state benchmark, you can view it by clicking **View** under the drop-down list once the state benchmark has been chosen (the **Customize** **B** link will change to **View**).
- If the state benchmark is chosen, and you subsequently choose a grade (see **D**) *without* any values assigned to it, you will be prompted to click **View** and enter estimated values for the non-linked grade (see page 52).
- **C** Growth is determined by the change in test scores from one SGP test window to another (see page 156).
 - **Fall to Winter SGP** is the default test window.
 - Once the Spring SGP window begins (on 4/1), the default changes to **Fall to Spring SGP**, and you can choose **Fall to Winter SGP**, **Winter to Spring SGP**, or **Fall to Spring SGP** from the **Growth** drop-down list.
- **D** Initially, data for all grades in all schools in the district is shown. Use the **Grade** drop-down list to limit the data to a single grade.
 - Only grades that have STAR Math Enterprise classes will be in the list. **All Grades** will show all grades in the district that have STAR Math Enterprise classes.
 - **All Grades** includes all students who have tested in both SGP windows. Picking a single grade includes only students in that particular grade who have tested in both SGP windows.



From this initial (district) view, you can drill down deeper into the data (see the following sections and the diagram on page 100). At *any* time while viewing the Growth Proficiency Chart:

- You can choose a different benchmark **A**, test window **C**, or grade **D**. The chart will automatically update based on the choices you make.
- If any of the circles (which may represent a school, teacher, class, or student) overlap so that you cannot hover over a specific circle, the top of the pop-up window

that opens will change to a drop-down list of all the overlapping items. You can make your choice from this list.



Click **Done** when you are finished with the chart.

District View

Each of the blue circles on the chart **E** represents a single school in the district. Hover the mouse over one of the circles to open a pop-up window with a school's name **F** and the following values:

- **Proficient:** Percentage of students in that school who are achieving the minimum proficiency level, as determined by the benchmark.
- **Median Growth:** The median (middle) value of the SGP scores for all students in that school.
- **Students Included:** The number before the slash is the number of students whose scores were used to create this chart; the number afterwards is the total number of students in the group.

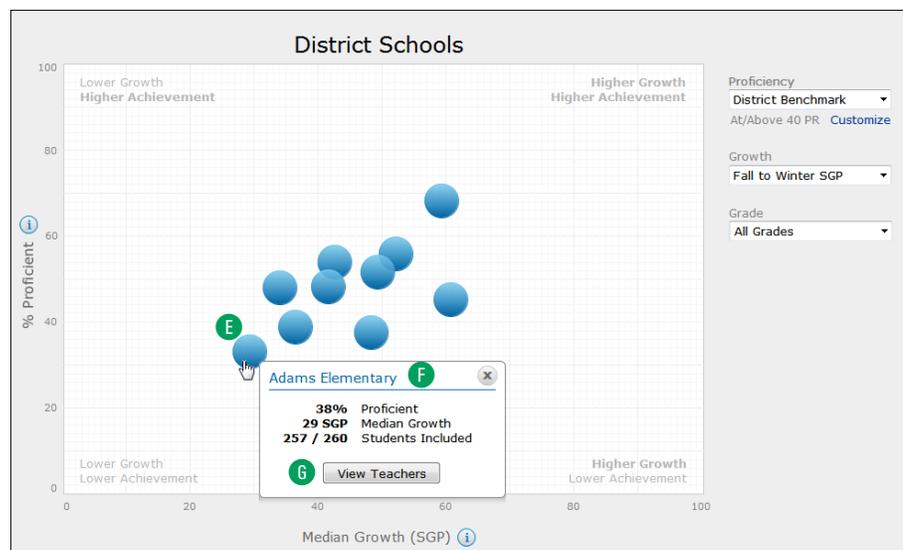
Click **View Teachers** in the pop-up window **G** to change to the teacher view (allowing you to view data for all STAR Math Enterprise teachers at the chosen school; see page 97).



Not every student enrolled in a STAR Math Enterprise

class will have a test score that can be used on this chart. For example:

- If you've chosen **Winter to Spring SGP** for the Growth option and a student hasn't taken a STAR Math Enterprise test during that test window, that student would not have a usable test score for the purposes of this chart.
- Following expert recommendations, extremely high or low scores are not used to calculate SGPs, which may cause a student to have no usable scores for the purposes of this chart. (For more information, on the Home page, click **Resources** under STAR Math, then click **Student Growth Percentiles (SGP)**.)

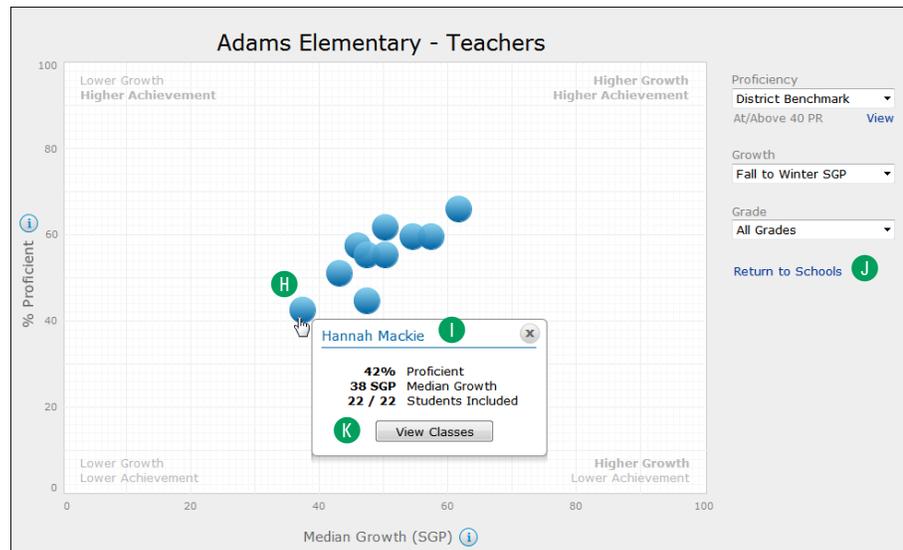


Teacher View

Each of the blue circles on the chart **H** represents a teacher at the chosen school who is assigned to a STAR Math Enterprise class. Hover the mouse over one of the circles to open a pop-up window with a teacher's name **I** and the following values:

- **Proficient, Median Growth and Students Included:** These values are calculated the same way as they are in the district view (see page 96), but now the data is limited to students of the chosen teacher at the school.
- A **Return to Schools** link is added below the **Grade** drop-down list **J**. Click it to return to the district view, where all the schools in the district are shown (see page 96).

Click **View Classes** in the pop-up window **K** to change to the class view (allowing you to view data for all STAR Math Enterprise classes taught by the chosen teacher at that school; see below).

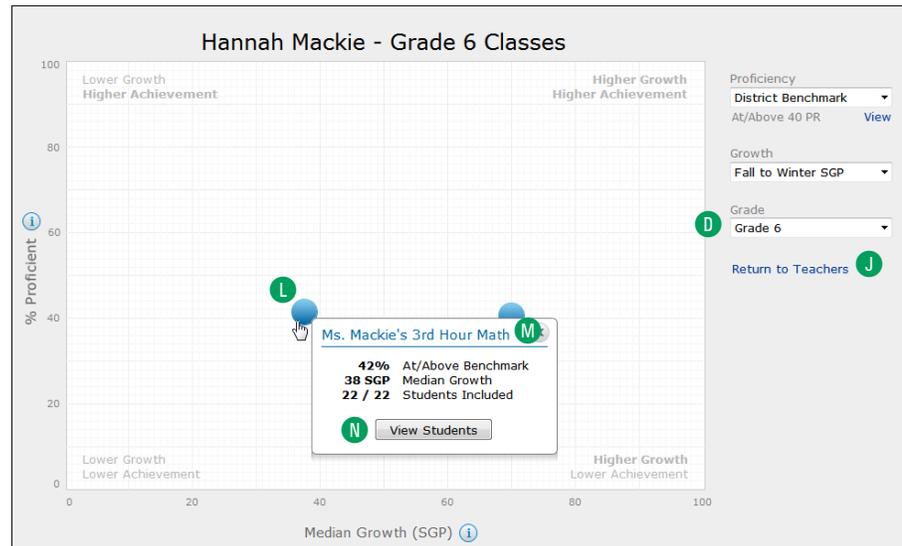


Class View

- Each of the blue circles on the chart **L** represents a STAR Math Enterprise class taught by the chosen teacher. Hover the mouse over one of the circles to open a pop-up window with the class' name **M** and the following values:
 - **At/Above Benchmark:** The percentage of students in the class who have reached or surpassed the chosen benchmark.
 - **Median Growth and Students Included** are calculated the same way as they were for the district view (see page 96), but now the data is limited to students in the chosen class.
 - In the **Grade** drop-down list **D**, only grades that the teacher has classes in will be listed.

- The **Return to Schools** link is now a **Return to Teachers** link **J**. Click it to return to the teacher view, where all the teachers in the school are shown; see page 97.

Click **View Students** in the pop-up window **N** to change to the student view (allowing you to view data for all students in the chosen STAR Math Enterprise class; see below).



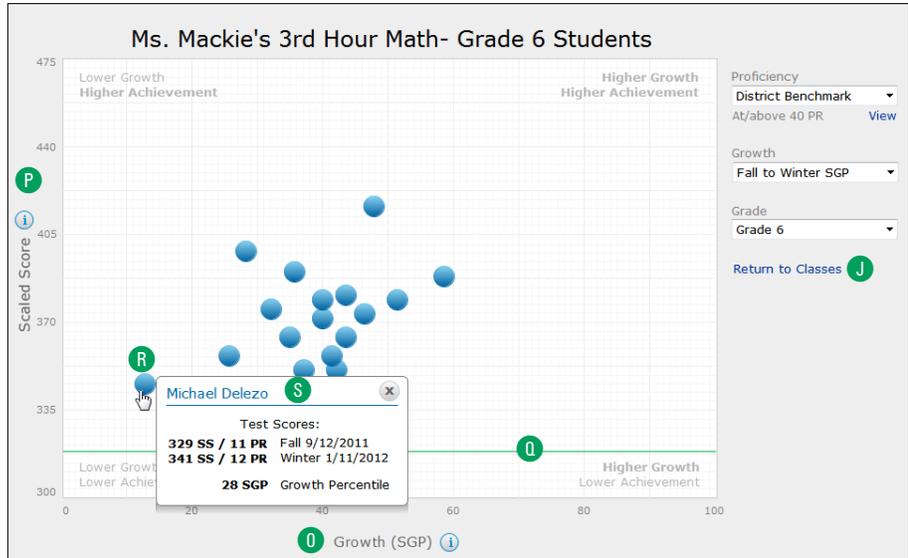
Student View

- In this view, the horizontal axis **O** changes from Median Growth (SGP) to Growth (SGP); the vertical axis **P** changes from % Proficient to Scaled Score.
- The benchmark is indicated by a green horizontal line **Q**; students below this line are not reaching the selected benchmark.

Each of the blue circles on the chart **R** represents a student in the chosen STAR Math Enterprise class.

Hover the mouse over one of the circles to open a pop-up window with the student's name **S** and the student's Scaled Score and Percentile Rank within each SGP test window the student has tested in, and the student's SGP.

The **Return to Teachers** link is now a **Return to Classes** link **J**. Click it to return to the class view, where all of a teacher's classes in the school can be seen (see page 97).



District view (page 96)—Initial view, showing all schools in the district with STAR Math Enterprise classes. Hover over the circle for a school **E**; then click **View Teachers** **G** to drill down to the teacher view.



Adams Elementary ✕

38% Proficient
29 SGP Median Growth
257 / 260 Students Included

G View Teachers

Teacher view (page 97)—Shows all STAR Math Enterprise teachers at the chosen school. Hover over the circle for a teacher **H**; then click **View Classes** **K** to drill down to the class view.

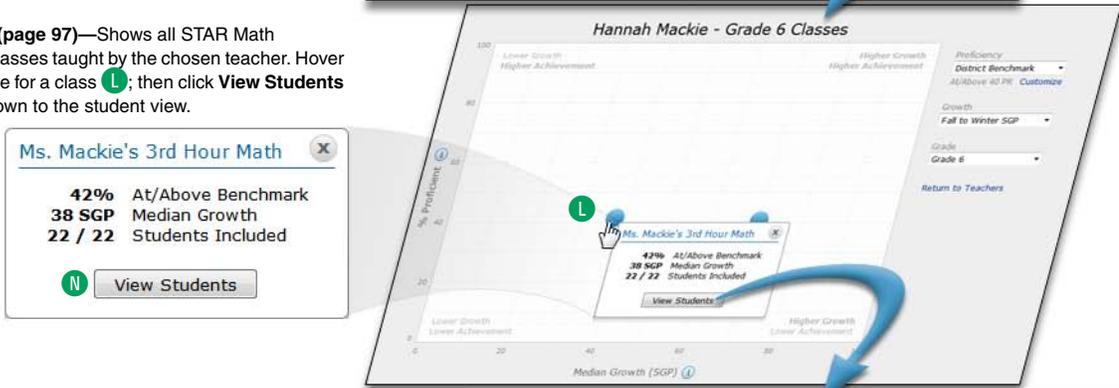


Hannah Mackie ✕

42% Proficient
38 SGP Median Growth
22 / 22 Students Included

K View Classes

Class view (page 97)—Shows all STAR Math Enterprise classes taught by the chosen teacher. Hover over the circle for a class **L**; then click **View Students** **N** to drill down to the student view.

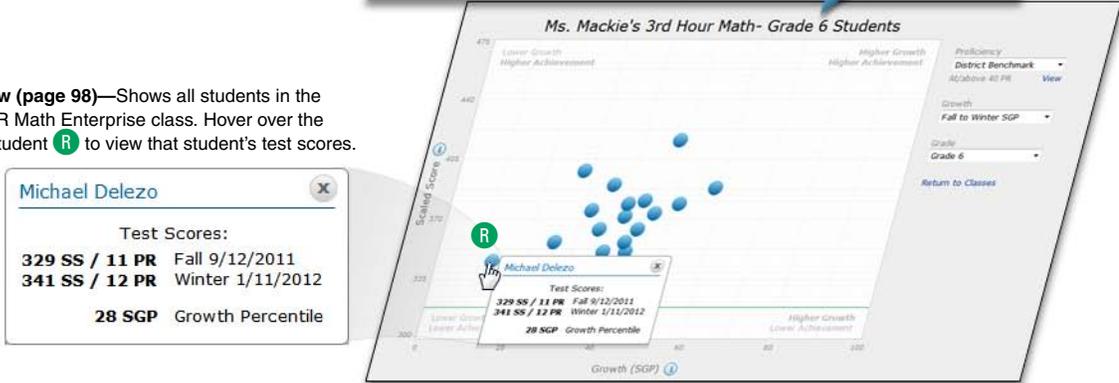


Ms. Mackie's 3rd Hour Math ✕

42% At/Above Benchmark
38 SGP Median Growth
22 / 22 Students Included

N View Students

Student view (page 98)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student **R** to view that student's test scores.



