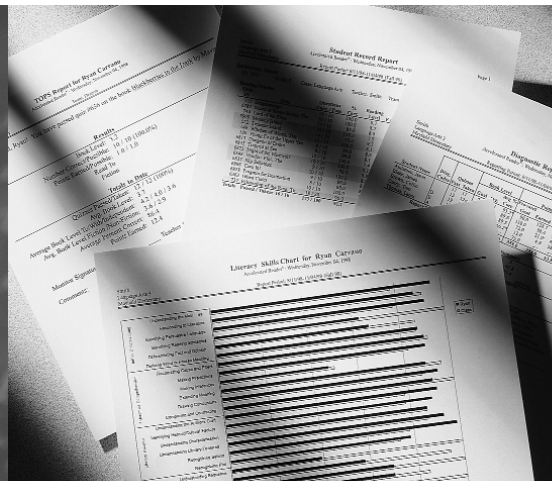




Accelerated Reader[®]

Learning Information
System for Reading
and Literacy Skills

Software Manual



The World's Most Popular Reading Software

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CHAPTER 1

Welcome

Welcome

Thank you for selecting the all-new Accelerated Reader, the most popular reading software in schools. Since 1986, AR™ has helped hundreds of thousands of teachers inspire incredible, teacher-led “reading revolutions” in their classrooms. Now, Accelerated Reader has even more exciting features to help you turn your students into lifelong readers and learners.

Advantage Learning Systems offers a complete family of learning information systems (LIS) for reading, math, and writing. As you soon will discover, LIS provide today’s busy educators with timely, accurate information on student academic performance. The information you receive from LIS allows you to quickly adjust instruction to help all of your students succeed to their greatest potential.

We want you to start enjoying the many benefits of Accelerated Reader as soon as possible. To receive the best results from your software, we recommend that you read this manual before using the program. It is filled with useful information to help you maximize the effectiveness of AR for years to come.

Accelerated Reader is easy to use. The student selects and reads a book. Then, the student sits down at the computer and takes an Accelerated Reader Reading Practice quiz or Literacy Skills test. Accelerated Reader computes the student’s score, adds the results into the Accelerated Reader database, and generates the TOPS™ Report, which provides the student with immediate information on his or her performance.

As with any software, we realize that there may be times when you need assistance with a feature of your software. If you should ever have questions regarding AR, call us toll-free at (800) 455-0709, or e-mail your question to us at answers@advlearn.com. To register for our listserv, log on to our web site at www.advlearn.com. As a member of the listserv, you join a community of Accelerated Reader users sharing their ideas and success stories.

Compatibility With Our Programs

Accelerated Reader is now part of a family of other Advantage Learning Systems products that we refer to as foundational. These products have many things in common. Depending on how you decide to use Accelerated Reader, you can create a database of student information that can be shared by other Advantage Learning Systems software. For example, you can create a database in AR and share it with

STAR Math, Accelerated Math, or Perfect Copy. This allows you to add student information only once, and then share that information with other programs. Or, if you already have one of these products, you can share its database and save yourself time entering student information. If you don't feel comfortable creating a shared database or sharing an existing database, you can create a database for use only by Accelerated Reader. For more information, see the section "Data Location Preferences" in Chapter 8.

Menus, Buttons, and Keys, Oh My!

To make this manual easier to use and, therefore, more useful to you, we use certain conventions so that you can quickly and easily identify the steps that need to be performed to complete a task.

Typing something in a field

When we want you to type something in a field, we will use a different font. For example, if we want you to type "admin" in a field, we will write, "Type **admin** in the 'Password' field."

Step-by-step procedures

Step-by-step procedures are numbered in the order you need to perform them. Also, to make finding the step-by-step procedures easier and quicker, we will use a different font. Step-by-step procedures will look something like this:

1. Do this first.
2. Do this second.
3. Do this third.

Buttons

When you need to click a button, we will surround the button name with square brackets, []. For example, we will write, "Click the [Edit] button..."

Keys

We will use angle brackets, < >, anytime we need you to press a key on your keyboard. For example, we will write, "Press the <Enter> key...". If we write, "Press <Alt+F1>...", this means that you need to press and hold the <Alt> key and then press the <F1> key.

Menu names and selections

Menu names and menu selections will be in bold type. For example, we will write, “From the **Students** menu, select **Import**.” On occasion, we will provide navigational shortcuts when we’re not sure where you might be in the program. For example, we will write, “While viewing the **Students** management screen (**Go** menu > **Students**),...” This means that you need to be viewing the **Students** management screen to perform the task at hand, and to get there you need to select **Students** from the **Go** menu.

When we need you to select something in a list, the items in the list will be in bold type. Here is an example: “While viewing the school **Preferences** management screen, select the **Data Location** preference.”

Dialog boxes

Dialog box names will be in bold type. Sections of a dialog box will be initial capitalized, and options within a dialog box will be enclosed with quotation marks. For example, we will write, “In the Clear Lockout Privileges section of the **Login Preferences** dialog box, click the ‘Administrators Only’ option.”

About this Manual

Our goal in writing this manual is to provide you with the information you need to successfully use Accelerated Reader in your school and classroom, and to provide it in such a way that you can quickly and easily locate the information you need when you need it.

We have created this manual to fit in a standard three-ring binder with the hope that it will make this manual a little easier to use. We have also created the chapters to more closely match the program’s user interface. For example, the “Managing Students” chapter includes all of the tasks you would perform while viewing the **Students** management screen, the “Managing Classes” chapter includes all of the tasks you would perform while viewing the **Classes** management screen, and so on.

At the end of each chapter, or where we feel it is most useful, you will find a section called “If you want to... then look in...” You can use this section to help you determine where you need to go to perform a certain task. For example, if you want to enroll students in a class, your first inclination would be to look in the “Managing Students” chapter. Because enrolling students is a task that is done from the **Classes** management screen, the procedure for accomplishing that task is

actually found in the “Managing Classes” chapter. So, in the “If you want to... then look in...” section of the “Managing Students” chapter, you would find, “If you want to enroll students in a class, look in the ‘Managing Classes’ chapter.” This section accomplishes two things:

- It prevents unnecessary duplication of tasks.
- It provides another way for you to find out what you want to know.

All you need are basic computer skills

When writing this manual, one of our goals was to describe the features of Accelerated Reader as fundamentally as possible. However, we have had to assume that you are a little familiar with basic computing operations, such as:

- Using a mouse.
- Copying files and folders.
- Moving files and folders.
- Navigating to (locating) files and folders. If you need help, turn to page A-9.

Platforms and graphics

Accelerated Reader is designed to work equally well on Macintosh or Windows computers. Therefore, the user interface for the two platforms has been designed to be as similar as possible. However, there are certain system standards to which we’ve had to remain true. For example, in the Macintosh version of Accelerated Reader, you will use “Assistants” to help you accomplish certain tasks. These “Assistants” in Macintosh are called “Wizards” in the Windows version. Anytime there is a difference between the Macintosh and Windows versions, we will let you know.

Most of the graphics in this manual are from the Macintosh version of Accelerated Reader. Although the look of the Windows version differs only slightly, the functions, features and fields will be the same. On the rare occasion that the dialog boxes differ substantially, we will provide you pictures of both the Macintosh and Windows versions.

“If you want to...then look in...”

- If you want to install Accelerated Reader, then look in the *Installation Guide*.
- If you want to log in to the Accelerated Reader Management program, then look in Chapter 2: Getting Started under the section “Logging In” on page 2-3.
- If you want to upgrade from a previous version of Accelerated Reader, then look in the *Installation Guide* or Chapter 8: Managing Preferences under the section “Upgrade Data” on page 8-30.
- If you want to add students to Accelerated Reader, then look in Chapter 3: Managing Students under the section “Adding Students” on page 3-3.
- If you want to import students into Accelerated Reader, then look in Chapter 3: Managing Students under the section “Importing Students” on page 3-5.
- If you want to create a new class, then look in Chapter 4: Managing Classes under the section “Adding a Class” on page 4-3.
- If you want to add students into an Accelerated Reader class, then look in the section “Enrolling Students” on page 4-5.
- If you want to setup your program for the school year, then look in Chapter 2: Getting Started under the section “Year-end Checklist” on page 2-13.
- If you want to get AR ready for next year, then look in Chapter 2: Getting Started under the section “Year-end Checklist” on page 2-13.
- If you want to install quizzes, then look in Chapter 5: Reading Practice Quizzes under the section “Installing Reading Practice Quizzes” on page 5-3.
- If you want to install Literacy Skills tests, then look in Chapter 6: Literacy Skills Tests under the section “Installing Literacy Skills Tests” on page 6-3.
- If you want to create your own Reading Practice quiz, then look in Chapter 5: Reading Practice Quizzes under the section “How to create a teacher-made quiz” on page 5-9.
- If you want to print a report of student passwords, then look in Chapter 7: Managing Reports under the section “Student List” on page 7-12.
- If you want to print a custom reading list for your students, then look in Chapter 7: Managing Reports under the section “Reading Practice Quiz List” on page 7-5.

CHAPTER 2

Getting Started

Overview of the All-New Accelerated Reader

Accelerated Reader is made up of three programs: the Management program, the Student program, and the Data Doctor. The Management program is where you can customize the program to fit the needs of your school, manage student information, install Reading Practice™ quizzes and Literacy Skills™ tests, and generate the many useful, detailed reports. The Student program is where students take Reading Practice quizzes and Literacy Skills tests. Data Doctor is a database utility that you use to help maintain the “health” of your database.

Access Levels and Passwords

There are two levels of access in Accelerated Reader, and the level of access is determined by the password that is used when logging in to the program.

Administrator access

The first level of access is *Administrator access*, which gives you access to all of the functions, features, and reports in Accelerated Reader, and lets you work with all students in all classes. In order to have Administrator access, you must know the Administrator password. When you first log in to Accelerated Reader, you need to use the default password, **admin**. One of the first tasks you should do is change the Administrator password. To change your Administrator password, turn to page 8-23.

Classroom access

The second level of access is *Classroom access*. In Accelerated Reader, when a new class is created, it must be assigned a password. Classes can share passwords, so one teacher can access multiple classes, or each class can have a unique password so multiple teachers can have access to one class. If you have Classroom access, you have access to only those classes for which you know the password, and can work with only the students enrolled in those classes. Any reports that you generate will only include the information available to you.

SINGLE - CLASS ACCESS

It's important to note that even though you may have access to more than one class, you can work in only one class at a time. However, you can include information from all of your classes on reports by using the "Groups" option.

Logging In

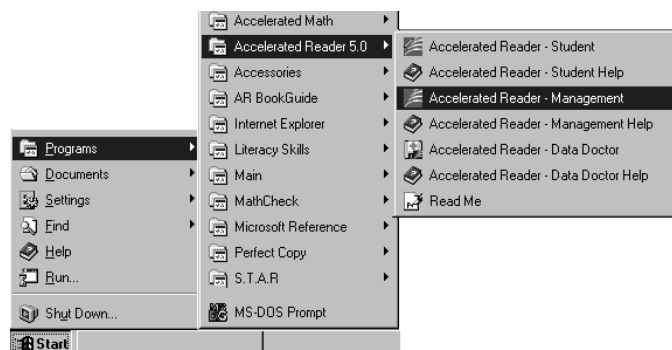
As mentioned in Chapter 1, we are assuming that you have installed the all-new Accelerated Reader. If you haven't installed Accelerated Reader, you should refer to the *Installation Guide*, which was included in your kit, for complete installation instructions.

To use the Accelerated Reader Management program, you need to perform two basic tasks:

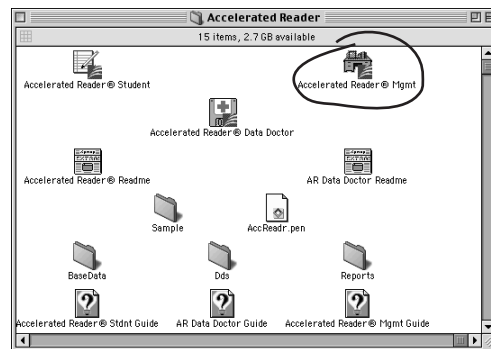
- Start the Management program.
- Enter a password.

How to start the Management program

Windows: From the Taskbar, click the [Start] button, select **Programs**, select **Accelerated Reader 5.0**, then highlight and click **Accelerated Reader Management**.



Macintosh: If it isn't open, find your Accelerated Reader folder and double-click it to open it. Then, double-click the Accelerated Reader Management icon.

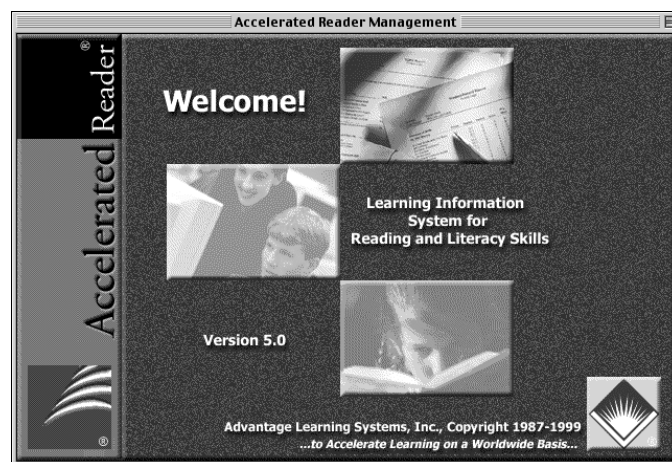


The Management Program

The Accelerated Reader Management program is where you customize the program to meet the needs of your school and classroom. The Management program is also where you maintain and manage your students' performance and progress.

The Welcome screen

After you start the Accelerated Reader Management program, the first screen that appears is the **Welcome** screen. The basic purpose of this screen is to welcome you to Accelerated Reader. It also identifies the program that just started. At this screen, you can click your mouse button or press any key on your keyboard.



The Welcome screen

After you press any key or click your mouse button, a dialog box will open asking you to enter a password. When you start Accelerated Reader for the first time, you need to enter the default password, **admin**.

How to enter your password

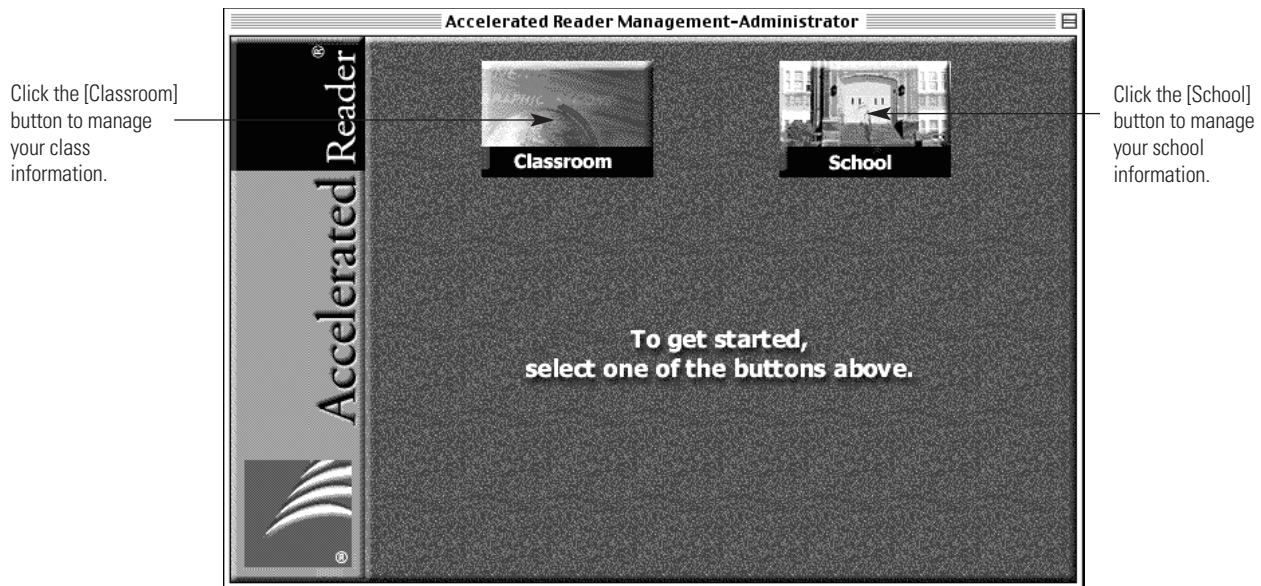
1. At the **Welcome** screen, press any key or click your mouse on the **Welcome** screen.
2. In the **Password** dialog box, enter your password. (If you are using Accelerated Reader for the first time, type **admin** in the "Password" field.)



