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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 29.

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 (see page 10). 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. Depending on the device you are testing with, you...

<table>
<thead>
<tr>
<th>Computer</th>
<th>iPad®</th>
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<tr>
<td>a. Start the web browser at each computer, go to the address (URL) for your STAR Math Renaissance Place server, and select I'm a Student.</td>
<td>a. Open STAR Apps on iPad® and let the first student log in with his or her user name and password.</td>
</tr>
<tr>
<td>b. The first student logs in with his or her user name and password and then selects STAR Math.</td>
<td>b. The student taps STAR Math, then taps Next.</td>
</tr>
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3. If the student is in more than one STAR Math class, the student chooses a class.

4. You enter the monitor password if the program asks for it. (For more information about the monitor password, see “Setting the Testing Password Preference” on page 201.)

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 or App 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.

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<th>See Page</th>
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Note to STAR 360 Users

If you are using STAR Math as part of the STAR 360 Suite, you can access the program and all of its functions by selecting **Math Assessments** on the Home page.

Throughout this manual, for any instruction that reads “Select STAR Math,” substitute “Select Math Assessments.”

**STAR Math Enterprise**

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, an **Enterprise Home** link will appear when you select **STAR Math** on the Home page. Use this link to go to the STAR Math Enterprise Home page.

**Note:** For district administrators and district staff, the **Enterprise Home** link will appear if any school in the district is using STAR Math Enterprise; for school administrators and school staff, it will appear if their own school is using STAR Math Enterprise.
Tour of 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 198. If you are not working in the current school year, this link will be disabled (see the Renaissance Place Software Manual).

C. Benchmarks: See page 67.

D. Screening Dates: See page 86. If you are not working in the current school year, this link will be disabled (see the Renaissance Place Software Manual).

E. Record Book: See page 103.

F. Core Progress includes definitions and examples that help you plan your instructional program. See page 104.

G. Historical Extract let you export STAR test scores from previous school years for evaluation. See page 104.

See page 6 for the rest of the STAR Math Enterprise Home page.
Welcome to STAR Math
Programs You Will Use

Report Types:

G Reports: See page 113.
H Diagnostic Report: See page 124.
I Instructional Planning Report - Student: See page 153.
Instructional Planning Report - Class: See page 149.
J Longitudinal Report: See page 156.
K Growth Proficiency Chart: See page 130.
L State Performance Report - Student: See page 167.
State Performance Report - Class: See page 165.
State Performance Report - District: See the “STAR Performance Report” section of the Renaissance Place Software Manual.
M State Standards Report - Student: See page 175.

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).
Renaissance Place Management

Renaissance Place management tools let you view and manage district, school, student, teacher, parent, course, and class information in the Renaissance Place database, which is shared by all Renaissance Place software used in your district or school.

The tasks you can perform depend on your user group. For more information about user groups, see “Capabilities” on page 213.

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 locked accounts (when students or personnel can’t log in)
- Printing reports with data from multiple Renaissance Place programs

Other Software You May Need

PDF Viewer (such as Adobe Reader)

To view or print reports, a PDF viewer (such as Adobe Reader) must be available on the computer being used. To install Adobe Reader, use the downloads page. See page 18.

Also, on the bottom of the Reports page, you can select Get Adobe Reader. You will go to a site where you can download Adobe Reader.

STAR Apps on iPad®

Students can take the STAR Math test on an iPad® by using STAR Apps on iPad® if it is installed on the device.

For more information, see page 24.
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 Software Manual.

The dashboards and reports give you a way to quickly get an overall view of how your school(s) are performing.

If you belong to more than one user group, or are assigned to more than one school, use this drop-down list to change your role (or to log out).

For help, select the ?, then:
- Select Help to open a help page related to the software page you’re viewing.
- Select Manuals to access all the products’ software manuals.

Select the live support icon to chat with a member of our support staff.

Select the home icon to return to the Home page.

Alerts let you know when there is new information about your software or if it needs administrative attention (for example, a subscription renewal).

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

When you log in to Renaissance Place, you may see one or more alerts at the bottom of the Home page. The alerts you see and the actions you can take in response to the alerts depend 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 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, 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 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 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.
Subscriptions 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).

Did You Know?

On the Home page, the “Did you know?” section 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.

To move through the topics at your own pace, select the left or right arrows at the bottom of the panel.

To go to a new page where all the current topics (and some of the previously featured items) can be seen, select View All.

To access more information for each topic, select Learn more.

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 11)
- Live Chat Support (see page 12)
- Training (see page 12)
- Resources (see page 12)

Manuals and Other Documents

To access the software manuals and other useful documents, select Manuals in the upper-right corner of any page (or select the ? and then Manuals on the Home
Welcome to STAR Math
Tools to Help You with STAR Math

page). Selecting that link lists the documents available for the Renaissance Place programs on your server. For STAR Math, you’ll find these documents helpful:

<table>
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<th>Document</th>
<th>What It Provides</th>
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<tr>
<td>Pretest Instructions</td>
<td>Instructions you can read to students to explain how the test works</td>
</tr>
<tr>
<td>Software Manual</td>
<td>General information about the program</td>
</tr>
<tr>
<td></td>
<td>Step-by-step instructions for working with the program</td>
</tr>
<tr>
<td>Tips for Getting Started</td>
<td>Helpful hints to get you started using the program</td>
</tr>
<tr>
<td>Technical Manual</td>
<td>Technical information about how STAR Math was developed and about its reliability and validity</td>
</tr>
<tr>
<td>Renaissance Place Software Manual</td>
<td>Procedures for managing all school and district information</td>
</tr>
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<td>Instructions for consolidating data and generating custom reports</td>
</tr>
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</table>

Help in the Software

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

Presently, STAR Apps on iPad® does not have its own online help system, but you can look up information about the App using STAR Math’s online help as described here.

- The Help link is on every page in the program. Select it to get more information about the page currently displayed in the program.
- This logo 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 search, use the search field at the top of the help page. Enter words to look for in the help, and select the search icon 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 links on the contents tab. Select the Other Products tab to see a list of all the Renaissance Place products; select a product to open that product’s help.
- To print the current help topic, select the print icon.

Live Chat Support

Select Live Chat Support or the chat icon (as shown to the right) to chat with a member of the support staff. By default, you can access chat from any Renaissance Place 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 Software Manual.

Free Online Training

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

- Recorded Webinars: 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. Select STAR Math on the Home page, then select Resources to find definitions, pretest instructions, technical manuals, Core Progress for math, and other helpful documents.

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.renaissance.com/techkb/.
Email: Send general questions to: answers@renaissance.com. Send technical questions to: support@renaissance.com (or worldsupport@renaissance.com for worldwide support).

Phone: For assistance, call (800) 338-4204. Outside the US, call 1.715.424.3636.
Getting Started

Logging In (Personnel)

Use these instructions to log in to Renaissance Place and access the STAR Math program.

1. In your web browser, go to the URL for Renaissance Place.
2. On the Welcome page, select I’m a Teacher/Administrator.
3. Enter your user name and password.
4. Select Log In.

If the Home page opens, you have successfully logged in. See page 8.

If the Login Settings page opens, you have to change your password (either your system administrator wants you to change your password for security reasons or the software wants you to change your password. You must change your password once a year).

If you see an error message, you have entered an invalid user name or password. You can try to log in again (make sure to enter your user name and password correctly) or you can select Forgot Your User Name or Password?

If you have forgotten your user name or password, select Forgot Your User Name or Password? A. You can use your email address or security questions to verify your identity and retrieve your user name or reset your password.

You can only use this feature if you have previously entered your email address on the Login Settings page in Renaissance Place and verified that address. For more information, see the Renaissance Place Software Manual.
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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Usually Performed By</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add school administrators and district staff</td>
<td>District Admin. ✓</td>
<td></td>
</tr>
<tr>
<td>Add teachers, school staff, and students; add parents, if desired</td>
<td>School Staff ✓</td>
<td>Renaissance Place Software Manual</td>
</tr>
<tr>
<td>Add school marking periods</td>
<td>District Staff ✓</td>
<td></td>
</tr>
<tr>
<td>Add courses and classes, assign products (select STAR Math in the products for the class), and enroll students in classes. <strong>Note:</strong> 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.</td>
<td>School Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Get a list of student user names and passwords.</td>
<td>District Admin. ✓</td>
<td></td>
</tr>
<tr>
<td>Make sure teacher and student computers have the necessary software installed</td>
<td>School Teacher ✓</td>
<td>Page 18 (computer) Page 24 (iPad™)</td>
</tr>
<tr>
<td>Set up school benchmarks</td>
<td>District Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Set up school benchmarks <strong>ENTERPRISE</strong></td>
<td>School Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Set up district benchmarks <strong>ENTERPRISE</strong></td>
<td>District Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Set up state benchmarks <strong>ENTERPRISE</strong></td>
<td>District Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Set up screening dates</td>
<td>District Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>Set/check your preferences</td>
<td>District Teacher ✓</td>
<td></td>
</tr>
<tr>
<td>If a STAR Math class is copied into the current school year from the prior school year, the settings for that class’s Testing Password, Enterprise Test, and Student Test Registration Preferences are also carried over into the new school year.</td>
<td>School Teacher ✓</td>
<td>Page 198</td>
</tr>
</tbody>
</table>
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, select Home in the navigation bar.

Change 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 program page.

You may want to work in a different school year if you are adding information for the next school year or reviewing results from a previous school year. To work in another school year, follow these steps:

1. On the Home page, select School Years.
2. Select Work in a Different School Year on the School Years page.
3. Select 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.
4. If you choose to work in a past or future school year, you will see a gold bar toward the top of every page with a message to remind you which school year you are working in.
Switching Roles and Schools

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 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.

Logging Out and Closing the Software

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

1. Select Log Out in the upper-right corner of any page. (On the Home page, use the drop-down list next to your name and select Log Out.)
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, visit www.renaissance.com/customer-center#systemrequirements.

Checking for the Supporting Software You Need

Many Renaissance Place programs require additional software programs, such as a PDF viewer such as Adobe Reader to view and print reports. The additional software must be installed on each individual computer used to work with Renaissance Place programs.

If the additional software is not installed, or is outdated, you or your students may see messages about the missing software.

There are two ways to go to the downloads page:

Before logging in:
1. On the Login page, select **Check Software Requirements**.
2. To see which downloads are available or required, select **Downloads**.

After logging in:
1. On the Home page, select **Product Administration**.
2. On the Product Administration page, below Setup and Maintenance, select **Download Supporting Software**.
3. Select **Downloads** to see which Renaissance Place and third party downloads are available or required.

For more information, refer to either the Help or the Renaissance Place Software Manual.
Server Name or Address/Hosted Site URL

There are two ways to find your hosted site URL (web address):

1. Go to the Downloads page, either before logging in or after logging in (see page 18).
2. Select Downloads.
   The URL of your hosted site is shown beside “Server Name/IP Address.”

or

1. Go to your Renaissance Place Welcome page and look in the address bar.

RPID (Renaissance Place ID)

The RPID is a unique identifier that provides a shortcut to your Renaissance Place site.

Renaissance Place ID can be used during the setup of Renaissance products on iPad®, iPhone®, and iPod® touch devices. The Renaissance Place ID can be used wherever you see the RPID image.

There are two ways to find your RPID:

1. Go to the Downloads page, either before logging in or after logging in (see page 18).
2. On the left, select Downloads.
   The RPID is shown beside “Renaissance Place ID.”

or
1. Go to your Renaissance Place Login page. The RPID is shown in the lower-right corner of the page A.
Getting Ready for a 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 Software Manual.

- Add the new school year (must be done by district administrators or district staff).
- Add the marking periods for each school (used for goals and reports) or copy the marking periods from the previous school year.
- Add the days off for each school (used for report calculations) or copy the days off from the previous school year.
- Set reporting periods for Renaissance Place consolidated reports.
- 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.
- Add additional classes as needed. As you add classes, choose the primary teacher, select the products the classes will use, and add students to the classes.

If your classes are similar to those from the previous school year, copy your previous classes (if they are available). When you do this, you can choose whether to copy the assigned teachers, assigned products, and enrolled students. Class preference settings will also be copied.

Do not perform the steps in this section if your school uses RDI (see page 23).

You can also import student, personnel, class, and course information (including updates to student enrollments and personnel assignments), if you have a properly formatted file from another source (such as a student information system). For more information, see the appendix in the Renaissance Place Software Manual.
Technology/Computer Coordinator Tasks for the New School Year

For the most up-to-date software, hardware, operating system, and browser requirements for Renaissance Place, visit www.renaissance.com/customer-center#systemrequirements.

<table>
<thead>
<tr>
<th>Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>See “Checking for the Supporting Software You Need” on page 18.</td>
</tr>
<tr>
<td>If you will be using an iPad® with STAR Math, make sure:</td>
<td>See “Using an iPad® with STAR Math” on page 24.</td>
</tr>
<tr>
<td>▶ STAR Apps on iPad® is downloaded on each iPad®.</td>
<td></td>
</tr>
<tr>
<td>▶ You have established settings by connecting to Renaissance Place on one iPad®, then sharing those settings.</td>
<td></td>
</tr>
</tbody>
</table>

STAR Math Tasks for the New School Year

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set the preferences for STAR Math: district preferences, classroom preferences, and student preferences.</td>
<td>See page 198.</td>
</tr>
<tr>
<td>Register students for testing if registration is required.</td>
<td>See page 205.</td>
</tr>
<tr>
<td>Set up benchmarks (administrators and non-teaching staff only).</td>
<td>See page 56.</td>
</tr>
<tr>
<td>Set screening dates (administrators and non-teaching staff only).</td>
<td>See page 86.</td>
</tr>
<tr>
<td>Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.</td>
<td>See page 96.</td>
</tr>
</tbody>
</table>
Renaissance Data Integrator (RDI)

If you have the Renaissance Data Integrator (RDI) service, your Renaissance Place database is automatically linked to your student information system (SIS) data. This means that Renaissance Place is linked to a database controlled by your school. You will need to understand where and when to make changes to information. This will help you to avoid losing information when your school database updates the information in Renaissance Place.

If you aren’t sure if your school uses RDI or not, you can:

- Ask your administrator at your school
- Contact Renaissance Learning (see page 12)
- Look for confirmation in Renaissance Place

To Look for Confirmation

- Go to the Home page.
  Look at the list of alerts. If your school uses RDI, and if you are logged in as an district administrator, you will see an RDI Run Status alert, which will tell you the last time an update occurred.

- Go to the Home page and select Courses and Classes.
  Look in the table of courses. If your school uses RDI, the Course ID column will be populated.

To Find Your Technical Services Consultant

Contact Renaissance Learning. See page 12.

Summer School

To use your Renaissance Place programs during summer school, refer to Knowledge Base article 7901571 at: support.renaissance.com/techkb/techkb/7901571e.asp.
Using an iPad® with STAR Math

Although you can take a STAR Math test on an iPad® using a web browser, you also have the option of using STAR Apps on iPad®. The testing experience using STAR Apps on iPad® is almost identical to testing in a web browser, but the procedures are slightly modified to integrate better with the operating system used on the iPad®.

Throughout this manual, if you are using a web browser on the iPad® instead of STAR Apps on iPad®, follow the instructions for testing on a computer.

Before Students Take the Test on an iPad®

You must complete the following steps before students take a test on an iPad®:

- Establish an Internet connection on the iPad®.
- Download STAR Apps on iPad®. **Note:** You must have established and verified an iTunes® account with an Apple® ID before you can download the App.
- Establish settings by connecting to Renaissance Place on one iPad®.
- Share those settings with any iPad® the students will be using to take STAR Math tests.

Download STAR Apps on iPad® and Connect to Renaissance Place

1. Download STAR Apps on iPad® from the iTunes Store® or App Store®. See the store where you downloaded the App for more information about system requirements.
2. Launch the App by tapping **STAR**.
3. The first time you launch the App, tap **Connect to Renaissance Place** to connect to Renaissance Place.
   - If this is not your first time launching the App, tap **Settings** to connect to Renaissance Place.
4. On the Settings page, tap the Connect to Renaissance Place field, type your web address (URL) or Renaissance Place ID (RPID) on the keyboard, and tap **Join**. Your connection will be validated. If it is not validated, try this step again.
   - **Sample web address:** https://hosted123.renaissance.com/456789
Sharing Settings with Another iPad®

Instead of typing the web address or RPID on each iPad®, you can share the settings of one iPad® with others, enabling students to start testing more quickly. To share the settings of one iPad® (such as a teacher’s iPad®) with others (such as a student’s iPad®), follow these steps.

1. Launch STAR Apps on iPad® on the teacher’s iPad®.
2. Tap Settings.
3. Tap Share My Settings. Keep this screen up on the teacher’s iPad® as you complete the following steps.
4. On the student’s iPad® (that will be using those shared settings for STAR testing), launch the App.
5. Tap Settings.
6. Tap Find Shared Settings.
7. Tap the settings you want the student’s iPad® to use. You will go back to the Settings screen and the connection will be validated.
8. Tap Done to go to the student login screen.
9. If you don’t have another student iPad® to share settings with, go to step 10. If you do have another student iPad® to share settings with, repeat steps 4–8 on each one.
10. Back on the teacher’s iPad®, tap Settings on the Share My Settings screen, then tap Done to stop sharing your settings and go to the student login screen. (Your students will still be connected through your shared settings and will be able to take a test.)