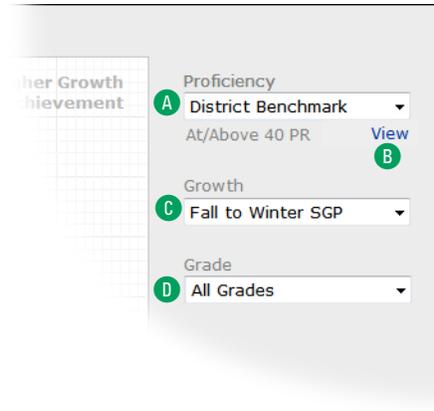
Michael Delezo ✕

Test Scores:
329 SS / 11 PR Fall 9/12/2011
341 SS / 12 PR Winter 1/11/2012

28 SGP Growth Percentile

Growth Proficiency Chart: School Administrators and School Staff

When you initially view the chart, the following default information is shown in the upper-right corner:



- A** Proficiency is achieved when students reach a benchmark. The district benchmark is the default (see page 37); the minimum proficiency level for that benchmark is shown below the **Proficiency** drop-down list.

 - You can view the chosen benchmark by clicking **View** **B** (see page 38).
 - If there is a linking study between STAR Math Enterprise and your state benchmark, you can select the state benchmark from the **Proficiency** drop-down list. (If there is no linking study for your state, there will not be a drop-down list.)
 - Although you cannot change a state benchmark, you can view it by clicking **View** under the drop-down list once the state benchmark has been chosen.
 - If the state benchmark is chosen, and you subsequently choose a grade (see **D**) *without* any values assigned to it, you will be prompted to talk to your district administrator about having estimated values for the non-linked grade(s) entered (see page 52).
- C** Growth is determined by the change in test scores from one SGP test window to another (see page 156).

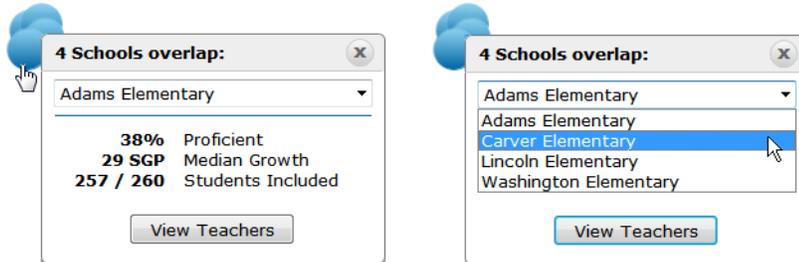
 - Fall to Winter SGP** is the default test window.
 - Once the Spring SGP window begins (on 4/1), the default changes to **Fall to Spring SGP**, and you can choose **Fall to Winter SGP**, **Winter to Spring SGP**, or **Fall to Spring SGP** from the **Growth** drop-down list.
- D** Initially, data for all grades in your school are shown. Use the **Grade** drop-down list to limit the data to a single grade.

 - Only grades that have STAR Math Enterprise classes will be in the list. **All Grades** will show all grades in the school that have STAR Math Enterprise classes.
 - All Grades** includes all students who have tested in both SGP windows. Picking a single grade includes only students in that particular grade who have tested in both SGP windows.

From this initial view, you can drill down deeper into the data (see the following sections and the diagram on page 106). At *any* time while viewing the Growth Proficiency Chart:

- You can choose a different benchmark **A**, test window **C**, or grade **D**. The chart will automatically update based on the choices you make.
- If any of the circles (which may represent a teacher, class, or student) overlap so that you cannot hover over a specific circle, the top of the pop-up window that opens

will change to a drop-down list of all the overlapping items. You can make your choice from this list.



Click **Done** when you are finished with the chart.

School View

The blue circle on the chart **E** represents your school. Hover the mouse over the circle to open a pop-up window with the school's name **F** and the following values:

- **Proficient:** Percentage of students in the school who are achieving the minimum proficiency level, as determined by the benchmark.
- **Median Growth:** The median (middle) value of the SGP scores for all students in the school.
- **Students Included:** The number before the slash is the number of students whose scores were used to create this chart; the number afterwards is the total number of students in the group.

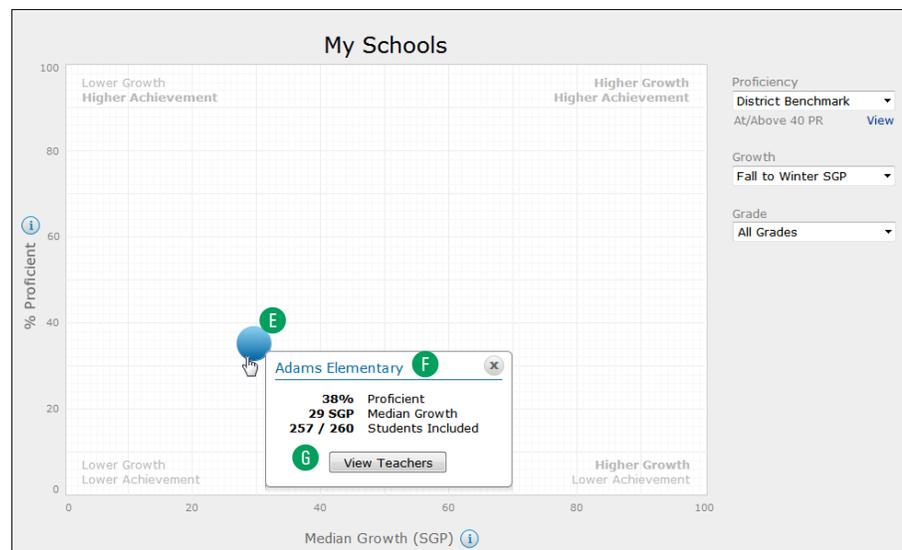
Click **View Teachers** in the pop-up window **G** to change to the teacher view (allowing you to view data for all STAR Math Enterprise teachers in the school; see page 103).



Not every student enrolled in a STAR Math Enterprise

class will have a test score that can be used on this chart. For example:

- If you've chosen **Winter to Spring SGP** for the Growth option and a student hasn't taken a STAR Math Enterprise test during that test window, that student would not have a usable test score for the purposes of this chart.
- Following expert recommendations, extremely high or low scores are not used to calculate SGPs, which may cause a student to have no usable scores for the purposes of this chart. (For more information, on the Home page, click **Resources** under STAR Math, then click **Student Growth Percentiles (SGP).**)

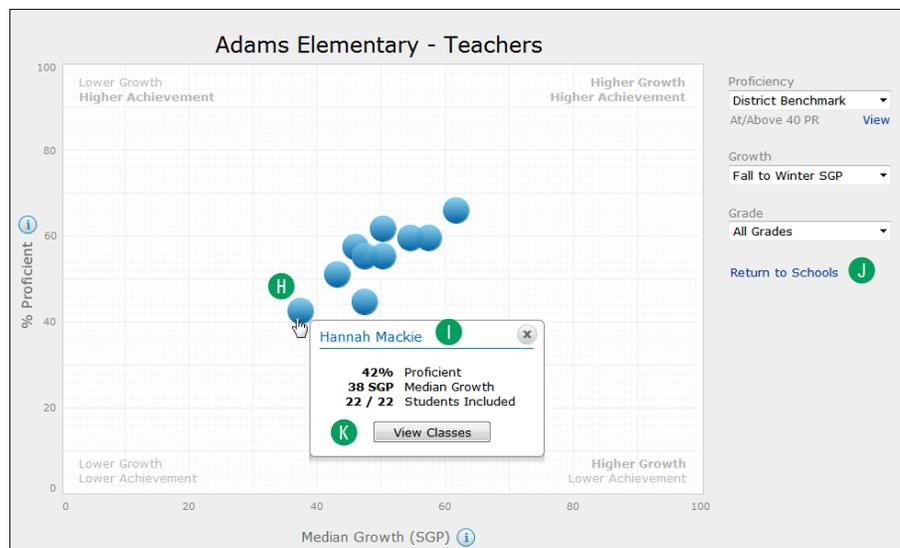


Teacher View

Each of the blue circles on the chart **H** represents a teacher at the school who is assigned to a STAR Math Enterprise class. Hover the mouse over one of the circles to open a pop-up window with a teacher's name **I** and the following values:

- **Proficient, Median Growth and Students Included:** These values are calculated the same way as they are in the school view (see page 102), but now the data is limited to students of the chosen teacher.
- A **Return to Schools** link is added below the **Grade** drop-down list **J**. Click it to return to the school view (see page 102).

Click **View Classes** in the pop-up window **K** to change to the class view (allowing you to view data for all STAR Math Enterprise classes taught by the chosen teacher at the school; see below).

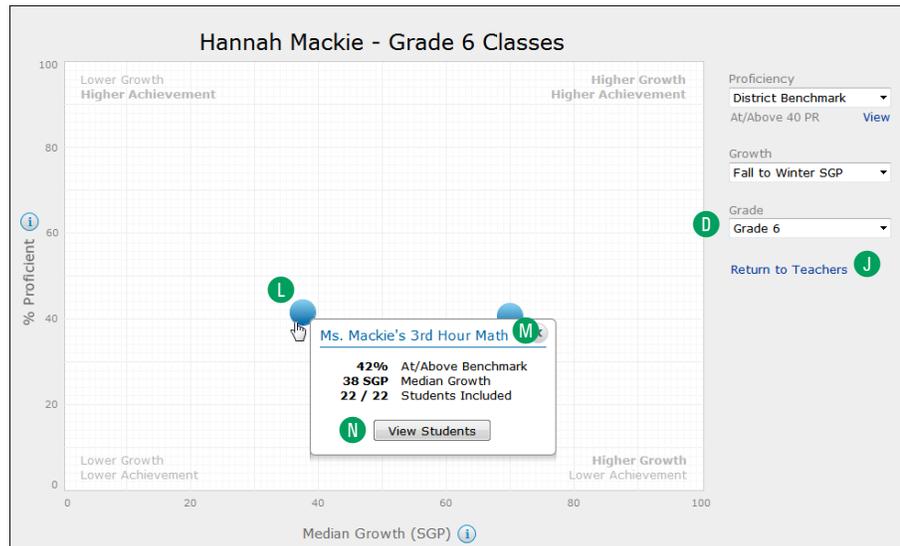


Class View

- Each of the blue circles on the chart **L** represents a STAR Math Enterprise class taught by the chosen teacher. Hover the mouse over one of the circles to open a pop-up window with the class' name **M** and the following values:
 - **At/Above Benchmark:** The percentage of students in the class who have reached or surpassed the chosen benchmark.
 - **Median Growth and Students Included** are calculated the same way as they were for the school view (see page 102), but now the data is limited to students in the chosen class.
 - In the **Grade** drop-down list **D**, only grades that the teacher has classes in will be listed.

- The **Return to Schools** link is now a **Return to Teachers** link **J**. Click it to return to the teacher view, where all the teachers in the school are shown; see page 103.

Click **View Students** in the pop-up window **N** to change to the student view (allowing you to view data for all students in the chosen STAR Math Enterprise class; see below).



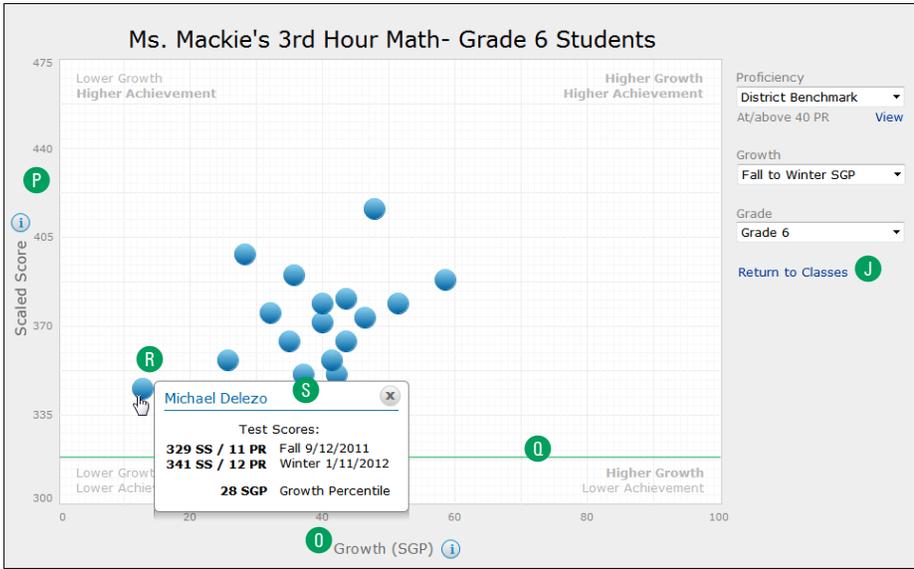
Student View

- In this view, the horizontal axis **O** changes from Median Growth (SGP) to Growth (SGP); the vertical axis **P** changes from % Proficient to Scaled Score.
- The benchmark is indicated by a green horizontal line **Q**; students below this line are not reaching the selected benchmark.

Each of the blue circles on the chart **R** represents a student in the chosen STAR Math Enterprise class.

Hover the mouse over one of the circles to open a pop-up window with the student's name **S** and the student's Scaled Score and Percentile Rank within each SGP test window the student has tested in, and the student's SGP.

The **Return to Teachers** link is now a **Return to Classes** link **J**. Click it to return to the class view, where all the teachers in the school can be seen (see page 103).



School view (page 102)—Initial view, showing your school. Hover over the circle for the school **E**; then click **View Teachers** **G** to drill down to the teacher view.