3. Click the [OK] button.

The Main screen

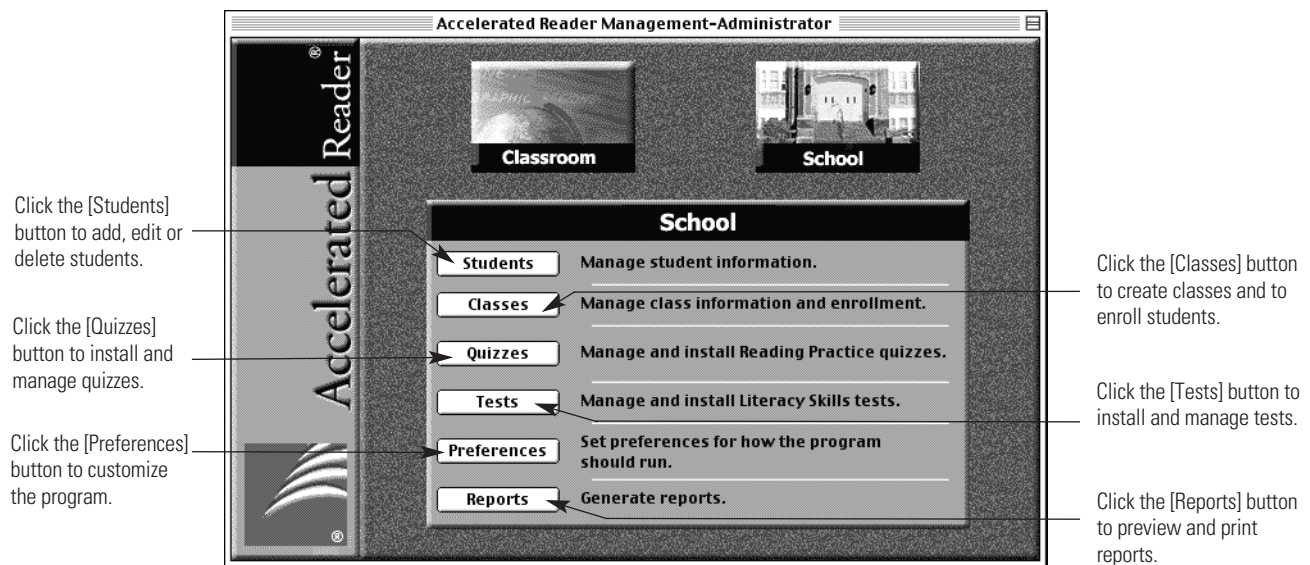
After you enter your password, the screen that appears next is the **Main** screen. You will notice that there are two large icons: one labeled "Classroom" and the other labeled "School." These icons are actually buttons that you click with your mouse. You click the "Classroom button" to access the **Classroom** management screen. You click the "School button" to access the **School** management screen.



The Main screen

The School management screen

The **School** management screen is where you can customize Accelerated Reader to fit the particular needs of your school. Most of the tasks performed in this screen are done infrequently, sometimes only once a year, such as defining your school year and marking periods. Any changes you make in this part of the program affect all of the classes that use Accelerated Reader and, if you are sharing a database, other Advantage Learning Systems software as well. Most of the functions in this section of the program require the Administrator password to access.



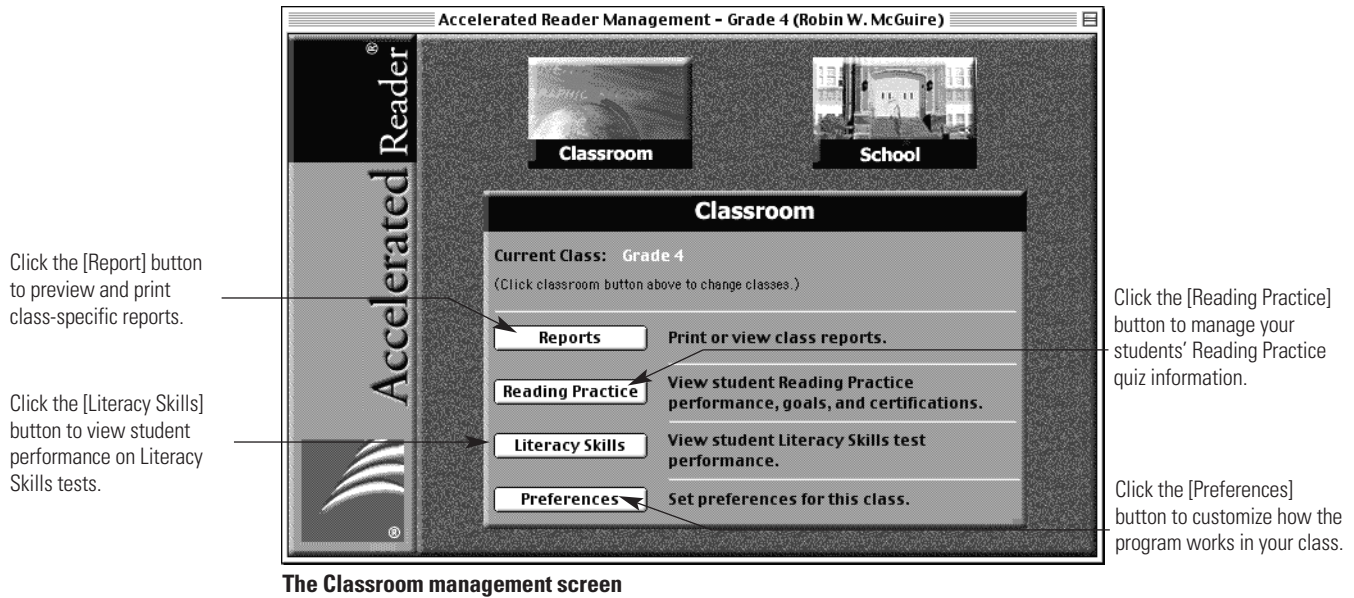
The School management screen

From the **School** management screen you can:

- Add, edit, or delete student information that is stored in the student database. See Chapter 3: “Managing Students.”
- Create new classes, edit class information, or delete classes. This is also where students are enrolled and unenrolled from classes, and where teacher names are added to the database. See Chapter 4: “Managing Classes.”
- Install and manage Reading Practice quizzes, add and edit your teacher-made quizzes, and take a sample quiz. See Chapter 5: “Reading Practice Quizzes.”
- Install and preview Literacy Skills tests, print the Teacher’s Guide, and take a sample Literacy Skills test. See Chapter 6: “Literacy Skills Tests.”
- Customize the program using the many preferences. Keep in mind that the changes you make to these preferences affect all of the classes using Accelerated Reader, and changing certain preferences will affect all other Advantage Learning Systems programs that share the same database. See Chapter 8: “Managing Preferences.”
- Create, preview, and print schoolwide reports. See Chapter 7: “Managing Reports.”

The Classroom management screen

The **Classroom** management screen is where you go to manage the day-to-day activities in your Accelerated Reader classroom. If you have Classroom access, this is the part of the program you will use most often.



From the **Classroom** management screen, you can:

- Create, preview, and print class-specific reports. See Chapter 7: “Managing Reports.”
- View your students’ performance on Reading Practice quizzes, edit a student’s quiz results, view and edit student goals and certifications, edit your students’ Points Used records, and reprint a student’s TOPS Report. See Chapter 5: “Reading Practice Quizzes.”
- View your students’ performance on Literacy Skills tests, edit the test results, and reprint a student’s TOPS Report. See Chapter 6: “Literacy Skills Tests.”
- Customize the use of Accelerated Reader in your classroom using the class-specific preferences. Keep in mind that the changes you make to these preferences affect only the class you are currently viewing. See Chapter 8: “Managing Preferences.”

Using the Sample Database

When you installed Accelerated Reader, the installation program automatically created a sample database that includes student names, classes, sample Reading Practice quizzes, and sample Literacy Skills tests. The purpose of this sample database is to allow you to become familiar with the all-new Accelerated Reader

without having to be concerned about using real student data. In the sample database, you can go in and add a new student, edit an existing student, or even delete a student. You can even generate various reports.

DO NOT USE THIS DATABASE PERMANENTLY

*The sample database is designed to show you how Accelerated Reader works in real-life situations. Although it is a fully functioning version of the program (with some limitations), it is **extremely** important that you do not use the sample database to maintain your student data. If you ever need to re-install the Accelerated Reader program, the installer will create a new sample database, and you will lose all of the data that you have kept in the original sample database location. There is no way to restore your data once the installer has created a new sample database. Please make sure that you use a different location for your student data.*

Accessing sample data

There are two ways to access the sample database:

- After you install Accelerated Reader, and before you register the program, you can use the sample database to preview the product. See the *Installation Guide* that came with your kit.
- If you've registered Accelerated Reader, you can select the sample database by going to the school **Preferences** screen and editing the **Data Location** preferences. See the section "Data Location Preferences" in Chapter 8.

Getting out of sample data

If you are previewing Accelerated Reader, you are using the sample database. If you want to start using real data, you need to exit Accelerated Reader, start the Accelerated Reader Management program again, and register the product. (Please refer to your *Installation Guide* for registration instructions.)

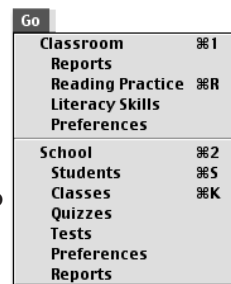
If you have already registered Accelerated Reader, and you are using the sample database, you can change to your “real” data by going to the school **Preferences** screen and editing the **Data Location** preferences. See the section “Data Location Preferences” in Chapter 8.

Menus

Accelerated Reader provides different ways for you to move around the program and perform various tasks. Each Accelerated Reader management screen includes these four menus: The **File** menu, the **Edit** menu, the **Go** menu, and the **Help** menu. In addition, each management screen adds a fifth, unique menu from which you can access all of the functions associated with that particular management screen. For example, in the **Students** management screen, you will have a **Students** menu, or in the **Reading Practice** management screen, you will have a **Reading Practice** menu.

The Go menu

The **Go** menu is a handy way to quickly move from screen to screen. We will use the **Go** menu in our procedures to get you quickly to another screen, without you having to click several buttons. By using the **Go** menu, we can be fairly certain that you are where you need to be in the program to perform the task at hand. For example, if you are working with student records in the **Students** management screen, and you want to view a student’s Reading Practice quiz record, you can get to the **Reading Practice** management screen by selecting **Reading Practice** from the **Go** menu.



The **Go** menu is divided into two sections: **Classroom** and **School**. Be aware that **Preferences** and **Reports** are used twice, once under the **Classroom** section and once under the **School** section. To let you know which screen you need to be viewing, we will provide a picture of the **Go** menu showing which you need to select.

Lists

Many of the screens in Accelerated Reader use lists: lists of students, classes, preferences, titles, etc. To make using the lists more efficient, you can reorganize and select list items in several ways.

Reorganizing lists

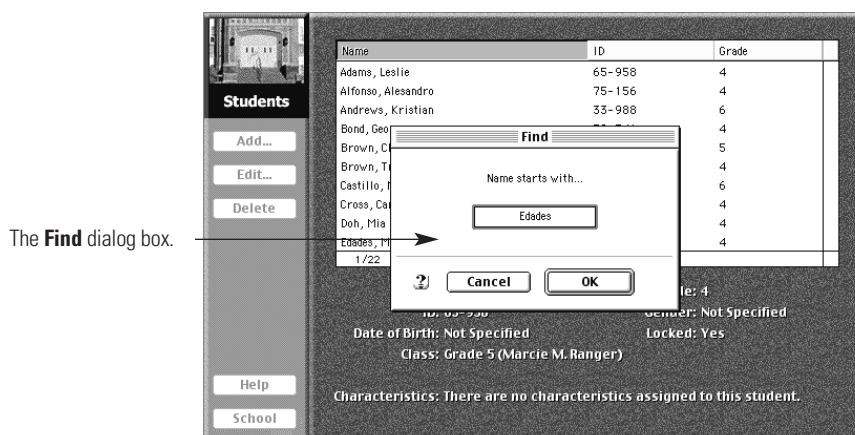
- You can re-sort most lists by clicking on one of the column headings in the list.
- You can change the order of the columns. To do this, click and hold your mouse button on the column heading you want to move, and then drag the column heading to the new location.

Selecting items in a list

- To select one item, click once on the item in the list. The item will be highlighted.
- To select more than one item, hold down the <⌘> key (Macintosh) or the <Ctrl> key (Windows) and click on each item you want to select. Each of the selected items will be highlighted.
- To select a group of adjacent items, click once on the first item you want to select, press the <Shift> key, and then click on the last item in the group you want to select. All of the items in the group will be highlighted.

Using Quick Find

Quick Find allows you to find specific information in a list (such as a student's name) without having to scroll through the entire list. Whenever you are viewing a list, simply start typing. The **Find** dialog box will automatically open. After you finish typing, click the [OK] button, and the first item in the list that most closely matches what you typed will be selected.



Things to know

- Quick Find finds the first item in the list that most closely matches the text you type.
- Quick Find searches the list according to the way it is sorted. For example, if you want to search the Quiz list by author, you need to first sort the list by author.
- If you have sorted your list by “Name,” it’s best to type the student’s last name.

Logging Out

There are two ways to exit the Accelerated Reader Management program. First, you can simply log out of the Management program. This leaves the Management program running so another teacher can log in. Or, you can exit the Management program. This will actually shut down the program.

How to exit the Management program

Macintosh: Select the **File** menu, and then select **Quit**.

Windows: Select the **File** menu, and then select **Exit**.

How to log out of the Management program

Simply select the **File** menu, and then select **Logout**.

What Should I Do First?

There are a few things to do before you and your students can start using Accelerated Reader. After installing Accelerated Reader, we recommend that you:

- Create your classes. See page 4-3.
- Add your students. See page 3-3.
- Enroll your students in their Accelerated Reader classes. See page 4-5.
- Define your school year, including marking periods and days off. See page 8-21.
- Install your Accelerated Reader titles (quizzes and tests). See page 5-3 and 6-3.

Year-end Tasks

This section lists those tasks that are important for you to do either at the end of the school year or, if you plan on using Accelerated Reader during the summer, at the beginning of a new school year.

Things to know

- You must have *Administrator access* to perform these tasks.
- These tasks work best if they are completed in the order presented in the checklist.

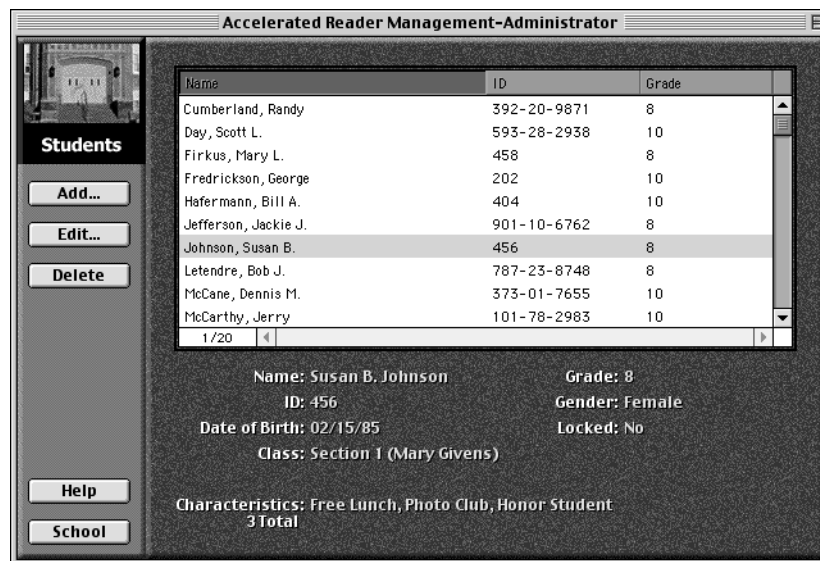
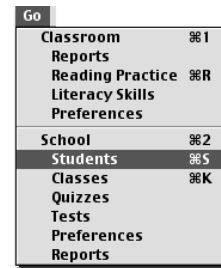
Year-end checklist

- Create an export file of your student database. See page 3-16.
- Define your new school year. See page 8-21.
- Define your new marking periods. See page 8-21.
- Unenroll your students from their classes. See page 4-8.
- Delete all of the students who graduated or permanently left your school. See page 3-18.
- Use the **Promote** Assistant or Wizard to promote (graduate) your students. See page 3-14.
- Add new students. See page 3-3.
- Update your classes. Change teachers, add new classes, enroll new students into classes, and change enrollment for students moving to a different class. See Chapter 4: Managing Classes.
- Create a new export file of your student database. See page 3-16.

CHAPTER 3

Managing Students

This chapter provides information and instructions for all of the tasks associated with managing your students' information in Accelerated Reader. All of these tasks are performed while viewing the **Students** management screen. You can get to the **Students** management screen from anywhere in the Management program by selecting **Students** from the **Go** menu.



The Students management screen

Tasks covered in this chapter include:

- Adding students to the database. See page 3-3.
- Importing students into the database. See page 3-5.
- Editing your students' records. See page 3-10.
- Clearing security lockouts and using student passwords. See page 3-13.
- Promoting your students. See page 3-14.
- Exporting your students' information. See page 3-16.
- Deleting your students' information. See page 3-18.