Sample RPID: RLI-123XYZ
How Students Log In

How Students Log In on a Computer

1. Start the web browser and go to the Renaissance Place address (URL).
2. On the Welcome page, select I'm a Student.
3. The student enters his or her user name and password, and then selects Log In.

How Students Log In on an iPad®

1. Start STAR Apps on iPad®.
2. The student enters his or her user name and password, and then taps Go.

If Students Forget Their User Names or Passwords

Find User Name

When logging in on a computer, students who don’t know their user names can select Forgot Your 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 a security option in Renaissance Place that can be turned on or off; if the Forgot Your User Name? link is not visible, contact your administrator.
Search in Renaissance Place

**Note:** If you are a teacher, you can only search for students in your own classes.

1. Select **Users** on the Home page.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. Use the View Students page to search for the students whose information you want to view. Then, select **Search** to see the search results.
4. On the search results page, select the **Passwords** tab to see the user names and passwords for all the students that were found in the search.
5. Select **Print Page** on the right side of the screen to print the list.
Troubleshooting and Frequently Asked Questions (FAQs)

Troubleshooting

A student is unable to take a test. What might be the cause?

The student may be locked out of Renaissance Place and cannot log in to take a test.

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.

Clear Locked Student Accounts

All locked student accounts are automatically unlocked at midnight.

1. Go to the Home page and select Users.
2. On the Personnel, Students, and Parents page, under Students, select Clear Locked Students.
   - The Clear Locked Students page will list all students whose accounts are locked.
3. To clear locks for all students at once, select Clear All Student Locks.
   - To clear locks for individual students, select Clear in the row for each student.
4. When you have finished clearing the locks, select Done.

The connection to the server may have been lost.

If there are connection problems between the server which is hosting Renaissance Place and the computer or iPad® that the student is testing on, the test may be interrupted.

Who Can Do This?

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

Learn more about capabilities on page 213.
The following error messages will let you know what the problem is and what to do next.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trying to connect or Please wait</td>
<td>Network delays have caused the program to slow down temporarily. The program will continue to try to re-establish a connection.</td>
</tr>
<tr>
<td>Connection error</td>
<td>The program was unable to re-connect to the server, or the user selected <strong>Cancel</strong> in the “Trying to connect” message. Log out of Renaissance Place, and then log back in again.</td>
</tr>
</tbody>
</table>

**The student capacity limit may have been 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’s security settings might be making the browser “hang” when the student selects Take a Test.**

This can happen when the “Active scripting” security setting in Internet Explorer (versions 7 and above) has been disabled. To re-enable the setting:

1. Open Internet Explorer.
2. In the Tools menu, select **Internet Options**.
3. Select the **Security** tab.
4. If your Renaissance Place site or domain is in the list of trusted sites, select the **Trusted sites zone**. Otherwise, select the **Internet zone**.
5. Select **Custom level**.
6. In the “Scripting” section, change “Active scripting” back to the default **Enable**.
7. Select **OK**. If prompted, select **Yes** to confirm the change.
8. Select **Apply** if available, then select **OK** again.
The web browser settings may be interfering with the Renaissance Place program.

If a student is unable to take a test on a computer, 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.

As a security measure, your school may limit the computers that can connect to your server (IP Restrictions).

IP addresses identify the computer being used. IP restrictions are used to determine the computers that can connect to your school’s server. Renaissance Learning recommends that schools set restrictions within the software such as monitor passwords (see page 201) and IP restrictions. Both monitor passwords and IP restrictions will help prevent testing from outside the school.

This is Renaissance Learning’s recommendation for all schools, regardless of what devices the schools are using to ensure that testing takes place in a secure, monitored environment.

For more information about IP restrictions, see the Renaissance Place Software Manual.

Frequently Asked Questions

STAR Math and Renaissance Place: General Questions

Do I need additional software to use STAR Math? Where can I find the system requirements?

Go to http://doc.renlearn.com/KMNet/R004312127GJB43D.pdf for the system requirements and additional software needed to work with Renaissance Place and STAR Math.

If a student will test with an iPad®, the student has the option of using the STAR Apps on iPad®. See “Using an iPad® with STAR Math” on page 24.
How do I make STAR Math available in a class?

View the class information to make sure that the class has a primary teacher assigned to it and that STAR Math is an assigned product for the class.

1. On the Home page, select **Courses and Classes**.
   - School administrators and school staff members assigned to more than one school should use the drop-down list on the Home page to choose the school they want to view classes for.
2. On the Courses and Classes page, select the course in which you can find the class.
3. The next page shows you more information about the course you selected, including tabs with lists of Complete and Incomplete classes. Select the name of the class that you want to view.
4. On the next page you can see the class information, including the primary teacher and assigned products.
   - See the *Renaissance Place Software Manual* if the primary teacher or products assigned to a class need to be changed.

How do I add or delete a student from a class?

By default, district administrators, district staff, and school administrators can add or delete a student from a class. This is completed in Renaissance Place. For more information, see the *Renaissance Place Software Manual*.

Can I take a sample STAR Math test? Does STAR Math have a “demo mode” that I can try?


How do I keep students from taking STAR tests at home?

Internet protocol (IP) restrictions can be set up to limit student testing to the computers at your school. For more information, see the *Renaissance Place Software Manual*.

How do I find my students’ user names and passwords?

You can view or print the list from Renaissance Place (see page 27).
How do I find personnel and/or parent user names and passwords?

For security reasons, you cannot view or print a list of passwords for teachers, staff members, administrators, or parents. User names may be viewed by administrators. Passwords cannot be viewed, but they can be changed/reset by administrators.

Personnel who know their current passwords can change their password on the Login Settings page in Renaissance Place. If they enter an email address on that page, personnel can also retrieve their user name or reset a forgotten password later by selecting Forgot Your User Name or Password? on the login page.

For more information, see the Renaissance Place Software Manual.

I am unable to log in to Renaissance Place.

Personnel and parents 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 at midnight.

Clear Locked Personnel or Parent Accounts

All locked accounts (except district administrators) are automatically unlocked at midnight.

This procedure will not work for a locked district administrator account (contact Renaissance Learning (see page 12).

1. Go to the Home page and select Users.
   The next page will list all personnel or parents whose accounts are locked.
3. For personnel:
   To clear locks for all personnel at once, select Clear All Personnel Locks.
   To clear locks for individual personnel, select Clear in the row for each person.
   For parents:
   To clear locks for all parents at once, select Clear All Parent Locks.
   To clear locks for individual parents, select Clear in the row for each parent.
4. When you have finished clearing the locks, select Done.
Testing Procedures

How do I pause or stop a test?
See “Stopping a Test” on page 47.

Are there time limits in STAR Math?
The STAR Math test itself does not have an overall time limit; however, each test question has its own time limit. If a student does not enter an answer within that time limit, the program moves on to the next question.

During the development of STAR Math, the time it took for students to answer questions was noted. The time limits used in STAR Math are based on those observed times—most students will be able to answer a question in the time allotted. See the STAR Math Technical Manual for more information on the program’s development.

The amount of time allowed for each question can be extended by setting the Extended Question Time Limit Preference (see page 208).

Sometimes my students accidentally close the web browser or STAR Apps on iPad® and the test disappears. Is there a way to go back in or do they have to start the test over?

This is known as an interrupted test. Students can resume interrupted tests. See “Resuming an Unfinished Test” on page 49.

Students seem to be having their tests ended abruptly, or they get logged out of the system unexpectedly. What might be causing this?

Students may try to open additional browser windows, tabs, or other programs during a test. If a student performs any of these actions, or otherwise “loses focus” by performing actions outside the test window, the student will have a few seconds to return to the test by returning to the test window and selecting OK.

If the student does not return to the test, the student is logged out of the system, and must log back in again (the incomplete test is considered “interrupted” and can be resumed; see page 49).
What if the student cannot pass the practice?

The practice session is primarily meant to gauge the student’s ability to work with the program’s interface, to see if the student understands how to select and enter an answer. Have the student try another practice, and carefully observe the student.

- If the student understands how to answer questions, but keeps giving incorrect answers, this may indicate that the student is not ready to have his or her abilities assessed by STAR Math.
- If the student understands how to answer questions, but keeps running out of time before entering an answer, you may need to extend the time limits for that student (see page 208).
- If the student does not understand how to answer questions, review the testing procedures with the student. The Pretest Instructions are an excellent resource for performing such a review (select STAR Math on the Home page, then select Resources, then select Pretest Instructions).

Am I allowed to read questions to the students?

No, but you can set the Audio preference so that the program will read audio cues out loud to a student. See page 210.

After the Test

Can I delete a test?

You cannot permanently delete a test from a student’s record, but a district administrator, district staff, or school administrator can deactivate it (see page 51). Deactivating a test removes the test-taking data and the test results from any reports or calculations for that student. If necessary, a deactivated test can be reactivated at a later time.

Is it okay to retest a student if I know he or she can do better?

Yes, if you know a student has rushed through a test or not taken it seriously.

- If the student retests before midnight (on the same day as the test you don’t want to count), only the retest data appears on most reports.
- If the student tests after midnight (of the day as the test you don’t want to count), the retest is treated as a separate test.

Note: If a student tests more than once during a screening period, data from the last test taken is shown on the Screening Report (see page 162).

The Test Activity Report (see page 182) lists both completed and not completed (interrupted and stopped) tests (see “Stopping a Test” on page 47).

STAR Math doesn’t record scores for unfinished tests.
Can I see which questions a student missed?

No. With computer-adaptive tests, the student’s performance on individual items is not as meaningful as the pattern of responses to the entire test.

How do I view last year’s STAR Math information for a student?

You must be granted the capability to view students’ historical STAR Math assessments. See the Renaissance Place Software Manual.

STAR Math data always stays with the student. Use the Test Record Report (see page 184) to view a student’s results from a different year: pick last year’s dates when choosing report options.

For more information, see Knowledge Base Article 11025315 at support.renaissance.com/techkb/techkb/11025315e.asp.

STAR Apps on iPad®

What devices will support testing?

The STAR Apps on iPad® is available for Apple’s iPad® with iOS 5.x or later. For more information, see page 24.

Where can I find the system requirements?

There are two sets of system requirements you will need: those for the iPad® and those for Renaissance Place.

- For the iPad®, see the store where you downloaded the STAR Apps on iPad®.

Where can I get the App?

The STAR Apps on iPad® is available in the iTunes Store® and the App StoreSM. Note: You must have established and verified an iTunes® account with an Apple® ID before you can download STAR Apps on iPad®.

Can anyone download the App and start testing?

Anyone can download STAR Apps on iPad®. However, only those who have STAR Math powered by Renaissance Place and have an iPad® connected to Renaissance Place can take actual tests.
Are there plans to create apps for other mobile devices?

We are exploring the option of creating apps for other devices and would welcome customer suggestions.

Can students take tests from home on their own personal iPad®?

Each iPad® needs to be configured to work with a school’s STAR software. In addition, Renaissance Learning recommends that schools set restrictions within the software such as monitor passwords and IP restrictions to prevent testing from outside the school. This is our recommendation for all schools, regardless of what devices they are using to ensure that testing takes place in a secure, monitored environment.

What if a student tries to cheat while taking a test?

If a student leaves the test screen by pushing the Home button on an iPad®, after 5 seconds he or she will be logged out of STAR Apps on iPad®. When that student logs back in, that test will be an unfinished test and a monitor password will be required for the student to finish the test (see “Resuming an Unfinished Test on an iPad®” on page 51).
For students in grades 7 and higher, a normal STAR Math Enterprise test consists of questions in math, algebra, and geometry (students below grade 7 do not get algebra and geometry questions). For questions that require it, the student will be able to use an on-screen calculator and refer to an on-screen formula reference sheet.

Students can select or tap the calculator buttons, or they can press the corresponding keys on the keyboard to use the calculator. They can use the scrollbar on the formula reference sheet to move up and down within it.

At this level of assessment, a student’s ability to perform basic calculations and to interpret simple story problems and charts is no longer being tested—competency at performing these tasks is assumed. Instead, students are assessed for their ability to solve higher-order problems: algebra, polynomials, graphed equations, and calculations tied to geometric shapes, areas, and volumes.

**Note:** The Test Type preference (see page 212) can be set so that tests for students in grades 7 and higher will consist of:

- The usual combination of math, algebra, and geometry
- Algebra questions only
- Geometry questions only

The usual procedures for taking a STAR Math Enterprise test (spelled out in the next chapter) still apply during algebra-only or geometry-only tests.
Testing Students

Taking the Test on a Computer

1. Use the Pretest Instructions to explain the testing process to your students.

2. The student logs in (see page 26).
   
   If the Audio Preference is set to On for a student (see page 210), the student should have a set of headphones on, plugged into the computer, with the volume adjusted so the student can hear the audio clearly without disturbing other students. See page 211 for instructions on how students use audio controls during a test.

3. On the Home page, the student selects STAR Math (or Take a Math Test if you are using the STAR 360 Suite)

4. If the student is in more than one STAR Math class, the student should select the correct class, then Next.
5. The student selects **Start** to begin taking the test.

![STAR Math Software Manual](image)

6. If STAR Math asks for a monitor password (determined by the Testing Password Preference; see page 201), the teacher or test monitor enters it and selects **Start**. If no password is required, the student goes ahead to step 7.

- You cannot substitute your Renaissance Place password for the monitor password.
- If you forget to enter a password before selecting **Start**, 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 201) to make sure you are using the correct monitor password.

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

- The student can choose an answer either by pressing the corresponding key on the keyboard (**A**, **B**, **C**, or **D**), or by selecting an answer with the mouse.
STAR Math highlights the chosen answer E. The student can choose a different answer, but only before entering it—once the answer has been entered, 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 selecting Next F).

A clock G 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.

The student will be notified if time runs out on a question; the test will move on to the next question.
8. Once the student answers two of the 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 three practice questions correctly, the student will be given another set of three practice questions. Once the student answers two of those three practice questions correctly, the test will begin. If the student does not answer two of those three practice questions correctly, STAR Math ends the practice and the test will not start. The student is told to ask for help.

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

For students in grades 7 and above, certain algebra and geometry test questions will include an on-screen calculator and/or an on-screen formula reference sheet for the students to use.
10. When the test is over, have the student select OK. The program will log the student out so the next student can log in.

Taking the Test on an iPad®

1. Use the Pretest Instructions to explain the testing process to your students.

2. The student logs in (see page 26).
   
   If the Audio Preference is set to On for a student (see page 210), the student should have a set of headphones on, plugged into the iPad®, with the volume adjusted so the student can hear the audio clearly without disturbing other students. See page 211 for instructions on how students use audio controls during a test.

3. The student taps STAR Math, then taps Next.

   ![Choose a test](image)

   **Note:** If the student has mistakenly logged in (as the wrong student, or at the wrong time), the student should tap Log Out in the upper-left corner of the Choose a Test page, then tap Log Out Now.

   ![Log Out](image)
4. If the student is in more than one STAR Math class, the student should select the correct class, then tap Next.

5. The student taps Start to begin taking the test.

If the student chose the wrong program to take a test in (for example, STAR Reading), the student should tap Cancel. This will return the student to the Choose a Test page.

6. If STAR Math asks for a monitor password (determined by the Testing Password preference; see page 201), the teacher or test monitor enters it and taps Continue.

If STAR Math doesn’t ask for a monitor password, go on to step 7.

- You cannot substitute your Renaissance Place password for the monitor password.
- If you forget to enter a password before tapping Continue, or 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 201) to make sure you are using the correct monitor password.
7. If the student has not taken a STAR Math test in the past 180 days, the student will be presented with three practice questions:

- The student can choose an answer by tapping it.
  
  STAR Math highlights the chosen answer 🔄. The student can choose a different answer, but only before entering it—once the answer is entered, it cannot be changed.

Once the student is satisfied that he or she has chosen the correct answer, the student enters the answer by tapping Next 🔄.

- A clock 🕒 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.

The student will be notified if time runs out on a question; the test will move on to the next question.

8. Once the student answers two of the 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 three practice questions correctly, the student will be given another set of three practice questions. Once the student answers two of those three practice questions correctly, the test will begin. If the student does not answer two of those three practice questions correctly, STAR Math ends the practice and the test will not start. The student is told to ask for help.

9. The student answers the test questions, which are similar to the practice questions. The methods used for choosing and entering answers are the same as those used for the practice questions.
For students in grades 7 and above, certain algebra and geometry test questions will include an on-screen calculator and/or an on-screen formula reference sheet for the students to use.

10. When the test is over, have the student tap **OK**. The App will log the student out so the next student can log in.
Stopping a Test

Situations may arise in the classroom which interrupt a test (for example, a surprise fire drill). If this happens, the teacher or test monitor can stop the test, either pausing it so the student can return to it later, or stopping it entirely so the student can start over on a new test.

Stopping a Test on a Computer

1. Select Stop Test in the upper-right corner of the screen.

2. Select one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Choose When...</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Later</td>
<td>You want to stop the test, but plan to come back to it later.</td>
<td>• Test score will be recorded after test is resumed and completed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Test will resume on the same question number, but the problem presented will be different (see page 49).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Resume Later can only be used during the actual test, not during the practice session. (Stop Test and Cancel are the only options available at that time.)</td>
</tr>
<tr>
<td>Stop Test</td>
<td>You want to stop the test; you have finished with it and have no plans to come back to it.</td>
<td>• Test score will not be recorded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The next time the student logs in to take a test, the student will begin a new test.</td>
</tr>
<tr>
<td>Cancel</td>
<td>You want to continue taking the test now instead of pausing or stopping it.</td>
<td>• Test continues as usual.</td>
</tr>
</tbody>
</table>

3. Enter the monitor password and select Stop Test.

To find the monitor password, see the Testing Password preference (page 201). You may not need to use the monitor password to start a test, but you always need to use it to stop, pause, or resume a test.