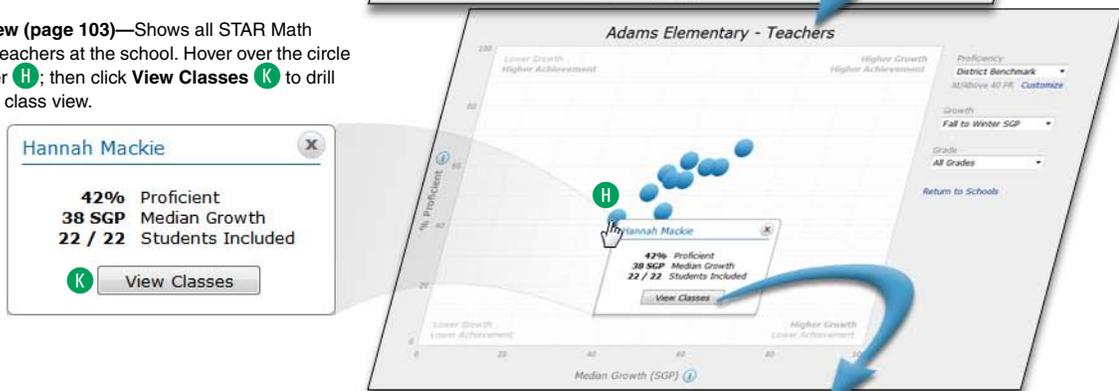


Adams Elementary ✕

38% Proficient
29 SGP Median Growth
257 / 260 Students Included

G View Teachers

Teacher view (page 103)—Shows all STAR Math Enterprise teachers at the school. Hover over the circle for a teacher **H**; then click **View Classes** **K** to drill down to the class view.

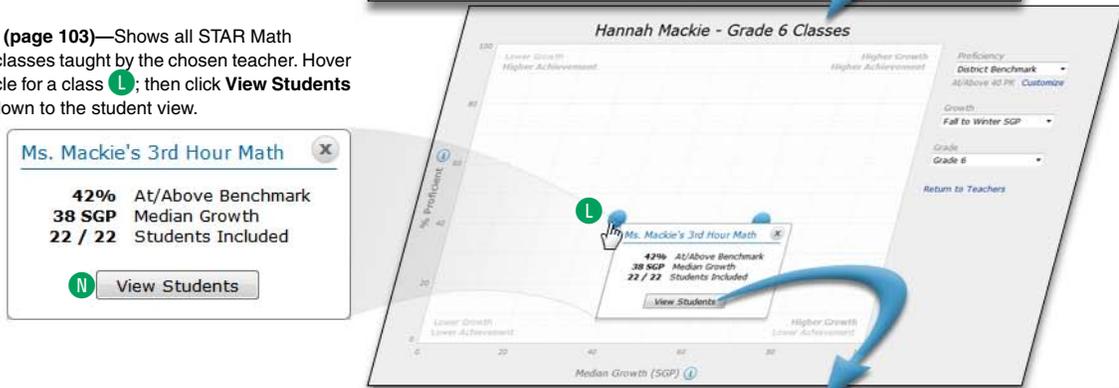


Hannah Mackie ✕

42% Proficient
38 SGP Median Growth
22 / 22 Students Included

K View Classes

Class view (page 103)—Shows all STAR Math Enterprise classes taught by the chosen teacher. Hover over the circle for a class **L**; then click **View Students** **N** to drill down to the student view.

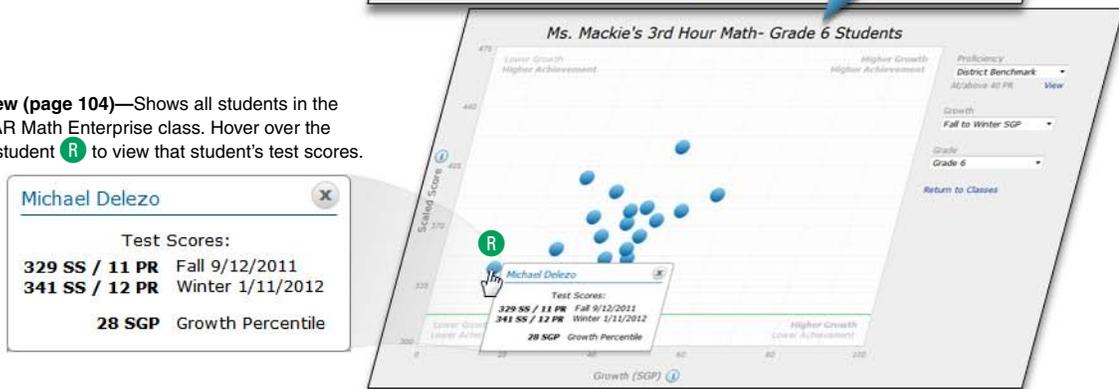


Ms. Mackie's 3rd Hour Math ✕

42% At/Above Benchmark
38 SGP Median Growth
22 / 22 Students Included

N View Students

Student view (page 104)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student **R** to view that student's test scores.



Michael Delezo ✕

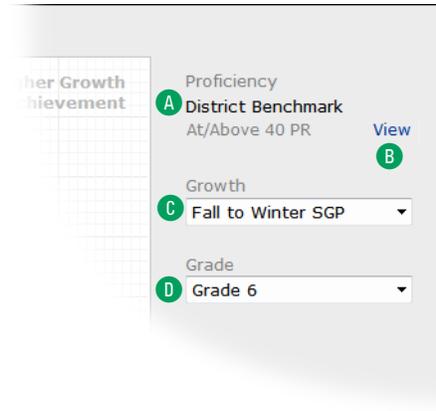
Test Scores:
329 SS / 11 PR Fall 9/12/2011
341 SS / 12 PR Winter 1/11/2012

28 SGP Growth Percentile

Growth Proficiency Chart: Teachers

When you initially view the chart, the following default information is shown in the upper-right corner:

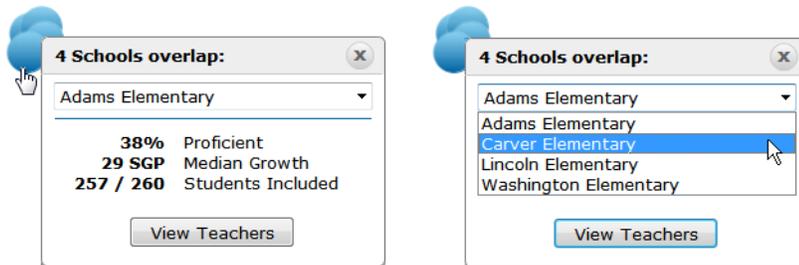
- **A** Proficiency is achieved when students reach a benchmark (see page 37). The benchmark (chosen by the district administrator) is shown here: either the district benchmark (which is the default) or the state benchmark (if a linking study has been completed for your state). The minimum proficiency level for the chosen benchmark is shown beneath it.
- You can view the benchmark by clicking **View** **B**.
- If the state benchmark has been chosen, and you subsequently choose a grade (see **D**) *without* any values assigned to it, you will be prompted to talk to your district administrator about having estimated values for the non-linked grade(s) entered (see page 52).
- **C** Growth is determined by the change in test scores from one SGP test window to another (see page 156).
 - **Fall to Winter SGP** is the default test window.
 - Once the Spring SGP window begins (on 4/1), the default changes to **Fall to Spring SGP**, and you can choose **Fall to Winter SGP**, **Winter to Spring SGP**, or **Fall to Spring SGP** from the **Growth** drop-down list.
- **D** Initially, data for all grades that you teach STAR Math Enterprise classes in is shown. Use the **Grade** drop-down list to limit the data to a single grade.
 - If you only teach STAR Math Enterprise classes for one grade, there will not be a drop-down list.



From this initial view, you can drill down deeper into the data (see the following sections and the diagram on page 110). At *any* time while viewing the Growth Proficiency Chart:

- You can choose a different test window **C** or grade **D**. The chart will automatically update based on the choices you make.
- If any of the circles (which may represent a class or a student) overlap so that you cannot hover over a specific circle, the top of the pop-up window that opens will

change to a drop-down list of all the overlapping items. You can make your choice from this list.



Click **Done** when you are finished with the chart.

My Classes View

Each blue circle on the chart **E** represents one of your STAR Math Enterprise classes. Hover the mouse over the circle to open a pop-up window with the class name **F** and the following values:

- **At/Above Benchmark:** The percentage of students in the class who have reached or surpassed the chosen benchmark.
- **Median Growth:** The median (middle) value of the SGP scores for all students in the class.
- **Students Included:** The number before the slash is the number of students whose scores were used to create this chart; the number afterwards is the total number of students in the group.

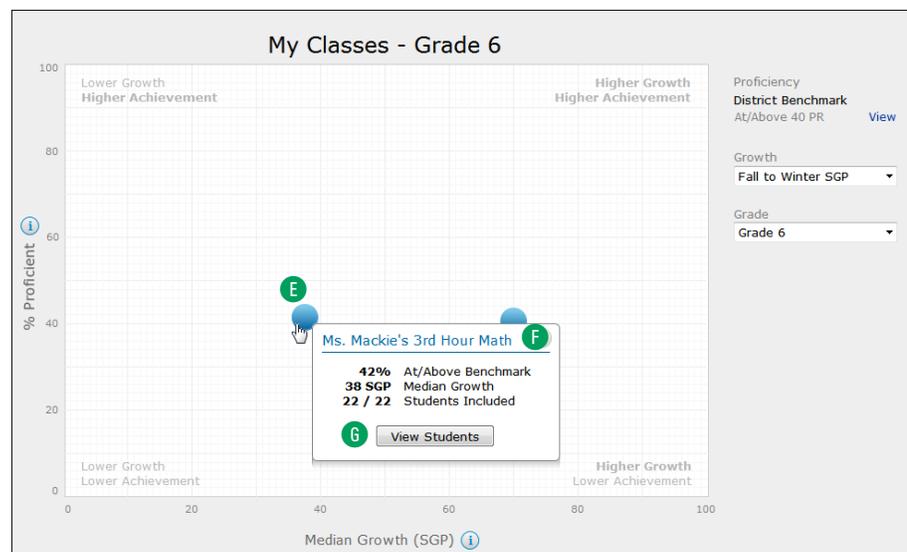
Click **View Students** in the pop-up window **G** to change to the student view (allowing you to view data for all students in the chosen STAR Math Enterprise class; see page 109).



Not every student enrolled in a STAR Math Enterprise

class will have a test score that can be used on this chart. For example:

- If you've chosen **Winter to Spring SGP** for the Growth option and a student hasn't taken a STAR Math Enterprise test during that test window, that student would not have a usable test score for the purposes of this chart.
- Following expert recommendations, extremely high or low scores are not used to calculate SGPs, which may cause a student to have no usable scores for the purposes of this chart. (For more information, on the Home page, click **Resources** under STAR Math, then click **Student Growth Percentiles (SGP)**.)



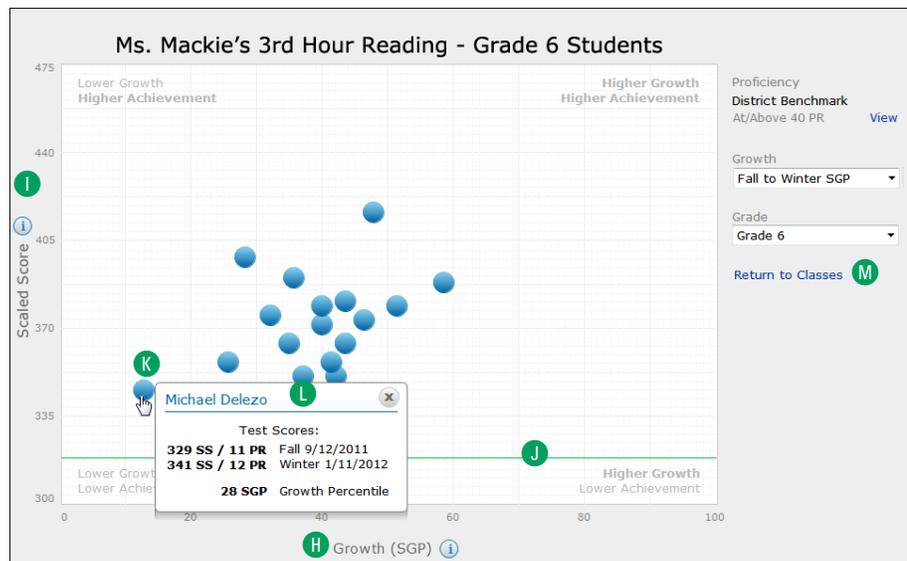
Student View

- In this view, the horizontal axis **H** changes from Median Growth (SGP) to Growth (SGP); the vertical axis **I** changes from % Proficient to Scaled Score.
- The benchmark is indicated by a green horizontal line **J**; students below this line are not reaching the selected benchmark.

Each of the blue circles on the chart **K** represents a student in the chosen STAR Math Enterprise class.

Hover the mouse over one of the circles to open a pop-up window with the student's name **L** and the student's Scaled Score and Percentile Rank within each SGP test window the student has tested in, and the student's SGP.

A **Return to Classes** link is added below the **Grade** drop-down list **M**. Click it to return to the class view (see page 108).

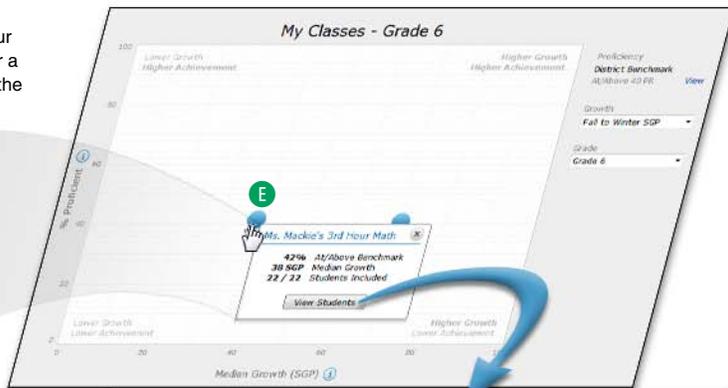


My Classes view (page 108)—Initial view, showing your STAR Math Enterprise classes. Hover over the circle for a class **E**; then click **View Students** **G** to drill down to the student view.

Ms. Mackie's 3rd Hour Math ✕

42% At/Above Benchmark
38 SGP Median Growth
22 / 22 Students Included

G View Students

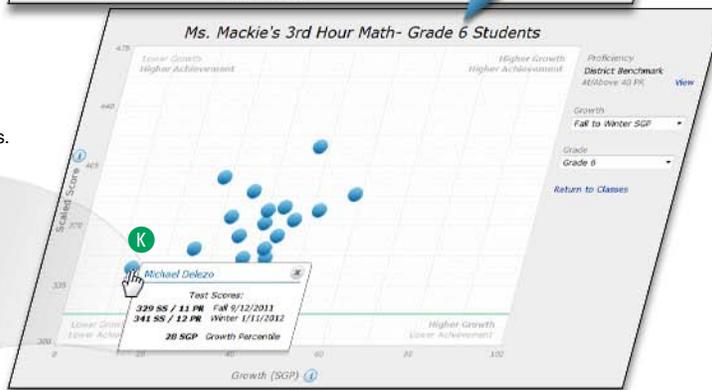


Student view (page 109)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student **K** to view that student's test scores.