Adding Students

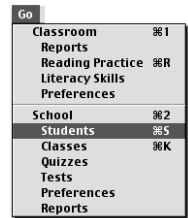
In order for students to be able to take Reading Practice quizzes and Literacy Skills tests, they must first be added to the student database. You can add students in one of two ways: you can manually add each student's record individually, or you can import a file that contains the students' information.

Things to know

- You must have *Administrator access* to add students to the database.
- Adding students to the database does not count against your student capacity. Students must be enrolled in an Accelerated Reader class before they are deducted from your student capacity. See page 8-25 for more information on expanding your student capacity.
- Adding students to the database makes them available to other Advantage Learning Systems products that share the same student database.
- Accelerated Reader uses the student's first name, middle initial, and last name to identify the student.
- Each student's name must be unique. If you have students with identical first and last names, you can use the Middle Initial field to create unique names for the students.
- You can tab from field to field. However, if you are using a Macintosh and need to select information from a drop-down list, you will need to click on the list.
- A student's password must be 2 - 6 characters long and can consist of any combination of letters and numbers.
- The required fields are:
 - First Name
 - Last Name
 - Password

How to manually add students

1. While viewing the **Students** management screen (**Go** menu > **Students**), click the [Add] button to open the **New Student** dialog box.
2. On the **General** tab, enter the following information:



General tab

Enter student's first name. First Name: Chris

Enter student's middle initial. Middle Initial: M

Enter student's last name. Last Name: Brown

Enter student's identification number. ID: 15-352

Enter the student's date of birth. Date of Birth: 7/22/90

Enter the student's password. Password: cb

School Year: 8/23/99 - 6/8/00

Grade: 5

Gender: Not Specified

Race: Not Specified

Select the student's grade from the drop-down list.

Select the student's gender from the drop-down list.

Select the student's race from the drop-down list.

Buttons: Cancel, OK

3. To add characteristics to the student's record, click the **Characteristics** tab, and then check the box next to any of the available characteristics. To add user-defined characteristics, see the section "Student Characteristics" on page 8-26.

Characteristics tab

Click the box next to each of the characteristics you want to include in the student's record.

Standard

- ☒ Free Lunch
- ☐ Gifted/Talented
- ☐ Learning Disabled
- ☐ Physically Disabled
- ☐ Special Education
- ☐ Title One

User Defined

- ☒ 1. Band-Thursday
- ☐ 2. Honor Society-Friday
- ☐ 3. Orchestra-Thursday
- ☐ 4. Crossing Guard
- ☒ 5. After School
- ☒ 6. Before School

Buttons: Cancel, OK

Click the [OK] button.

4. After you've entered all of the student's information, click the [OK] button to accept the changes.
5. If you want to add more students, click the [Yes] button and follow steps 1 - 4. When you've added all of your students, click the [Done] button.

After adding your students to the database, enroll them in the appropriate Accelerated Reader classes so they can begin taking Reading Practice quizzes and Literacy Skills tests. See “Enrolling Students” on page 4-5.

Importing Students

Importing even partial student information can save you a lot of time, particularly if you have a lot of students. With Accelerated Reader, you can import two types of files:

- Export files from other Advantage Learning Systems products. These files typically have a **.exp** file extension.
- ASCII files. These files typically have a **.txt** file extension.

Things to know

- You must have *Administrator access* to import student records into the database.
- Your import file must contain at least the student's first name and last name.
- If your file does not include student passwords, Accelerated Reader will create one using the student's first and last initials.

HANDLING DUPLICATE RECORDS

*Whenever you import information from another application, there's a chance that you could have more than one record for an individual student. This is especially true if you're using more than one file to build your Student List. Accelerated Reader automatically checks for duplicate student records during the import process. If the program finds a record in the file you are importing for a name that is already in the Student List, it will display the **Student Comparison** dialog box. See Appendix A: Troubleshooting Guide for details.*

Creating ASCII files

If you have student information stored in another database or spreadsheet, these programs typically will allow you to create an ASCII (text) file of the information. You can use this ASCII export file to import your student information into the Accelerated Reader database.

Things to know

- Your ASCII file must have only one student per line, and each line can have a maximum of 255 characters, including commas, tabs, and spaces.
- You can use commas or tabs to separate each field. These field separators are called “delimiters.”
- You cannot use spaces to separate each field.
- Each record must include at least the student’s first and last name.
- To ensure that Accelerated Reader imports the proper information into the appropriate fields, you will need to add a header line to your ASCII file. This header line tells Accelerated Reader what information is included in your ASCII file. The header line also tells Accelerated Reader the order of the information in your ASCII file.
- To add a header line to your ASCII file (remember, this file will usually have a `.txt` extension), open the ASCII file and add the following information in the first line of the file.
 - The first character in your header line must be the @ symbol.
 - The field names must be in all CAPS.
 - If you are importing more than one characteristic, the string of characteristics must be enclosed with quotation marks.
 - If your file contains information that you do not want to import into Accelerated Reader, identify it with an X instead of a field name.

Use this:	To indicate this:	Size:	Can contain:
LNAME	The student's last name.	32	Letters
FNAME	The student's first name.	32	Letters
MNAME	The student's middle initial.	1	Letters
ID	The student's identification number.	32	Letters and Numbers
BIRTHDAY	The student's date of birth.	20	Numbers, slashes, hyphens
PASSWORD	The student's password.	6	Letters and Numbers
GRADE	The student's grade.	2	K, 1 - 12
GENDER	The student's gender.	1	M (male), F (female)
RACE	The student's race.	1	A (Asian), B (Black), H (Hispanic), N (Native American), W (White)
CHARAS	Any student characteristics.	32 ea.	Letters and Numbers

For example, let's assume that the student information you want to import contains three student records, and those records contain fields for the student's first name, last name, birthday, grade, age, and characteristics. Let's also assume that not every field contains information. Since age is not a field that Accelerated Reader will recognize, you would need to use an X in the header line, and your ASCII file would look like this:

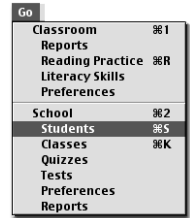
```
@FNAME,LNAME,BIRTHDAY,GRADE,X,CHARAS
Ralph,Emerson,,6,12,"Title One, Free Lunch, After School"
Susan,Carlson,,,,Free Lunch
Larry,Johnson,11/22/90,4,10,"Gifted/Talented,Free Lunch"
```

IMPORTING CHARACTERISTICS

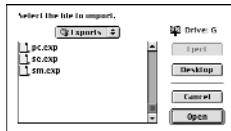
If you have not created any user-defined characteristics in Accelerated Reader, any characteristics you import (up to six different characteristics) will be automatically converted to user-defined characteristics. If you have created user-defined characteristics in Accelerated Reader, any characteristics you import that are different from your user-defined characteristics will not be imported, unless you have not created all six of your user-defined characteristics. See "Student Characteristics" on page 8-26.

How to import students

1. While viewing the **Students** management screen (**Go** menu > **Students**), select **Import** from the **Students** menu.
2. In the **Select the file to import** dialog box, navigate to the import file, and then click the [Open] button. See page A-9 if you need assistance with file navigation.

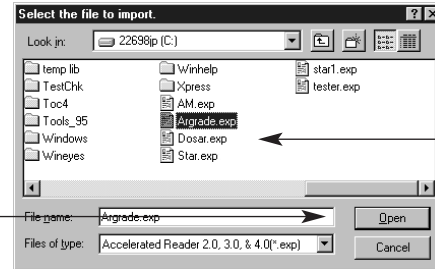


Macintosh



- 1 Click the file you want to import.

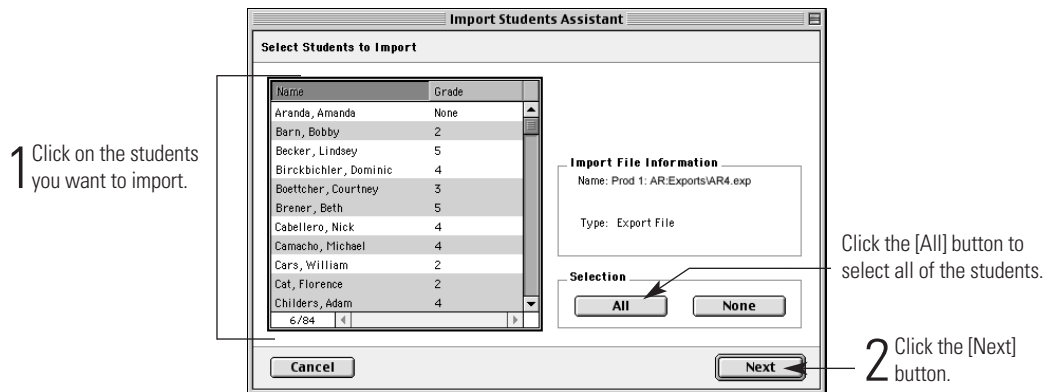
Windows



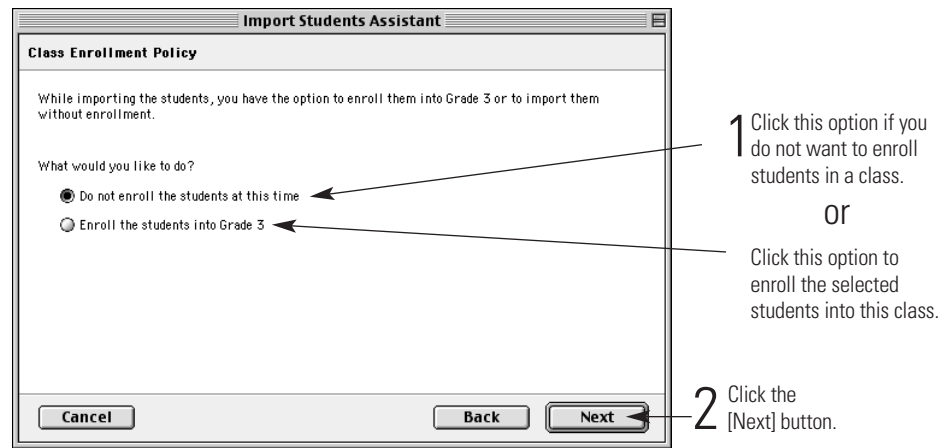
- 2 Click the [Open] button.

- 1 Click the file you want to import.

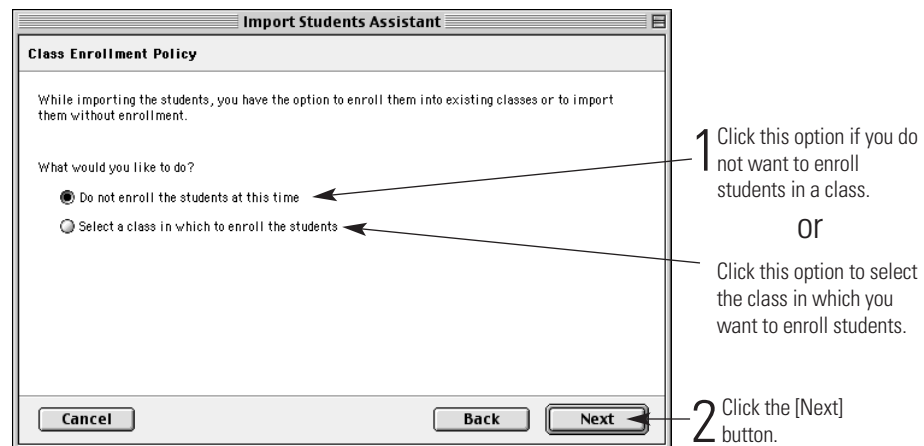
3. In the **Select Students to Import** panel, select the students you want to import. Remember to press the <⌘> key (Macintosh) or <Ctrl> key (Windows) to select more than one student. Then, click the [Next] button.



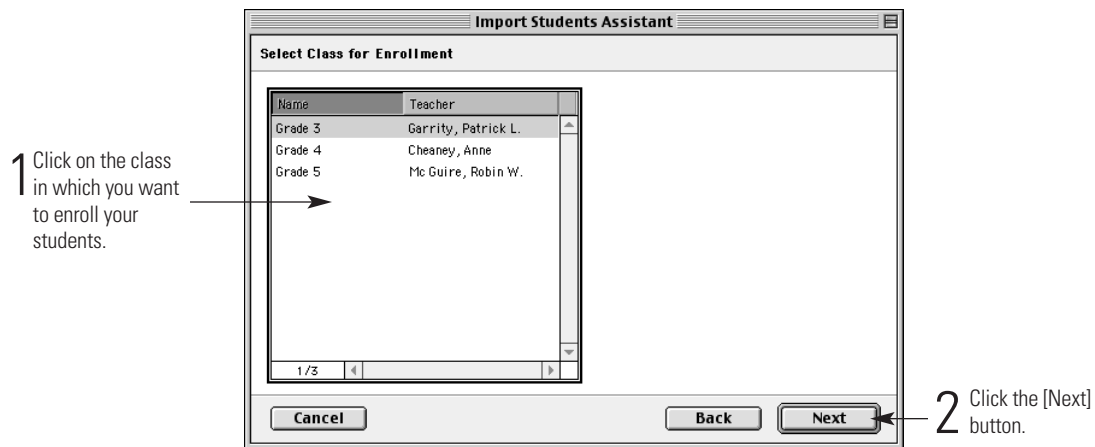
4. After you select the students you want to import, one of three things will happen:
 - If you have no Accelerated Reader classes to enroll students in, you can skip to step 5.
 - If you have only one Accelerated Reader class, you will see the **Class Enrollment Policy** panel. Click one of the options and click the [Next] button. Then, go to step 5.



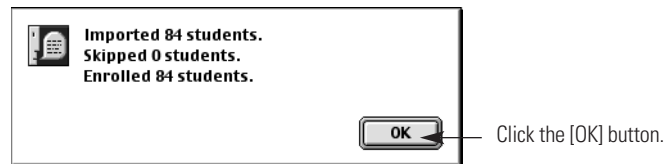
- If you have more than one Accelerated Reader class, you will see the **Class Enrollment Policy** panel. Click one of the options and click the [Next] button.



If you chose the “Select a class in which to enroll the students” option, then you will see the **Select Class for Enrollment** panel. Select one of the classes and click the [Next] button. Then, go to step 5.



5. Read the information in the **Summary** panel and click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. After the students have been imported, you will see a dialog box showing you the number of students imported. Click the [OK] button.



Editing your Students' Records

You can edit student records one at a time, or you can edit multiple records at the same time. Multi-editing is particularly useful if you are going to make the same changes to a group of students.

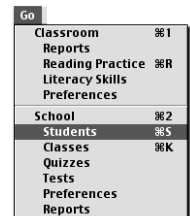
To edit student records, you should be viewing the **Students** management screen (**Go** menu > **Students**).

Things to know

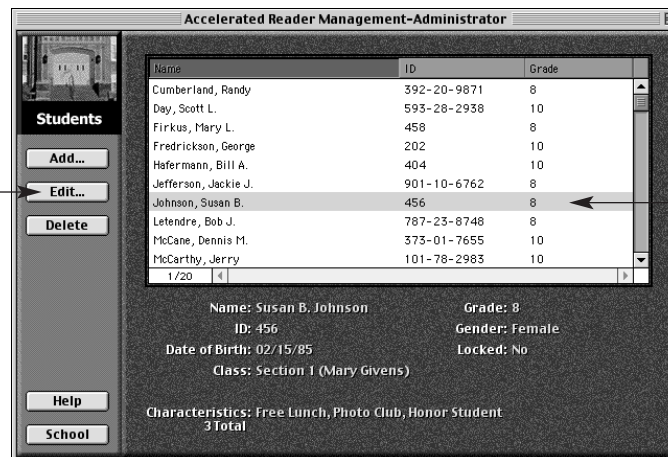
- You must have *Administrator access* to edit student records.
- If you make a change to the record of a student who is also using another Advantage Learning Systems program, that change will be made in the other program as well. This means that if you change a student's grade in Accelerated Reader, the grade for that student will change in the other ALS program.
- If you select multiple student records to edit, you can edit the following fields:
 - Password
 - Grade
 - Gender
 - Race
 - Characteristics

How to edit a single student record

1. While viewing the **Students** management screen (**Go** menu > **Students**):



2 Click the [Edit] button.



1 Click on the name of the student whose record you want to edit.

2. In the **Edit Student** dialog box:

General tab

1 You can change any of the information in this dialog box. Remember to press the <Tab> key to move from field to field.

If you're using a Macintosh, you will need to use your mouse to change Grade, Gender, or Race.