You cannot substitute your Renaissance Place password for the monitor password.
If you forget to enter a password before selecting **Stop Test**, 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 201) to make sure you are using the correct monitor password.

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

**Note:** 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 182).

### Stopping a Test on an iPad®

1. Tap the **Share** button in the upper-left corner of the screen A.
2. Tap one of the following options (or tap the main screen to close this menu and return to the test):

<table>
<thead>
<tr>
<th>Option</th>
<th>Choose When...</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Resume Later | You want to stop the test, but plan to come back to it later. | ▶ Test score will be recorded after test is resumed and completed.  
▶ Test will resume on the same question number, but the problem presented will be different (see page 49).  
▶ **Resume Later** can only be used during the actual test, not during the practice session. **(Stop Test)** is the only option available at that time. |
| Stop Test  | You want to stop the test; you have finished with it and have no plans to come back to it. | ▶ Test score will not be recorded.  
▶ The next time the student logs in to take a test, the student will begin a new test. |
3. To stop or pause the test, enter the monitor password and tap **Continue**.

To continue taking the current test (you do not want to stop or pause the test): Tap **Cancel**.

- You cannot substitute your Renaissance Place password for the monitor password.
- If you forget to enter a password before tapping **Continue**, or 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 pause or stop the student’s test. Check the Testing Password preference (see page 201) to make sure you are using the correct monitor password.

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

**Note**: STAR Math doesn’t record scores for stopped, paused, or interrupted tests. The Test Activity Report (see page 182) lists all tests.

### Resuming an Unfinished Test

An unfinished test can be resumed if the test was interrupted in one of the following ways:

- If the test was intentionally paused by the teacher or test monitor (see pages 47 and 48).
- If the student lost connection to the server, accidentally closed the browser or app during the test, or “lost focus” by opening another browser window, tab, or another program.

**Notes:**

- An unfinished test can only be resumed within eight days of the interruption.
- A test can be paused and resumed repeatedly. When a test is resumed, the student returns to the same place in the test where the student left off (the same question number), but a different problem will be presented. This is
done to prevent pausing the test in order to give a student more time to work on a problem.

*Example:* On a Thursday afternoon, Lisa is taking a STAR Math test. She is on question 12 (a story problem) when she begins to feel ill. The teacher pauses the test and sends Lisa home. Lisa does not return to school until Monday; when she comes back, the teacher resumes the test. She continues the test, starting on question 12 where she left off, but question 12 is no longer the story problem she saw last Thursday; it has changed to a multiplication problem.

- A test can only be resumed on the platform on which it started. A test that was paused in a web browser cannot be resumed in STAR Apps on iPad®, and vice-versa.
- 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 182).

**Resuming an Unfinished Test on a Computer**

1. Log in to the student program. See page 26.
2. A message reminds the student that he or she has an unfinished test.
   The teacher or test monitor should enter the monitor password and select **Start**.

   ![](image)

   **Resume Test**
   
   You have a test to finish.
   Please enter the monitor password.
   
   Monitor Password: [Enter]
   
   [Start] [Cancel]

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

   ![](image)

   Resuming incomplete test.
Resuming an Unfinished Test on an iPad®

1. Log in to STAR Apps on iPad® (see page 26).
2. The student will see a message reminding the student that he or she has an unfinished test.

   The student taps Start to resume the test ①.

3. The teacher or test monitor should enter the monitor password and tap Continue ②.

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

Deactivating and Reactivating a STAR Math Test

Although you cannot permanently delete a STAR Math test from a student’s test record, you can deactivate a test. Deactivating a test removes the test-taking data and the test results from any reports or calculations for that student. If necessary, a deactivated test can be reactivated at a later time.

Note: Only tests taken during the current school year can be deactivated and reactivated.
Deactivating a Student’s STAR Math Test

1. Select **STAR Math** on the Home page, then select **Deactivate STAR Tests** (only district administrators, district staff, and school administrators will see this link).

2. On the Deactivate Tests page, select the student’s school, teacher, and class from the appropriate drop-down lists **A**.
   - Only district administrators, district staff, and school administrators assigned to more than one school will need to choose a school from the **School** drop-down list.
   - Teachers and classes are listed alphabetically.

3. Select **Search** **B**.

4. The first student in the class (in alphabetical order by last name) will have his or her test history for the current school year shown, including the date and time when each test was started and the student’s Grade Placement, Scaled Score, Grade Equivalent, and Percentile Rank scores **C**, along with the type of test taken (Enterprise, Non-Enterprise, Algebra, or Geometry). The Scaled Score column also includes a colored square indicating the benchmark category that the score places the student in.

   If the student shown is not the one who needs to have a test deactivated, choose the correct student, either with the **Students** drop-down list or by selecting < **Previous Student** **D** or **Next Student** > **E** (which will take you through the list of students in alphabetical order).
5. Select the row for the test you want to deactivate; then, select **Deactivate Test**.

6. A message will show information about the chosen test and explain the effects of test deactivation. Double-check the information to make sure you are deactivating the correct test (select **Cancel** if you have chosen the wrong one).

7. Fill in the required information explaining why the test is being deactivated.

8. Select **Deactivate Test**.

9. You will return to the Deactivate Tests page, with a list of deactivated tests at the bottom of the page. An asterisk will appear after the student’s name in the **Students** drop-down list, indicating that the student has had one or more tests deactivated.

10. You can use the drop-down lists at the top of the page to choose another test to deactivate; or, if you are finished deactivating tests, select **Done**.

**Reactiving a Deactivated STAR Math Test for a Student**

1. Select **STAR Math** on the Home page, then select **Deactivate STAR Tests** (only district administrators, district staff, and school administrators will see this link).

2. On the Deactivate Tests page, select the student’s school, teacher, and class from the appropriate drop-down lists.
Only district administrators, district staff, and school administrators assigned to more than one school will need to choose a school from the School drop-down list.

Teachers and classes are listed alphabetically.

3. Select **Search**.

4. The first student in the class (in alphabetical order by last name) will have his or her test history shown, including the date and time of each test that was taken. A list of deactivated tests for that student is shown at the bottom of the page.

If the student shown is not the one who needs to have a test reactivated, choose the correct student, either with the **Students** drop-down list or by selecting **< Previous Student** or **Next Student >** (which will take you through the list of students in alphabetical order).

5. Select the row for the test you want to reactivate; then, select **Reactivate Test**.

---

**Deactivate Tests**

- **School**: East Elementary School
- **Teacher**: Tom Aaron
- **Class**: Grade 2, Mr. Aaron's class

**Deactivated Tests**

- **Test Date & Time**: 4/28/2014 - 11:59 am
- **Details**: Deactivated On: 4/28/2014, Test Type: Enterprise
  - Deactivated By: James Falconer
  - Deactivated Reason: Student became ill during the test and had to be removed from the classroom.
  - Reactivate Test
6. A message will show information about the chosen test and explain the effects of test reactivation. Double-check the information to make sure you are reactivating the correct test (select Cancel if you have chosen the wrong one).

7. Fill in the required information, explaining why the test is being reactivated.
8. Select Reactivate Test.
9. You will return to the Deactivate Tests page; the test you have reactivated will be in the list of tests at the top of the page.
   - If the student no longer has any deactivated tests, there will not be an asterisk next to the student’s name in the Student drop-down list.
10. You can use the drop-down lists to choose another test to reactivate; or, if you are finished reactivating tests, select Done.
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 187).
- 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 the chart on the next page), but the number of categories in the structure can be changed from two to five.
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Default Cut Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>At/Above Benchmark (green)</td>
<td>Students meeting or exceeding the benchmark score</td>
<td>At/Above 40 PR</td>
</tr>
<tr>
<td>On Watch (blue)</td>
<td>Students slightly below the benchmark score</td>
<td>Automatically calculated as the range between “At/Above Benchmark” and “Intervention”</td>
</tr>
<tr>
<td>Intervention (yellow)</td>
<td>Students below the benchmark score</td>
<td>Below 25 PR</td>
</tr>
<tr>
<td>Urgent Intervention (red)</td>
<td>Students far below the benchmark score</td>
<td>Below 10 PR</td>
</tr>
</tbody>
</table>

Managing STAR Math Screening, Progress Monitoring & Intervention

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 213).
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**

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.

2. On the left side of the page, in the gray sidebar, select **View Benchmarks**.

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

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

---

**Who Can Do This?**
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.

**If you can't select 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 86.**
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 61) allows you to change the default values of the PR scores used as benchmarks.

Editing the School Benchmark Structure

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
2. On the left side of the page, in the gray sidebar, select View Benchmarks.
3. On the View Benchmarks page, use the School drop-down list to choose which school to edit school benchmark structures for.
4. Select Edit Benchmark Structure.
5. On the Edit School Benchmark Structure page, use the **Number of Categories** drop-down list to choose how many categories you want in the structure (from 2–5; the default is 4).

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. The default names differ based on the number of categories being used:

<table>
<thead>
<tr>
<th></th>
<th>2 Categories</th>
<th>3 Categories</th>
<th>4 Categories</th>
<th>5 Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>Above Benchmark</td>
<td></td>
</tr>
<tr>
<td>Below Benchmark</td>
<td>On Watch</td>
<td>On Watch</td>
<td>At Benchmark</td>
<td></td>
</tr>
<tr>
<td>Intervention</td>
<td>Intervention</td>
<td>On Watch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urgent Intervention</td>
<td></td>
<td></td>
<td>Urgent Intervention</td>
<td></td>
</tr>
</tbody>
</table>

7. The Screening Report (see page 162) 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. 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, select **Save**.

To exit this page without saving your changes, select **Cancel**.
Screening, Progress Monitoring & Intervention

STAR Math: Editing Benchmarks

Editing School Cut Scores

Who Can Do This?

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

Learn more about capabilities on page 213.

Who Can Do This?

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

Learn more about capabilities on page 213.

If you can't select 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 86.

To change the number of categories used, their names, and the minimum proficiency level, see page 59.

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.

2. Select View Benchmarks in the gray sidebar on the left side of the page.

3. On the View Benchmarks page, use the School drop-down list to choose which school to edit cut scores for. (School administrators and school staff can only edit cut scores for their own school.)

4. Select Edit Cut Scores.

5. 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.

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:

- **Below Benchmark**: 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**: 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**: 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, select **Save**. To exit this page without saving your changes, select **Cancel**.
STAR Math Enterprise: Viewing Benchmarks

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. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks** (below “Benchmark Options” in the Important Features section of the page); go to “View Benchmarks Page” on page 64.

**Who Can Do This?**

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

Learn more about capabilities on page 213.

**Important Features**

- Benchmark Options
- School Benchmarks (current setting)
- District Benchmark
- S-States

- Benchmarks | Screening Dates

**From the Screening, Progress Monitoring & Intervention Page**

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to “View Benchmarks Page” on page 64.

---

If you can’t select **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 86.
View Benchmarks Page

1. In the top section of the View Benchmarks page, select the tab to choose which type of benchmark you want to view: **School**, **District**, or **State**.
   - The current setting for the default benchmark is shown at the top of the page.
   - 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 81).
   - 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 64.

   If you choose district benchmarks, see page 65.

   If you choose state benchmarks, see page 66.

---

The default benchmark 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.

---

Viewing School Benchmarks

To view school benchmarks:

- Verify that the School tab is active.
- Use the School drop-down list 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. The **Edit Benchmark Structure** link beneath will only appear if the user group you belong to is allowed to edit school benchmark structures (see page 68).
- The benchmarks for each grade in the chosen school are in the Cut Scores table. The **Edit Cut Scores** link above the table will only appear if the user group you belong to is allowed to edit school cut scores (see page 70).
Select **Done** when you have finished viewing the benchmarks.

Viewing District Benchmarks

To view district benchmarks:

- Verify that the District tab is active.
- The number of categories and the minimum proficiency level for the district are shown in the Benchmark Structure section of the page.
- The **Edit Benchmark Structure** link beneath will only appear if the user group you belong to is allowed to edit the district benchmark structure (see page 73).
- 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 will only appear if the user group you belong to is allowed to edit district cut scores (see page 75).
Select Done when you have finished viewing the benchmarks.

Viewing State Benchmarks

To view state benchmarks:

- Verify that the State tab is active.
- Unlike school and district benchmarks, state benchmarks are linked to the Scaled Score (SS), not the Percentile Rank (PR); see page 188.
- 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.
- The Edit Non-Linked Grades link above the table will only appear if the user group you belong to is allowed to edit scores for non-linked grades (see page 78).
Select **Done** when you have finished viewing the benchmarks.

---

**STAR Math Enterprise: Editing Benchmarks**

**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 70) 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.
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:

1. From the STAR Math Enterprise Home page
2. From the Screening, Progress Monitoring & Intervention page

Use whichever method you prefer.

From the STAR Math Enterprise Home Page

1. Select STAR Math on the Home page, then select Enterprise Home.
2. On the STAR Math Enterprise Home page, select Benchmarks (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 69.

From the Screening, Progress Monitoring & Intervention Page

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
2. Select View Benchmarks in the gray sidebar (under “Setup”); go to step 3 on page 69.
3. In the top section of the View Benchmarks page, select the School tab.

4. Select Edit Benchmark Structure.

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

---

If you change the number of categories, the cut scores will revert to their default values (see the diagram on page 77).

You can restore the category names and the Minimum Proficiency Level back to their default settings by selecting Default.
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. The default names differ based on the number of categories being used:

<table>
<thead>
<tr>
<th>2 Categories</th>
<th>3 Categories</th>
<th>4 Categories</th>
<th>5 Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>Above Benchmark</td>
</tr>
<tr>
<td>Below Benchmark</td>
<td>On Watch</td>
<td>On Watch</td>
<td>At Benchmark</td>
</tr>
<tr>
<td>Intervention</td>
<td>Intervention</td>
<td>On Watch</td>
<td>Urgent Intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intervention</td>
</tr>
</tbody>
</table>

7. The Screening Report (see page 162) 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. 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, select **Save**.
   To exit this page without saving your changes, select **Cancel**.

### 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. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks** A (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 71.
From the Screening, Progress Monitoring & Intervention Page

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.

2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 71.

3. In the top section of the View Benchmarks page, select the **School** tab.

4. Use the **School** drop-down list to select which school’s cut scores to edit. **Note:** School administrators and school staff can only edit cut scores for their own school.

5. Select **Edit Cut Scores**.

---

**If you can’t select 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 86.**
6. 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 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:

<table>
<thead>
<tr>
<th>Number of Categories</th>
<th>Below Benchmark: Calculated\textsuperscript{a}</th>
<th>At/Above Benchmark: At/Above 40 PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Intervention: Below 25 PR</td>
<td>On Watch: Calculated\textsuperscript{b}</td>
</tr>
<tr>
<td>3</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>Intervention: 10–24 PR</td>
</tr>
<tr>
<td>4</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>On Watch: Calculated\textsuperscript{b}</td>
</tr>
<tr>
<td>5</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>At Benchmark: Calculated\textsuperscript{c}</td>
</tr>
<tr>
<td></td>
<td>Intervention: 10–24 PR</td>
<td>Above Benchmark: Calculated\textsuperscript{d}</td>
</tr>
<tr>
<td></td>
<td>On Watch: 25–39 PR</td>
<td>At Benchmark: Calculated\textsuperscript{d}</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Above Benchmark: Calculated\textsuperscript{d}</td>
</tr>
</tbody>
</table>

\textsuperscript{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.

\textsuperscript{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.

\textsuperscript{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.

7. To save the changes you have made, select \textbf{Save}. To exit this page without saving your changes, select \textbf{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 75) allows you to change the default values of the PR scores used as benchmarks.

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. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks A** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 74.

From the Screening, Progress Monitoring & Intervention Page

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 74.
3. In the top section of the View Benchmarks page, select the District tab.

4. Select Edit Benchmark Structure.

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

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. The default names differ based on the number of categories being used:

<table>
<thead>
<tr>
<th>2 Categories</th>
<th>3 Categories</th>
<th>4 Categories</th>
<th>5 Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>At/Above Benchmark</td>
<td>Above Benchmark</td>
</tr>
<tr>
<td>Below Benchmark</td>
<td>On Watch</td>
<td>On Watch</td>
<td>At Benchmark</td>
</tr>
<tr>
<td>Intervention</td>
<td></td>
<td></td>
<td>On Watch</td>
</tr>
<tr>
<td></td>
<td>Urgent Intervention</td>
<td></td>
<td>Intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Urgent Intervention</td>
</tr>
</tbody>
</table>
7. The Screening Report (see page 162) 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. 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, select **Save**. To exit this page without saving your changes, select **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.

#### From the STAR Math Enterprise Home Page

1. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 76.

#### From the Screening, Progress Monitoring & Intervention Page

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 76.
3. In the top section of the View Benchmarks page, select the **District** tab.

4. Select **Edit Cut Scores**.

5. 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.