Michael Delezo ✕

Test Scores:
329 SS / 11 PR Fall 9/12/2011
341 SS / 12 PR Winter 1/11/2012

28 SGP Growth Percentile



Instructional Planning Report - Class ENTERPRISE

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides teachers with a list of recommended skills students may be ready to learn for class or group instruction based on the most recent STAR Math Enterprise assessment. (The Instructional Planning - Student Report does this for individual students.)

Notes on the Instructional Planning Report - Class:

- If no classes or groups (see page 68) have been set up yet, you will not be able to print an Instructional Planning - Class Report.
- This report only includes STAR Math Enterprise tests, *not* STAR Math tests.

Printing this report is a two-stage process:

- In the first stage (steps 1–4), you choose some preliminary options to select the data that will be used in the actual report. You will be given an opportunity to preview the report with the selected data, and you can change the selection before proceeding.
- In the second stage (steps 5–7), you choose additional options which determine how the data will be arranged in the report.

The procedure for printing this report starts on the Instructional Report Groupings page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 112):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Instructional Planning - Class** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Class** A below “Instructional Planning” in the Enterprise Reports section of the page.



- The table at the bottom of the Instructional Report Groupings page shows the data that will be used to create the report. You can change the data that will be used by choosing some preliminary options at the top of the page.

STAR Math
Home > Reports > Instructional Planning

Instructional Report Groupings
Group students to plan instruction

School: **North Terra Grade School**
Report: **Instructional Planning - Class Report**
Teacher: Hickman, Amy A

Class or Group: Grade 1 Math, G1M Hickman, 2010 - 2011 B

Benchmark: School Benchmark C Legend D

Testing End Date: 1/24/2011 E (Includes STAR Math Enterprise Test scores up to 30 days before this date)

J Update F

I K L

Cancel Preview Report Next >

Assign students to instructional groups based on their latest test and classroom performance. Skill recommendations will be based on the group median score.

<< Previous Next >>

Student	Scaled Score / Percentile Rank	Instructional Groups: 4 H				
		1	2	3	4	Unassigned
Avila-Sakar, Isabel	670 SS / 68 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cabrera, Jacinta	658 SS / 62 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carson, Manny	625 SS / 42 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Huang, Lam	603 SS / 35 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Martinez, Lola	565 SS / 25 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Massey, Jared	563 SS / 24 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
O'Neill, Brenda	560 SS / 23 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Parker, Randy	501 SS / 9 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Robinson, Mitchell	501 SS / 9 PR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sanders, Jevonte	--*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

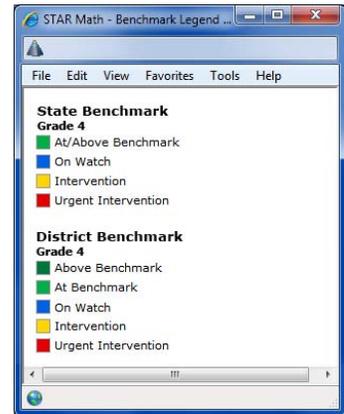
*No STAR Math Enterprise Test data is available in the selected timeframe

Cancel Preview Report Next >

- Use the **Teacher** A and the **Class or Group** drop-down lists B to choose a specific class or group of students you want to show on the report. (See “Groups” on page 68.) This option is similar to the “Select Students or Select Specific Students | Classes | Groups” option on other reports, except that a teacher must be selected first, and the class or group must be one that belongs to that teacher.

The **Teacher** drop-down list is only available to district administrators, district staff, school administrators, and school staff; teachers can only create this report for their own classes.

- b. Use the **Benchmark** drop-down list **C** to choose which benchmark will be used for report calculations: **School Benchmarks**, **District Benchmarks**, or **State Benchmarks** (if there is an existing linking study for your state). Click **Legend** **D** to see a key for the available benchmarks, as shown to the right.



Note: If the State Benchmark is chosen, but some of the students are in a grade that doesn't have a state linking study:

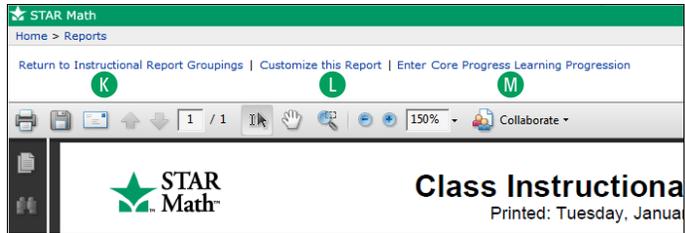
- *None* of the students on the Instructional Report Groupings page will have their Percentile Ranks shown; only the Scaled Scores will be shown.
- Students in the non-linked grades will have no color-coding to indicate which cut score category they belong to (the squares will be white).

Student	Scaled Score / Percentile Rank	Instructional Groups: 4				
		1	2	3	4	Unassigned
Avila-Sakar, Isabel	670 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cabrera, Jacinta	658 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carson, Manny	625 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Huang, Lam	603 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Martinez, Lola	565 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Massey, Jared	563 SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- c. Enter a testing end date in the blank field **E**, either by typing one in or using the calendar button. Assessment results on STAR Math Enterprise tests taken between this date and 30 days *prior* to this date will be used when printing this report.
- d. Click **Update** **F** to see how the options you've chosen affect the data in the table at the bottom of the Instructional Report Groupings page.
- If there are more than 50 students in the table, it will be broken to multiple pages; click << **Previous** or **Next** >> above the upper-right corner of the table **G** to move between pages.
 - Initially, the number of Instructional Groups shown **H** will match the number of available benchmarks; use the **Instructional Groups** drop-down list to change the number shown (from 2–5).
Assign students to instructional groups by clicking the circle at the intersection of a row with the student's name and the column for a group.
 - Students who have no STAR Math Enterprise assessment data for the time period chosen will appear at the bottom of the table.
- e. If you wish, you can see a preview of the report as it would appear with only these preliminary options chosen.
- To skip the preview and begin choosing additional report options, click **Next >** **I** and go to step 2 on page 115.



- To see the preview, click **Preview Report** **J**. The preview version of the report will open:



Click View Enter Core Progress Learning

Progression **M** to see definitions, skill prerequisites, and examples to help you with instructional planning.

After you've finished looking at the preview of the report, either

- click **Return to Instructional Report Groupings** **K** to go back and change the preliminary options you've chosen), or
- click **Customize this Report** **L** to begin choosing additional report options (go to step 2 on page 115).

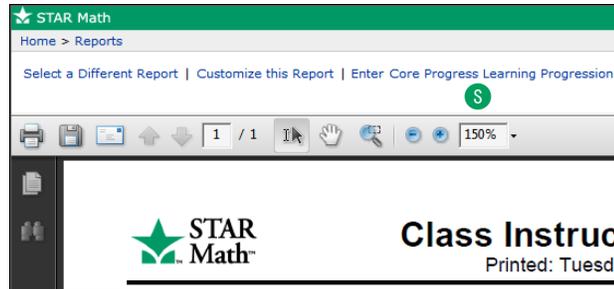
2. Select the options you want to customize for this report on the Report Options page.

Option	Description
Skills to Include Per Math Domain N	<p>For each group of students, choose the number of skills to include per math domain (Numbers and Operations; Algebra; Geometry and Measurement; and Analysis, Probability, and Statistics) on the report.</p> <ul style="list-style-type: none"> The default number is 5 Skills; the range is 0 Skills–20 Skills. If set to 0, that domain will be excluded from the report. Groups made up entirely of students with no test data will not have any skill choices available (such as the Group 3 row in the image above).
Instructional Difficulty O	<p>The instructional difficulty is the level of challenge reflected in the recommended skills. Check the Adjust instructional difficulty box if you want to fine-tune the skills that will appear on the report that are based on the Core Progress learning progression.</p> <ul style="list-style-type: none"> If you are adjusting the instructional difficulty, use the drop-down lists P for each group. The default setting is Recommended, but you can choose More Difficult (+1 to +5) or Less Difficult (-1 to -5). “Recommended” represents the first skill for each domain at 50% expected mastery, based on the median Scaled Score. Changing the instructional difficulty will change the skills associated with each group.
Page Break O	Use this option to have each group’s information print on a separate page



3. Click **View Report**  when you have finished choosing options.
4. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)



-  These options let you select a different report, customize this report again, or enter the Core Progress learning progression (definitions, skill prerequisites, and examples to help you with instructional planning).

Instructional Planning Report - Student **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides teachers with a list of recommended skills for individual instruction based on a student's most recent STAR Math Enterprise assessment. (The Instructional Planning - Class Report does this for classes or groups.)

Note: This report only includes STAR Math Enterprise tests, *not* STAR Math tests.

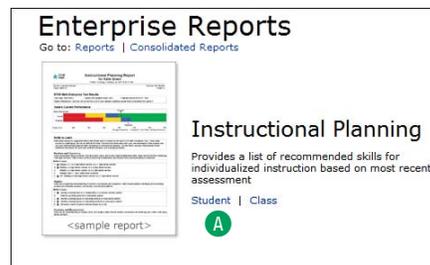
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 118):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Instructional Planning - Student** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Student** **A** below "Instructional Planning" in the Enterprise Reports section of the page.



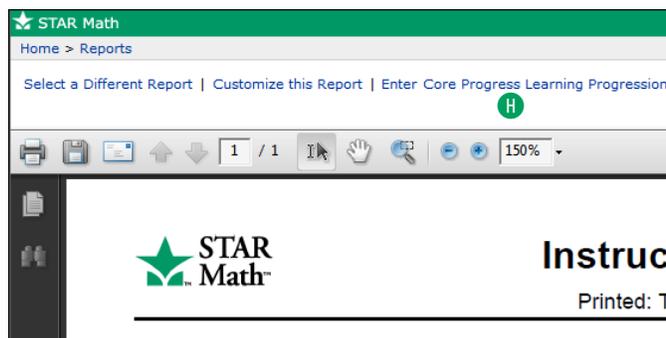
1. Use the Report Options page to select the options you want to customize for this report.

Option	Description
Select Students A	To choose all of the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, click Students , Classes , or Groups . See page 83. <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes.
Benchmark B	Choose which benchmark will be used for report calculations: the School Benchmark , the District Benchmark , or “State Benchmark” (if there is an existing linking study for your state). The actual name you see for “State Benchmark” will depend on your state’s name and your state’s standards acronym.
Show Projected Growth C	This option predicts how much growth you can expect from students by a target date based on their STAR Math Enterprise assessments to date. Use this option to choose your target date: <ul style="list-style-type: none"> • End of Year: This is the default setting, which uses the last day of your Renaissance Place school year as the date. • Custom Date: Enter a date in the blank field, or use the calendar button to choose one. • Do not show: The predicted growth will not be included on the report.
Skills to include per math domain per student D	Choose the number of skills to include on the report per math domain (Numbers and Operations; Algebra; Geometry and Measurement; Data Analysis, Statistics, and Probability). The default number is 5 Skills ; the range is 0 Skills—20 Skills . <ul style="list-style-type: none"> • If set to 0, that domain will be excluded from the report. • Groups made up entirely of students with no test data will not have any skill choices available.

Option	Description
Instructional Difficulty E	<p>The instructional difficulty is the level of challenge reflected in the recommended skills. Check the Adjust instructional difficulty box if you want to fine-tune the skills that will appear on the report that are based on the Core Progress learning progression.</p> <p>Use the Difficulty Level drop-down list F to choose More Difficult (+1 to +5) or Less Difficult (-1 to -5).</p> <p>The default setting of “Recommended” represents the first skill for each domain at 50% expected mastery, based on the median Scaled Score.</p>

2. Click **View Report** G when you have finished selecting options.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)



- H These options let you select a different report, customize this report again, or enter the Core Progress learning progression (definitions, skill prerequisites, and examples to help you with instructional planning).

Longitudinal Report ENTERPRISE

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report uses STAR Math assessment data to make two different comparisons of growth:

- The Longitudinal - Growth Report compares growth for the same group of students across multiple years.
- The Longitudinal - Cross Sectional Report compares growth for a specific grade level (different students) across multiple years.

The procedure for printing this report starts on the Longitudinal Report page. There are three ways to reach that page; use whichever method you wish:

Method 1—From the STAR Math Enterprise Home Page

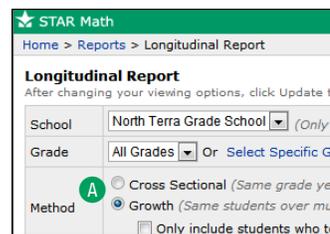
- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click either **Growth** or **Cross Sectional** **A** (below “Longitudinal” in the Enterprise Reports section of the page).



- e. If you clicked **Growth**, go to step 1 on page 121; if you clicked **Cross Sectional**, go to step 1 on page 123.

Method 2—From the STAR Math Reports Page

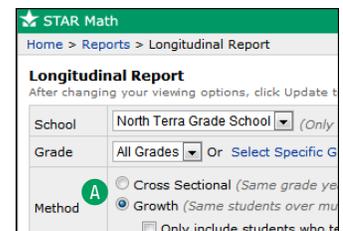
- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Longitudinal** on the Select Report page.
- e. Click either **Growth** or **Cross Sectional** **A**.



- f. If you clicked **Growth**, go to step 1 on page 121; if you clicked **Cross Sectional**, go to step 1 on page 123.

Method 3—From the Screening, Progress Monitoring & Intervention Page

- a. Go to the Home page.
- b. Under STAR Math, click **Screening, Progress Monitoring & Intervention**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Longitudinal** under “Reports” in the gray sidebar on the left side of the screen.
- e. Click either **Growth** or **Cross Sectional** **A**.
- f. If you clicked **Growth**, go to step 1 on page 121; if you clicked **Cross Sectional**, go to step 1 on page 123.



Longitudinal Report: Growth

1. Select the report options you want at the top of the page.

STAR Math
Home > Reports > Longitudinal Report

Longitudinal Report
After changing your viewing options, click Update to refresh the data

School **A** North Terra Grade School

Grade **B** Grade 4 Or Select Specific Grades

Method **C** Cross Sectional (Same grade year to year - ex: G3, G3, G3)
 Growth (Same students over multiple years - ex: G1, G2, G3)
 Only include students who tested in all timeframes

Timeframe Last 3 years Aug 15 - Oct 15 (Fall) **D**

Update **E**

Done **F** Print **G**

North Terra Grade School - Growth

Grade	School Year Aug 15 - Oct 15 (Fall)	Percent of Students by District Benchmark Category	Total Students	40+ PR	25-39 PR	10-24 PR	1-9 PR
Grade 4	2010 - 2011 Grade 4		95	60% 57	22% 21	15% 14	3% 3
	2009 - 2010 Grade 3		95	58% 55	24% 23	14% 13	4% 4
	2008 - 2009 Grade 2		95	54% 51	24% 23	18% 17	4% 4

Done Print

Option	Description
School A	Use the School drop-down list to choose your school. If a district administrator or district staff member chooses All Schools , and the district has a mix of STAR Math Enterprise and non-Enterprise schools, only the schools that use STAR Math Enterprise will be included in the report.
Grade B	Use the Grade drop-down list to choose either a single grade, All Grades , or click Select Specific Grades to the right of the drop-down list to select multiple grades.
Method C	Growth has already been selected for Method. If you would rather print the Cross Sectional version of the Longitudinal Report, choose Cross Sectional and go to “Longitudinal Report: Cross Sectional” on page 123. The Growth version of the report tracks the same group of students as they progress from one grade to the next. It is possible that some students joined this group after they began taking STAR Math assessments (for example, by transferring in from another school), or it may be possible that some students missed an assessment. Check the Only include students who tested in all timeframes box to exclude these students from the data.
Timeframe D	Use the Timeframe drop-down lists to choose the number of school years (Last 2 Years–Last 5 Years) and which time of year to use for comparison—either Aug 15 - Oct 15 (Fall) or Apr 15 - Jun 15 (Spring) .