2 Click the **Characteristics** tab.

3. To edit the student's characteristics, click the **Characteristics** tab.

1 Click the box next to the characteristic you want to remove from or add to the student's record.

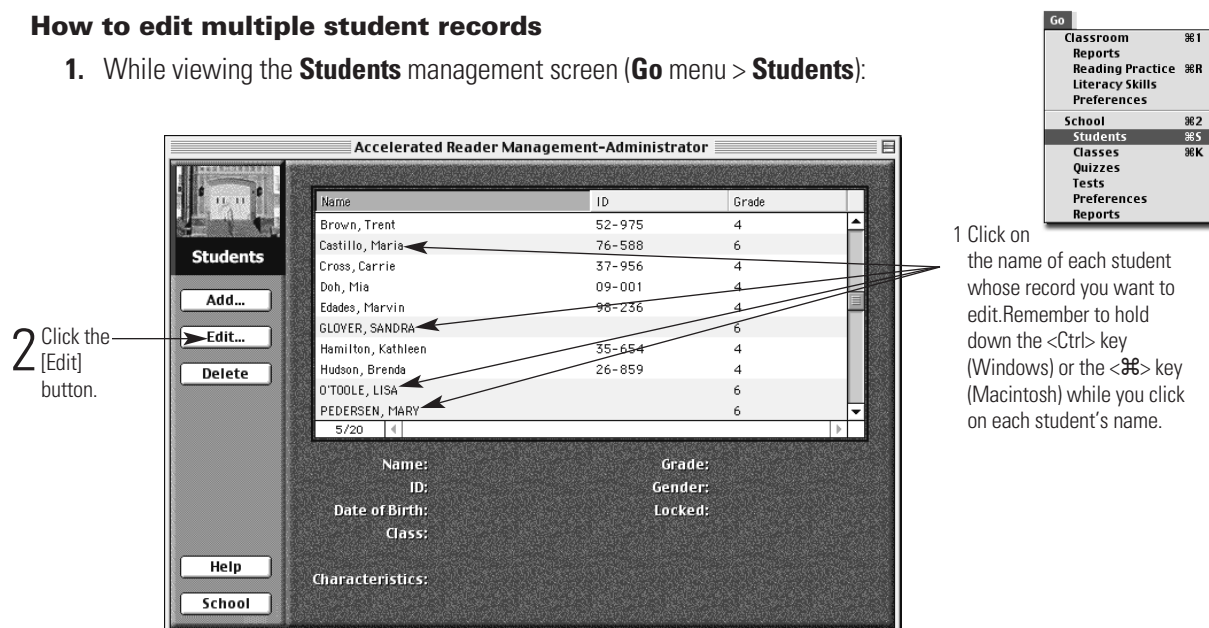
Characteristics tab

2 Click the [OK] button.

4. Click the [OK] button to accept your changes and close this dialog box.

How to edit multiple student records

1. While viewing the **Students** management screen (**Go** menu > **Students**):



2. The **Edit Students** Assistant or Wizard will start. Each panel will present you with the various fields you can change. Make any changes, and then click the [Next] button to move to the next panel, or click the [Back] button to go to a previous panel.
3. In the **Summary** panel of the Assistant, review your changes and then click the [Done] button (Macintosh) or the [Finish] button (Windows).

Student Lockouts

Accelerated Reader monitors when a student logs in to the Student program to take a quiz or test. Accelerated Reader also monitors the number of times a student uses an incorrect password. If the student enters an incorrect password too many times, Accelerated Reader will prevent the student from accessing the Student program.

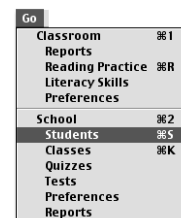
Things to know

- The Administrator determines what level of access is necessary to clear student lockouts. See “Login” on page 8-14.

- The Administrator can change the number of incorrect logins allowed before the student is locked out of the Student program. See “Login” on page 8-14.
- A student cannot use the Student program until the lockout has been cleared.
- You can clear lockouts for multiple students.

How to clear student lockouts

1. While viewing the **Students** management screen (**Go** menu > **Students**), select the student whose lockout needs to be cleared.
2. From the **Students** menu, select **Clear Lock**. If you want to clear lockouts for all students, select **Clear All Locks** from the **Students** menu.
3. When Accelerated Reader confirms the student’s record has been unlocked, click the [OK] button.



Promoting Students

Promoting students is a task typically performed at the end of the school year. Accelerated Reader uses a **Student Promotion** Assistant or Wizard to help you through the promotion process, and allows you to promote all of your students at the same time.

Things to know

- You must have *Administrator access* to promote students.
- The **Student Promotion** Assistant or Wizard will promote all of your students at the same time.
- If you want to change the class assignments, see “Changing a student’s enrollment” on page 4-13.
- If you are sharing your database with other Advantage Learning Systems software, promoting students in Accelerated Reader will promote the students in the other programs as well. Therefore, you will need to provide the Administrator password for the other programs.

- If you want to promote only a few students, it is simpler to edit the student records instead. See “How to edit multiple student records” on page 3-13.
- Students in 12th grade will not be promoted. If they are leaving your school, you should export their data, unenroll them from their classes, and then delete them from the Accelerated Reader database *before* you use the **Promotion** Assistant or Wizard.

How to promote students

1. While viewing the **Students** management screen (**Go** menu > **Students**), select **Promote** from the **Students** menu.
2. In the first panel of the **Student Promotion** Assistant or Wizard, read the information and then click the [Next] button.
3. In the next panel, the **Exclude Students** panel, select one of the following options:

Go	
Classroom	96 I
Reports	
Reading Practice	96 R
Literacy Skills	
Preferences	
School	96 2
Students	96 S
Classes	96 K
Quizzes	
Tests	
Preferences	
Reports	

1 Click the “Promote all students” option if you want to promote all of the students in the student database.

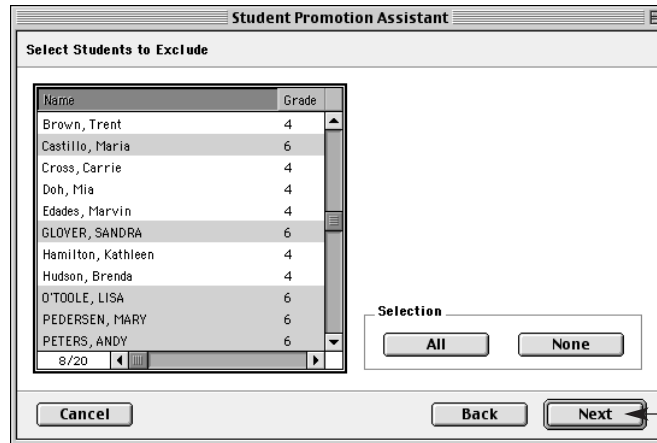
1 Click the “Remove some students from the group” option if you want to remove a few students from the promotion group.

2 Click the [Next] button.

- Click the “Promote all students” option if you want to promote all of the students in the student database. Then, click the [Next] button.
- Click the “Remove some students from the group” option if you want to remove a few students from the promotion group. Then, click the [Next] button.

4. If you selected the “Remove some students from the group” option, the **Select Students to Exclude** panel will open. In the list of students, select the students you *do not* want to promote. To select multiple students, press the <Ctrl> key (Windows) or the <⌘> key (Macintosh) while clicking on the student names. Then, click the [Next] button.

1 Select the students you **do not** want to promote. To select multiple students, press the <Ctrl> key (Windows) or the <⌘> key (Macintosh) while clicking on the student names.



2 Click the [Next] button.

5. Review your choices in the **Summary** panel, and then click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. If another product shares this database, you will need to enter the Administrator password for that program, and then click the [OK] button.

Exporting Student Information

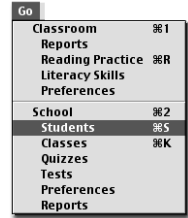
There are two main reasons to create an export file: 1) to create a backup of your student data, and 2) to import student information, such as name, ID, grade, and characteristics, from Accelerated Reader into another Advantage Learning Systems program, such as Accelerated Math or Perfect Copy if you are sharing a database.

Things to know

- You must have *Administrator access* to create an export file.
- If you are on a network, you will have to create an export file only once.
- If you are using Accelerated Reader on stand-alone computers, you will have to create a separate export file from *each* computer.

How to create an export file

1. While viewing the **Students** management screen (**Go** menu > **Students**), select **Export** from the **Students** menu (on the menu bar). This will start the **Export Students** Assistant or Wizard.
2. In the **Select Students to Export** panel, select the students whose records you want to export. By default, all student names are selected. If you want to select individual names, press the <⌘> key (Macintosh) or <Ctrl> key (Windows) while clicking on the individual names. Then, click the [Next] button.



- 1 Select the students whose records you want to export. By default, all student names are selected. If you want to select individual names, press the <⌘> key (Macintosh) or <Ctrl> key (Windows) while clicking on the individual names.



- 2 Click the [Next] button.

3. In the **Detail Handling** panel, click the radio button next to one of the three options and press the [Done] button (Macintosh) or [Finish] button (Windows).

- 1 Click this option to export student information only. No quiz or test records will be exported.

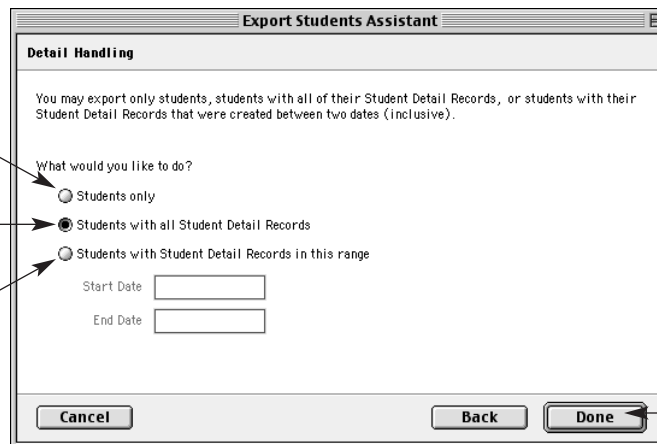
OR

Click this option to export student information along with all of their quiz and test records.

OR

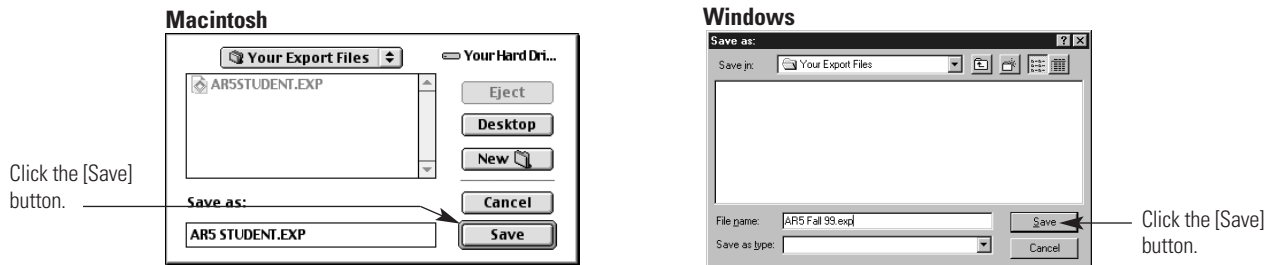
Click this option to export student information along with their quiz and test records within a certain date range.

Enter the start and end dates in the boxes.

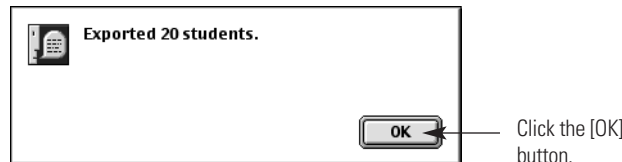


- 2 Click the [Done] or [Finish] button.

4. In the next dialog box, select the name (use **.exp** for the file extension) and location of your export file. Then, click the [Save] button.



5. After the export file is created, Accelerated Reader will indicate the number of student records that were exported. Review the information, and then click the [OK] button.



Deleting Student Records

When students *permanently* leave your school, you should delete their records from Accelerated Reader to keep the database as efficient and accurate as possible. Deleting students is done from the **Students** management screen.

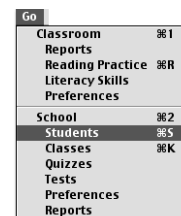
Things to know

- You must have *Administrator access* to delete student records.
- If the student is not leaving your school, but just won't be using Accelerated Reader, you should unenroll the student from the class instead. See page 4-8 for instructions on unenrolling a student.
- When you delete a student's record, you are permanently erasing all of the information from the database.
- Before you delete a student's record, you should create an export file of the information. See page 3-16 for instructions on exporting student records.

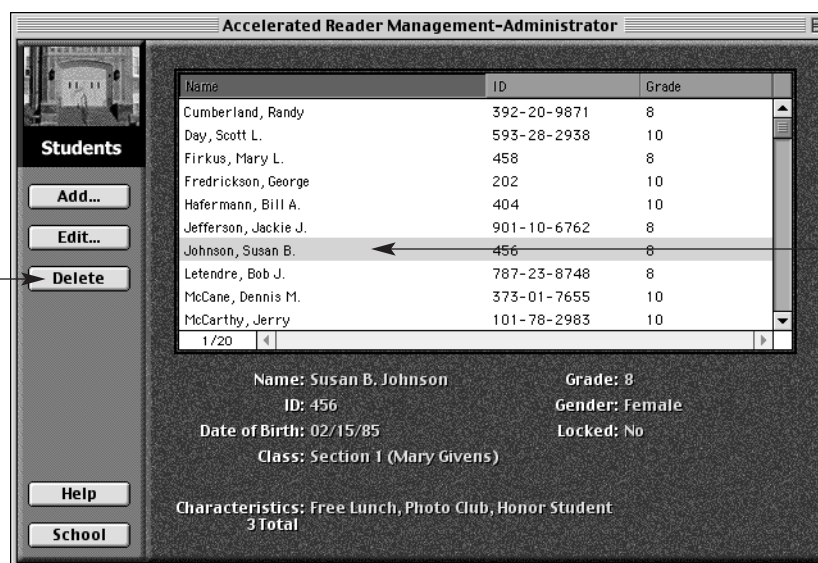
- You must unenroll your students from their Accelerated Reader classes before they can be deleted. See page 4-8 for instructions on unenrolling students.
- If you are sharing a database with other Advantage Learning Systems programs, deleting a student from Accelerated Reader will also delete the student from the other programs.

How to delete student records

1. While viewing the **Students** management screen (**Go** menu > **Students**), select the students you want to delete from the database. Remember to press the <⌘> key (Macintosh) or the <Ctrl> key (Windows) to select more than one student.

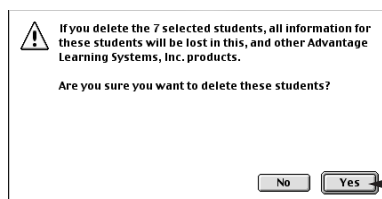


2 Click the [Delete] button.



1 Click on the names of the students whose records you want to permanently delete.

2. Click the [Delete] button.
3. Click the [Yes] button to confirm the deletion.



Click the [Yes] button.

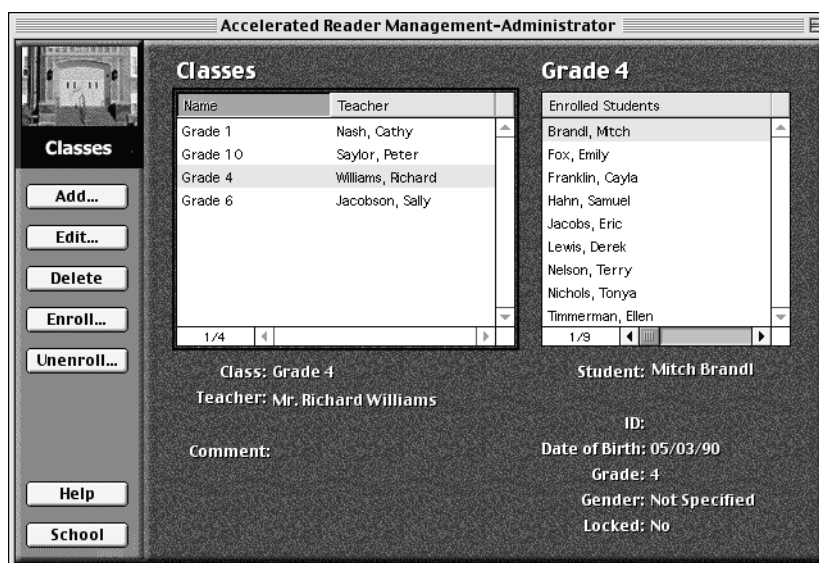
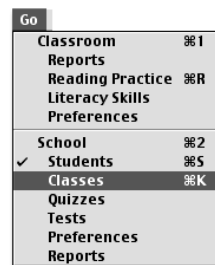
“If you want to...then look in...”

- If you want to enroll students, then look in Chapter 4: Managing Classes under the section “Enrolling Students” on page 4-5.
- If you want to unenroll (remove) students from a class, then look in Chapter 4: Managing Classes under the section “Unenrolling Students” on page 4-8.
- If you want to enroll a student in a different Accelerated Reader class, then look in Chapter 4: Managing Classes under the section “Changing a Student’s Enrollment” on page 4-13.
- If you want to edit a student’s quiz record, then look in Chapter 5: Reading Practice Quizzes under the section “Editing a Student’s Quiz Record on page 5-18.
- If you want to edit a student’s test record, then look in Chapter 6: Literacy Skills Tests under the section “Editing a Student’s Test Record” on page 6-10.