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 77.
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:

<table>
<thead>
<tr>
<th>Number of Categories</th>
<th>Below Benchmark: Calculated(^a)</th>
<th>At/Above Benchmark: At/Above 40 PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Intervention: Below 25 PR</td>
<td>On Watch: Calculated(^b)</td>
</tr>
<tr>
<td>3</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>Intervention: 10–24 PR</td>
</tr>
<tr>
<td>4</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>Intervention: 10–24 PR</td>
</tr>
<tr>
<td>5</td>
<td>Urgent Intervention: Below 10 PR</td>
<td>Intervention: 25–39 PR</td>
</tr>
</tbody>
</table>

- \(^a\) 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, select **Save**.

To exit this page without saving your changes, select **Cancel**.
State Benchmarks

If there is a linking between the state test and the STAR Math test, the Scaled Score (SS; see page 188) 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 want to.

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. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 79.

From the Screening, Progress Monitoring & Intervention Page

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 79.

Who Can Do This?

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

Learn more about capabilities on page 213.

If you can’t select **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 86.
3. In the top section of the View Benchmarks page, select the **State** tab.

4. Select **Edit Non-Linked Grades**.
5. Enter the Scaled Score values you want in the appropriate fields.

- 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 select 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:** Selecting Recommend Scores fills in values for all the fields—if you have already entered your own values in any of the fields before selecting Recommend Scores, they will be overwritten. You can change any of the recommended scores after they have been calculated.

Think of each Scaled 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, select **Save**.
   To exit this page without saving your changes, select **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 162), 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. Select **STAR Math** on the Home page, then select **Enterprise Home**.
2. On the STAR Math Enterprise Home page, select **Benchmarks** (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 83.

From the Screening, Progress Monitoring & Intervention Page

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Select **View Benchmarks** in the gray sidebar (under “Setup”); go to step 3 on page 83.

If you can’t select **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 86.
3. On the View Benchmarks page, select **Edit Default Benchmark**.

4. The Set Default Benchmark page opens.

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

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

- **School benchmarks**: Each school will use the school benchmark (see page 67) as the default.
- **District benchmark**: The district benchmark (see page 73) 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”**: 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.

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

Setting Default Benchmarks: School Administrators and School Staff

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 83).

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. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.

2. Select View Benchmarks in the gray sidebar (under “Setup”); go to step 3 on page 85.

From the STAR Math Enterprise Home Page

1. Select STAR Math on the Home page, then select Enterprise Home.

2. On the STAR Math Enterprise Home page, select Benchmarks (below “Benchmark Options” in the Important Features section of the page); go to step 3 on page 85.
3. On the View Benchmarks page, select **Edit Default Benchmark**.

4. On the Set Default Benchmark page, choose one of the benchmarks listed to serve as the default:
   - **School benchmarks**: All grades in your school will use the school benchmark (see page 67) as the default.
   - **District benchmark**: The district benchmark (see page 73) 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”**: 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.

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

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. Select STAR Math on the Home page, then select 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, select View Screening Dates; go ahead to step 4 on page 87.

From the STAR Math Enterprise Home Page

1. Select STAR Math on the Home page, then select Enterprise Home.
2. Select your school from the School drop-down list, if necessary.
3. Select Screening Dates (below “Benchmark Options” in the Important Features section of the page); go ahead to step 4 on page 87.
4. 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 have finished viewing the screening dates, select Done.

Adding or Editing Screening Dates

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

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
2. If necessary, use the School drop-down list to choose which school to edit screening dates for.
3. Select View Screening Dates in the gray sidebar on the left side of the page; go to step 4 on page 88.

From the STAR Math Enterprise Home Page

1. Select STAR Math on the Home page, then select Enterprise Home.
2. Select your school from the School drop-down list, if necessary.
3. Select Screening Dates (below “Benchmark Options” in the Important Features section of the page); go to step 4 on page 88.
4. Make your changes to the screening dates:

- District administrators and district staff can choose All Schools from the School drop-down list to set the same screening dates for all schools in the district at the same time.
- To change the name of an existing screening date, delete the current name and type in a new name.
- To change the dates, select the Start Testing date and/or End Testing date for an existing screening date and type in new dates. You can also select the calendar buttons next to these fields to choose dates.
- To add a new screening date, select Add Screening Dates. 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, select Remove 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. Select Save to save your changes. Select Cancel to leave this page without saving your changes. The screening dates will automatically rearrange themselves by calendar date.

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.
Interventions and Goals

Setting Up or Editing Intervention Goals for Progress Monitoring

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 215) 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. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. Use the **School** drop-down list to choose a school, if necessary.
3. Select the **Progress Monitoring & Goals** tab.
4. In the Search for Student area of the screen, 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.
5. Select **Search**.

Who Can Do This?
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.

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

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

STAR Math™
Software Manual
6. A list of students matching your search criteria will be presented. Students who fit your search criteria but have not taken a test yet will have a dash shown in place of a PR score. Select the name of a student; go to “Student Detail Page” on page 92.

From a Screening Preview

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.

2. Select the **Screening Status** tab to make sure you are using the Screening Status view and use the School and Class drop-down lists to choose your school and class.

3. Select **Preview** in the row for a grade. 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, select **View Students** in the row for a category to view the students that are in that category.
5. On the View Students page, select a student’s name to go to the Student Detail page; go to “Student Detail Page” on page 92.
Student Detail Page

1. 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, and the student’s Scaled Score and Percentile Rank.
   - To set up an initial goal for a student that doesn’t have one yet, select Add Goal A; go to step 3 on page 93.
   - To edit an existing goal, select Edit Goal B (or select the goal itself C); continue to step 2.
   - To delete the existing goal, select Delete Goal D.

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 select Done if you are finished.

2. 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, select Change duration or goal of existing intervention E.
If the student has taken a test since the goal was set, select Set up new intervention and goal. (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.

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

4. Select the date you want the student to reach the goal by. You can either type in a date or use the calendar button to select one.

5. In the Goal section, use the Starting test drop-down list 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.
The number of Scaled Score points the student would have to gain every week in order to reach the benchmark (unless the student has already reached the benchmark, in which case that achievement will be listed here instead). See “Cut Scores, Benchmarks, and Benchmark Structures” on page 56.

Beneath these calculations, select a rate-of-progress goal for the student, then click Calculate Goal:

- The Moderate goal tells you how many Scaled Score points the student would need to gain every week to have an SGP of 50.
- The Moderately Ambitious goal tells you how many Scaled Score points the student would need to gain every week to have an SGP of 66.
- The Catch Up/Keep Up goal means different things depending on if a student is below proficiency, at proficiency, or above proficiency:
  - For students below proficiency: The goal tells you how many Scaled Score points the student would need to gain every week to achieve minimum proficiency (“catch up”).
  - For students at or above proficiency: The goal tells you how many Scaled Score points the student would need to maintain his or her current proficiency level (“keep up”).
- The Stay Up/Move Up goal means different things depending on if a student is below proficiency, at proficiency, or above proficiency:
  - For students below proficiency: Students below proficiency cannot have a Stay Up/Move Up goal.
  - For students at proficiency: The goal tells you how many Scaled Score points the student would need to gain every week to move above proficiency (“move up”).
  - For students above proficiency but below the next higher state achievement level: The goal tells you how many Scaled Score points the student would need to gain every week to continue rising above proficiency (“stay up”).
  - For students above proficiency and at or above the next higher state achievement level: The goal tells you how many Scaled Score points
the student would need to gain every week to continue rising above proficiency (“stay up”).

- You can also set a custom goal by using the drop-down list to choose **Scaled Score** or **Percentile Rank** and entering the goal for the student.

**Examples of custom goals:** 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 selects **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).

- 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 selects **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).

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

To exit this page without saving any of the data, select **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

1. Select STAR Math on the Home page, then select 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, select 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 programs).

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

- Select Create Group to open up a window where you can enter the name of a new group (see “Creating a Group” on page 97).
- Select Edit 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 100).
- Select Add/Remove Students to change the students assigned to a group (see “Adding or Removing Students from Groups: Method I” on page 98).
- Select Delete to delete a group (see “Deleting a Group” on page 101).

5. Select Done when you have finished making changes to groups.

Who Can Do This?

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

Learn more about capabilities on page 213.

Teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed can only manage their own students in groups.
Creating a Group

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose a school.
3. Select **Manage Groups** in the gray sidebar on the left side of the page.
4. Select **Create Group**.
5. On the Create Groups page, enter or update the following information for the group:
   - The name of the group
   - The personnel assigned to the group. You can choose a single person from the Personnel drop-down list, or select **Select Multiple Personnel** to assign more than one personnel member to the group.
   - The programs the group will be used with. **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 (optional).

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

6. To save the new group, select **Save**.
   To exit this page without saving the new group, select **Cancel**.
Adding or Removing Students from Groups: Method I

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.
2. If necessary, use the **School** drop-down list to choose a school.
3. Select **Manage Groups** in the gray sidebar on the left side of the page.
4. On the Manage Groups page, select **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 selecting **Search**.

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

6. Check the box by each student you want added, or check the **Student** box at the top of the column to select all the students listed on the page. If the list of students in the search results goes to more than one page, select **<< Previous** or **Next >>** to move through the list.

7. Select **< Add**.

8. Select **Remove** by a student you want to remove from the group.

9. Select **Remove All** to remove all the students from the group.

10. When you are finished, select **Save**.

To exit this page without saving your changes, select **Cancel**.
Adding Students to Groups: Method II

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.

2. Select the Screening Status tab to make sure you are using the Screening Status view and use the School and Class drop-down lists to choose your school and class.

3. Select Preview in the row for a grade. 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, select Add Students to Groups in the row for a category to view the students that are in that category.

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**Who Can Do This?**

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

Learn more about capabilities on page 213.

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For an alternate way to add students to groups, see page 98.

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Teachers who have had the “Manage STAR Math Screening, Progress Monitoring & Intervention” capability removed can only add their own students to groups.
5. 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. The names of any groups the student currently belongs to are also listed.

![Add Students to Groups](image)

6. Select the group you want to add the selected students to from the **Group** drop-down list. Then, select **Add Selected Students** 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 selecting **Create a new Group**. (See “Creating a Group” on page 97.)

7. When you are finished adding students to groups, select **Done**.

---

**Editing a Group**

1. Select **STAR Math** on the Home page, then select **Screening, Progress Monitoring & Intervention**.

2. If necessary, use the **School** drop-down list to choose a school.

3. Select **Manage Groups** in the gray sidebar on the left side of the page.

4. On the Manage Groups page, select **Edit** in the row for the group you want to edit.

5. On the Edit Group page, update the following information for the group:
   - **The name of the group**.
   - **The personnel assigned to the group**. You can choose a single person from the **Personnel** drop-down list, or select **Select Multiple Personnel** to assign more than one personnel member to the group.
The programs the group will be used with. 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 want to (optional).

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

Deleting a Group

1. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
2. If necessary, use the School drop-down list to choose a school.
3. In the gray sidebar on the left side of the page, select Manage Groups.
4. Select **Delete** in the row for a group to delete the group. 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.

5. If you are sure you want to delete this group for all personnel, select **OK**. If not, select **Cancel**.
The Record Book integrates STAR Math Enterprise assessment data and Core Progress. It gives teachers the ability to view the date of their students’ last assessment, the Scaled Score and Percentile Rank from the last assessment, the benchmark category based on the last assessment, what types of test the student has taken, and the Instructional Groups they belong to (if they have been assigned to one). Users can select a single student or multiple students from a Record Book list and go directly into Instructional Resources from there. The resources displayed depend on the students chosen:

- For one student, resources related to the skills that that student is ready to learn are displayed
- For multiple students, resources related to skills based on the median Scaled Score of all the students are displayed.

The Record Book lists all students in a class or group regardless of whether or not they have taken a test.

There are two ways to access the Record Book; use whichever method you prefer, then go to “Use and Navigation” on page 104.

**Method 1**

On the STAR Math Enterprise Home page, select Record Book in the Important Features section at the top of the page.

**Method 2**

Select STAR Math on the Home page, then select Record Book.
Use and Navigation

A Use the links in the sidebar to go back to the Renaissance Place Home page (Return to Home), view and edit benchmarks (Screening, Progress Monitoring & Intervention; see page 56), or print a report (Reports; see page 113).

B If you are a district administrator, district staff member, or are assigned to more than one school, choose the school you want to work with from the School drop-down list.

C Use the Class or Group drop-down list to choose the class or group (see page 96) you want to view data for.

D Use the Benchmark drop-down list to choose the benchmark you want to compare students’ Scaled Scores to (see page 63). Select Legend to the right of the list to see a key for the available benchmarks.

E Use the Test Type drop-down list to choose which type of test you want to view data for (Enterprise, Algebra, or Geometry; see page 212). Note: This drop-down list will only appear if the chosen class has students in grades 7–12 and the Test Type Preference (see page 212) has been set for the class.

F Use the Sort by drop-down list to sort the information in the table: you can sort by student’s names, ascending or descending Scaled Scores, test dates, or the instructional groups the students belong to. Select Edit Instructional Groups to the right of the list to change the number of instructional groups and which students are assigned to them (see page 105).

G The table shows each student’s name, Scaled Score, Percentile Rank, test date, and which instructional group the student belongs to, if any (a dash means the student is not in an instructional group). Select a student’s name to see the Student Details page for that student (see page 106).
When sorting by instructional group, the table is broken into separate sub-tables, one for each instructional group, with the median Scaled Score for the students in that group listed above it:

<table>
<thead>
<tr>
<th>Group 1 - Median Scaled Score: 703</th>
<th>View Suggested Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Score</td>
</tr>
<tr>
<td>Clark, Andrew</td>
<td>721</td>
</tr>
<tr>
<td>Johnson, Madison</td>
<td>695</td>
</tr>
<tr>
<td>Moore, Matthew</td>
<td>747</td>
</tr>
<tr>
<td>Thomas, Ashley</td>
<td>711</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2 - Median Scaled Score: 577</th>
<th>View Suggested Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Score</td>
</tr>
<tr>
<td>Martinez, Thomas</td>
<td>566</td>
</tr>
<tr>
<td>Smith, Joshua</td>
<td>540</td>
</tr>
<tr>
<td>Wilson, Emily</td>
<td>567</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 4 - Median Scaled Score: 497</th>
<th>View Suggested Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Score</td>
</tr>
<tr>
<td>Anderson, Nathan</td>
<td>498</td>
</tr>
<tr>
<td>Rodriguez, Gabriela</td>
<td>497</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unassigned</th>
<th>View Suggested Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Score</td>
</tr>
<tr>
<td>Garcia, Natalia</td>
<td>376</td>
</tr>
<tr>
<td>Taylor, Abigail</td>
<td>469</td>
</tr>
</tbody>
</table>

Select View Suggested Skills above an instructional group’s table to see skills that the students in the instructional group are ready to learn; see page 110.

For any students in the Unassigned group, the median Scaled Score will not be shown, and the View Suggested Skills link will not be available.

Instructional groups created in the Record Book are not the same as those created for reporting purposes (as described on page 96).

Instructional groups allow teachers and personnel to create and edit custom sets of students at will, and to see which skills the students in the instructional group are ready to learn based on their median Scaled Scores.

Editing Instructional Groups

1. In the Record Book, choose the students whose data you want to view by using the School, Class or Group, Benchmark, and Sort by options (see page 104).
2. To the right of the Sort by drop-down list, select Edit Instructional Groups.
3. On the Edit Instructional Groups page, use the Instructional Groups drop-down list to decide how many instructional groups you want to put the students in.
4. To assign a student to an instructional group, select the intersection of the student’s row and the instructional group’s column.

- A student can only belong to one instructional group or the Unassigned group.
- You do not have to place students in every group you create; you can keep a group empty and move students into it later if you want to.

5. Select **Save** when you are finished.

### Student Details Page

The Student Details page shows information about a specific student’s test history, including the student’s current Scaled Score, Percentile Rank, and a projection of what you can expect the Scaled Score to be at the end of the school year. This projection is based on proprietary research by Renaissance Learning; it equals the amount of growth that 50% of students at the same level are expected to achieve.
You open the Student Details page for a student by selecting that student’s name in the Record Book.

You can choose different options from the drop-down lists at the top of the page; the information shown below will automatically update based on your choices.

This table shows the student’s latest test date, current Scaled Score, projected Scaled Score, and an estimate of the student’s algebra readiness. (Note: Algebra readiness will not be shown for algebra-only and geometry-only tests; see page 212.) The projected Scaled Score is calculated based on the date chosen for the end of the school year in Renaissance Place. Based on research, 50% of the students who are at the same level as the current student can be expected to achieve this much growth by the end of the school year.

This is a graphical representation of the student’s Scaled Score (both from the most recent test and projected) in relation to the chosen benchmark. Select Legend to the right of the Benchmark drop-down list at the top of the page to see a key for the available benchmarks. Note: Because projected scores and benchmarks do not apply to the algebra and geometry versions of this report, this graph will not be included if the only test the student has taken is algebra-only or geometry-only (see page 212).

These tables show the student’s test dates, Scaled Scores, and Percentile Ranks since the start of the school year.

Select View Suggested Skills to see skills this student is ready to learn (see page 110). There will be a button for each type of test the student has taken; in the example above, the student hasn’t taken an algebra test yet, so you cannot view skills suggested by the results of an algebra test.

Select Done when you are finished viewing the student’s details.
Alternative Core Progress Skills View

The section beginning on page 104 (“Use and Navigation”) describes how to use the Record Book to search for a particular student or instructional group and then view the suggested core progress skills for that student or group.