2. Click **Update** **E** to see how your choices affect the data shown in the table. After changing any of the options, click **Update** for the refreshed data to appear. (While the data is updating, you can click **Cancel** to stop the update.)

3. Once you've finished selecting options for this report and viewing the data, you can either click **Done**  to return to the previous page, or **Print**  to print the report.

Note: The browser setting to print background colors needs to be turned on to print the color bars in this report. For additional printing tips, see our Knowledge Base article at <http://support.renlearn.com/techkb/techkb/9201163e.asp>.

Longitudinal Report: Cross Sectional

1. Select the report options you want at the top of the page.

Grade	School Year Aug 15 - Oct 15 (Fall)	Percent of Students by District Benchmark Category	Students Tested	40+ PR	25-39 PR	10-24 PR	1-9 PR
Grade 4	2010 - 2011 Grade 4		1078	60% 646	25% 271	12% 129	3% 32
	2009 - 2010 Grade 4		1122	54% 605	23% 260	14% 157	9% 100
	2008 - 2009 Grade 4		1106	58% 641	22% 245	13% 143	7% 77

Option	Description
School A	Use the School drop-down list to choose your school. If a district administrator or district staff member chooses All Schools , and the district has a mix of STAR Math Enterprise and non-Enterprise schools, only the schools that use STAR Math Enterprise will be included in the report.
Grade B	Use the Grade drop-down list to choose either a single grade, All Grades , or click Select Specific Grades to the right of the drop-down list to select multiple grades.
Method C	Cross Sectional has already been selected for Method. If you would rather print the Growth version of the Longitudinal Report, choose Growth and go to “Longitudinal Report: Growth” on page 121.
Timeframe D	Use the Timeframe drop-down lists to choose the number of school years (Last 2 Years–Last 5 Years) and which time of year to use for comparison—either Aug 15 - Oct 15 (Fall) or Apr 15 - Jun 15 (Spring) .

2. Click **Update** **E** to see how your selections affect the data in the report
3. Once you've finished selecting options for this report and viewing the data, you can either click **Done** **F** to return to the previous page, or **Print** **G** to print the report.
Note: The browser setting to print background colors needs to be turned on to print the color bars in this report. For additional printing tips, see our Knowledge Base article at <http://support.renlearn.com/techkb/techkb/9201163e.asp>.

Parent Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report (available in either English or Spanish) presents a student's test results from a particular testing session for his or her parents or guardians. The Parent Report is generated in an easy-to-read letter format with sections for a teacher's signature and additional comments about the student's performance.

Each student's report is printed on a separate page and shows the student's name, grade, teacher, class, and ID. The report includes a detailed comparison to scores on the national level: it shows the Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR) and Percentile Rank Range, and Normal Curve Equivalent (NCE).

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click either **Parent - English** or **Parent - Spanish** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.
Reporting Parameter Group	See page 153.
Reporting Period	The Parent Report (both English and Spanish) shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.
Show Grade Equivalent	Use this option to choose whether to show each student's GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.
Sort By	Choose how to sort information on the report: by students' last names or by their student IDs.

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

How Parents Print the STAR Math Parent Report

Parents can print the STAR Math Parent Report themselves if you do the following:

- Add the parents to the software and assign their children.
- Give the parents the address (URL) to the software and access to the server.
- Send parents their user names and passwords.

To find out how to add parents and how parents can request access, see the *Renaissance Place Real Time Software Manual*.

1. After logging in, the parent selects his or her child from the **Student** drop-down list if necessary. (If the selected student is enrolled in more than one school, the parent will also have to select a school from the **School** drop-down list.)



To view and print the Parent Report, the parents will need

Adobe Reader installed on their computer (on certain Macintosh computers, they can use Preview instead). If they do not have Adobe Reader installed, they can click **Get Adobe Reader** at the bottom of their Home page.



2. On the Home page, below STAR Math, the parent clicks **Parent Report** to print an English Parent Report or **Informe en Español Para los Padres** to print a Spanish Parent Report.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Registration Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists the students who are currently registered for testing. The report is only intended to be used when the Student Test Registration preference (see page 161) is set to require registration before testing.

The report includes each registered student's name, ID, grade, Math Instructional Level (see page 164), Question Time Limit, class, teacher, user name, and password. If you've chosen not to require registration before testing, the report will tell you that none of the students who were found are registered.

Notes on the Registration Report:

- Most students probably do not have a Math Instructional Level.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Registration** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Show Student ID	Choose whether or not to include student IDs on this report.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names or by their student IDs.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Screening Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report is used to identify students who are having difficulty reaching benchmarks. Once those students have been identified, you can begin to organize your intervention plan. (The Screening Report shows this data for multiple students. The Student Progress Monitoring Report (page 145) shows this data for a single student.)

Students who are not reaching a specific benchmark can be further divided into groups to help you focus your resources on the students who need the most help.

Notes on the Screening Report:

- There are a number of setup procedures you may want to perform before printing a Screening Report (creating groups, editing benchmarks, and so on). See “Screening, Progress Monitoring & Intervention” on page 30.
- The Screening Report can be run for any of the screening dates that have been set for your district. To check or change the screening dates before running the report, see pages 60–62.
- If no students have taken a test within the Current Screening Dates, you cannot create a Screening Report.
- Although kindergarten students can take the STAR Math test, the Screening Report cannot be created for them.
- The report will indicate if any students took a test using extended time limits, with a footnote explanation.

The procedure for printing a Screening Report starts on the Report Options page. There are three ways to reach that page; use whichever method you prefer, then go to step 1 on page 128:

Method 1—From the STAR Math Reports Page

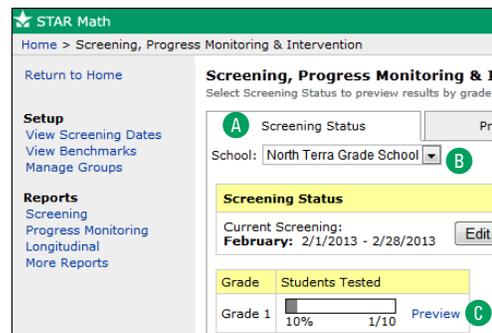
- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Screening** on the Select Report page.

Method 2—From the Screening, Progress Monitoring & Intervention Page

- a. Go to the Home page.
- b. Under STAR Math, click **Screening, Progress Monitoring & Intervention**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Screening** under “Reports” in the gray sidebar on the left side of the screen.

Method 3—From a Screening Preview

- a. Go to the Home page.
- b. Under STAR Math, click **Screening, Progress Monitoring & Intervention**.
- c. If necessary, click **Screening Status** **A** to make sure you are using the Screening Status view and use the **School** drop-down list **B** to choose your school.
- d. Click **Preview** in the row for a grade **C**. (A grade will not appear in this list until at least one student in that grade has taken a test.)
Note: For a teacher who has had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed, a grade will not appear in this list until at least one of *that* teacher’s students in that grade has taken a test.
- e. Click **Generate Screening Report**.



1. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific grade, or click Students , Classes , or Groups to choose specific students, classes, or groups. See page 83. <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68. • Teachers who have had the “Manage Screening, Progress Monitoring & Intervention” capability removed can only run this report for their own students. 	
Reporting Parameter Group	See page 153.	
Reporting Period	The Screening Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.	
Benchmark	Use this option to choose which benchmark you want to show on this report: the school’s, the district’s, or the state’s. Not all benchmarks may be available; a default benchmark (such as the school or district) should be set in those cases. Note: This option will not be available to non-Enterprise customers; the school benchmarks will be used.	
Show Student Details	Use this option to show the categories the students are in on the report. You can choose to show all of the categories, none of them, or only specific ones. <ul style="list-style-type: none"> • If you choose a specific grade level for the Select Students option and your state benchmark for the Benchmark option, but the chosen grade does not have a state benchmark, then “No state benchmark available for this grade” will be shown in place of the Show Student Details options. • If you choose anything other than a specific grade level for the Select Students option, then “Student details will be included for all categories” will be shown in place of the Show Student Details options. 	
Show Grade Equivalent	Use this option to choose whether to show each student’s GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.	
Group By	Choose how to group the information on the report: by class, grade, or teacher.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students’ last names or by their Scaled Scores (in descending order).	
Print Report Options	Use this option to print a list of the options you’ve chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you’re using the same ones.	

2. Click **View Report** when you are done choosing options.
3. STAR Math will generate the report. When it’s ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser’s print function instead, only the top of the page will print.

(In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

- The links above the report will differ based on how you began printing it:
 - If you began from the STAR Math Reports page: **Select a Different Report** will take you back to the STAR Math Reports page; **Customize this Report** will take you back to the Report Options page.
 - If you began from the Screening, Progress Monitoring & Intervention page or a Screening preview: **Customize this Report** will take you back to the Report Options page; **Return to Screening, Progress Monitoring & Intervention** will take you back to the Screening, Progress Monitoring & Intervention page.

State Performance Report - Class **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides a graphic display of how groups of students are progressing toward proficiency based on their STAR Math tests.

Notes on the State Performance Report - Class:

- This report is only available to Enterprise customers where linking has been completed and customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium.

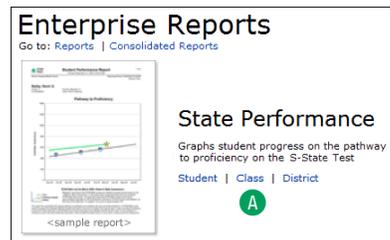
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 131):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **State Performance - Class** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Class** **A** below “State Performance” in the Enterprise Reports section of the page.





1. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.	
Reporting Parameter Group	See page 153.	
Test Date Range	Use this option to choose a range of dates to include testing data from. <ul style="list-style-type: none"> • You must have at least one date range chosen. • You can add more date ranges (up to 10) to this report in order to compare multiple date ranges. • Date ranges should not overlap. 	
Show Chart	Check this box to have the data in the report presented as a chart (this box is checked by default).	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names or their Scaled Scores.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

2. Click **View Report** when you are done choosing options.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

State Performance Report - Student ENTERPRISE

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report provides a graphic display of how individual students are progressing toward proficiency based on their STAR Math tests.

Notes about the State Performance Report - Student:

- This report is only available to Enterprise customers where linking has been completed and customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium.

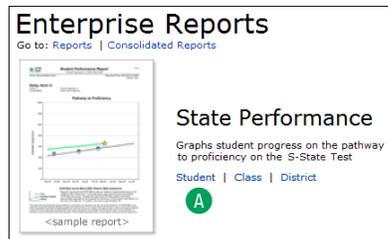
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **State Performance - Student** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Student A** below “State Performance” in the Enterprise Reports section of the page.



1. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.
Reporting Parameter Group	See page 153.
Show Student ID	Choose whether or not to include student IDs on this report.
Show Trend Line	This option allows you to choose whether to show a trend line on the chart (a statistical tendency of the change in student’s scores over time). This option is checked by default. The student has to take at least three tests before a trend line can appear on this report.
Sort By	Choose how to sort information on the report: by students’ last names or by their student IDs.

2. Click **View Report** when you are done choosing options.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

State Standards Report - Class ENTERPRISE

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report shows estimates of students' mastery of their state's grade-level standards or the Common Core State Standards. The report is designed to group small groups of students, such as a class, by their estimated mastery of each state standard.

Notes about the State Standards Report - Class:

- This report only includes STAR Math Enterprise tests, *not* STAR Math tests.

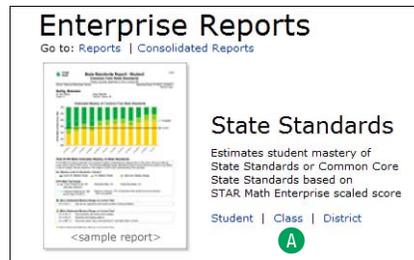
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 135):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **State Standards Report - Class** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Class** A below "State Standards" in the Enterprise Reports section of the page.



1. Select the options you want to customize for this report on the Report Options page.

Option	Description
Select Students A	To choose specific students, classes, or groups, click Students , Classes , or Groups . See page 83. <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68.
Reporting Parameter Group B	See page 153.
Reporting Period C	The State Standards - Class report shows data from test scores spanning a 30-day period. Enter the date you want to use as the end of this 30-day span. For example, if you choose April 15 as the date, the report will show data from all STAR Math Enterprise tests taken between March 17–April 15.

Option	Description	
Select Standards to Show D	Choose which standards will be shown on the report: the assessment standards for your own state, or the Common Core State Standards, which is a diverse group of standards for mathematical practice that have been adopted by multiple states. (The name of the state standards will vary depending on your state.)	
Show Projected Growth E	<p>Projected growth is an estimate of how much improvement a student or group of students should experience between the current date and a future date based on STAR Math test results to date.</p> <ul style="list-style-type: none"> The end of the school year is the default date, but a different date can be selected; you can also choose not to include this data in the report. If you enter a custom date for Show Projected Growth that is earlier than the date picked for the Reporting Period C, then growth cannot be calculated for some or all of the students. 	
Group By F	Choose how to group the information on the report: by grade, teacher, or class.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By G	Choose how to sort information on the report: by students' rank or name (alphabetical order).	
Page Break H	Use this option to put the different standards (chosen in the Select Standards to Show option D) on separate pages.	
Print Report Options I	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

2. Click **View Report** **J** when you are done choosing options.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

State Standards Report - District **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report shows estimates of students' mastery of their state's grade-level standards or the Common Core State Standards. The report is designed to show high-level information on large groups of students at in a district or school, and give the user a number of options for breaking the data down.

Notes about the State Standards Report - District

- This report only includes STAR Math Enterprise tests, *not* STAR Math tests.