CHAPTER 4

Managing Classes

This chapter provides information and instructions for all of the tasks associated with managing your Accelerated Reader classes. You can access and manage information about Accelerated Reader classes in the **Classes** management screen. To get to this screen, select **Classes** from the **Go** menu.



The Classes management screen

Tasks covered in this chapter include:

- Adding or creating new classes. See page 4-3.
- Editing existing classes. See page 4-6.
- Deleting classes. See page 4-9.
- Duplicating classes. See page 4-11.
- Editing teacher information. See page 4-12.
- Enrolling students. See page 4-5.
- Unenrolling (removing) students. See page 4-8.
- Changing a student's class enrollment. See page 4-13.
- Clearing class security lockouts. See page 4-15.

Adding a Class

Accelerated Reader uses the “class” as the defining organizational group for students. Each class must be assigned a password, and it’s this password that allows teachers to work with the class and the students enrolled in that class.

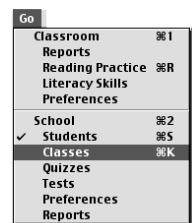
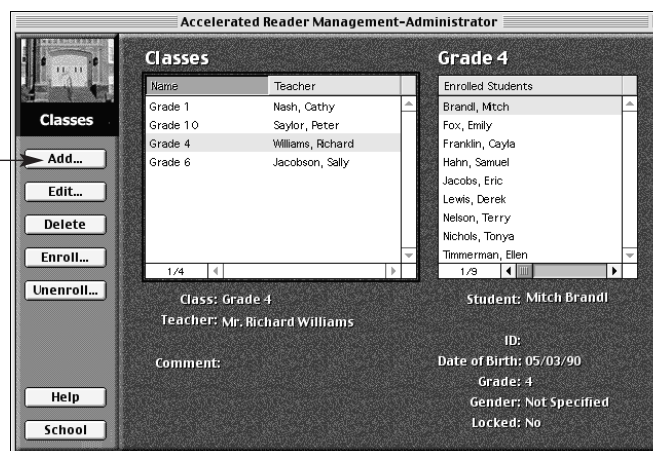
Things to know

- You must have *Administrator access* to add a class.
- If you have *Administrator access*, you can view and work with all of the Accelerated Reader classes.
- If you have *Classroom access*, you can view and work with only your Accelerated Reader classes.
- The following fields are required:
 - Name
 - Password (It must be 2 - 6 characters long and can consist of any combination of numbers and letters.)
 - Teacher

How to add a class

1. While viewing the **Classes** management screen (**Go** menu > **Classes**):

Click the [Add] button to open the **New Class** dialog box.



2. Enter the class information in the **New Class** dialog box.

The 'New Class' dialog box has a 'General' tab. It contains the following fields and controls:

- Name:** A text box containing 'Grade 4'. An arrow points to this field with the annotation '1 Enter the class name.'
- Password:** A text box containing 'RM'. An arrow points to this field with the annotation '2 Enter the class password. It must be 2 - 6 characters long.'
- Teacher:** A text box containing 'Mrs. Robin W. McGuire'.
- Comment:** A large empty text area.
- Assign Teacher...:** A button to the right of the Teacher field. An arrow points to this button with the annotation '3 Click the [Assign Teacher] button to assign a teacher to the class.'
- Buttons:** 'Cancel' and 'OK' buttons at the bottom.

3. Click the [Assign Teacher] button to assign a teacher to this class. Select the teacher from the list of teacher names, or click the [New] button to add a new teacher.

The 'Teachers' dialog box is shown in the background, and the 'New Teacher' dialog box is in the foreground. The 'Teachers' dialog box has a list of teachers with 'Garrity, Patrick L.' selected. An arrow points to this list with the annotation '1 Select a teacher from the list or click the [New] button to add a new teacher.' The 'New Teacher' dialog box has the following fields and controls:

- First Name:** A text box containing 'Robin'.
- Middle Initial:** A text box containing 'W'.
- Last Name:** A text box containing 'McGuire'.
- Salutation:** A dropdown menu showing 'Mrs.'.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom. An arrow points to the 'OK' button with the annotation '2 After adding a new teacher or selecting a teacher from the list, click the [OK] button.'

4. Click the [OK] or [Add] button to add this class.
5. If you want to add additional classes, click the [Yes] button, and then repeat steps 2 through 4. When you have finished adding classes, click the [Done] button.

Enrolling Students

Before students can use the Accelerated Reader Student program, they must be enrolled into an Accelerated Reader class. To enroll students into an Accelerated Reader class, you must be viewing the **Classes** management screen (**Go** menu > **Classes**).

Things to know

- If you have *Administrator access*, you can enroll students into any class.
- If you have *Classroom access*, you can enroll students into only your classes.
- Students can be enrolled in only one Accelerated Reader class at a time.
- The number of students enrolled in Accelerated Reader classes is counted against your overall student capacity.

How to enroll students

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class in which you want to enroll students. Then click the [Enroll] button.
2. In the **Enroll Students** dialog box.

Enroll Students

Available Enrollment: 180 Students

Name	Grade	Class
Edades, Marvin	4	Grade 4
Hamilton, Kathleen	4	Grade 4
Hudson, Brenda	4	Grade 4
Washington, Phillip	4	Grade 4
Wright, Sue	4	Grade 4
Brown, Chris M.	5	None
ANDREWS, KRISTIAN	6	Grade 6
Castillo, Maria	6	Grade 6
GLOVER, SANDRA	6	Grade 6
O'TOOLE, LISA	6	Grade 6

1/21

Cancel OK

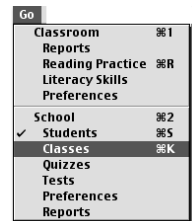
1 Select the students you want to enroll.

Press the <⌘> key (Macintosh) or the <Ctrl> key (Windows) to select more than one student.

Look here to see your available enrollment.

Click this column to sort the list by Grade.

2 Click the [OK] button.



Note: To quickly add all of the students in one grade, click the “Grade” column to sort the student list by grade, and then highlight all of the students in the selected grade.

3. In the **Enroll Students** dialog box, select the students you want to enroll. Remember to press the **<⌘>** key (Macintosh) or the **<Ctrl>** key (Windows) to select more than one student.
4. Click the [OK] button to close this dialog box and to enroll the students into the class.

Editing Class Information

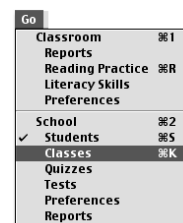
Accelerated Reader allows you to edit one class at a time, or you can edit multiple classes all at once. Keep in mind that if you edit multiple classes, you can edit only the information that is common to all classes. To edit an Accelerated Reader class, you must be viewing the **Classes** management screen.

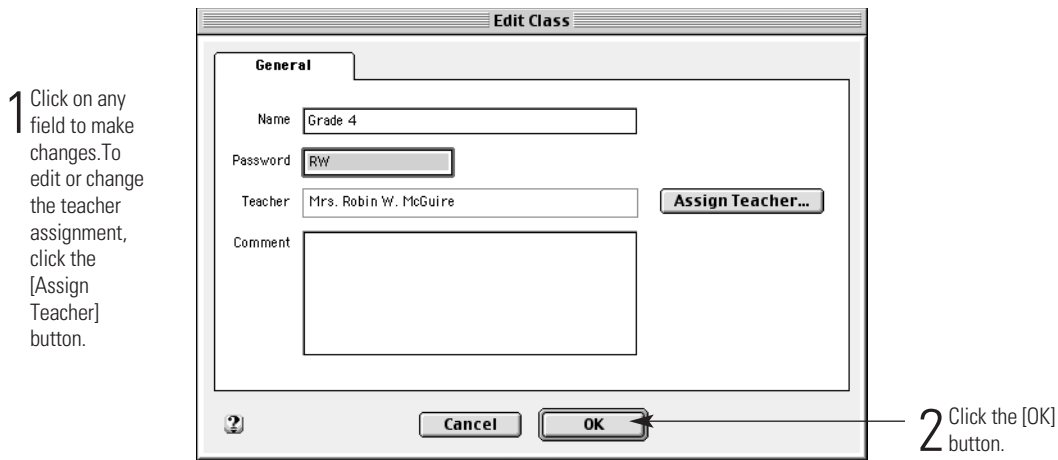
Things to know

- You must have *Administrator access* in order to edit classes.
- To edit the teacher's information, see "Editing a Teacher's Information" later in this chapter on page 4-12
- If you select multiple classes to edit, you can edit the following fields:
 - Password
 - Assigned teacher

How to edit a single class

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class you want to edit.
2. Click the [Edit] button to open the **Edit Class** dialog box. Make any necessary changes to the class information.

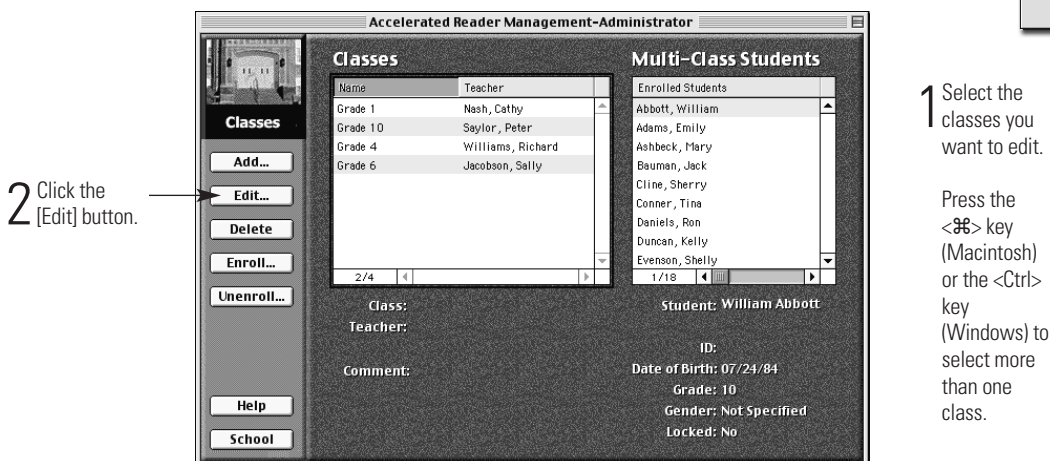




3. Click the [OK] button to accept your changes and to close this dialog box.

How to edit multiple classes

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the classes you want to edit. Remember to press the <⌘> key (Macintosh) or the <Ctrl> key (Windows) to select more than one class.



2. Click the [Edit] button to start the **Edit Classes** Assistant or Wizard. Each panel of the Assistant or Wizard will present you with various options. Click the [Next] button to go to the next panel, or click the [Back] button to return to a previous panel.

3. In the **Summary** panel, review the information. If you need to make any corrections to your changes, click the [Back] button. Otherwise, click the [Done] button (Macintosh) or the [Finish] button (Windows) to accept your changes.

Unenrolling Students

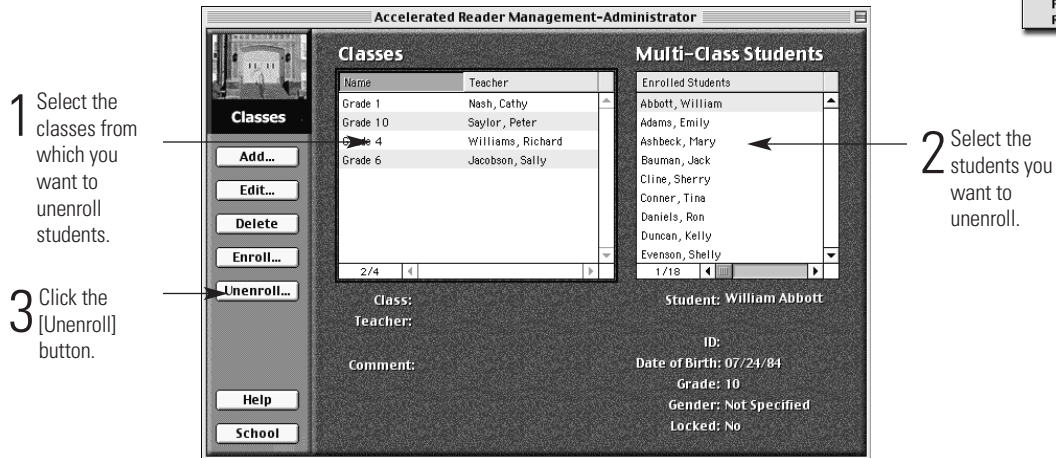
You should unenroll students who leave the Accelerated Reader program, but who do not leave the school. Students who permanently leave your school should be deleted from the database after they have been unenrolled from their Accelerated Reader classes. See “Deleting Student Records” on page 3-18. To unenroll students, you must be viewing the **Classes** management screen (**Go** menu > **Classes**).

Things to know

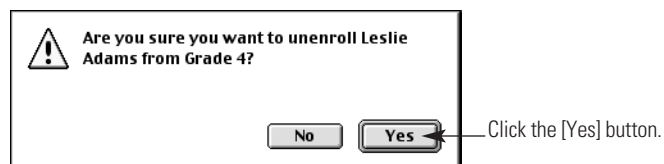
- If you have *Administrator access*, you can unenroll any student from any class.
- If you have *Classroom access*, you can unenroll students from your classes only.
- Unenrolling a student will not cause that student’s quiz and test information to be lost. If that student is enrolled in another class, the student’s quiz and test history remains intact.
- If you have more than one class, you can select all of your classes and unenroll students from all of them.
- When you unenroll a student, he or she will not be able to use the Accelerated Reader Student program until the student is enrolled into another Accelerated Reader class.

How to unenroll a student

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the classes from which you want to unenroll students. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one class.



2. Select the students you want to unenroll. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one student.
3. Click the [Unenroll] button.
4. Click the [Yes] button to unenroll the selected students.



Deleting Classes

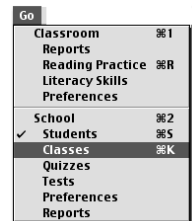
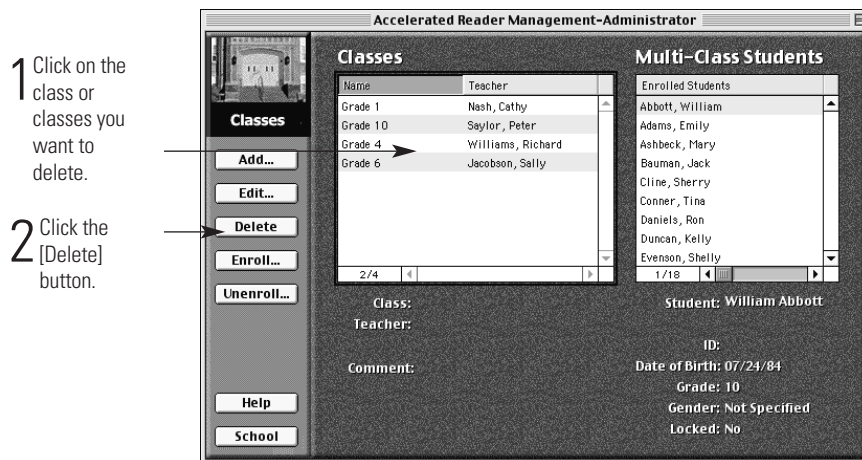
Whenever a class becomes obsolete, you should delete the class from Accelerated Reader to keep the database as accurate as possible. To delete a class, you must be viewing the **Classes** management screen (**Go** menu > **Classes**).

Things to know

- You must have *Administrator access* to delete a class.
- When you delete a class, the students enrolled in that class will need to be enrolled in another class before they can use the Accelerated Reader Student program. See “Enrolling Students” on page 4-5.
- When you delete a class, the teacher information is also deleted if that teacher is assigned to only one class.

How to delete a class

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class you want to delete. Remember to press the ⌘ key (Macintosh) or ⌘ key (Windows) to select more than one class.



2. Click the [Delete] button.
3. Click the [Yes] button to confirm the deletion.

Duplicating a Class

If a teacher is teaching more than one class, a quick way to create a new class is to duplicate an existing class. To duplicate a class, you must be viewing the **Classes** management screen (**Go** menu > **Classes**).