It is possible to view information about the skills (such as terminology, prerequisite skills, and so on) without going through the Record Book. When you do this, you will see the Suggested Skills page, where all the skills and additional information about them is listed, but none of them will be highlighted as a suggested skill for a specific student or group. The amount and type of information presented varies from one skill to another.

**Note:** The skills displayed in the alternative view are not based on the Learning Standards Preference. For more information about the Learning Standards Preference, see the Renaissance Place Software Manual or the help for Renaissance Place (on the Home page, select ?, then Help).

There are several ways to get to the Suggested Skills page:

- On the Home page, select **STAR Math**, then select **Resources** 1. On the Resources page, select **Enter Core Progress for Math** 2.
On the Home page, select **STAR Math** then select **Enterprise Home**. On the Enterprise Home page, select **Enter Core Progress** (under “Core Progress” in the Important Features section).

Select **Enter Core Progress Learning Progression** when creating an Instructional Planning - Class Report (either on the report preview or the report itself; see page 149).

Select **Enter Core Progress Learning Progression** when creating an Instructional Planning - Student Report (see page 153).

The suggested skills from the Core Progress Learning Progression are shown here, sorted by grade. Focus skills have a double-angle quotation mark (») in front of them.

When you select the description of a skill, you will see information about that skill, such as instructional resources, terminology, prerequisite skills, and so on (the amount and type of information presented varies from one skill to another). If instructional resources are available, select **View Instructional Resources** to see worked examples, skill probes, and other resources to help you teach the skill effectively (see page 110).

Select the printer icon to print the list of suggested skills. The icon also appears on instructional resources, allowing you to print them as well.

Select **Done** when you are finished.
Viewing Instructional Resources

After selecting **View Suggested Skills** in the Record Book (see ➊ on page 107) or View Instructional Resources for a skill on the Suggested Skills page (see ➋ on page 109), the suggested skills are presented on a skill cards ➌, which have detailed information such as terminology and prerequisite skills. The instructional resources related to the skills and links to those resources are shown below the cards ➋. Resources might include worked examples, skill probes, lessons, performance tasks, or videos.

Below the name of each resource, you will see the overall average ratings given to each resource (if any). (In the example above, the DOK Item is rated 4 stars based on 1 rating.) Ratings can come from any user of Renaissance Place software. If you move the cursor over the stars, you can see the overall average rating for each category: Overall Quality, Skill Alignment, and Thoroughness.
To rate a resource, select **Rate this resource** if you haven’t rated the resource before. If you want to change your rating for a resource, select your rating (such as “4 out of 5” in the example below).

In the window that opens, select a rating for each category; then, select **Submit**.

After you rate a resource, you will go back to the page, where you will see your rating to the right. Your rating will be included in the overall average (the stars) within a few minutes; you may need to refresh the page to see this.

**Note:** If you reach this page through the Record Book, the suggested skills you see for a student will be the same as the ones you would see going through the Math Dashboard; in both cases, the setting for the Learning Standards Preference determines which skills are shown. However, if you reached this page from the alternative suggested skills view, the suggested skills and resources presented are based on the learning progression for your district (which was selected when your site was set up—either Core Progress or Core Progress built for Common Core State Standards). This may cause the skills shown here to be different from the ones shown in the Math Dashboard.
Your State Learning Progression and the Learning Standards Preference

Renaissance Learning has defaulted all schools in your district to your State Standards Learning Progression, providing you with the ability to see your data and instructional resources through the lens of your state standards.

**Important:** If you want to change the default setting of the Learning Standards preference (found under Product Administration in Renaissance Place), it’s important for your administrator to do so **immediately** before the school year begins. If you change the preference after the school year starts, reports may be affected when the Learning Standards Preference is edited. Consider printing reports before editing this preference. If you change the preference after any students have completed assessments, you may want to retest those students to ensure your reports reflect the Learning Standard you have selected.

For additional information, refer to the following documents:

- New Scaled Score Entry Points for Learning Progressions:
  http://doc.renlearn.com/KMNet/R005838100EA0E8E.pdf
- Learning Progression Development:
Reports

STAR Math Reports

Select **STAR Math** on the Home page, then select **Reports** 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

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. Select **STAR Math** on the Home page, then select **Enterprise Home**.

Check for a PDF Viewer (such as Adobe Reader) Before You Generate Reports

With the exception of the Growth Proficiency Chart (see page 130) and the Longitudinal Report (see page 156), STAR Math uses a PDF viewer (such as Adobe Reader) to generate reports.

When you select **Reports** on the Home page, after selecting **STAR Math**, STAR Math checks for this software.

If your computer does not have a PDF viewer, you will see a message about missing software. For more information, see “Checking for the Supporting Software You Need” on page 18.
# List of STAR Math and STAR Math Enterprise Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Math Library Report</td>
<td>Recommends Accelerated Math library placement for each student.</td>
<td>121</td>
</tr>
<tr>
<td>Annual Progress Report</td>
<td>Graphs student progress over a school year.</td>
<td>122</td>
</tr>
<tr>
<td>Diagnostic Report</td>
<td>Presents diagnostic and skill information for an individual student.</td>
<td>124</td>
</tr>
<tr>
<td>Growth Report</td>
<td>Shows growth for a group of students over time, with emphasis on SGP—Student Growth Percentile.</td>
<td>127</td>
</tr>
<tr>
<td>Growth Proficiency Chart</td>
<td>Plots Student Growth Percentile (SGP) and proficiency on a quadrant graph; companion to the Growth Report.</td>
<td>130</td>
</tr>
<tr>
<td>Instructional Planning Report - Class</td>
<td>Provides list of recommended skills for class or group instruction based on most recent assessment.</td>
<td>149</td>
</tr>
<tr>
<td>Instructional Planning Report - Student</td>
<td>Provides list of recommended skills for individualized instruction based on most recent assessment.</td>
<td>153</td>
</tr>
<tr>
<td>Longitudinal Report</td>
<td>Shows growth over multiple years.</td>
<td>156</td>
</tr>
<tr>
<td>Parent Report</td>
<td>Presents information letter (in English or Spanish), for parents and guardians.</td>
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<tr>
<td>Screening Report</td>
<td>Graphs students’ placement above/below benchmarks based on STAR scores.</td>
<td>162</td>
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<tr>
<td>State Performance Report - Class&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Graphs the percent of students on the pathway to proficiency on the state test. Previously known as the Group Performance Report.</td>
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<td>State Performance Report - District&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Displays Student Performance Outlook on the state test based on STAR Math test scores.</td>
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</tr>
<tr>
<td>State Performance Report - Student&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Graphs a student’s pathway to proficiency on the state test. Previously known as the Student Performance Report.</td>
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<td>State Standards Report - Class</td>
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<td>State Standards Report - District</td>
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<td>State Standards Report - Student</td>
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<tr>
<td>Student Progress Monitoring Report</td>
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<tr>
<td>Summary Report</td>
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<td>Test Activity Report</td>
<td>Shows students who have and have not tested during a specific date range.</td>
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<td>Test Record Report</td>
<td>Shows individual results for tests taken within a specific date range.</td>
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<sup>a</sup> 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.

<sup>b</sup> This is actually the STAR Performance Report; it is one of the Renaissance Place consolidated reports. See the Renaissance Place 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.

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<tr>
<th>Task/Information Needed</th>
<th>Report to Use</th>
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<td><strong>STAR Math Classes and Test-Taking Data</strong></td>
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<td>Date of students’ most recent STAR Math test</td>
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<td>How many STAR Math tests students have/have not finished in a specific time period</td>
<td>Test Activity Report</td>
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<tr>
<td>List of all STAR Math classes</td>
<td>View classes in Renaissance Place (see the Renaissance Place Software Manual)</td>
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<td>List of STAR Math students’ passwords</td>
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<td>List of STAR Math students’ user names</td>
<td>Search in Renaissance Place</td>
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<tr>
<td>Were extended time limits used when taking a STAR Math test</td>
<td>Diagnostic Report</td>
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<td></td>
<td>Growth Report</td>
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<td></td>
<td>Student Progress Monitoring Report</td>
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<td>Were audio used when taking a STAR Math test</td>
<td>Diagnostic Report</td>
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<td>Which STAR Math students have not taken a test yet</td>
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<td>Which students are enrolled in a STAR Math class</td>
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<tr>
<td>Which students are enrolled in more than one STAR Math class</td>
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<td>Test Activity Report</td>
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<tr>
<td>Which students are registered to take a STAR Math test</td>
<td>Test Activity Report</td>
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<tr>
<td>Compare students’ Grade Equivalent (GE) scores to national scores</td>
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<td>Compare students’ Normal Curve Equivalent (NCE) scores to national scores</td>
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<td>View a summary of the Grade Equivalent (GE) score distribution for a group of students</td>
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<td>View a summary of the Percentile Rank (PR) score distribution for a group of students</td>
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<td>View all of a student’s test scores over a specific time period</td>
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<td>View the Estimated MIL Preference for the class the students are in</td>
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<td>View students’ percentile rank range</td>
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<td>View students’ Student Growth Percentile (SGP)</td>
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<td>See which skills students are ready to learn, based on a specific benchmark</td>
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#### Which Report Should I Use?

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<td>Check student progress towards numeration and computation goals</td>
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<td>Get suggestions for helping students below the 25th percentile to achieve growth</td>
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<td>See all of a student’s test results over a specific time period</td>
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<td><strong>Benchmarks</strong></td>
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<td>Assign students to instructional groups based on their benchmark achievements</td>
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<tr>
<td>See which skills students are ready to learn, based on a specific benchmark</td>
<td>Diagnostic Report (for students who have taken a STAR Math Enterprise test)</td>
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<tr>
<td>Check if students are meeting state grade-level standards</td>
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<td></td>
<td>ENTERPRISE</td>
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<tr>
<td>Check students’ progress towards meeting state proficiency targets</td>
<td>State Performance Report - Class</td>
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<td>State Performance Report - Student</td>
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<tr>
<td><strong>National Standards and Comparisons</strong></td>
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</tr>
<tr>
<td>Compare students’ progress to a national norm reference</td>
<td>Annual Progress Report</td>
<td>122</td>
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<tr>
<td>Compare students’ Grade Equivalent (GE) scores to national scores</td>
<td>Parent Report</td>
<td>160</td>
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<tr>
<td>Compare students’ Normal Curve Equivalent (NCE) scores to national scores</td>
<td>Parent Report</td>
<td>160</td>
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<tr>
<td>Compare students’ Percentile Rank (PR) scores to national scores</td>
<td>Parent Report</td>
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<tr>
<td>Compare students’ percentile rank range to national scores</td>
<td>Parent Report</td>
<td>160</td>
</tr>
<tr>
<td>Compare students’ Scaled Scores (SS) to national scores</td>
<td>Parent Report</td>
<td>160</td>
</tr>
<tr>
<td>Let parents know how their child is doing compared to national scores</td>
<td>Parent Report</td>
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<tr>
<td><strong>Parents</strong></td>
<td></td>
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<tr>
<td>Let parents know their child’s test scores and how their child is doing compared to national scores</td>
<td>Parent Report</td>
<td>160</td>
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Selecting Students for Reports

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 below the drop-down list:

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

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. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.
4. Select the options you want to customize on the Report Options page.

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select Students or Classes to choose specific students or classes. See page 120.</td>
</tr>
<tr>
<td>Reporting Parameter</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Reporting Group</td>
<td>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.</td>
</tr>
<tr>
<td>Show Student ID</td>
<td>Choose whether or not to include student IDs on this report.</td>
</tr>
<tr>
<td>Group By</td>
<td>Choose how to group the information on the report: by class, grade, teacher, or not grouped.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last names, student ID, or the Accelerated Math library that is recommended for them.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
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</table>

5. Select View Report when you have finished choosing options.
6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Annual Progress Report

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. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Select Students      | Use the drop-down list to choose all the students in a specific class, or select Students, Classes, or Groups to choose specific students, classes, or groups. See page 120.  
   - “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96. |
| Reporting Parameter  | See page 186.                                                                                                                                                                                                |
| Group                |                                                                                                                                                                                                           |
| Reporting Period     | For the Annual Progress Report, the reporting period is always an entire school year.                                                                                                                     |
| Test Date Range      | Use this option to choose a range of dates to include testing data from.  
   - 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 187 and the STAR Math Technical Manual for more information.  
   - The GE score may be capped on this report. See the score description on page 187 and the STAR Math Technical Manual for more information. |
| Show Student ID      | Choose whether or not to include student IDs on this report.                                                                                                                                               |
5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it's ready, the report will open in Adobe Reader or your default PDF reader.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group By</td>
<td>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.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students' last names or by their student IDs.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
</tbody>
</table>
Diagnostic Report

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), 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 four additional options available: Test Type, Benchmark, Show Skill Area Scores, and Use Trend Score (see page 125). 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 kindergartners can take STAR Math tests, data for kindergartners 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 kindergartners.
- 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 and/or audio, with a footnote explanation.

To print the report:

1. Select **STAR Math** on the Home page, then select **Reports**.
2. Select your school from the **School** drop-down list, if necessary.
3. Select **Diagnostic** on the Select Report page.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select <strong>Students, Classes, or Groups</strong> to choose specific students, classes, or groups. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>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.</td>
</tr>
<tr>
<td>Test Type <strong>ENTERPRISE</strong></td>
<td>Use this option to choose which type of test you want to create the report for: <strong>Enterprise, Algebra, or Geometry</strong> (see page 212). <strong>Note:</strong> If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen, Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE) scores will not be shown on the report, and the Benchmark, Use Trend Score, and Show Grade Equivalent options will not be available.</td>
</tr>
<tr>
<td>Benchmark <strong>ENTERPRISE</strong></td>
<td>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 63). <strong>Note:</strong> If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen for the Test Type option, the Benchmark option will not be available.</td>
</tr>
<tr>
<td>Use Trend Score <strong>ENTERPRISE</strong></td>
<td>Choose whether to use the trend score (see page 189) or the student’s actual Scaled Score from the most recent test to determine the student’s suggested skills. <strong>Note:</strong> If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen for the Test Type option, the Use Trend Score option will not be available.</td>
</tr>
<tr>
<td>Show Grade Equivalent</td>
<td>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 187 and the <strong>STAR Math Technical Manual</strong> for more information. <strong>Note:</strong> If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen for the Test Type option, the Show Grade Equivalent option will not be available.</td>
</tr>
<tr>
<td>Show Skill Area Scores <strong>ENTERPRISE</strong></td>
<td>Use this option to show a student’s skill area scores within each skill area: Numbers and Operations; Algebra; Geometry and Measurement; and Analysis, Probability, and Statistics.</td>
</tr>
<tr>
<td>Show Student ID</td>
<td>Choose whether or not to include student IDs on this report.</td>
</tr>
<tr>
<td>Group By</td>
<td>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.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last names or by their student IDs.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
</tbody>
</table>
5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Growth Report

This report shows the test results for the students you have 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, age, class, teacher, test date, the type of test taken, Scaled Score (SS), Grade Equivalent (GE), Percentile Rank (PR), Normal Curve Equivalent (NCE) for the pretest and posttest, and Student Growth Percentile (SGP). The report also provides the mean pretest and posttest scores for the entire group of students.

Notes on the Growth Report:

- Only students who have taken more than one test appear on this report.
- Teachers can only create a Growth Report for the current school year.
- If a student takes two tests on the same day, only the last one will appear on this report.
- If your district administrator has set a Growth Expectation (see page 191), the growth expectation will appear on this report, along with the percentage of students who are meeting expectations and which students are performing below expectations.
- The teacher shown on the report is the teacher currently assigned to the class, not necessarily the teacher of the class at the time the student took the tests.
- Although kindergartners can take STAR Math tests, data for kindergartners 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 kindergartners.
- The report will indicate if any students took a test using extended time limits and/or audio, with a footnote explanation.
- Student Growth Percentile (SGP) will not be calculated for algebra or geometry tests.
To print the report:

1. Select **STAR Math** on the Home page, then select **Reports**.
2. Select your school from the **School** drop-down list, if necessary.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose <strong>All Classes</strong>, a specific class, or select <strong>Students, Classes</strong>, or <strong>Groups</strong> to choose specific students, classes, or groups. See page 120.</td>
</tr>
<tr>
<td></td>
<td>▶ “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td></td>
<td>▶ If a teacher chooses to select by <strong>Groups</strong>, 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 <em>Renaissance Place Software Manual</em> for more information.)</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Pretest Reporting Period</td>
<td>The Growth Report shows data changes across two specific time periods: a pretest reporting period and a posttest reporting period.</td>
</tr>
<tr>
<td>Posttest Reporting Period</td>
<td>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 you can set your own range by choosing a starting and ending date.</td>
</tr>
<tr>
<td></td>
<td>▶ Date ranges for pretest and posttest reporting periods cannot overlap.</td>
</tr>
<tr>
<td>Test Type ENTERPRISE</td>
<td>Use this option to choose which type of test you want to create the report for: <strong>Enterprise, Enterprise and Non-Enterprise, Algebra, or Geometry</strong> (see page 212).</td>
</tr>
<tr>
<td></td>
<td>▶ If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen, Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE) scores will not be shown on the report, and Student Growth Percentile (SGP) will not be calculated.</td>
</tr>
<tr>
<td>Summary Only</td>
<td>Use this option to make the data in the report more manageable by only showing a concise summary of it.</td>
</tr>
<tr>
<td></td>
<td>▶ If <strong>Yes</strong> is chosen for this option, the Sort By option will not be available.</td>
</tr>
<tr>
<td>Show Grade Equivalent</td>
<td>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 187 and the <em>STAR Math Technical Manual</em> for more information.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Group By</td>
<td>Choose how to group the information on the report: by class, grade, teacher, or not grouped.</td>
</tr>
<tr>
<td></td>
<td>▶ If one or more specific classes were chosen for the Select Students option, this option will automatically be set to Class.</td>
</tr>
<tr>
<td></td>
<td>▶ If one or more specific groups were chosen for the Select Students option, this option will automatically be set to Group.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last names or by their student IDs.</td>
</tr>
<tr>
<td></td>
<td>▶ If Yes was chosen for the Summary Only option, this option will not be available.</td>
</tr>
<tr>
<td>Page Break</td>
<td>Use this option to have the information for each selected set print on a separate page.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
</tbody>
</table>

5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it's ready, the report will open in Adobe Reader or your default PDF reader.
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 is at least one student who has taken at least two tests within different testing windows.
- To be included in the calculations for this chart, a student needs to have tested at least two times and the two scores from those tests must be able to generate a valid SGP value.
- SGP is calculated for students who have taken at least two tests within different testing windows. It uses the most recent test and at least one prior test from an earlier testing window (Fall, Winter, or Spring). The calculation uses the first test in the Fall, the test closest to January 15 in Winter, and the last test in Spring. Only tests taken in the last 18 months are used in the calculation.
- 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

1. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.