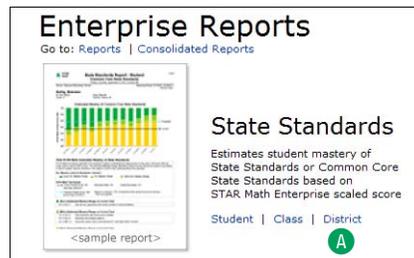
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 138):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **State Standards Report - District** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **District** **A** below “State Standards” in the Enterprise Reports section of the page.



1. Use the Report Options page to select the options you want to use to customize this report.

STAR Math
Home > Reports

Report Options
Select the options for this report

Report: **State Standards - District Report**

Cancel View Report

Customization Options

Schools A North Terra Grade School

Grades B All Grades

Reporting Parameter Group C All Demographics [Default]
Or Create New or Edit Selected

Reporting Period
Selects scores from the 30 days prior to this date 1/25/2011 D

Select Standards to Show E
 State Standards
 Common Core State Standards

Show Projected Growth F
Shows projected Scaled Score based on date chosen
 7/31/2011 (End of Year)
 Custom Date
 Do not show

Group By G
 District (Do Not Group)
 School

List By H
 Teacher
 Class
 Group
 None

Sort By I
 Rank
 Alphabetical

Page Break J
 Page break after each standard

Print Report Options K
 Print the selected report options on the report

Cancel View Report L

Option	Description
Schools A	If you have access to more than one school (such as a district administrator or district staff member), you can choose one school to run the report for, or all schools for an entire district. <ul style="list-style-type: none"> • If All Schools is chosen, and the district is made up of some schools that use STAR Math Enterprise and some that don't, the report will only have data for the Enterprise schools. • Depending on the size of the district, it may take a while to generate this report. You will see a reminder about this if you choose All Schools for the Schools option.
Grades B	To print the report a single grade, choose that grade. To print the report for all grades in the school, choose All Grades .
Reporting Parameter Group C	See page 153.
Reporting Period D	The State Standards - District report shows data from test scores spanning a 30-day period. Enter the date you want to use as the <i>end</i> of this 30-day span. For example, if you choose April 15 as the date, the report will show data from all STAR Math Enterprise tests taken between March 17–April 15.

Option	Description	
Select Standards to Show E	Choose which standards will be shown on the report: the assessment standards for your own state, or the Common Core State Standards, which is a diverse group of standards for mathematical practice that have been adopted by multiple states. (The name of the state standards will vary depending on your state.)	
Show Projected Growth F	<p>Projected growth is an estimate of how much improvement a student or group of students should experience between the current date and a future date based on STAR Math test results to date.</p> <ul style="list-style-type: none"> The end of the school year is the default date. You can select a different date. You can also choose not to include this data in the report. If you enter a custom date for Show Projected Growth that is earlier than the date picked for the Reporting Period D, then growth cannot be calculated for some or all of the students. 	
Group By G	<p>Choose how to group the information on the report: by district or school.</p> <ul style="list-style-type: none"> Teachers and school personnel will not see the Group By option for this report. For these personnel, Group By is automatically set to School. If All Schools and All Grades are chosen for the Schools A and Grades B options, the Group By option will be restricted to District (Do Not Group). 	<p>If the report uses any combination the of Group By, Sort By, and/or List By options, they are applied in the following order: Group By, List By, Sort By.</p>
List By H	<p>This is a secondary “grouping” option. Once a Group By option G has been chosen (District or School), this option determines how grouped items are listed (by Teacher, Class, Group, or None).</p> <ul style="list-style-type: none"> Teachers and school personnel will not see the Group By option for this report. For teachers, the List By options are limited to Class or Group. If All Schools and All Grades are chosen for the Schools A and Grades B options, the List By option will be restricted to None. 	
Sort By I	<p>Choose how to sort information on the report: by students’ rank or name (alphabetical order).</p>	
Page Break J	Use this option to put the different standards (chosen in the Select Standards to Show option E) on separate pages.	
Print Report Options K	Use this option to print a list of the options you’ve chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you’re using the same ones.	

- Click **View Report L** when you are done choosing options
- STAR Math will generate the report. When it’s ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser’s print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

State Standards Report - Student **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report shows estimates of students' mastery of their state's grade-level standards or the Common Core State Standards. The report aligns state standards to the STAR Math Scaled Score (SS) so that the user can compare where a student's test is on the scale in relation to the standard.

Notes on the State Standards Report - Student:

- This report only includes STAR Math Enterprise tests, *not* STAR Math tests.

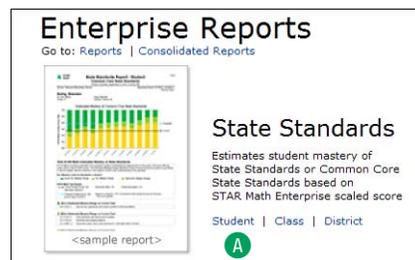
The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you wish, then go to step 1 on page 141):

Method 1—From the STAR Math Reports Page

- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **State Standards Report - Student** on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

- a. Go to the Home page.
- b. Under STAR Math, click **Enterprise Home**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Student A** below "State Standards" in the Enterprise Reports section of the page.



1. Select the options you want to customize for this report on the Report Options page.

Option	Description
Select Students A	<p>To choose all the students in a specific class, use the drop-down list.</p> <p>To choose specific students, classes, or groups, click Students, Classes, or Groups. See page 83.</p> <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68.
Reporting Period B	<p>This report shows data from test scores spanning a 30-day period. Enter the date you want to use as the <i>end</i> of this 30-day span.</p> <p>For example, if you choose April 15 as the date, the report will show data from all STAR Math Enterprise tests taken between March 17–April 15.</p>

Option	Description
Select Standards to Show C	Choose which standards will be shown on the report: the assessment standards for your own state, or the Common Core State Standards, which is a diverse group of standards for mathematical practice that have been adopted by multiple states. (The name of the state standards will vary depending on your state.)
Show Projected Growth D	Projected growth is an estimate of how much improvement a student or group of students should experience between the current date and a future date based on STAR Math test results to date. <ul style="list-style-type: none"> • The end of the school year is the default date. • You can select a different date. • You can also choose not to include this data in the report. • If you enter a custom date for Show Projected Growth that is earlier than the date picked for the Reporting Period B, then growth cannot be calculated for some or all of the students.
Show Standards Detail E	There are three mastery standards that normally appear in tables on this report (Above, Within, and Below Estimated Mastery Range). Since you may not need or want to see data for all three standards, this option allows you to remove some of the tables from the report.
Show Grade Equivalent F	Use this option to choose whether to show each student's GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.
Show Student ID G	Choose whether or not to include student IDs on this report.
Group By H	Choose how to group the information on the report: by grade, teacher, or class or group.

2. Click **View Report** **I** when you are done choosing options.
3. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Student Detail Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists students who are enrolled in STAR Math classes. It includes each student's name, ID, gender, date of birth, grade, ethnicity, and characteristics. To find out how to set this information for each student, see the *Renaissance Place Real Time Software Manual*.

Notes about the Student Detail Report:

- This report cannot be customized.
- If your administrator has removed the Filter Reports by Ethnicity and Filter Reports by Characteristics capabilities, the report will not include ethnicity and characteristics.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Student Detail** on the Select Report page.
5. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Student Information Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists students who are enrolled in STAR Math classes. It includes each student's name, ID, gender, date of birth, Math Instructional Level (MIL) (see page 164), question time limit (standard or extended), user name, and password.

Notes about the Student Information Report:

- Most students probably do not have a Math Instructional Level.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Student Information** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students or Classes to choose specific students or classes. See page 83.	
Reporting Parameter Group	See page 153.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last names or by their ID numbers.	
Page Break	If you chose to group the information in the report with a Group By option, use this option to create a page break after each group.	
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.	

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Student Progress Monitoring Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report is used to identify students who are having difficulty reaching benchmarks. Once those students have been identified, you can begin to organize your intervention plan. (The Student Progress Monitoring Report shows this data for a single student. The Screening Report (see page 127) shows this same data for multiple students.)

Students who are not reaching a specific benchmark can be further divided into groups to help you focus your resources on the students who need the most help.

Notes about the Student Progress Monitoring Report:

- There are a number of setup procedures you may want to perform before printing a Student Progress Monitoring Report (creating groups, editing benchmarks, and so on). See “Screening, Progress Monitoring & Intervention” on page 30.
- Although kindergarten students can take the STAR Math test, the Student Progress Monitoring Report cannot be created for them.
- The Student Progress Monitoring Report will indicate if any students took a test using extended time limits, with a footnote explanation.

The procedure for printing a Student Progress Monitoring Report starts on the Report Options page. There are three ways to reach that page; use whichever method you prefer, then go to step 1 on page 146:

Method 1—From the STAR Math Reports Page

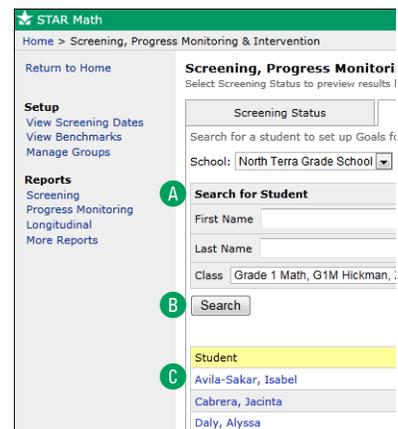
- a. Go to the Home page.
- b. Under STAR Math, click **Reports**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Student Progress Monitoring** on the Select Report page.

Method 2—From the Screening, Progress Monitoring & Intervention Page

- a. Go to the Home page.
- b. Under STAR Math, click **Screening, Progress Monitoring & Intervention**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Progress Monitoring** under “Reports” in the gray sidebar on the left side of the screen.

Method 3—From a Student Search

- a. Go to the Home page.
- b. Under STAR Math, click **Screening, Progress Monitoring & Intervention**.
- c. Select your school from the **School** drop-down list, if necessary.
- d. Click **Progress Monitoring & Goals**.
- e. In the Search for Student area of the screen **A**, you can enter all or part of a student’s name in the appropriate fields to use as search criteria, or you can enter the student’s ID number. You may also use the **Grade** or **Class** drop-down lists to narrow your search to students in a particular grade or class. **Note:** For teachers who have had the “Manage Screening, Progress Monitoring & Intervention” capability removed, choosing **All Classes** from the **Class** drop-down list will only include students from their *own* classes.
- f. Click **Search** **B**.
- g. A list of students matching your search criteria will be presented **C**. Students who fit your search criteria but have not taken a test yet will have a dash shown in place of a PR score. Click the name of a student.
- h. On the Student Detail page, click **Generate Progress Report**. (If you can’t click **Generate Progress Report**, it is because the student has taken only one test, so progress across tests cannot be shown.)





1. Select the options you want to customize for this report on the Report Options page. **Note:** To get the most out of the Student Progress Monitoring Report, it is important to have intervention goals set for the students (see page 63, or click **Set Goals for Progress Monitoring** above the Customization Options table).

When you customize this report, you can choose these options:

Option	Description
Select Students	To choose all the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, click Students, Classes, or Groups . See page 83. <ul style="list-style-type: none"> • “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 68. • Teachers who have had the “Manage Screening, Progress Monitoring & Intervention” capability removed can only run this report for their own students.
Reporting Parameter Group	See page 153.
Reporting Period	The Student Progress Monitoring Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.
Show Student ID	Choose whether or not to include student IDs on this report.

2. Click **View Report** when you are done choosing options.
3. STAR Math will generate the report. When it’s ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser’s print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Summary Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report summarizes students' test results over time. It includes each student's name, grade placement, class, teacher, test date, rank, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE).

The report also shows a summary of the mean scores for the class, a summary of the PR distribution, and a summary of the GE distribution.

Notes on the Summary Report:

- Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR) and/or Normal Curve Equivalents (NCE) for kindergarteners.
- The report will indicate if any students took a test using extended time limits, with a footnote explanation.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Summary** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description	
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students , Classes , or Groups to choose specific students, classes, or groups. See page 83. <ul style="list-style-type: none"> • "Groups" refers to groups of students that have been created specifically for reporting purposes; see page 68. 	
Reporting Parameter Group	See page 153.	
Reporting Period	The Summary Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.	
Summary Only	Use this option to make the data in the report more manageable by only showing a concise summary of it. Note: If Yes is chosen for this option, the Sort By option will not be available.	
Show Grade Equivalent	Use this option to choose whether to show each student's GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.	
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.	This report uses both the Group By and Sort By options; if a Group By option is chosen, it is applied first on the report.
Sort By	Choose how to sort information on the report: by students' last name, test dates, or rank.	



Option	Description
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.
 If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Teacher Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report lists the teachers at the selected school who are assigned to at least one STAR Math class. It includes each teacher's name and user name, the STAR Math classes the teacher is assigned to, and the teacher's position in each class (Lead or Team).

Notes about the Teacher Report:

- This report cannot be customized.
- If a teacher prints the report, it only includes that teacher's information.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Teacher** on the Select Report page.
5. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Test Activity Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report shows you how many STAR Math tests your students have and have not completed during a specific time period. The report includes each student's name, grade, class, teacher, the number of tests completed, the number of tests not completed (interrupted/unfinished tests), the date of the last test, the Math Instructional Level (MIL) if one is set, and whether the standard or extended time limit is used.

It also indicates which students have not tested, which students are enrolled in more than one STAR Math class, and if historical data is included on the report.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Test Activity** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students , Classes , or Groups to choose specific students, classes, or groups. See page 83. <ul style="list-style-type: none"> • "Groups" refers to groups of students that have been created specifically for reporting purposes; see page 68.
Reporting Parameter Group	See page 153.
Reporting Period	The Test Activity Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.
Group By	Choose how to group the information on the report: by class, grade, teacher, or not grouped.
Sort By	Choose how to sort information on the report: by students' last names or by their most recent test date.
Print Report Options	Use this option to print a list of the options you've chosen on the report. If you decide to run the report again at a later date, you can refer to this list of options to make sure you're using the same ones.

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

Test Record Report

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

This report shows individual student results for every STAR Math test taken during the time period you chose. It is the easiest way to get a detailed look at a student's test history.

For each test, the report shows the student's name, ID, test date, grade placement, class, teacher, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE).

Notes about the Test Record Report:

- The report will indicate if historical data is included.
- Teachers typically will not see tests from previous classes and school years, but administrators can grant them the capability to do this (see page 168). District administrators and school administrators will see all tests for a student unless this capability has been taken away.
- Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR) and/or Normal Curve Equivalents (NCE) for kindergarteners.
- The report will indicate if any students took a test using extended time limits, with a footnote explanation.

To print the report:

1. Go to the Home page.
2. Under STAR Math, click **Reports**.
3. Select your school from the **School** drop-down list, if necessary.
4. Click **Test Record** on the Select Report page.
5. Select the options you want to customize for this report on the Report Options page.