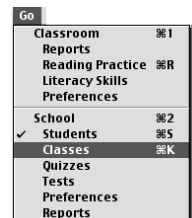
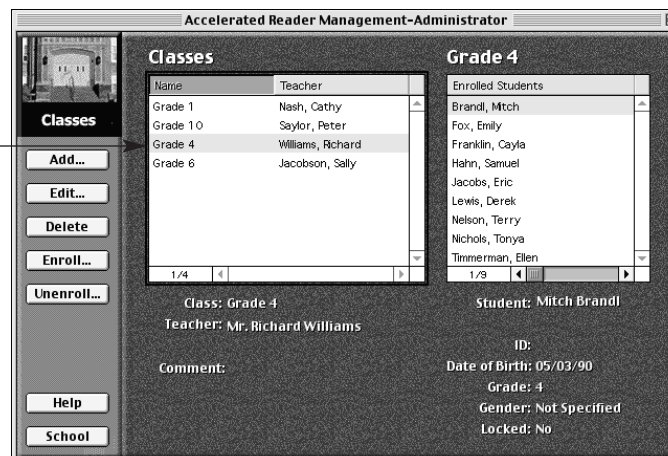
Things to know

- You must have *Administrator access* to duplicate a class.
- When you duplicate a class, the following information is duplicated:
 - Name
 - Password
 - Teacher
 - Comment
- You can edit any of the duplicated information.
- Student enrollment is not duplicated. You will still need to enroll students into the duplicated class. See “Enrolling Students” on page 4-5.
- You can duplicate only one class at a time.

How to duplicate a class

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class to duplicate.

Click on the class you want to duplicate.



2. From the **Classes** menu (on the menu bar), select **Duplicate**. This will start the **Duplicate Class** Assistant or Wizard.
3. In the **Edit Class Information** panel, make any necessary changes to the duplicate class information. Then, click the [Next] button.

1 Make any necessary changes. Click the [Assign Teacher] button to change the teacher assignment.

2 Click the [Next] button.

4. In the **Summary** panel, review the information. Click the [Back] button to make any corrections, or click the [Done] button (Macintosh) or the [Finish] button (Windows).
5. Enroll students into the new class. See “Enrolling Students” on page 4-5.

Adding a Teacher

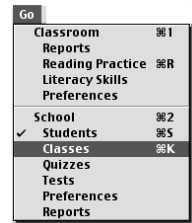
Adding a teacher can be done only when adding, editing, or duplicating a class. There is no database of teacher information in Accelerated Reader. Teachers are assigned to a class and become a part of the class information record.

Editing a Teacher's Information

There are two ways to edit teacher information in Accelerated Reader. You can edit the teacher information when you edit the class information, or you can select the **Edit Teacher** command from the **Classes** menu. You must be viewing the **Classes** management screen to edit a teacher's information (**Go** menu > **Classes**).

How to edit teacher information

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class whose teacher you want to edit.
2. From the **Classes** menu, select **Edit Teacher** to open the **Edit Teacher** dialog box.



1 Make any necessary changes to the teacher's information.

 A screenshot of the 'Edit Teacher' dialog box. It contains four text input fields: 'First Name' with 'Robin', 'Middle Initial' with 'W', 'Last Name' with 'McGuire', and 'Salutation' with a dropdown menu showing 'Mrs.'. At the bottom, there are three buttons: a help button with a question mark, a 'Cancel' button, and an 'OK' button. An arrow points from the 'OK' button to the number '2' in the adjacent text.

2 Click the [OK] button.

3. In the **Edit Teacher** dialog box, make your changes, and then click the [OK] button to accept the changes and close this dialog box.

Changing a Student's Enrollment

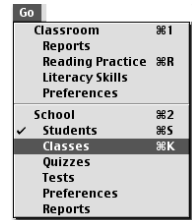
If your students are simply changing Accelerated Reader classes, you can change their enrollment rather than first unenrolling them from one class and then re-enrolling them into another class. You must be viewing the **Classes** management screen to change a student's enrollment (**Go** menu > **Classes**).

Things to know

- You must have at least *Classroom access* to both the students' old class and the students' new class.
- If your students are no longer going to participate in the Accelerated Reader program, you should unenroll them from the class instead. See "Unenrolling Students" on page 4-8.
- If your students have permanently left your school, you should export the students' records (page 3-16), unenroll them from their classes (page 4-8), and then delete them from the database page 3-18).

How to change a student's enrollment

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class that has the students whose enrollment you want to change.
2. Select the students whose enrollment you want to change. Remember to press the <⌘> key (Macintosh) or the <Ctrl> key (Windows) to select more than one student.



1 Click on the class that includes the students whose enrollment you want to change.

The 'Accelerated Reader Management-Administrator' window is shown. On the left, the 'Classes' menu has buttons: Add..., Edit..., Delete, Enroll..., Unenroll..., Help, and School. The main area is divided into two panes. The 'Classes' pane shows a table with columns 'Name' and 'Teacher'. The 'Grade 4' pane shows a table with 'Enrolled Students'. Below the panes, there is a section for 'Class: Grade 4' with details: Teacher: Mr. Richard Williams, ID: , Date of Birth: 05/03/90, Grade: 4, Gender: Not Specified, Locked: No. An arrow points from the 'Enroll...' button to the 'Classes' pane. Another arrow points from the 'Enrolled Students' list to the 'Student: Mitch Brandl' details.

2 Click on the students whose enrollment you want to change.

Press the <⌘> key (Macintosh) or the <Ctrl> key (Windows) to select more than one student.

3. From the **Classes** menu, select **Change Enrollment**.
4. In the **Change student enrollment** dialog box, select the class to which you want to move the selected students.

1 Click on the class you want to enroll the students in.

The 'Change student enrollment' dialog box is shown. It contains a table with columns 'Name' and 'Teacher'. The table lists classes from Grade 1 to Grade 6. Grade 5 is selected. Below the table, there are 'Cancel' and 'OK' buttons. An arrow points from the 'OK' button to the 'Change student enrollment' dialog box.

2 Click the [OK] button.

5. Click the [OK] button to accept the enrollment changes and to close this dialog box.

Clearing Class Lockouts

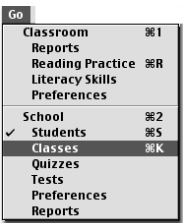
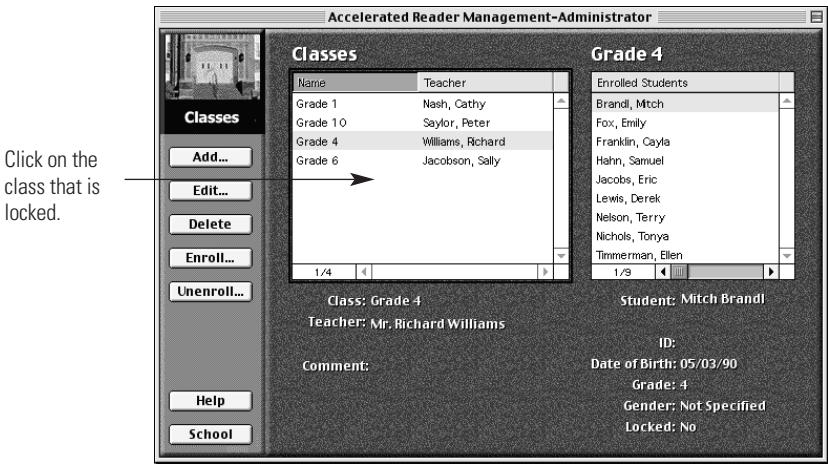
Accelerated Reader locks a class record whenever someone is working in the class. However, if there is a power failure or the computer crashes, Accelerated Reader will lock the class, and you will need to manually unlock the class record. You must be viewing the **Classes** management screen to clear a class lockout (**Go** menu > **Classes**).

Things to know

- You must have *Administrator access* to clear a class lockout.
- If you are asked to clear a class lockout, make sure that no one is working in a class that's locked. If someone is working in a class, a dialog box will appear letting you know that the class cannot be unlocked.
- You can unlock multiple classes.

How to clear class lockouts

1. While viewing the **Classes** management screen (**Go** menu > **Classes**), select the class that is locked. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one class.



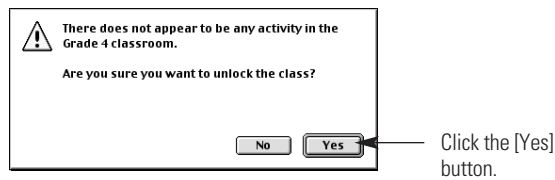
2. From the **Classes** menu, select **Clear Lock**.

3. You will receive one of the following dialog boxes:

If the class is in use, you will see the following dialog box. Click the [OK] button.



If the class is not in use, you will see the following dialog box. Click the [Yes] button.



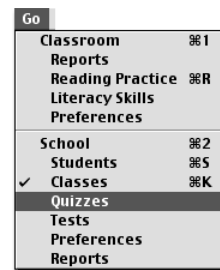
4. Verify the number of records that have been unlocked and then click the [OK] button.



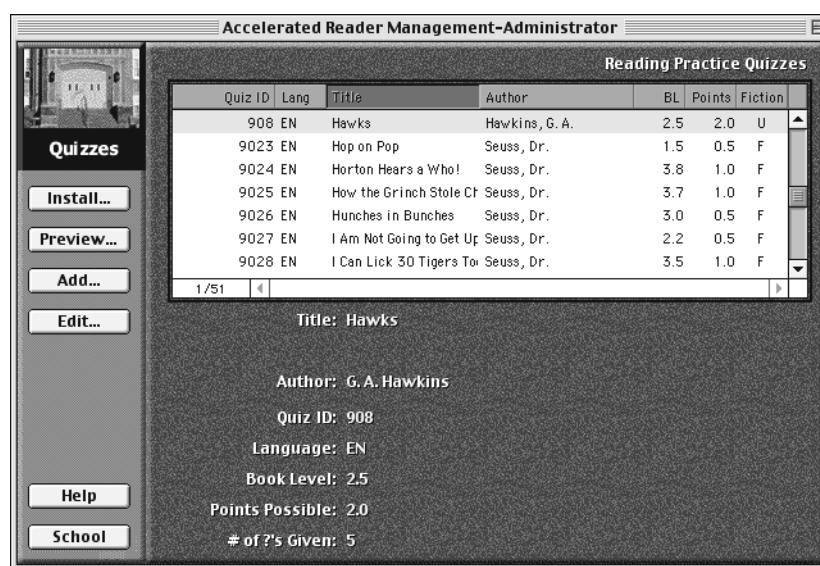
CHAPTER 5

Reading Practice Quizzes

This chapter contains all of the information you need to manage Reading Practice quizzes and your teacher-made quizzes. In Accelerated Reader, there are two areas where you can work with Reading Practice quizzes: the **Reading Practice** management screen and the **Quizzes** management screen.



The first part of this chapter will cover the tasks that can be performed while viewing the **Quizzes** management screen. You can access this screen by selecting **Quizzes** from the **Go** menu (**Go** menu > **Quizzes**). These are the tasks that help you manage your quizzes at the schoolwide level. In other words, these are the tasks that make the Reading Practice quizzes and teacher-made quizzes available for all of the Accelerated Reader classes in your school.



The Quizzes management screen

This section of the chapter explains how to perform these tasks:

- Installing Reading Practice quizzes. See page 5-3.
- Previewing Reading Practice quizzes. See page 5-5.
- Creating teacher-made quizzes. See page 5-8.

- Importing teacher-made quizzes. See page 5-11.
- Exporting teacher-made quizzes. See page 5-14.
- Editing teacher-made quizzes. See page 5-12.
- Deleting quizzes. See page 5-13.

Installing Reading Practice Quizzes

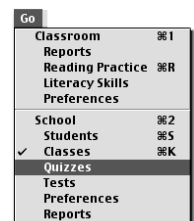
This section details the steps necessary to install Reading Practice Quizzes into Accelerated Reader. Before you begin installing the quizzes, you need to make sure you have your Accelerated Reader Quiz Disks available. To install quizzes, you must be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

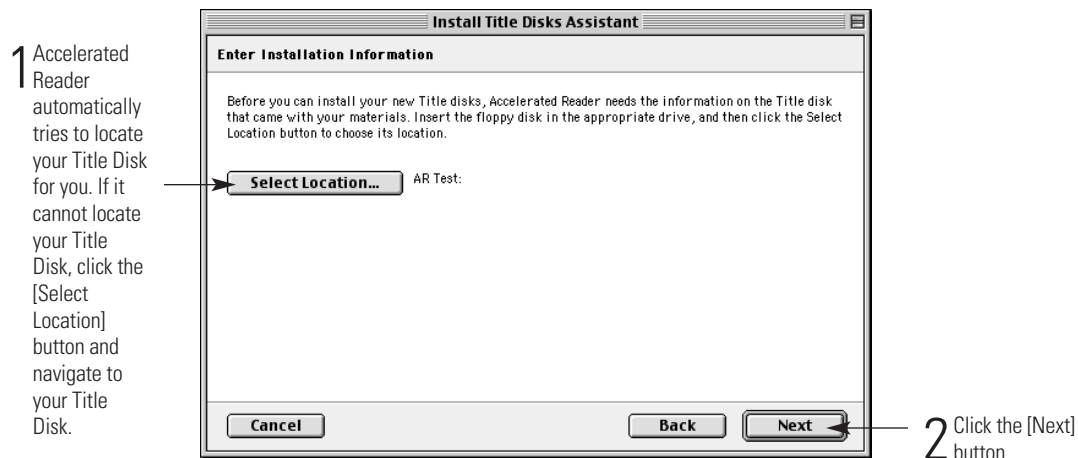
- Anyone with access to the Accelerated Reader Management program can install quizzes.
- Accelerated Reader uses an Assistant or Wizard to help you with the quiz installation process. If you insert your Quiz Disk before you *begin* the installation process, this Assistant or Wizard will automatically locate your disk for you.
- You can sort the Quiz List by “Quiz ID,” “Title,” “Author,” “BL” (Book Level), “Points,” or “Fiction.”
- You can use the “Quick Find” feature to quickly locate an item in the list based on the sort order of the list. See page 2-11 for information on using Quick Find.

How to install Reading Practice quizzes

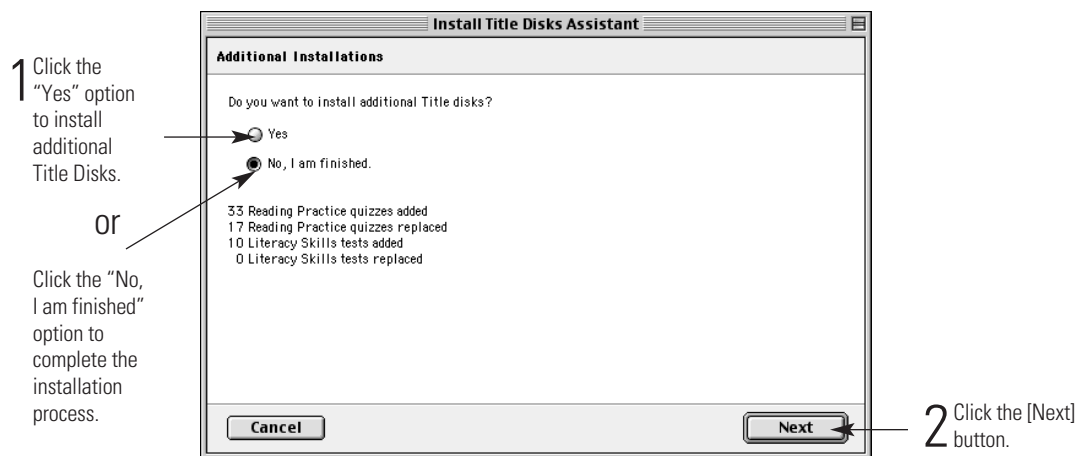
1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), insert your ALS Reading Practice Quiz Disk into your floppy disk drive.
2. Click the [Install] button to start the **Install Title Disks** Assistant or Wizard.
3. Read the information in the **Welcome** panel, and then click the [Next] button.



4. The next panel is the **Enter Installation Information** panel. Accelerated Reader will automatically locate your Title Disk for you. If your Title Disk cannot be located, click the [Select Location] button and navigate to your Title Disk. Then, click the [Next] button.



5. The next panel will display a “progress” bar showing that Accelerated Reader is installing the quizzes.
6. When the **Additional Installations** panel appears, select the appropriate option, and then click the [Next] button.



7. When you have finished installing all of your Accelerated Reader quizzes, the **Installation Complete** panel will appear. Click the [Done] button (Macintosh) or the [Finish] button (Windows) to complete the installation.

Previewing a Reading Practice Quiz

This section covers the steps for previewing a Reading Practice quiz, and the information you can obtain by previewing a Reading Practice quiz. To preview a Reading Practice quiz, you must be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

While previewing a Reading Practice quiz, you can:

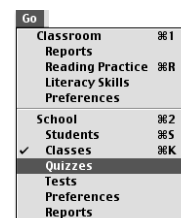
- See information about the book.
- See the number of questions that will be presented to the student taking the quiz.
- See the number of points possible.
- See the percent correct a student must achieve in order to pass the quiz.
- Take a sample student quiz.
- View each of the available questions.