Method 2—From the STAR Math Enterprise Home Page

1. Select STAR Math on the Home page, then select Enterprise Home.
2. Select your school from the School drop-down list, if necessary.

- District administrators and district staff: go to page 131
- School administrators and school staff: go to page 138
- Teachers: go to page 145

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 63); the minimum proficiency level for that benchmark is shown below the Proficiency drop-down list.

- You can edit the district benchmark by selecting Customize (see page 73).

- 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 selecting View under the drop-down list once the state benchmark has been chosen (the Customize link will change to View).
If the state benchmark is chosen, and you subsequently choose a grade (see C) without any values assigned to it, you will be prompted to select View and enter estimated values for the non-linked grade (see page 78).

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.

Picking a single grade includes only students in that particular grade.

From this initial (district) view, you can drill down deeper into the data (see the following sections and the diagram on page 137). At any time while viewing the Growth Proficiency Chart:

You can choose a different benchmark A or grade C. 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.

Select Done when you are finished with the chart.
District View

Each of the blue circles on the chart 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 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.

Select **View Teachers** in the pop-up window to change to the teacher view (allowing you to view data for all STAR Math Enterprise teachers at the chosen school; see page 134).
Teacher View

Each of the blue circles on the chart 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 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 133), 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. Select it to return to the district view, where all the schools in the district are shown (see page 133).

Select **View Classes** in the pop-up window 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 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 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 133), but now the data is limited to students in the chosen class.
- In the **Grade** drop-down list, only grades that the teacher has classes in will be listed.
- The **Return to Schools** link is now a **Return to Teachers** link. Select it to return to the teacher view, where all the teachers in the school are shown; see page 134.

Select **View Students** in the pop-up window 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 changes from Median Growth (SGP) to Growth (SGP); the vertical axis changes from % Proficient to Scaled Score.
- The benchmark is indicated by a green horizontal line; students below this line are not reaching the selected benchmark.

Each of the blue circles on the chart 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 current SGP, the student’s Scaled Score and Percentile Rank from the most recent test (including the test date), and the Scaled Scores and dates of the tests that were used to calculate the student’s current SGP.

The Return to Teachers link is now a Return to Classes link. Select it to return to the class view, where all of a teacher’s classes in the school can be seen (see page 135).
District view (page 133)—Initial view, showing all schools in the district with STAR Math Enterprise classes. Hover over the circle for a school, then select View Teachers to drill down to the teacher view.

Teacher view (page 134)—Shows all STAR Math Enterprise teachers at the chosen school. Hover over the circle for a teacher, then select View Classes to drill down to the class view.

Class view (page 135)—Shows all STAR Math Enterprise classes taught by the chosen teacher. Hover over the circle for a class, then select View Students to drill down to the student view.

Student view (page 136)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student to view that student’s test scores.
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 63); the minimum proficiency level for that benchmark is shown below the **Proficiency** drop-down list.

- **B** You can view the chosen benchmark by selecting **View** (see page 64).

- **C** 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.)

- **D** Although you cannot change a state benchmark, you can view it by selecting **View** under the drop-down list once the state benchmark has been chosen.

- **E** If the state benchmark is chosen, and you subsequently choose a grade (see **C**) 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 78).

- **F** Initially, data for all grades in your school are shown. Use the **Grade** drop-down list to limit the data to a single grade.

  - **G** 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.

  - **H** Picking a single grade includes only students in that particular grade.

From this initial view, you can drill down deeper into the data (see the following sections and the diagram on page 144). At **any** time while viewing the Growth Proficiency Chart:

- **I** You can choose a different benchmark **A** or grade **C**. The chart will automatically update based on the choices you make.

- **J** 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.

Select **Done** when you are finished with the chart.
School View

The blue circle on the chart represents your school. Hover the mouse over the circle to open a pop-up window with the school’s name 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.

Select View Teachers in the pop-up window to change to the teacher view (allowing you to view data for all STAR Math Enterprise teachers in the school; see page 141).
Teacher View

Each of the blue circles on the chart 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 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 140), 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. Select it to return to the school view (see page 140).

Select **View Classes** in the pop-up window 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 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 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 140), but now the data is limited to students in the chosen class.

- In the **Grade** drop-down list, only grades that the teacher has classes in will be listed.

- The **Return to Schools** link is now a **Return to Teachers** link. Select it to return to the teacher view, where all the teachers in the school are shown; see page 141.

Select **View Students** in the pop-up window 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 changes from Median Growth (SGP) to Growth (SGP); the vertical axis changes from % Proficient to Scaled Score.
- The benchmark is indicated by a green horizontal line; students below this line are not reaching the selected benchmark.

Each of the blue circles on the chart 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 current SGP, the student’s Scaled Score and Percentile Rank from the most recent test (including the test date), and the Scaled Scores and dates of the tests that were used to calculate the student’s current SGP.

The Return to Teachers link is now a Return to Classes link. Select it to return to the class view, where all the teachers in the school can be seen (see page 142).
School view (page 140)—Initial view, showing your school. Hover over the circle for the school A, then select View Teachers B to drill down to the teacher view.

Teacher view (page 141)—Shows all STAR Math Enterprise teachers at the school. Hover over the circle for a teacher C, then select View Classes D to drill down to the class view.

Class view (page 142)—Shows all STAR Math Enterprise classes taught by the chosen teacher. Hover over the circle for a class E, then select View Students F to drill down to the student view.

Student view (page 143)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student G to view that student’s test scores.
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 63). 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.

- **B** You can view the benchmark by selecting **View**.

- **C** If the state benchmark has been chosen, and you subsequently choose a grade (see **C**) **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 78).

- **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.

- **E** 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 148). At any time while viewing the Growth Proficiency Chart:

- **F** You can choose a different grade **F**. The chart will automatically update based on the choices you make.

- **G** 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.
Select **Done** when you are finished with the chart.

**My Classes View**

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

Select **View Students** in the pop-up window to change to the student view (allowing you to view data for all students in the chosen STAR Math Enterprise class; see page 146).

**Student View**

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

Each of the blue circles on the chart 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 and the student’s current SGP, the student’s Scaled Score and Percentile Rank from the most recent test (including the test date), and the Scaled Scores and dates of the tests that were used to calculate the student’s current SGP.

A Return to Classes link is added below the Grade drop-down list. Select it to return to the class view (see page 146).
My Classes view (page 146)—Initial view, showing your STAR Math Enterprise classes. Hover over the circle for a class A, then select View Students B to drill down to the student view.

Student view (page 146)—Shows all students in the chosen STAR Math Enterprise class. Hover over the circle for a student C to view that student’s test scores.
This report provides teachers with a list of suggested 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 - Class Report:**

- If no classes or groups (see page 96) 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.
- The report will indicate if any students took a test using audio, with a footnote explanation.

Printing this report is a two-stage process:

- In the first stage (step 1), 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 (step 2), 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 prefer, then go to step 1 on page 150):

**Method 1—From the STAR Math Reports Page**

a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select Instructional Planning - Class on the Select Report page.

**Method 2—From the STAR Math Enterprise Home Page**

a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select Class below "Instructional Planning" in the Enterprise Reports section of the page.
1. 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.

a. Use the Teacher and the Class or Group drop-down lists to choose a specific class or group of students you want to show on the report. (See “Groups” on page 96.) 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 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). Select Legend 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).

c. Enter a testing end date in the field, 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. Select Update 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; select << Previous or Next >> above the upper-right corner of the table to move between pages.
- Initially, the number of Instructional Groups shown will match the number of available benchmarks; use the Instructional Groups drop-down list to change the number shown (from 2–5).
- 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 want to, 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, select Next and go to step 2 on page 152.
To see the preview, select **Preview Report**. The preview version of the report will open:

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

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

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Break</td>
<td>Use this option to have each group’s information print on a separate page</td>
</tr>
</tbody>
</table>

3. Select **View Report** when you have finished choosing options.

4. STAR Math will generate the report. When it's ready, the report will open in Adobe Reader or your default PDF reader.

These options let you go back and change the preliminary options you’ve chosen, customize this report again, or enter the Core Progress Learning Progressions (definitions, skill prerequisites, and examples to help you with instructional planning).
Instructional Planning Report - Student

This report provides teachers with a list of suggested 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.)

Notes on the Instructional Planning - Student Report:

- This report only includes STAR Math Enterprise tests, not STAR Math tests.
- The report will indicate if any students took a test using audio, with a footnote explanation.

The procedure for printing this report starts on the Report Options page. There are two ways to reach that page (use whichever method you prefer, then go to step 1 on page 154):

Method 1—From the STAR Math Reports Page

a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select Instructional Planning - Student on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select Student 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students A</td>
<td>To choose all of the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, select Students, Classes, or Groups. See page 120.  ▶ “Groups” refers to groups of students that have been created specifically for reporting purposes.</td>
</tr>
<tr>
<td>Benchmark B</td>
<td>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.</td>
</tr>
<tr>
<td>Show Projected Growth C</td>
<td>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: ▶ 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.</td>
</tr>
<tr>
<td>Use Trend Score D</td>
<td>Choose whether to use the trend score (see page 189) or the student’s actual Scaled Score from the most recent test to determine the student’s suggested skills.</td>
</tr>
<tr>
<td>Print Report Options F</td>
<td>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.</td>
</tr>
</tbody>
</table>
2. Select **View Report** when you have finished selecting options.

3. STAR Math will generate the report. When it's ready, the report will open in Adobe Reader or your default PDF reader.

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

Who Can Do This?
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.

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 prefer:

Method 1—From the STAR Math Enterprise Home Page
a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select either Growth or Cross Sectional (below “Longitudinal” in the Enterprise Reports section of the page).
d. If you selected Growth, go to step 1 on page 157; if you selected Cross Sectional, go to step 1 on page 159.

Method 2—From the STAR Math Reports Page
a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select Longitudinal on the Select Report page.
d. Select either Growth or Cross Sectional.
e. If you selected Growth, go to step 1 on page 157; if you selected Cross Sectional, go to step 1 on page 159.

Method 3—From the Screening, Progress Monitoring & Intervention Page
a. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
b. Select your school from the School drop-down list, if necessary.
c. Select Longitudinal under “Reports” in the gray sidebar on the left side of the screen.
d. Select either Growth or Cross Sectional.
e. If you selected Growth, go to step 1 on page 157; if you selected Cross Sectional, go to step 1 on page 159.
### Longitudinal Report: Growth

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>School A</td>
<td>Use the <strong>School</strong> drop-down list to choose your school. If a district administrator or district staff member chooses <strong>All Schools</strong>, 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.</td>
</tr>
<tr>
<td>Grade B</td>
<td>Use the <strong>Grade</strong> drop-down list to choose either a single grade, <strong>All Grades</strong>, or select <strong>Select Specific Grades</strong> to the right of the drop-down list to select multiple grades.</td>
</tr>
</tbody>
</table>
| 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 159.  

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 1 - Sep 30 (Fall)** or **Apr 1 - May 31 (Spring)**. |
2. Select **Update** to see how your choices affect the data shown in the table. After changing any of the options, select **Update** for the refreshed data to appear. (While the data is updating, you can select **Cancel** to stop the update.)

3. Once you've finished selecting options for this report and viewing the data, you can either select **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.renaissance.com/techkb/techkb/9201163e.asp.
Longitudinal Report: Cross Sectional

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

   - **School**: 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**: Use the Grade drop-down list to choose either a single grade, All Grades, or select Select Specific Grades to the right of the drop-down list to select multiple grades.
   - **Method**: 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 157.
   - **Timeframe**: 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 1 - Sep 30 (Fall) or Apr 1 - May 31 (Spring).

2. Select Update 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 select 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.renaissance.com/techkb/techkb/9201163e.asp.
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 students 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. Select **STAR Math** on the Home page, then select **Reports**.
2. Select your school from the **School** drop-down list, if necessary.
3. Select either **Parent - English** or **Parent - Spanish** on the Select Report page.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select <strong>Students</strong> or <strong>Classes</strong> to choose specific students or classes. See page 120.</td>
</tr>
<tr>
<td>Reporting Parameter</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Group</td>
<td>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.</td>
</tr>
<tr>
<td>Show Grade Equivalent</td>
<td>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 187 and the <strong>STAR Math Technical Manual</strong> for more information.</td>
</tr>
<tr>
<td>Group By</td>
<td>Choose how to group the information on the report: by class, grade, teacher, or not grouped.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students' last names or by their student IDs.</td>
</tr>
</tbody>
</table>

5. Select **View Report** when you have finished choosing options.
6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.

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 Software Manual.

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


3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Screening Report

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 178) 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 56.
- 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 86–88.
- 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 163:

Method 1—From the STAR Math Reports Page

a. Select STAR Math on the Home page, then select Reports.

b. Select your school from the School drop-down list, if necessary.

c. Select Screening on the Select Report page.

Method 2—From the Screening, Progress Monitoring & Intervention Page

a. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.

b. Select your school from the School drop-down list, if necessary.

c. Select Screening under “Reports” in the gray sidebar on the left side of the screen.

Method 3—From a Screening Preview

a. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.

b. If necessary, select Screening Status to make sure you are using the Screening Status view and use the School and Class drop-down lists to choose your school and class.

c. Select Preview in the row for a grade. (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.

d. Select 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Students</strong></td>
<td>Use the drop-down list to choose all the students in a specific grade, or select Students, Classes, or Groups to choose specific students, classes, or groups. See page 120.</td>
</tr>
<tr>
<td><strong>Reporting Parameter Group</strong></td>
<td>See page 186.</td>
</tr>
<tr>
<td><strong>Reporting Period</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Benchmark</strong></td>
<td>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. <strong>Note:</strong> This option will not be available to non-Enterprise customers; the school benchmarks will be used.</td>
</tr>
<tr>
<td><strong>Show Student Details</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Show Grade Equivalent</strong></td>
<td>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 187 and the STAR Math Technical Manual for more information.</td>
</tr>
<tr>
<td><strong>Group By</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Sort By</strong></td>
<td>Choose how to sort information on the report: by students’ last names or by their Scaled Scores (in descending order).</td>
</tr>
<tr>
<td><strong>Print Report Options</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

2. Select **View Report** when you have finished choosing options.
3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.

- 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

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 prefer, then go to step 1 on page 165):

Method 1—From the STAR Math Reports Page
a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select State Performance - Class on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page
a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>To choose all of the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, select Students, Classes, or Groups. See page 120.</td>
</tr>
<tr>
<td></td>
<td>“Groups” refers to groups of students that have been created specifically for reporting purposes.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
</tbody>
</table>
2. Select **View Report** when you have finished choosing options.

3. STAR Math will generate the report. When it's ready, the report will open in Adobe Reader or your default PDF reader.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Test Date Range         | Use this option to choose a range of dates to include testing data from.  
  - 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. |
| 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 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. |
State Performance Report - Student

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 prefer, then go to step 1):

Method 1—From the STAR Math Reports Page

a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select State Performance - Student on the Select Report page.

Method 2—From the STAR Math Enterprise Home Page

a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select Student below “State Performance” in the Enterprise Reports section of the page.

1. Select the options you want to customize on the Report Options page.

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>To choose all of the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, select Students, Classes, or Groups. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Show Student ID</td>
<td>Choose whether or not to include student IDs on this report.</td>
</tr>
<tr>
<td>Show Trend Line</td>
<td>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.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last names or by their student IDs.</td>
</tr>
</tbody>
</table>
2. Select **View Report** when you have finished choosing options.

3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
State Standards Report - Class ENTERPRISE

Who Can Do This?
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.

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 prefer, then go to step 1 on page 170):

Method 1—From the STAR Math Reports Page
1. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.