When you customize this report, you can choose these options:

Option	Description
Select Students	Use the drop-down list to choose all the students in a specific class, or click Students , Classes , or Groups to choose specific students, classes, or groups. See page 83. <ul style="list-style-type: none"> • "Groups" refers to groups of students that have been created specifically for reporting purposes; see page 68.
Reporting Parameter Group	See page 153.
Reporting Period	The Test Record Report shows data from a specific time period. You can use either a marking period that has been set up by a district administrator/school administrator for your school, or you can set your own range by choosing a starting and ending date.
Show Grade Equivalent	Use this option to choose whether to show each student's GE score on the report. The GE score may be capped on this report. See the score description on page 154 and the <i>STAR Math Technical Manual</i> for more information.
Show Student ID	Choose whether or not to include student IDs on this report.
Page Break	Use this option to have each student's information begin printing on a new page.

6. Click **View Report** when you are done choosing options.
7. STAR Math will generate the report. When it's ready, the report will open in a browser window or a separate window.

If it opens in a browser window, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X, the Adobe Reader buttons may be hidden until you move the mouse over the document or press F8.)

About Reporting Parameter Groups

Reporting parameter groups help you organize a large and diverse number of students into smaller groups with common traits. When you use reporting parameter groups, you can create reports that focus on students with common traits.

When you customize some STAR Math reports, you can choose a reporting parameter group from a drop-down list. To create or change a group, click **Create New or Edit Selected**.

The screenshot shows the 'Reporting Parameter Groups' form in STAR Math. At the top, there are options to 'Create a new reporting parameter group or edit an existing one' and 'Edit an Existing Reporting Parameter Group: --Create New Group--'. Below this are 'Cancel' and 'Save' buttons. The main section is titled 'Reporting Parameter Group (*Required Field)'. It contains several sections:

- Reporting Parameter Group Name***: A text input field.
- Enroll Date**: A date input field with a callout 'A' indicating that students enrolled before this date will be included.
- Ethnicity**: A section with a callout 'B' and a 'select all / deselect all' link. It includes checkboxes for American Indian or Alaska Native, Asian or Pacific Islander, Black, Hispanic, Mixed, None Specified, and White.
- Gender**: Checkboxes for Female, Male, and Unassigned.
- Language**: A section with a 'select all / deselect all' link and checkboxes for various languages including Arabic, Chinese (Cantonese, Mandarin, unspecified), English, French, German, Gujarati, Haitian Creole, Hmong, Japanese, Khmer, Korean, Lao, Malay, Navajo, Polish, Portuguese, Russian, Serbo-Croatian, Somali, Spanish, Tagalog or Filipino, Urdu, Vietnamese, and None Specified.
- Characteristics**: A section with a callout 'C' and a 'select all / deselect all' link. It includes checkboxes for Americans With Disabilities (ADA), At-Risk Students, Bilingual Education, English as a Second Language (ESL), Free Lunch, Gifted/Talented, Learning Disabled, Limited English Proficiency (LEP), Migrant, Non-resident Alien, Physically Disabled, Reduced-price Lunch Program, Special Education, and Title I.
- Grade**: A section with a 'select all / deselect all' link and checkboxes for Early Education, Pre-Kindergarten, Kindergarten, Grade 1 through Grade 12, and None.

 At the bottom of the form are 'Cancel' and 'Save' buttons.

- A** By entering an enroll date, you select students enrolled in the school before the date you specify.
- B** You can specify each student's ethnicity, gender, language, and grade when you add the student or edit his or her information. See the *Renaissance Place Real Time Software Manual*.
- C** You can assign characteristics to students separately. You can also add your own custom characteristics and assign them to students. See the *Renaissance Place Real Time Software Manual*.

Score Definitions

These scores appear on STAR Math reports. For more about the scores, refer to the *STAR Math Technical Manual*. To find this manual, click **Manuals** in the upper-right corner of any page in the software, or click **Resources** in the STAR Math list on the Home page.

Score	What It Means	Reports That Include It
Functional Grade Level (FGL)	<p>Functional Grade Level classifies students into one of three broad categories based on their Scaled Score:</p> <ul style="list-style-type: none"> • Below Grade Level: Students in this category have Scaled Scores that indicate they have not attained the Common Core State Standards (CCSS) end-of-year grade level expectations for the previous grade. • On Grade Level: Students in this category have attained Scaled Scores that indicate they have equaled or surpassed the CCSS end-of-year grade level expectations for the previous grade. • Above Grade Level: Students in this category have Scaled Scores that indicate they have exceeded the minimum CCSS end-of-year grade level expectations for their current grade. 	<ul style="list-style-type: none"> • Diagnostic Report
Grade Equivalent (GE)	<p>Grade Equivalent scores range from 0.0–12.9+. They represent how a student’s test performance compares with that of other students nationally. For example, if a 5th-grade student has a GE of 7.6, his or her score is equal to that of a typical 7th grader after the sixth month of the school year. This score does not necessarily mean that the student is capable of doing 7th-grade material. It only indicates that his or her math skills are well above average for his or her grade level.</p> <p>A GE score preceded by a “greater than” sign (>) is a capped score. GE scores in excess of three grade levels above the student’s actual grade are capped, meaning that such GE scores are shown as “> [student’s actual grade level + 3].” This prevents the misinterpretation that students with excessively high GE scores are capable of work at those higher grades. See the <i>STAR Math Technical Manual</i> for more information.</p>	<ul style="list-style-type: none"> • Annual Progress Report • Diagnostic Report • Growth Report • Parent Report • Screening Report • State Standards Report - Student ENTERPRISE • Summary Report • Test Record Report <p>Note: You can omit this score from the reports by customizing the reports.</p>

Score	What It Means	Reports That Include It
Normal Curve Equivalent (NCE)	Normal Curve Equivalents (NCEs) are scores that have been scaled in such a way that they have a normal distribution, with a mean of 50 and a standard deviation of 21.06 in the normative sample for a specific grade. NCEs range from 1–99. They appear similar to Percentile Ranks, but they have the advantage of being based on an equal-interval scale. That is, the difference between two successive scores on the scale has the same meaning throughout the scale. They are useful for making meaningful comparisons between different achievement tests and for statistical computations, such as determining an average score for a group of students. NCEs are mostly used for research purposes and government program evaluations.	<ul style="list-style-type: none"> • Diagnostic Report • Growth Report • Parent Report • Summary Report • Test Record Report
Percentile Rank (PR) and Percentile Rank Range	Percentile Ranks range from 1–99 and express student ability relative to the scores of other students in the same grade. For a particular student, this score indicates the percentage of students in the norms group who obtained lower scores. For example, if a student has a PR of 85, the student’s math skills are greater than 85% of other students in the same grade. The PR Range reflects the amount of statistical variability in a student’s PR score. If the student were to take the STAR Math test many times in a short period of time, the score would likely fall in this range.	<ul style="list-style-type: none"> • Diagnostic Report • Growth Report (PR only) • Instructional Planning - Class Report ENTERPRISE • Longitudinal Report ENTERPRISE • Parent Report • Screening Report • Summary Report • Test Record Report
Scaled Score (SS)	The Scaled Score is the most fundamental score produced by STAR Math tests. It ranges from 0–1400 and spans grades 1–12. It is calculated based on the difficulty of the questions and the number of correct responses. Scaled Scores are useful for comparing student performance over time and across grades. In STAR Math tests, all other norm-referenced scores are derived from the Scaled Score.	<ul style="list-style-type: none"> • Diagnostic Report • Growth Report • Instructional Planning - Class Report ENTERPRISE • Instructional Planning - Student Report ENTERPRISE • Parent Report • Screening Report • Student Progress Monitoring Report • Summary Report • Test Record Report



Score	What It Means	Reports That Include It
Student Growth Percentile (SGP)	<p>Student Growth Percentile uses the growth between two tests to calculate a growth rate and then compares it to a growth norm to identify a percentile rank. The growth calculation is different from the one used in goal setting and progress monitoring. Although it is similar to a Percentile Rank (PR), it is a different score.</p> <p>To get an SGP score, a student needs to have taken at least one test in each of at least two valid SGP timeframes (or “windows”):</p> <ul style="list-style-type: none"> • Fall window (8/1–9/30) • Winter window (12/1–1/31) • Spring window (4/1–5/31) <p>For each of these ranges, the beginning date and end date are included as part of the ranges.</p>	<ul style="list-style-type: none"> • Growth Report • Growth Proficiency Chart <p>ENTERPRISE</p>

STAR Math and STAR Math Enterprise Report Options

Report	Report Options																																							
	Benchmark	Class or Group	Comparison	Grade(s)	Group By	Include Unenrolled Students	Instructional Difficulty	Instructional Groups	List By	Method	Page Break	Posttest Reporting Period	Pretest Reporting Period	Print Report Options	Reporting Parameter Group	Reporting Period	School(s)	Select Standards to Show	Select Students	Show Chart	Show Grade Equivalent	Show Projected Growth	Show Skill Set Scores	Show Standards Detail	Show Student Details	Show Student ID	Show Trend Line	Skills to Include per Math Domain	Skills to Include per Math Domain per Student	Sort By	Summary Only	Teacher	Test Date Range	Testing End Date	Timeframe					
Accelerated Math Library (page 84)						•								•	•	•			•							•				•										
Annual Progress (page 85)			•			•								•	•	•			•		•						•				•			•						
Diagnostic (page 88)	X					•									•	•			•		•		X			•				•										
Enrollment (page 90)						•	•							•	•				•								•				•									
Growth (page 91)						•					•	•	•	•	•	•		•	•		•									•	•									
Growth Proficiency Chart (page 94)	This dynamic chart uses unique customization options not shared by the other reports; see page 94.																																							
Instructional Planning - Class (page 111)	•	•					•	•			•																•				•			•						
Instructional Planning - Student (page 117)	•						•												•			•					•													
Longitudinal (page 120)				•						•							•																				•			
Parent (page 124)				•											•	•			•		•									•										
Registration (page 126)				•									•													•				•										
Screening (page 127)	•			•										•	•	•			•		•					•				•										
State Performance - Class (page 130)				•										•	•				•	•									•				•			•				
State Performance - Student (page 132)															•				•								•	•			•									
State Standards - Class (page 134)				•						•				•	•	•		•	•			•								•										
State Standards - District (page 137)			•	•					•	•				•	•	•	•	•			•			•					•											
State Standards - Student (page 140)				•												•		•	•		•	•		•			•													
Student Information (page 144)				•										•	•				•											•										
Student Progress Monitoring (page 145)															•	•			•								•													
Summary (page 147)				•										•	•	•			•		•								•				•			•				
Test Activity (page 150)				•										•	•	•			•										•											
Test Record (page 151)										•				•	•				•		•						•													

Green rows = STAR Math Enterprise Reports; X = Option only available for STAR Math Enterprise—it is not available when printing the report for a STAR Math test.

PREFERENCES

STAR Math has three preferences:

- The Testing Password preference sets whether the monitor password is required at the start of each STAR Math test and it allows you to set the monitor password. For more information, see page 159.
- The Student Test Registration preference lets you decide whether students must be registered before they can take the STAR Math test. It also lets you register the students (if you decide to require registration). For more information, see page 161.
- The Student Settings preference lets you set a different starting level for the test and set longer time limits for the questions. For more information, see page 164.

ENTERPRISE STAR Math Enterprise adds a fourth preference:

- The Test Type preference lets you choose which version of the test you want students in a class to take: the regular STAR Math test or the STAR Math Enterprise test. This preference cannot be viewed or edited by a teacher.

Viewing the STAR Math Preferences

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

Note: To view the Test Type, Student Test Registration, and Student Settings preferences, you must select a specific class. These preferences will not display if **All My Classes** or **All School Classes** are selected.

1. On the Home page, below STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary. The page will show you the current preference settings for that class.

Note: Teachers will not be shown the Test Type preference.

Preferences	Description	Current Setting
Testing Password	Define Password requirements for student testing	Monitor Password required Monitor Password: ADMIN
Test Type	Select test to administer, which affects reporting capabilities	STAR Math Enterprise Test
Student Test Registration	Choose if students must be registered before taking tests	Registration required
Student Settings	Change Estimated MIL or Extended Question Time Limit for all students in this class	Estimated MIL is not set Extended Question Time Limit off for: All students

Done

Editing the Testing Password Preference

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

1. On the Home page, below STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary.

The screenshot shows the STAR Math Preferences page. At the top, there are dropdown menus for 'School' (North Terra Grade School) and 'Class' (Grade 1 Math, G1M Hickman, 2010 - 2011). Below these is a table with three columns: Preferences, Description, and Current Setting.

Preferences	Description	Current Setting
Testing Password	Define Password requirements for student testing	Monitor Password required Monitor Password: ADMIN A
Test Type	Select test to administer, which affects reporting capabilities	STAR Math Enterprise Test
Student Test Registration	Choose if students must be registered before taking tests	Registration required
Student Settings	Change Estimated MIL or Extended Question Time Limit for all students in this class	Estimated MIL is not set Extended Question Time Limit off for: All students

A 'Done' button is located at the bottom left of the table area.



Default settings: the monitor password is **ADMIN**, and it is required for all classes.

The current setting for the Testing Password preference will be shown in the Current Setting column of the table **A**.

- District and school administrators can choose **All School Classes** from the **Class** drop-down list to see how many classes in a school have passwords required: all, none, some (along with the number of classes; for example, "Password required for: 6 of 39 classes"), and if any of the passwords in place were defined by teachers. District and school administrators can also check the preference setting for a specific class by choosing the class from the **Class** drop-down list.
- Teachers can only view or change this preference for their own classes. On the Preferences page, the **Class** drop-down list will allow them to choose **All My Classes** or a specific class that they are the lead teacher for **B**.

This screenshot shows the same STAR Math Preferences page, but with the 'Class' dropdown menu open. The menu lists 'All My Classes' (highlighted with a blue bar and a green circle 'B') and several specific class options: 'Grade 1 Math, G1M Hickman, 2010 - 2011', 'Grade 2 Math, G2M Hickman, 2010 - 2011', 'Grade 3 Math, G3M Hickman, 2010 - 2011', and 'Grade 4 Math, G4M Hickman, 2010 - 2011'. The table below the dropdown shows the 'Testing Password' preference with a current setting of 'Monitor Password required for All My Classes'.

- If **All School Classes** (or **All My Classes**) is chosen from the **Class** drop-down list, the current monitor password will only be displayed in the Current Settings column if it is the same for all classes.