Things to know

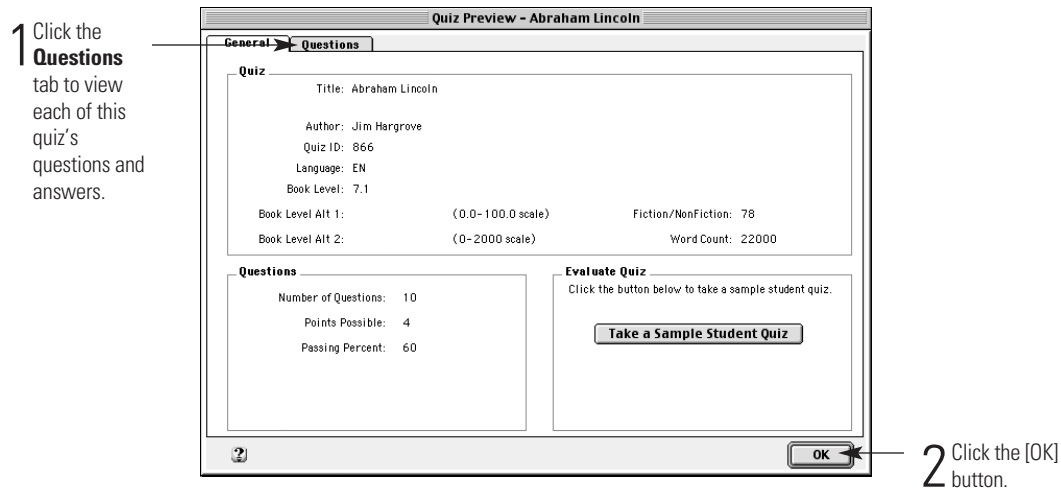
- Anyone with access to the Accelerated Reader Management program can preview a Reading Practice quiz.
- You can use the Quick Find feature to quickly locate a specific test. See page 2-11 for information on using Quick Find.

How to preview a Reading Practice quiz

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select the Reading Practice quiz you want to preview.



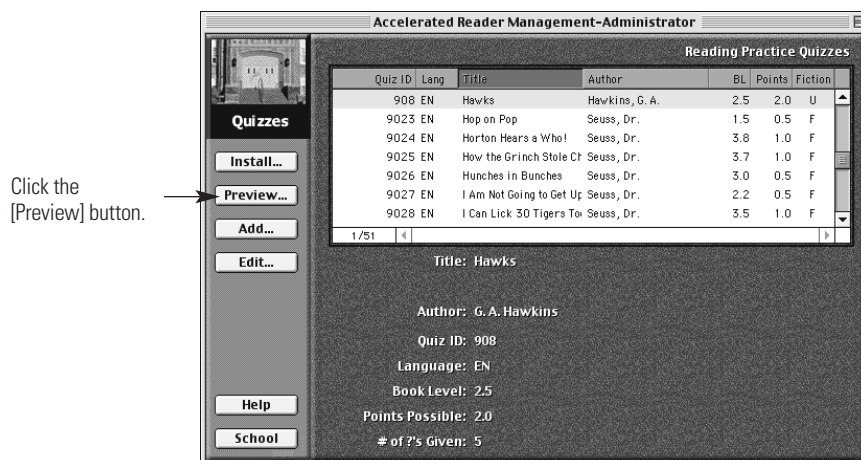
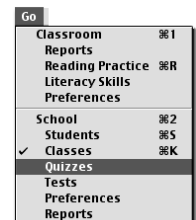
- Click the [Preview] button to open the **Quiz Preview** dialog box.



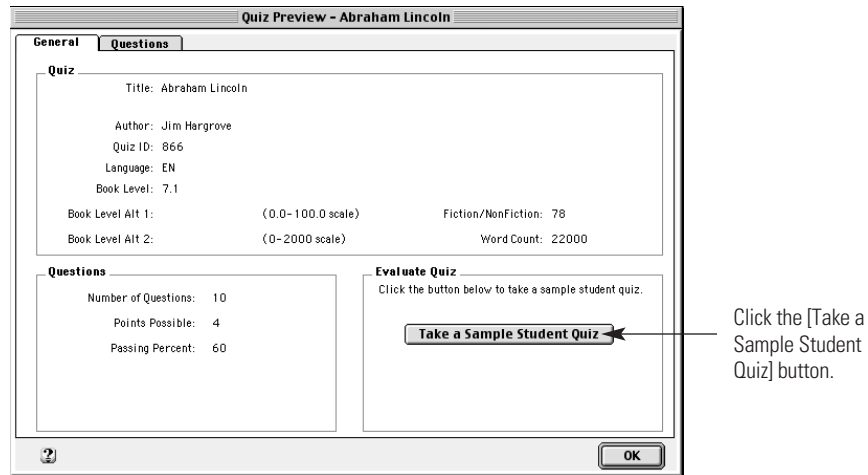
- Click the [OK] button (Macintosh) or the [Close] button (Windows) to close the **Quiz Preview** dialog box.

How to take a sample quiz

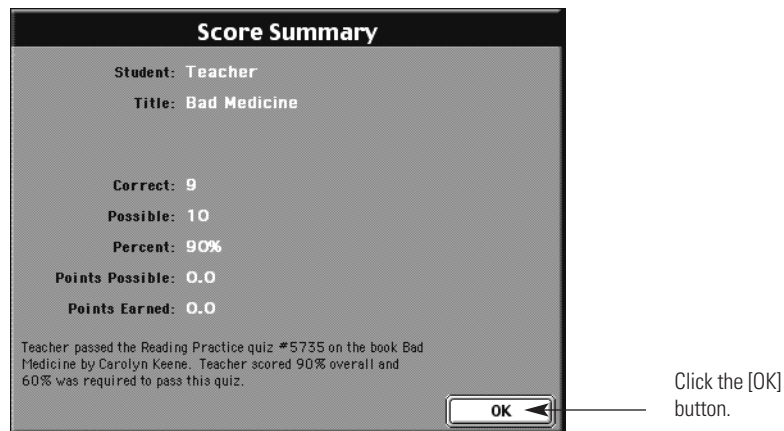
- While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select a Reading Practice quiz.
- Click the [Preview] button to open the **Quiz Preview** dialog box.



3. In the **Quiz Preview** dialog box, click the [Take a Sample Student Quiz] button. This will begin the sample quiz. Answer each question, clicking the [Next] button to move to the next question.



4. In the **Score Summary** dialog box, review your performance and click the [OK] button to return to the **Quiz Preview** dialog box.



5. In the **Quiz Preview** dialog box, click the [OK] button (Macintosh) or the [Close] button (Windows) to return to the **Quizzes** management screen.

Deleting Reading Practice Quizzes

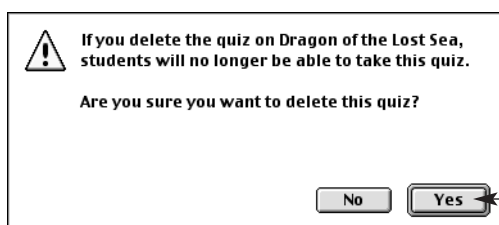
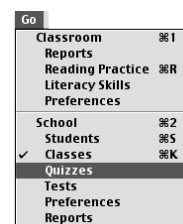
This section explains how to delete Reading Practice quizzes from Accelerated Reader. To delete quizzes, you must be viewing the **Quizzes** management screen (Go menu > **Quizzes**).

Things to know

- You must have *Administrator access* to delete a Reading Practice quiz.
- If you want to re-install a deleted quiz, you must re-install the entire contents of the Reading Practice Quiz Disk. See page 5-3.
- Deleting a quiz will have no effect on your students' reading records. Deleting a quiz merely makes the quiz unavailable to students.

How to delete a Reading Practice quiz

1. While viewing the **Quizzes** management screen (Go menu > **Quizzes**), select the quiz you want to delete. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one quiz.
2. From the **Quizzes** menu, select **Delete**.
3. Click the [Yes] button to confirm the deletion.



Click the [Yes] button.

Adding teacher-made quizzes

There are two ways to add your own teacher-made quizzes to the Accelerated Reader database. You can use the **Add** function to create and add your quizzes within Accelerated Reader, or you can use the **Import** function to import an existing file of teacher-made quizzes. Once your teacher-made quizzes are added to the Accelerated Reader database, they are available for your students. To add

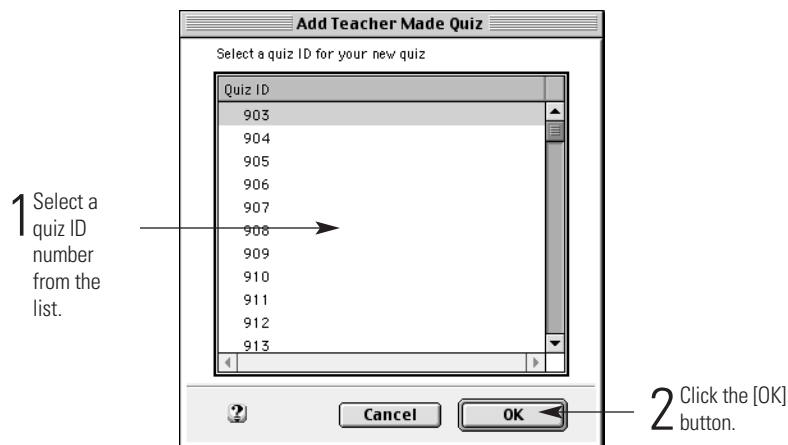
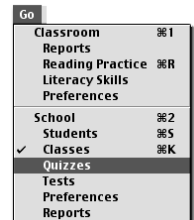
teacher-made quizzes, you should be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

- Anyone with access to the Accelerated Reader Management program can add teacher-made quizzes.
- You can add up to 500 teacher-made quizzes. The Quiz ID numbers 900 - 1399 are reserved for teacher-made quizzes.
- Book levels must be between 1 and 12.9 to be valid.
- Accelerated Reader automatically shuffles your answers.
- You must include the number of words in order for Accelerated Reader to calculate points.
- Accelerated Reader automatically calculates point values.

How to create a teacher-made quiz

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), click the [Add] button.
2. In the **Add Teacher Made Quiz** dialog box:



3. In the **Edit Teacher-Made Quiz** dialog box, click the **General** tab:

- 1 Click the **General** tab.
- 2 Enter the book's title.
- 3 Select a language.
- 4 Enter the book level. The value must be between 1.0 and 12.9.
- 5 Select the number of questions: 5, 10, or 20.

- 6 Enter the book's author.
- 7 Choose fiction, nonfiction, or N/A.
- 8 Enter the number of words in the book.
- 9 Click the [Print Preview this quiz] button to print your quiz for proofreading.

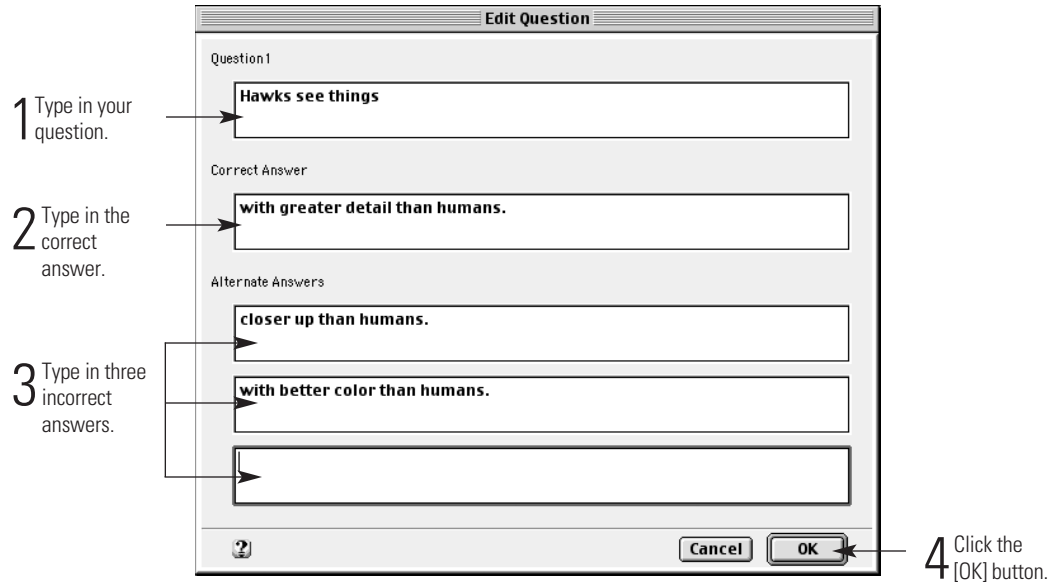
4. Click the **Questions** tab:

- 1 Click the **Questions** tab.
- 2 Click on a question.

Click these buttons to move the questions up or down in the list.

- 3 Click the [Edit] button to add a question.

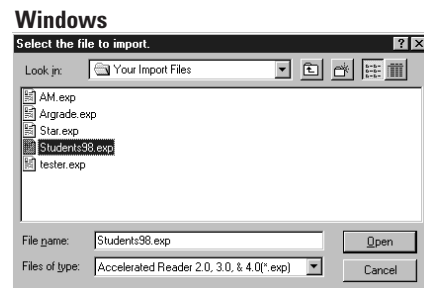
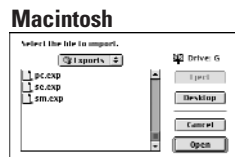
5. In the **Edit Question** dialog box:



6. Click the [OK] button and repeat steps **4 - 5** to add additional questions.
7. Click the [OK] button to add your quiz to the Accelerated Reader database.

How to import teacher-made quizzes

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select **Import Teacher Quizzes** from the **Quizzes** menu.
2. In the **Select the file to import** dialog box, navigate to your quiz file. Then, click the [Open] button. See page A-9 if you need assistance with file navigation.



3. You'll be alerted to the number of quizzes imported. Click the [OK] button.

EXISTING QUIZ NUMBERS

If you are importing quizzes with quiz numbers that already exist in your teacher-made quiz list, you will be asked if you want to replace the existing quiz with the new quiz. If you want to keep both quizzes, you will need to click the [No] or [No All] button. Then, you will need to re-enter the quiz using a different quiz ID.

Editing Teacher-made Quizzes

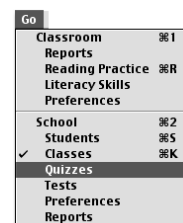
You can edit any teacher-made quiz in the Accelerated Reader database. To edit a teacher-made quiz, you must be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

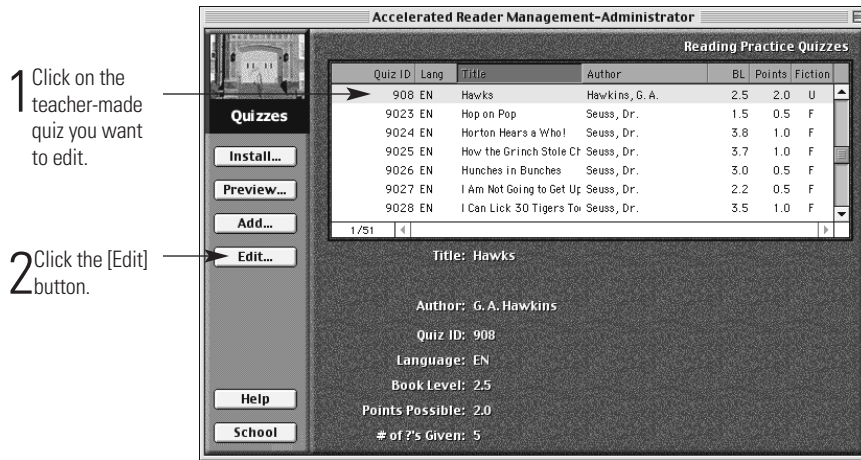
Things to know

- Anyone with access to the Accelerated Reader Management program can edit any teacher-made quiz.
- If you are using Accelerated Reader on a network, teacher-made quizzes are available to all teachers. Therefore, if you edit a quiz at your workstation, your changes will affect everyone who uses that quiz.

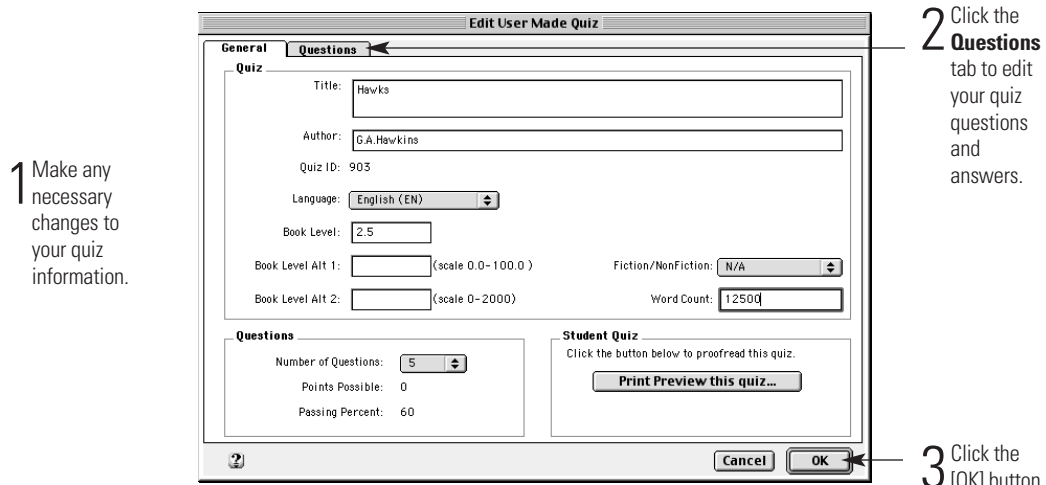
How to edit a teacher-made quiz

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select the teacher-made quiz you want to edit.