Method 2—From the STAR Math Enterprise Home Page
1. Select STAR Math on the Home page, then select Enterprise Home.
2. Select your school from the School drop-down list, if necessary.
3. Select 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>To choose specific students, classes, or groups, select <strong>Students, Classes, or Groups</strong>. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
</tbody>
</table>
## Reports

State Standards Report - Class

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period</td>
<td>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.</td>
</tr>
<tr>
<td>Select Standards to Show</td>
<td>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.)</td>
</tr>
</tbody>
</table>
| Show Projected Growth       | 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.  
  - 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, then growth cannot be calculated for some or all of the students. |
| Use Trend Score             | Choose whether to use the trend score (see page 189) or the student’s actual Scaled Score from the most recent test to determine the student’s suggested skills.                                                          |
| Group By                    | 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                     | Choose how to sort information on the report: by students’ rank or name (alphabetical order).                                                                                                                                 |
| Page Break                  | Use this option to put the different standards (chosen in the Select Standards to Show option) on separate pages.                                                                                               |
| 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. Select View Report when you have finished choosing options.

3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
State Standards Report - District

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 prefer, then go to step 1 on page 173):

Method 1—From the STAR Math Reports Page

a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.

Method 2—From the STAR Math Enterprise Home Page

a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select District 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools A</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>▶ 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.</td>
</tr>
<tr>
<td></td>
<td>▶ 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.</td>
</tr>
<tr>
<td>Grades B</td>
<td>To print the report a single grade, choose that grade. To print the report for all grades in the school, choose All Grades.</td>
</tr>
<tr>
<td>Reporting Parameter Group C</td>
<td>See page 186.</td>
</tr>
</tbody>
</table>
### Option | Description
--- | ---
Reporting Period | The State Standards - District 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.

Select Standards to Show | 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 | 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.  
- 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, then growth cannot be calculated for some or all of the students.

Group By | Choose how to group the information on the report: by district or school.  
- 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 and Grades options, the Group By option will be restricted to District (Do Not Group).  

List By | This is a secondary “grouping” option. Once a Group By option has been chosen (District or School), this option determines how grouped items are listed (by Teacher, Class, Group, or 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 and Grades options, the List By option will be restricted to None.

Sort By | Choose how to sort information on the report: by students’ rank or name (alphabetical order).

Page Break | Use this option to put the different standards (chosen in the Select Standards to Show option) on separate pages.

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. Select **View Report** when you have finished choosing options.

3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
State Standards Report - Student

Who Can Do This?

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

Learn more about capabilities on page 213.

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 prefer, then go to step 1 on page 176):

Method 1—From the STAR Math Reports Page

a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.

Method 2—From the STAR Math Enterprise Home Page

a. Select STAR Math on the Home page, then select Enterprise Home.
b. Select your school from the School drop-down list, if necessary.
c. Select Student 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>To choose all the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, select Students, Classes, or Groups. See page 120. &quot;Groups&quot; refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
</tbody>
</table>
### Option | Description
--- | ---
Reporting Period | This 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.

Select Standards to Show | 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 | 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.
- 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, then growth cannot be calculated for some or all of the students.

Use Trend Score | Choose whether to use the trend score (see page 189) or the student’s actual Scaled Score from the most recent test to determine the student’s suggested skills.

Show Standards Detail | 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 | 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 187 and the *STAR Math Technical Manual* 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 grade, teacher, or class.

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. Select **View Report** when you have finished choosing options.
3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Student Progress Monitoring Report

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 162) 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 56.
- 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 179:

Method 1—From the STAR Math Reports Page
a. Select STAR Math on the Home page, then select Reports.
b. Select your school from the School drop-down list, if necessary.
c. Select Student Progress Monitoring on the Select Report page.

Method 2—From the Screening, Progress Monitoring & Intervention Page
a. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
b. Select your school from the School drop-down list, if necessary.
c. Select Progress Monitoring under “Reports” in the gray sidebar on the left side of the screen.

Method 3—From a Student Search
a. Select STAR Math on the Home page, then select Screening, Progress Monitoring & Intervention.
b. Select your school from the School drop-down list, if necessary.
c. Select Progress Monitoring & Goals.
d. In the Search for Student area of the screen, 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.
e. Select Search.
f. A list of students matching your search criteria will be presented. Students who fit your search criteria but have not taken a test yet will have a dash shown in place of a PR score. Select the name of a student.
g. On the Student Detail page, select Generate Progress Report. (If you can’t select 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 89, or select **Set Goals for Progress Monitoring** above the Customization Options table).

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>To choose all the students in a specific class, use the drop-down list. To choose specific students, classes, or groups, select <strong>Students, Classes, or Groups</strong>. See page 120.</td>
</tr>
<tr>
<td></td>
<td>▶ &quot;Groups&quot; refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td></td>
<td>▶ Teachers who have had the “Manage Screening, Progress Monitoring &amp; Intervention” capability removed can only run this report for their own students.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>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.</td>
</tr>
<tr>
<td>Show Student ID</td>
<td>Choose whether or not to include student IDs on this report.</td>
</tr>
</tbody>
</table>

2. Select **View Report** when you have finished choosing options.

3. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Summary Report

This report summarizes students' test results over time. It includes each student's name, grade placement, class, teacher, test date, rank, the type of test taken, 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 kindergartners can take STAR Math tests, data for kindergartners 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 kindergartners.
- Teachers can only generate a Summary Report for the current school year.
- If Algebra or Geometry is chosen for the Test Type option (see below), Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE) scores will not be shown on the report. Only the Scaled Score (SS) will be included.
- The report will indicate if any students took a test using extended time limits, with a footnote explanation.

To print the report:

1. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select Students, Classes, or Groups to choose specific students, classes, or groups. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td>Reporting Parameter</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Group</td>
<td></td>
</tr>
<tr>
<td>Reporting Period</td>
<td>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.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Test Type <strong>ENTERPRISE</strong></td>
<td>Use this option to choose which type of test you want to create the report for: <strong>Enterprise, Algebra, or Geometry</strong> (see page 212). Note: If <strong>Algebra</strong> or <strong>Geometry</strong> is chosen, Grade Equivalent (GE), Percentile Rank (PR), and Normal Curve Equivalent (NCE) scores will not be shown on the report.</td>
</tr>
<tr>
<td>Summary Only</td>
<td>Use this option to make the data in the report more manageable by only showing a concise summary of it. Note: If <strong>Yes</strong> is chosen for this option, the Sort By option will not be available.</td>
</tr>
<tr>
<td>Show Grade Equivalent</td>
<td>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 187 and the <strong>STAR Math Technical Manual</strong> for more information.</td>
</tr>
<tr>
<td>Group By</td>
<td>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.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last name, test dates, or rank.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
</tbody>
</table>

5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Test Activity Report

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 type of test taken (if you are using STAR Math Enterprise), 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. Select STAR Math on the Home page, then select Reports.
2. Select your school from the School drop-down list, if necessary.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select Students, Classes, or Groups to choose specific students, classes, or groups. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>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.</td>
</tr>
<tr>
<td>Include</td>
<td>Use this option to further refine which students are included on the report: all students, only students who are registered to take a test, or only students who have not taken a test yet.</td>
</tr>
<tr>
<td>Group By</td>
<td>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.</td>
</tr>
<tr>
<td>Sort By</td>
<td>Choose how to sort information on the report: by students’ last names or by their most recent test date.</td>
</tr>
<tr>
<td>Print Report Options</td>
<td>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.</td>
</tr>
</tbody>
</table>
5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
Test Record Report

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, the type of test taken (if you are using STAR Math Enterprise), 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 213). District administrators and school administrators will see all tests for a student unless this capability has been taken away.
- Although kindergartners can take STAR Math tests, data for kindergartners 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 kindergartners.
- The report will indicate if any students took a test using extended time limits and/or audio, with a footnote explanation.

To print the report:

1. Select **STAR Math** on the Home page, then select **Reports**.
2. Select your school from the **School** drop-down list, if necessary.
3. Select **Test Record** on the Select Report page.
4. 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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Students</td>
<td>Use the drop-down list to choose all the students in a specific class, or select <strong>Students</strong>, <strong>Classes</strong>, or <strong>Groups</strong> to choose specific students, classes, or groups. See page 120. “Groups” refers to groups of students that have been created specifically for reporting purposes; see page 96.</td>
</tr>
<tr>
<td>Reporting Parameter Group</td>
<td>See page 186.</td>
</tr>
</tbody>
</table>

Who Can Do This?
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.
5. Select **View Report** when you have finished choosing options.

6. STAR Math will generate the report. When it’s ready, the report will open in Adobe Reader or your default PDF reader.
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, select Create New or Edit Selected.

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 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 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, select Manuals in the upper-right corner of any page in the software, or select STAR Math on the Home page, then select Resources.

<table>
<thead>
<tr>
<th>Score</th>
<th>What It Means</th>
<th>Reports That Include It</th>
</tr>
</thead>
</table>
| Grade Equivalent (GE)        | 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. 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 STAR Math Technical Manual for more information. | • Annual Progress Report  
• Diagnostic Report  
• Growth Report  
• Parent Report  
• Screening Report  
• State Standards Report - Student ENTERPRISE  
• Summary Report  
• Test Record Report  
Note: You can omit this score from the reports by customizing the reports. |
| 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. | • Diagnostic Report  
• Growth Report  
• Parent Report  
• Summary Report  
• Test Record Report |

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<table>
<thead>
<tr>
<th>Score</th>
<th>What It Means</th>
<th>Reports That Include It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentile Rank (PR) and</td>
<td>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.</td>
<td>Diagnostic Report, Growth Report, Instructional Planning - Class Report, Longitudinal Report, Parent Report, Screening Report, Summary Report, Test Record Report</td>
</tr>
<tr>
<td>Percentile Rank Range</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scaled Score (SS)</td>
<td>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.</td>
<td>Diagnostic Report, Growth Report, Instructional Planning - Class Report, Instructional Planning - Student Report, Parent Report, Screening Report, Student Progress Monitoring Report, Summary Report, Test Record Report</td>
</tr>
<tr>
<td>Student Growth Percentile (SGP)</td>
<td>SGP is calculated for students who have taken at least two tests within different testing windows. It uses the most recent test and at least one prior test from an earlier testing window (Fall, Winter, or Spring). The calculation uses the first test in the Fall, the test closest to January 15 in Winter, and the last test in Spring. Only tests taken in the last 18 months are used in the calculation. SGP utilizes the historical growth trajectories of STAR examinees to map out what the range of potential growth trajectories for each student will lead to, including what growth is necessary for each student to reach/maintain proficiency. SGP is updated annually so that students projections are based upon the most recent data available.</td>
<td>Growth Report, Growth Proficiency Chart</td>
</tr>
</tbody>
</table>
A trend line is a straight line intersecting a group of data points on a graph; its location and slope are determined through statistical analysis. Once a student has taken at least three STAR Math tests (at least one of them being a STAR Math Enterprise test), a trend line can be calculated using the Scaled Scores as data points. The Scaled Score that falls on the trend line at a particular time is the trend score.

Imagine that a student has taken five STAR Math Enterprise tests since the beginning of the school year. That student’s Scaled Scores (blue dots) are shown below, along with the calculated trend line (red).

Less than a month later, the student takes another STAR Math Enterprise test, and gets a Scaled Score of 550, which is a significant jump for such a short period of time; the score from the test prior to this was only a little over 400. The student’s teacher evaluates the suggested skills, and thinks they are too difficult for the student at this time. It is possible that the student just made several lucky guesses during the most recent test, explaining the unusually large rise in the Scaled Score.
If the teacher chooses to use the trend score when viewing suggested skills, the skills will be based on the score the student would have gotten on that same testing date if the student had continued on the trend line (in this case, 496).

A trend score gives a teacher a way to change the skills suggested for the student if the teacher believes the student’s performance on the most recent test was far outside the norm for that student, without the risk of having skills suggested that are too easy or too difficult.
Growth Expectations

Growth expectations are set in STAR Math Enterprise using Student Growth Percentile (SGP); it indicates the minimum rate of growth expected for students to achieve by a specific date. Each of the STAR programs can have its own growth expectation set, but the same expectation applies to all STAR classes for that program throughout the district.

If growth expectations are set, they will appear on the Growth Report (see page 191), along with the percentage of students who are meeting expectations and which students are performing below expectations.

Viewing Growth Expectations

Note: District administrators should follow the steps for setting growth expectations to view them (see page 192).

1. On the Home page, select any of the STAR programs, then select View Growth Expectations.”
2. On the View Growth Expectations page, you will see if each of the STAR programs has a growth expectation set, and what the value of each growth expectation is.

If growth expectations have not been set, you will see this message:

3. When you are finished viewing growth expectations, select Done.

Setting Growth Expectations

Who Can Do This?

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

Learn more about capabilities on page 213.

You can set growth expectations for the current school year and future school years; they cannot be set when working in a previous school year.
2. On the Set Growth Expectations page, check the Enable box for each of the STAR programs that you want to set a growth expectation for.

3. After checking the Enable box for a STAR program, use the Growth Expectation drop-down list in the row for that program to choose the growth expectation you want students using that product to reach. The target can be from 5 SGP to 70 SGP, in 5-percentile increments.

4. At the end of the row, select the target end date (the date the growth expectation should be achieved by). You can either type it or use the calendar button.

5. When you are finished setting growth expectations, select Save.

Generating Growth Expectation Extracts

A growth expectation extract gives you access to growth expectation data for the current school year for STAR Early Literacy Enterprise, STAR Math Enterprise, and STAR Reading Enterprise. Growth expectation extracts are useful communication tools, providing information that can be used for evaluating educator effectiveness or during data retreats with staff, as well as aiding with school year planning (both at the end of the current school year and the start of the next one).

The data is extracted into a .zip file that combines four tab-delimited text (.txt) files:

- an assessment extract,
- an enrollment extract,
- a Student Growth Percentile (SGP) extract,
- and a read me file.

Once you unzip the file, you can open these extracts in a spreadsheet program or a plain-text editor.
Note: Although growth expectations can only be set for students using Enterprise programs, you may see students in the assessment and enrollment extracts that use non-Enterprise programs. This is caused by the data filtering process; it is not an error in the creation of the extract.

To generate a growth expectation extract:

1. On the Home page, select any of the STAR programs, then select Growth Expectation Extract A.

2. On the Growth Expectation Extract page, select the school you want to create the extract for B. You can choose All Schools, a single school, or select Multiple Schools to select several schools (check the ones you want, then select Save Selection).
3. Check the box next to each STAR program you want to include in the growth expectation extract. Only the programs used in your school district are listed.

4. Select Generate Extract.

5. Below the table of options is a list of growth expectation extracts created in the last five days.
   - In Queue means the extract is still being created.
     If your extract has been in the queue for a while, you can select Refresh to force the list of extracts to update. (This will also reset the school and program selections.)
   - Completed means the extract is ready. There will be a link to the right that has the date the extract was created and the options chosen. Select the link to save the extract.
   - No Data Found means that there was no data that matched the options you have chosen. Choose different options and select Generate Extract again.
   - Failed means that there was a technical problem during the creation of the extract. Make sure you have the same options chosen and select Generate Extract again. If you experience multiple failures, please contact Renaissance Learning (see page 12).

6. Select Done when you are finished.

The growth expectation extract you created will be accessible on this page for the next five days, after which it will be automatically removed. You will see an alert on the Home page for any growth expectation extracts that are complete and have not been automatically removed yet, or extracts that have failed. You can dismiss these reminders like any other by selecting Dismiss.
The historical extract gives you access to test data from previous school years for STAR Early Literacy, STAR Math, and STAR Reading. The data is extracted into a tab-delimited text (.txt) file, which you can open in a spreadsheet program or a plain-text editor. Historical extracts are useful for planning a new school year (based on where students ended the previous year), comparing STAR’s prediction of students’ performance on state tests with their actual test results, and identifying trends in performance and growth for students or teachers.

Creating Historical Extracts

The procedure for creating a historical extract starts on the Historical Extract page. There are two ways to reach that page (use whichever method you prefer, then go to step 1):

**Method 1—From the Renaissance Place Home Page**
1. Select STAR Math on the Home page, then select Historical Extract.

**Method 2—From the STAR Math Enterprise Home Page**
1. Select STAR Math on the Home page, then select Enterprise Home.
2. Under Historical Extract (in the "Important Features" section), select Historical Extract.

1. Choose from the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Schools</strong></td>
<td>Use the drop-down list to choose which school’s data to include in the extract.</td>
</tr>
<tr>
<td></td>
<td>▶ School administrators can only create an extract for their own school.</td>
</tr>
<tr>
<td></td>
<td>▶ District administrators and district staff can choose All Schools to create an extract for all schools in the district, or they can select Multiple Schools to choose multiple schools from a checklist (check the schools you want to include, then select Save Selection).</td>
</tr>
<tr>
<td><strong>Select School Years</strong></td>
<td>Use this drop-down list to choose which year’s data you want to include in the extract.</td>
</tr>
<tr>
<td></td>
<td>▶ Select Multiple Years to include data from more than one school year (check the years you want to include, then select Save Selection).</td>
</tr>
<tr>
<td><strong>Product</strong></td>
<td>Check the box next to each program you want a historical extract for. Each product will have its own extract made; for example, if you check STAR Math and STAR Reading, you will get two data files.</td>
</tr>
<tr>
<td></td>
<td>▶ Choosing a program will include data from both the Enterprise and non-Enterprise versions of the program if the selected school(s) use both.</td>
</tr>
<tr>
<td><strong>Benchmark</strong></td>
<td>Choose a benchmark to compare students’ test scores against: the school benchmark, the district benchmark, or the state benchmark (if available).</td>
</tr>
<tr>
<td><strong>Date for Projected Score</strong></td>
<td>Enter the date that you want to predict the projected Scaled Score to in the historical extract. The default date is the last day of the school year, but you can change it to another (such as the day of the state test, or the actual last day of school).</td>
</tr>
</tbody>
</table>
2. After you make your selections, select **Generate Extract**.