3. Click **Testing Password**.



4. Change the preference settings.

STAR Math
Home > Preferences > Testing Password Preference

Testing Password Preference

Define password requirements for student testing

Class **Grade 2 Math, G2M Hickman, 2010 - 2011**

Preference Options

Testing Password C Monitor

Monitor Password: D ADMIN
(Only required if monitor password requirement set above)
Passwords must be a minimum of 2 characters.
Note: Monitor password is always required when a student stops a test.

Cancel Save

- C Check the **Monitor** box if you want the test monitor to enter a password before a student can start a test. The monitor password is meant to be used by the person who is supervising students as they take the test. By entering the monitor password, the test monitor confirms that the students should be allowed to test and that the student has not accidentally logged in as another student.

D If you require a monitor password, you can change the default monitor password (**ADMIN**) to one that you want to use. A testing password defined by a district or school administrator will always override one defined by a teacher.
5. Click **Save**. If you are requiring the monitor password, make sure all test monitors know the password. You cannot substitute another password during the test.

The Student Test Registration Preference: How Registration Works



What is a STAR Math class? When you assign teachers to a class, check the **STAR Math** box for the Lead teacher. This makes the class a STAR Math class.

When you first receive the STAR Math software, any student who is enrolled in a STAR Math class can take a STAR Math test.

Sometimes, you may want to limit STAR Math testing to certain students. To do this, use the Student Test Registration preference to require registration before tests.

When registration is required, this is how the software works:

- Teachers or administrators must register the students that should be allowed to take the test.
- Students who aren't registered cannot test.
- After students take the test, they cannot take another test because STAR Math removes them from the registration list until the next time you register students.

Registration can help teachers and test monitors see which students should be allowed to take the test.

Editing the Student Test Registration Preference

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

1. On the Home page, below STAR Math, click **Preferences**.

2. Select your school and class from the drop-down lists if necessary.

Note: Do not **All School Classes** or **All My Classes**. You must select a single class to edit this preference.

3. Click **Student Test Registration**.

Note: The Student Test Registration Preference can only be set at the class level; if either **All School Classes** or **All My Classes** is chosen in the **Class** drop-down list, the link will be inactive.

4. Click the option you prefer **A** (the default setting is **No**).

5. Click **Save**. If you are requiring registration, make sure you register students before the next test session (see the following section, "Registering Students for Testing").

Registering Students for Testing

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

1. On the Home page, below STAR Math, click **Preferences**.
2. Select your school and a single class from the drop-down lists.
3. Click **Student Test Registration**.
4. Click **Yes** (if it hasn't been selected already).

5. Click **Register Students** **A**.
6. The Register Students page lists all the students in the chosen class. Any students who are already registered to test will have the **Yes** box checked at the end of their row **B**. Check the box at the end of other students' rows to register them for testing. You can use the **Allow Testing** box at the top of the column **C** to check all the boxes at once.
7. When you're ready to save the registration list, click **Save** **D**.

Student	ID	Grade	<input type="checkbox"/> Allow Testing
Avila-Sakar, Isabel	ia	1	<input checked="" type="checkbox"/> Yes B
Cabrera, Jacinta	jc	1	<input type="checkbox"/> Yes
Carson, Manny	mc	1	<input checked="" type="checkbox"/> Yes
Huang, Lam	lh	1	<input type="checkbox"/> Yes
Martinez, Lola	lom	1	<input checked="" type="checkbox"/> Yes
Massey, Jared	jm	1	<input type="checkbox"/> Yes
O'Neill, Brenda	bo	1	<input type="checkbox"/> Yes
Parker, Randy	rp	1	<input type="checkbox"/> Yes
Robinson, Mitchell	mr	1	<input type="checkbox"/> Yes
Sanders, Jevonte	js	1	<input type="checkbox"/> Yes
Student	ID	Grade	<input type="checkbox"/> Allow Testing

Removing Students from the Registration List

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

1. On the Home page, below STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary.
3. Click **Student Test Registration**.
4. Click **Yes** (if it hasn't been selected already).

5. Click **Register Students** **A**.
6. The Register Students page lists all the students in the chosen class. Uncheck the **Yes** box at the end of a student's row **B** to remove that student's test registration.
7. When you're ready to save the registration list, click **Save** **C**.

Student	ID	Grade	Allow Testing
Avila-Sakar, Isabel	ia	1	<input checked="" type="checkbox"/> Yes B
Cabrera, Jacinta	jc	1	<input type="checkbox"/> Yes
Carson, Manny	mc	1	<input checked="" type="checkbox"/> Yes
Huang, Lam	lh	1	<input type="checkbox"/> Yes
Martinez, Lola	lom	1	<input checked="" type="checkbox"/> Yes
Massey, Jared	jm	1	<input type="checkbox"/> Yes
O'Neill, Brenda	bo	1	<input type="checkbox"/> Yes
Parker, Randy	rp	1	<input type="checkbox"/> Yes
Robinson, Mitchell	mr	1	<input type="checkbox"/> Yes
Sanders, Jevonte	js	1	<input type="checkbox"/> Yes

Student Settings Preference

The Student Settings preferences allow you to customize the following for individual students:

- A different starting level for the test (Estimated Math Instructional Level; see below)
- Longer time limits for the questions (extended time limits; see below)

Usually, you don't need to change these settings, but adjustments can be helpful for some students.

Estimated Math Instructional Levels (MILs)



**When to use
Estimated Math
Instructional Levels.**

Set levels for students who receive instruction above or below their actual grade level.

Usually, STAR Math starts the student's first test with questions below the student's grade level. If the student has taken a STAR Math test in the past six months, STAR Math uses the results from the last test to decide the starting difficulty level for the next one.

However, when students have an Estimated Math Instructional Level (MIL), STAR Math uses it to decide how difficult the first question should be.

To set an Estimated MIL, use the Student Settings Preference (see "Editing the Student Settings Preference" on page 165).

Extended Question Time Limits

Extended time limits are twice as long as standard time limits. Use them for students with special needs who need more time to read or answer the test questions. Reports will indicate if any students took a test using extended time limits, with a footnote explanation.

Remember that the STAR Math norms and reliability and validity are based on the standard time limits.

To use extended time limits, use the Student Settings Preference (see "Editing the Student Settings Preference" on page 165).

Question Type	Standard Time Limit	Extended Time Limit
Practice questions	90 seconds (1.5 minutes) for each question	180 seconds (3 minutes) for each question
Test questions	180 seconds (3 minutes) for each question	360 seconds (6 minutes) for each question

Editing the Student Settings Preference

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

Use this preference to

- change an Estimated Math Instructional Level (MIL) and/or
- extend the question time limits.

1. On the Home page, below STAR Math, click **Preferences**.
2. Select your school and class from the drop-down lists if necessary.
3. Click **Student Settings**.

Note: The Student Settings Preference can only be set at the class level; if **All School Classes** (or **All My Classes**) is chosen in the **Class** drop-down list, the link will be inactive.

4. To change a student's Estimated Math Instructional Level, type it in the field at the end of the row for that student (in the Estimated MIL column) **A**.

Note: Although kindergarteners can take the STAR Math test, kindergarten (K) cannot be set as an Estimated MIL.

5. To use extended time limits for a student, check the **On** box in the row for that student **B**.

To use standard time limits, leave the box empty.

Student	ID	Grade	Estimated MIL	Extended Question Time Limit
Atkinson, Hernando	ha	2	3 A	<input type="checkbox"/> On
Cheatham, Robert	rc	2		<input checked="" type="checkbox"/> On
Daly, Alyssa	ad	2	3 B	<input checked="" type="checkbox"/> On
Hakoto, Trang	trh	2		<input type="checkbox"/> On

6. When you have finished changing all the Estimated MILs and time limits you wish to, click **Save**.

Editing the Test Type Preference **ENTERPRISE**

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 168.

There are two ways to reach the Test Type Preference page:

- From the Home page
- From the STAR Math Enterprise Home page

Use whichever method you prefer.

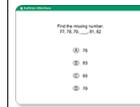
From the Home Page

1. On the Home page, below STAR Math, click **Preferences**; go to “Preferences Page: Edit Test Type Preference” on page 167.

From the STAR Math Enterprise Home Page **ENTERPRISE**

1. On the Home page, below STAR Math, click **Enterprise Home**.
2. Click **Preferences** **A** (below “STAR Math Enterprise Test” in the Important Features section); go to “Preferences Page: Edit Test Type Preference” on page 167.

Important Features



STAR Math Enterprise Test

Includes content covering a broader range of skills
[Learn More](#)

Preferences **A**

Students must take Enterprise Test for:

- Instructional Planning Rep
- State Standards Report



If you are not working in the current school year, this link will be disabled (see the Renaissance Place Real Time Software Manual).

Preferences Page: Edit Test Type Preference

1. Select your school and class from the drop-down lists if necessary.

The screenshot shows the STAR Math Preferences page. At the top, there is a breadcrumb trail: Home > Preferences. Below this, the 'Preferences' section is titled, and it says 'Select a STAR Math preference to edit'. There are two drop-down menus: 'School' set to 'North Terra Grade School' and 'Class' set to 'Grade 1 Math, G1M Hickman, 2010 - 2011'. A table lists the preferences:

Preferences	Description	Current Setting
Testing Password	Define Password requirements for student testing	Monitor Password required Monitor Password: ADMIN
Test Type	Select test to administer, which affects reporting capabilities	STAR Math Enterprise Test A
Student Test Registration	Choose if students must be registered before taking tests	Registration required
Student Settings	Change Estimated MIL or Extended Question Time Limit for all students in this class	Estimated MIL is not set Extended Question Time Limit off for: All students

At the bottom of the table is a 'Done' button.

The current setting for the Test Type preference will be shown in the Current Setting column of the table **A**.

If you choose **All School Classes** from the **Class** drop-down list, and the school has a mix of classes that do and do not use STAR Math Enterprise, you will be shown the number of classes that *are* using STAR Math Enterprise; for example, "STAR Math Enterprise Test for: 5 of 13 classes."

2. Click **Test Type**.
3. On the Test Type Preference page, choose which version of the test you want students in the chosen class to take: the **STAR Math Test** or the **STAR Math Enterprise Test** **B**.

The screenshot shows the STAR Math Test Type Preference page. The breadcrumb trail is: Home > Preferences > Test Type Preference. The title is 'Test Type Preference' and it says 'Select test to administer, which affects reporting capabilities'. The 'Class' is set to 'Grade 1 Math, G1M Weiss, 2010 - 2011'. A 'Preference Options' section is highlighted in yellow. Under 'Test Type', there are two radio button options: 'STAR Math Enterprise (recommended)' which is selected and marked with **B**, and 'STAR Math Test'. Below the options are 'Cancel' and 'Save' buttons, with the 'Save' button marked with **C**.

4. Click **Save** **C**.

Note: If you choose **STAR Math Test**, a notice will be shown on the STAR Math Enterprise Home page, reminding you that the STAR Math test will not provide some of the scores necessary for some reports.

CAPABILITIES



Capabilities are sometimes known as rights, access, and/or privileges.

Capabilities give you the right to perform specific tasks in the software.

By default, your capabilities are determined by your user group. The position you hold determines what user group you are in; you can be in more than one user group. See “User Groups” below.

There are two types of capabilities:

- Capabilities in Renaissance Place RT (see the *Renaissance Place Real Time Software Manual*).
- Capabilities in STAR Math (see “STAR Math Capabilities” on page 170).

By default, only district administrators and school administrators can change your capabilities.

For more information about capabilities see the *Renaissance Place Real Time Software Manual*.

User Groups

The Renaissance Place RT software contains these seven user groups:

- District Administrators
- District Staff
- Parents
- School Administrators
- School Staff
- Students
- Teachers

Each person added to the Renaissance Place RT database is assigned to a user group and a specific position within that group. The positions included in each user group are listed below.

District Administrators

- Assistant Superintendent
- District Superintendent

District Staff

- Academic Testing Coordinator
- Admissions Director
- Curriculum Director
- Custodian—District
- Director of Education
- Food Service Director
- Gifted/Talented Director
- Library/Media Director
- Other District Staff
- Personnel Director
- Reading Specialist
- Secretary—District
- Special Education Director
- Technology/Computer Director
- Title I Director
- Vocational Education Coordinator

School Administrators

- Assistant Principal
- Librarian/Reading Coordinator
- Principal

School Staff

- At Risk Coordinator
- Athletic Director
- Athletic Trainer
- Audiologist
- Custodian—School
- Educational Diagnostician
- ESL Coordinator
- Food Service Worker
- Guidance Counselor
- Interpreter
- Librarian/Media Specialist
- Occupational Therapist
- Other School Staff
- Physical Therapist
- Physician
- Reading Specialist
- School Nurse
- School Psychologist
- Secretary—School
- Social Worker
- Speech Therapist
- Teacher's Aide
- Teacher Appraiser
- Teacher Facilitator
- Teacher Supervisor
- Technology/Computer Coordinator

Teachers

- Teachers for each Renaissance Place Product
- Lead Teacher
- Special Education Teacher
- Team Teachers (general Team Teacher or Team Teacher for each Renaissance Place product)
- ESL Teacher
- Special Duty Teacher
- Substitute Teacher
- Visiting Teacher

Students

Students will log in to use some software programs, such as STAR Math.

Parents

Parents may be added to the database by administrators or staff so they can log in to view reports.



STAR Math Capabilities

Capability	Determines Who Can...	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Manage STAR Math Preferences	User has the ability to modify STAR Math preferences including testing password, test type, test registration and each student's estimated MIL or extended question time limit.	✓	+	✓	+	✓ ^a
View STAR Math Preferences	User has the ability to view STAR Math preferences including testing password, test type, test registration and each student's estimated MIL or extended question time limit.	✓	✓	✓	✓	✓ ^a
View Student's Historical STAR Math Assessments	User has permission to view historical data for student assessments.	✓	+	✓	+	+
Manage STAR Math Screening, Progress Monitoring & Intervention	View screening and progress monitoring scores, and set Response to Intervention (RTI) goals for <i>all</i> STAR Math students in the school.	✓	✓	✓	✓	✓

✓ = available + = can be added – = unavailable

a. **ENTERPRISE** The Test Type preference (only available in schools using STAR Math Enterprise) cannot be viewed or changed by teachers.

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About Renaissance Learning

Renaissance Learning, Inc. is a leading provider of technology-based school improvement and student assessment programs for K12 schools. Renaissance Learning's tools provide daily formative assessment and periodic progress-monitoring technology to enhance core curriculum, support differentiated instruction, and personalize practice in reading, writing and math. Renaissance Learning products help educators make the practice component of their existing curriculum more effective by providing tools to personalize practice and easily manage the daily activities for students of all levels. As a result, teachers using Renaissance Learning products accelerate learning, get more satisfaction from teaching, and help students achieve higher test scores on state and national tests.