3. Below the table of options is a list of historical extracts created in the last five days.

<table>
<thead>
<tr>
<th>In Queue</th>
<th>7/9/2013 - All Schools - 2011-2012, STAR Reading, School Benchmark, 7/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>7/9/2013 - 2 Schools Selected - 3 School Years Selected, STAR Reading, District Benchmark, 8/30 (46.4 Kb)</td>
</tr>
<tr>
<td>No Data Found</td>
<td>7/8/2013 - School 1 - 2011-2012, STAR Reading, School Benchmark, 7/31</td>
</tr>
<tr>
<td>Failed</td>
<td>7/8/2013 - School 1 - 2011-2012, STAR Early Literacy, School Benchmark, 7/31</td>
</tr>
</tbody>
</table>

- **In Queue** means the extract is still being created.
  
  If your extract has been in the queue for a while, you can select **Refresh** to force the list of extracts to update.

- **Completed** means the extract is ready. There will be a link to the right that has the date the extract was created and the options chosen (followed by the file size of the extract). Select the link to save or open the extract.

- **No Data Found** means that there was no historical data that matched the options you have chosen. Choose different options and select **Generate Extract** again.

- **Failed** means that there was a technical problem during the creation of the historical extract. Make sure you have the same options chosen and select **Generate Extract** again. If you experience multiple failures, please contact Renaissance Learning (see page 12).

4. Select **Done** when you are finished.

The extract you created will be accessible on this page for the next five days, after which it will be automatically removed. You will see an alert on the Home page for any extracts that are complete and have not been automatically removed yet, or extracts that have failed. You can dismiss these reminders like any other by selecting **Dismiss**.
Preferences

STAR Math has three categories of preferences that can change the way the program functions: giving students more time to answer test questions, requiring students to be registered before they take a test, and so on.

Viewing Preference Settings

To view the current preference settings (or if you want to change those settings) you will need to get to the Preferences page. All the procedures described in this chapter start from the Preferences page. There are two ways to reach the Preferences page—use whichever method you prefer:

Method 1—From the Home Page

1. Select **STAR Math** on the Home page, then select **Preferences**.

Method 2—From the STAR Math Enterprise Home Page

1. Select your school in the **School** drop-down list at the top of the STAR Math Enterprise Home page, if necessary.
2. Under STAR Math Enterprise Test (in the “Important Features” section), select **Preferences**.

Once you are on the Preferences page, you can view the current settings for all the preferences. You may need to use the **School** and **Class** drop-down lists to view the preference settings for a specific class or student; see the instructions for setting each of the preferences for more information.

Administrator Preferences

Administrator Preferences can only be set by district administrators; the chosen settings affect all schools within a school district. There is one Administrator Preference:

- **Enterprise Tests** (page 200): This preference lets you choose which version of the test you want students throughout the school district to have access to: the STAR Math Enterprise test only or both the STAR Math and the STAR Math Enterprise tests.
Classroom Preferences

Classroom Preferences can be set for classes by district administrators, school administrators, and teachers who are assigned to a STAR Math class. These include:

- **Testing Password** (page 201): Lets you decide whether the monitor password is required at the start of each STAR Math test; the preference also allows you to set the monitor password.

- **Enterprise Tests** (page 203): The administrator version of this preference affects all STAR Math classes in all the schools in a district. The classroom version of this preference can be set for all classes in a school, or it can be set differently for individual classes in a school. Note that the setting of the administrator version affects the setting for the classroom version.

- **Student Test Registration** (see page 205): Lets you decide whether students must be registered before they can take the STAR Math test. It also lets you register students if you decide to require registration.

Student Preferences

Student Preferences can be set for specific students by district administrators, school administrators, and teachers who are assigned to those students’ STAR Math classes. These include:

- **Estimated MIL** (see page 207): Lets you set an Estimated Math Instructional Level for a student, which will change the difficulty of the first question the student is given during a test.

- **Extended Question Time Limit** (see page 208): Doubles the amount of time the student has to answer a question.

- **Audio** (see page 210): Reads audio cues out loud to students. This preference is for STAR Math Enterprise tests only.

- **Test Type** (see page 212): For students in grades 7 and above, you can use this setting to determine what kinds of questions they will be presented with during a test.
Setting the Enterprise Tests Preference (Administrator Preference)

The Enterprise Tests preference determines if students can only take Enterprise tests (which is the default setting) or if they can take either an Enterprise or a non-Enterprise test.

- The administrator version of this preference (described here) applies to all classes in all schools in a district.
- The classroom version of this preference (see page 203) can apply to all classes in a school or individual classes.

The setting for the administrator version affects the setting for the classroom version. For example, if the Administrator Preference setting only allows Enterprise tests to be taken, the Classroom Preference for a school in the district cannot be set to allow Enterprise and non-Enterprise tests.

**IMPORTANT!** If you have both STAR Math Enterprise and STAR Reading Enterprise, note that this preference can be set in both programs, but the same setting is shared by both programs. For example, if you set the preference to Yes in STAR Math Enterprise, then Yes will also be set for this preference in STAR Reading Enterprise.

To set this preference:

1. On the Preferences page, under Administrator Preferences, select **Edit**.
   
   **Note:** The current setting of this preference is shown at the end of the row in the Current Setting column.

2. Choose one of the two options.
   - If you choose Yes, students in all schools in the district will take Enterprise tests only.
Preferences

Setting the Testing Password Preference

If you choose No, the setting for the classroom version of this preference (see page 203) will determine if students will take Enterprise tests only or if they can also take non-Enterprise tests.

3. Select Save.

Setting the Testing Password Preference

To set this preference:

1. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section if necessary.

The current setting for the Testing Password Preference will be shown in the Current Setting column of the table. (Default settings: the monitor password is ADMIN, and it is required for all classes.)

- 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.

Who Can Do This?

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

Learn more about capabilities on page 213.

Opening the STAR Math Preferences page:

- Select STAR Math on the Home page, then select Preferences.
- or
- At the top of the STAR Math Enterprise Home page, select your school in the School drop-down list if necessary; then, under STAR Math Enterprise Test (in the “Important Features” section), select Preferences.
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 a teacher for.

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.

2. Under Classroom Preferences, select Edit.
3. Change the preference settings.

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.

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.

4. Select Save.

If you are requiring the monitor password, make sure all test monitors know the password.
Preferences
Setting the Enterprise Tests Preference (Classroom Preference)

- You cannot substitute another password (such as your Renaissance Place password) during the test.
- Even if a monitor password is not required to start a test, it is always required to stop or resume a test (see pages 47 and 49).

Setting the Enterprise Tests Preference (Classroom Preference)

The Enterprise Tests preference determines if students can only take Enterprise tests (which is the default setting) or if they can take either an Enterprise or a non-Enterprise test.

- If the administrator version of this preference (see page 200) has been set to Yes, then you cannot set the classroom version of this preference—it will also be set to Yes (and it cannot be changed unless the administrator version is set to No).
- When the classroom version of this preference is set by a district administrator or school administrator, it can be set the same for all classes in a school (by choosing All School Classes in step 1), or each class can have its own setting.
- When the classroom version of this preference is set by a teacher, it can be set the same for all of that teacher’s classes (by choosing All My Classes in step 1), or each of that teacher’s classes can have its own setting.

IMPORTANT! If you have both STAR Math Enterprise and STAR Reading Enterprise, note that this preference can be set in both programs, but the same setting is shared by both programs. For example, if you set the preference to Yes in STAR Math Enterprise, then Yes will also be set for this preference in STAR Reading Enterprise.

To set this preference:

1. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section if necessary.

Who Can Do This?
- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 213.

Opening the STAR Math Preferences page:
- Select STAR Math on the Home page, then select Preferences.
- or
- At the top of the STAR Math Enterprise Home page, select your school in the School drop-down list if necessary; then, under STAR Math Enterprise Test (in the “Important Features” section), select Preferences.
The current setting for the Enterprise Tests preference will be shown in the Current Setting column of the table.

- District and school administrators can choose All School Classes from the Class drop-down list or choose a specific class.
- Teachers can choose All My Classes or a specific class that they are a teacher for.

- If you choose All School Classes or All My Classes, then individual classes cannot have different settings for this preference.
  
  Example: You teach 5 STAR Math classes; you want 4 of them to have Enterprise tests only, and 1 to have either Enterprise or non-Enterprise tests. You cannot choose All My Classes, set the preference to Yes, and then change the preference for the other class to No. You would have to set the preference to Yes or No for all 5 classes individually.

2. Select Edit.
3. Choose one of the two options.

- If you choose Yes, students in the chosen class(es) will take Enterprise tests only.
- If you choose No, students who meet both of the following criteria will take the non-Enterprise version of the test:

---

If a STAR Math class is copied into the current school year from the prior school year, the settings for that class’s Enterprise Tests Preference are also carried over into the new school year.

For more information about copying classes from one school year to the next, see the Renaissance Place Software Manual.
Setting the Student Test Registration Preference

The Student Test Registration preference controls whether students in a class must be registered before they can take STAR Math tests. This can help teachers focus on a particular group of students they would like to test, such as a specific class or new students.

- If registration is not required, any student who is enrolled in a STAR Math class can take a test.
- If registration is required, only registered students can take a test; you must register the students before each test.

To set this preference:

1. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section.
   - District administrators can select any class at any school.
   - School administrators can select any class at their own school.
   - Teachers can select any class that they are the teacher for.
   - The current setting for the Student Test Registration preference for the chosen class will be shown in the Current Setting column of the table.

2. Under Classroom Preferences, select Edit.

Who Can Do This?
- District Administrators
- School Administrators
- Teachers

Learn more about capabilities on page 213.

If a STAR Math class is copied into the current school year from the prior school year, the settings for that class’s Student Test Registration Preference are also carried over into the new school year. Only the Yes/No setting carries over; you still need to register students if it is set to Yes.

Opening the STAR Math Preferences page:
- Select STAR Math on the Home page, then select Preferences.
  or
- At the top of the STAR Math Enterprise Home page, select your school in the School drop-down list if necessary; then, under STAR Math Enterprise Test (in the “Important Features” section), select Preferences.
3. Choose one of the options: **Yes** to require registration, or **No** to not require it.

4. Select **Save**.

If you are requiring registration, see page 206 for instructions on how to register students and how to remove students from the registration list.

Registering Students for Testing and Removing Students from the Registration List

If the Student Test Registration preference has been set to “Yes” (see page 205), follow these instructions to register students to take a test or to remove them from the registration list.

1. If you are **not** already on the Classroom Preferences page, follow steps 1–2 in the previous section, “Setting the Student Test Registration Preference.”

2. On the Classroom Preferences page, select **Register Students**.

3. 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. Check the box at the end of other students’ rows to
register them for testing, or remove the check to remove them from the registration list. You can select the Allow Testing box at the top of the column to check or uncheck all the boxes at once.

4. Select Save.

Setting the Estimated MIL Preference

STAR Math normally starts a student’s first test with questions slightly 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) set, STAR Math uses that level to decide how difficult the first question should be. You should only enter an Estimated MIL for students who receive math instruction at a higher or lower level than their current grade.

To set this preference for a student:

1. On the Preferences page, select the student’s school and class from the drop-down lists in the Classroom Preferences section of the page.

In the Student Preferences section of the page, select Edit.

Who Can Do This?

- District Administrators
- School Administrators
- Teachers

Learn more about capabilities on page 213.
2. To change a student’s Estimated Math Instructional Level, type it in the field in the row for that student (in the Estimated MIL column).

Note: Although kindergartners can take the STAR Math test, kindergarten (K) cannot be set as an Estimated MIL.

3. Select Save.

Setting the Extended Question Time Limit Preference

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.

### Question Type
<table>
<thead>
<tr>
<th>Standard Time Limit</th>
<th>Extended Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice questions</td>
<td>90 seconds (1.5 minutes) for each question</td>
</tr>
<tr>
<td>Test questions</td>
<td>180 seconds (3 minutes) for each question</td>
</tr>
</tbody>
</table>
To set this preference for a student:

1. On the Preferences page, select the student’s school and class from the drop-down lists in the Classroom Preferences section of the page.

   In the Student Preferences section of the page, select Edit.

2. To let a student use extended time limits, check the box in the row for that student (in the Extended Question Time Limit column). You can select the box at the top of the column to check or uncheck all the students at once.

3. Select Save.
Setting the Audio Preference

Use this preference for students whose reading ability is not as strong as their math ability (to the extent that not being able to read questions is affecting their score). Students should use headphones when taking a STAR Math Enterprise test with audio. The Diagnostic, Growth, Instructional Planning - Class, Instructional Planning - Student, and Test Record Reports will indicate if any students took a test using audio, with a footnote explanation.

To set this preference for a student:

1. On the Preferences page, select the student’s school and class from the drop-down lists in the Classroom Preferences section of the page.

2. In the Student Preferences section of the page, select Edit.

3. To let a student use audio during a test, check the box in the row for that student (in the Audio column). You can select the box at the top of the column to check or uncheck all the students at once.

4. Select Save.
Using Audio Controls During a STAR Math Enterprise Test

If you set the audio preference to **On** for a student, that student will see additional controls in the upper part of the screen, which will allow the student to pause, resume, and replay the audio for the current question.

**Web browser**
- Displayed while audio is playing.
- Displayed while audio is paused or after the audio has finished playing.

**STAR Apps on iPad**
- Displayed while audio is playing.
- Displayed while audio is paused or after the audio has finished playing.

When a new question is presented to the student, the audio begins playing automatically.

<table>
<thead>
<tr>
<th><strong>Web browser</strong></th>
<th><strong>STAR Apps on iPad</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. While audio is playing, select <strong>Pause</strong> to stop the audio.</td>
<td>a. While audio is playing, tap the arrow ▶ to stop the audio.</td>
</tr>
<tr>
<td>b. To resume the audio (at the same point where it was paused), select <strong>Play</strong>.</td>
<td>b. To resume the audio (at the same point where it was paused), tap the pause symbol</td>
</tr>
<tr>
<td>c. To replay the audio for a question after it is done, select <strong>Play</strong>.</td>
<td>c. To replay the audio for a question after it is done, tap the pause symbol</td>
</tr>
</tbody>
</table>

The student does **not** have to wait for the audio to finish before answering a question; answers can be entered at any time.
Setting the Test Type Preference

For students in grades 7 and above, the STAR Math Enterprise test includes algebra questions and geometry questions. By using the Test Type Preference, you can limit a student’s test to just questions in those categories.

To set this preference for a student:

1. On the Preferences page, select the student’s school and class from the drop-down lists in the Classroom Preferences section of the page. In the Student Preferences section of the page, select Edit.

2. For all students, the default setting of the Test Type Preference is Enterprise. To give a student a test with the standard combination of math, algebra, and geometry, leave the default setting of Enterprise.

3. Select Save.

Opening the STAR Math Preferences page:
- Select STAR Math on the Home page, then select Preferences.
- At the top of the STAR Math Enterprise Home page, select your school in the School drop-down list if necessary; then, under STAR Math Enterprise Test (in the “Important Features” section), select Preferences.

A Student Growth Percentile (SGP) is not calculated in the Growth Report (see page 127) for algebra or geometry tests.

Who Can Do This?
- District Administrators
- School Administrators
- Teachers

Learn more about capabilities on page 213.
Capabilities

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 (see the Renaissance Place Software Manual).
- Capabilities in STAR Math (see “STAR Math Capabilities” on page 215).

By default, only district administrators and school administrators can change your capabilities.

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

User Groups

The Renaissance Place software contains these seven user groups:

- District Administrators
- District Staff
- Parents
- School Administrators
- School Staff
- Teachers
- Students

Each person added to the Renaissance Place 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

- Other District Staff
- Personnel Director
- Reading Specialist
- Secretary—District
- Special Education Director
- Technology/Computer Director
Capabilities

User Groups

- Gifted/Talented Director
- Library/Media 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

<table>
<thead>
<tr>
<th>Capability</th>
<th>Determines Who Can…</th>
<th>District</th>
<th></th>
<th>School</th>
<th></th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage STAR Math Preferences</td>
<td>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.</td>
<td>✔️</td>
<td>+</td>
<td>✔️</td>
<td>+</td>
<td>✔️</td>
</tr>
<tr>
<td>View STAR Math Preferences</td>
<td>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.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>View Student’s Historical STAR Math Assessments</td>
<td>User has permission to view historical data for student assessments in reports.</td>
<td>✔️</td>
<td>+</td>
<td>✔️</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Manage STAR Math Screening, Progress Monitoring &amp; Intervention</td>
<td>View screening and progress monitoring scores, and set Response to Intervention (RTI) goals for all STAR Math students in the school. The Record Book (see page 103) also uses this capability to determine which students to show.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

✔️ = available  + = can be added  – = unavailable
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About Renaissance Learning

Renaissance Learning is a leading provider of cloud-based assessment and teaching and learning solutions that fit the K12 classroom, raise the level of school performance, and accelerate learning for all. By delivering deep insight into what students know, what they like, and how they learn, Renaissance Learning enables educators to deliver highly differentiated and timely instruction while driving personalized student practice in reading, writing, and math every day.

Renaissance Learning leverages top researchers, educators, content-area experts, data scientists, and technologists within a rigorous development and calibration process to deliver and continuously improve its offerings for subscribers in over one-third of U.S. schools and more than 60 countries around the world.