2. In the **Edit User Made Quiz** dialog box:



Deleting Teacher-made Quizzes

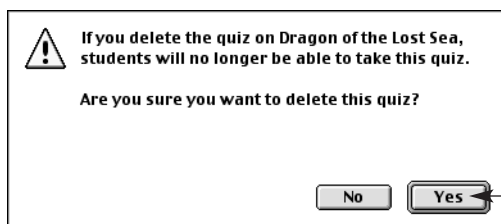
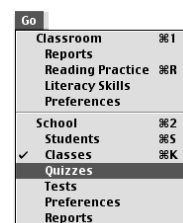
This section details the steps necessary for deleting teacher-made quizzes from the Accelerated Reader database. To delete a teacher-made quiz, you must be viewing the **Quizzes** management screen (**Go menu > Quizzes**).

Things to know

- You must have *Administrator access* to delete a teacher-made quiz.
- Deleting a teacher-made quiz has no effect on a student's quiz record. The quiz just isn't available to students.
- Deleting a teacher-made quiz permanently removes it from the database.
- Use the "Quick Find" feature to quickly locate the quiz you want to delete. See page 2-11 for information on using Quick Find.

How to delete a teacher-made quiz

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select the teacher-made quiz you want to delete.
2. Select the **Quizzes** menu, and then select **Delete**.
3. Click the [Yes] button to confirm the deletion.



Click the [Yes] button.

Exporting Teacher-made quizzes

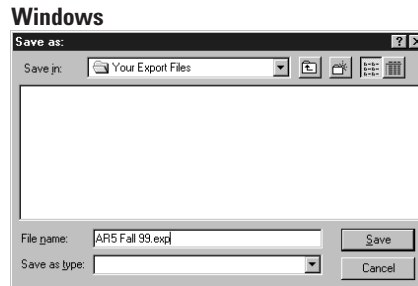
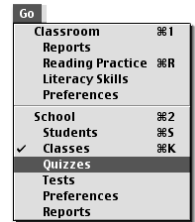
This section details the steps necessary for exporting teacher-made quizzes. To export teacher-made quizzes, you must be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

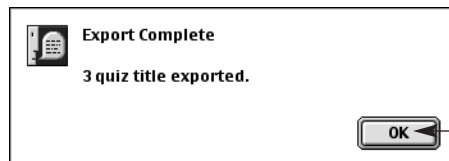
- Anyone with access to the Accelerated Reader Management program can export teacher-made quizzes.
- You cannot select individual quizzes to export. All of your quizzes will be exported.
- Only teacher-made quizzes can be exported.

How to export teacher-made quizzes

1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select **Export Teacher Quizzes** from the **Quizzes** menu.
2. Using the next dialog box, select a name (use **.exp** for the file name extension) and location for your export file. Then, click the [Save] button.

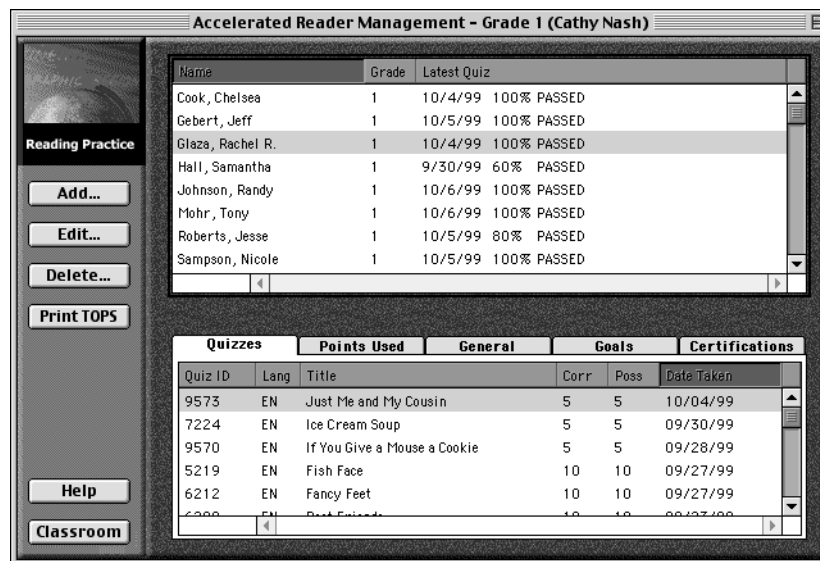
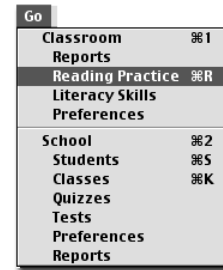


3. A dialog box will notify you of the number of quizzes exported. Click the [OK] button.



Click the [OK] button.

The second part of this chapter covers the tasks that you can complete while viewing the **Reading Practice** management screen. This screen can be viewed by selecting **Reading Practice** from the **Go** menu (**Go menu > Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.



The Reading Practice management screen

Adding a Quiz to a Student's Record

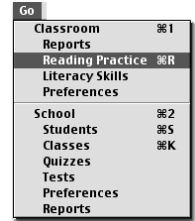
This section details the steps necessary for adding quizzes to a student's quiz record. To add a quiz to a student's quiz record, you must be viewing the **Reading Practice** management screen (**Go menu > Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can add a quiz to any student's record.
- If you have *Classroom access*, you can add a quiz to the records of the students enrolled in your classes.

How to add a quiz to a student's quiz record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name. Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.
2. Click the [Add] button to open the **Add Quiz** dialog box.



1 Select the quiz you want to add to the student's quiz record.

2 Click the [OK] button to open the **Edit Quiz** dialog box.

3 In the **Edit Quiz** dialog box:

1 Enter the number of questions correct.

2 Enter the date the quiz was taken.

3 Choose the TWI information from the drop-down list.

4 Click the [OK] button.

Editing a student's quiz record

This section details the steps necessary for editing a student's quiz record. To edit a student's quiz record, you must be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can edit any student's quiz record.
- If you have *Classroom access*, you can edit the quiz records for the students in your classes.

How to edit a student's quiz record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Click the **Quizzes** tab and select a quiz from the student's quiz record.

Go	
Classroom	961
Reports	
Reading Practice	96R
Literacy Skills	
Preferences	
School	962
Students	965
Classes	96K
Quizzes	
Tests	
Preferences	
Reports	

- 1 Click on a student's name.
- 2 Click on the **Quizzes** tab and select the quiz to edit.
- 3 Click the **Edit** button.

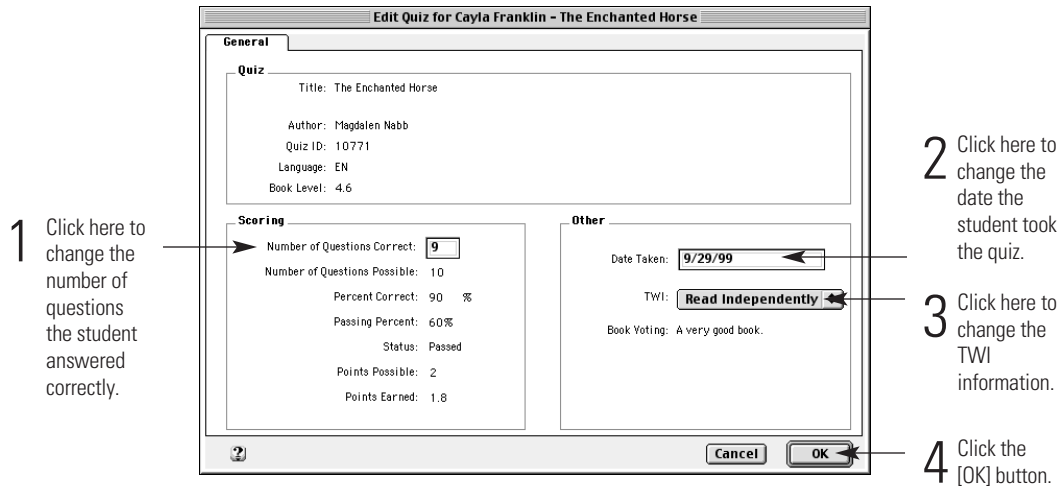
Accelerated Reader Management - Grade 1 (Cathy Nash)

Name	Grade	Latest Quiz
Cook, Chelsea	1	10/4/99 100% PASSED
Gebert, Jeff	1	10/5/99 100% PASSED
Glaze, Rachel R.	1	10/4/99 100% PASSED
Hall, Samantha	1	9/30/99 60% PASSED
Johnson, Randy	1	10/6/99 100% PASSED
Mohr, Tony	1	10/6/99 100% PASSED
Roberts, Jesse	1	10/5/99 80% PASSED
Sampson, Nicole	1	10/5/99 100% PASSED

Buttons: Add..., Edit..., Delete..., Print TOPS, Help, Classroom

Quiz ID	Lang	Title	Corr	Poss	Date Taken
9573	EN	Just Me and My Cousin	5	5	10/04/99
7224	EN	Ice Cream Soup	5	5	09/30/99
9570	EN	If You Give a Mouse a Cookie	5	5	09/28/99
5219	EN	Fish Face	10	10	09/27/99
6212	EN	Fancy Feet	10	10	09/27/99

3. Click the [Edit] button to open the **Edit Quiz** dialog box.



Deleting a quiz from a student's record

This section explains how to delete a quiz from a student's record. To delete a quiz you must be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can delete a quiz from any student's quiz record.
- If you have *Classroom access*, you can delete a quiz from the records of the students in your classes.
- When you delete a quiz from a student's record, the only way to recover the information is to import the student's record from a back-up file. See "Exporting Student Information" on page 3-16.

How to delete a quiz from a student's record

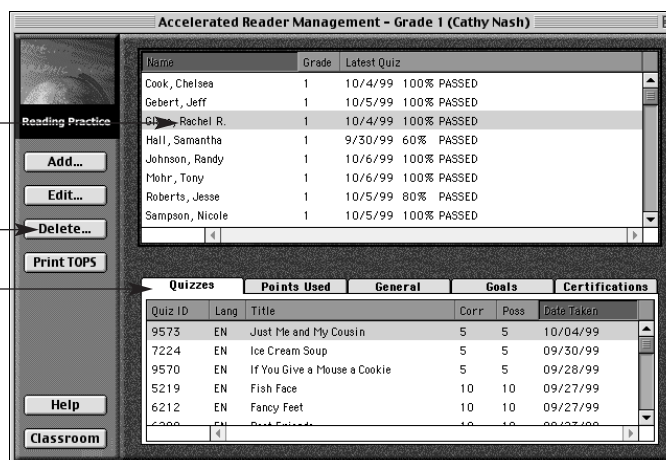
1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Quizzes** tab, and then click on the quiz you want to delete.

Go	
Classroom Reports	961
Reading Practice	96R
Literacy Skills	
Preferences	
School	962
Students	965
Classes	96K
Quizzes	
Tests	
Preferences	
Reports	

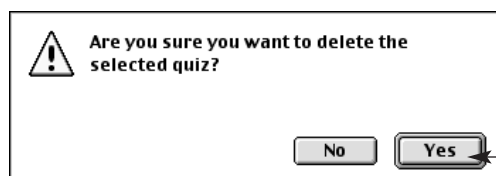
- 1 Click on a student's name.

- 3 Click the [Delete] button.

- 2 Click on the **Quizzes** tab, and then click on the quiz you want to delete.



3. Click the [Delete] button.
4. Click the [Yes] button to confirm the deletion.



Click the [Yes] button to confirm the deletion.

Reprinting a Student's TOPS Report

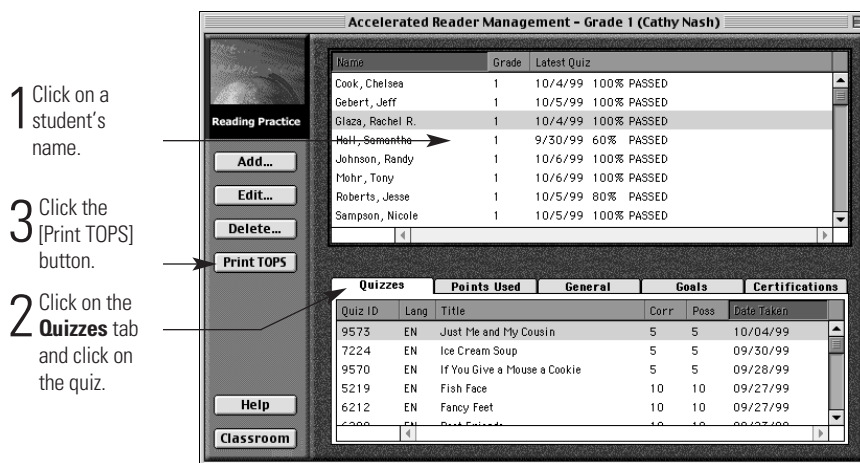
This section details the necessary steps for reprinting a student's TOPS Report. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can reprint the TOPS Report for any student.
- If you have *Classroom access*, you can reprint the TOPS Report for only students in your classes.

How to reprint a student's TOPS Report

1. While viewing the **Reading Practice** management screen (**Go menu > Reading Practice**), click on any student's name.
2. Select the **Quizzes** tab, and then click on the quiz for the TOPS Report you want to print.



3. Click the [Print TOPS] button to open the **Report Preview** dialog box. If asked, select the language for the TOPS Report.
4. In the **TOPS Report Preview** dialog box, click the [Print] button to print the report, or click the [Done] button (Macintosh) or the [Close] button (Windows) to close the dialog box.

Adding Points Used

This section details the steps necessary for adding points used to a student's record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can add points used to any student's record.
- If you have *Classroom access*, you can add points used to the records of only those students who are enrolled in your classes.
- A negative number in the "Points" column indicates the student has been awarded points.

How to enter points used to a student's record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Points Used** tab, and then click the [Add] button.

Go	
Classroom Reports	⌘1
Reading Practice	⌘R
Literacy Skills	
Preferences	
School	⌘2
Students	⌘5
Classes	⌘K
Quizzes	
Tests	
Preferences	
Reports	

Accelerated Reader Management - Grade 4 (Richard Williams)

Name	Grade	Latest Quiz
Brandl, Mitch	4	10/5/99 90% PASSED
Fox, Emily	4	10/5/99 50% FAILED
Franklin, Cayla	4	10/5/99 80% PASSED
Hahn, Samuel	4	10/6/99 40% FAILED
Jacobs, Eric	4	9/30/99 30% FAILED
Lewis, Derek	4	10/4/99 80% PASSED
Nelson, Terry	4	10/4/99 100% PASSED
Nichols, Tonya	4	10/5/99 100% PASSED

Points Used

Date	Points
10/01/99	1.0
09/22/99	-2.5

3. In the **Add Points** dialog box:

1 Click the "Student used" option to add points used. Enter the number of points in the "points" field.

or

Click the "Award student" option to award points. Enter the number of points in the "points" field.

2 Click the [OK] button.

Editing Points Used

This section details the steps necessary for editing a student's points used record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

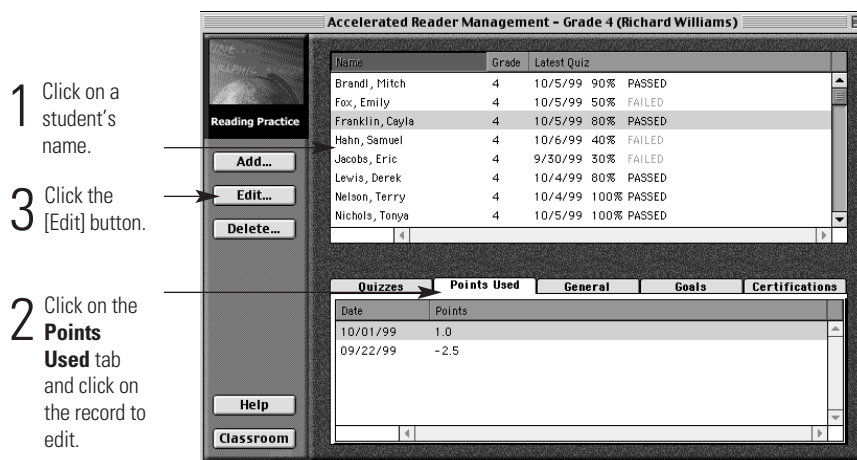
Things to know

- If you have *Administrator access*, you can edit the points used record for any student.
- If you have *Classroom access*, you can edit the points used record for only those students who are enrolled in your classes.
- A negative number in the "Points" column indicates the student has been awarded points.

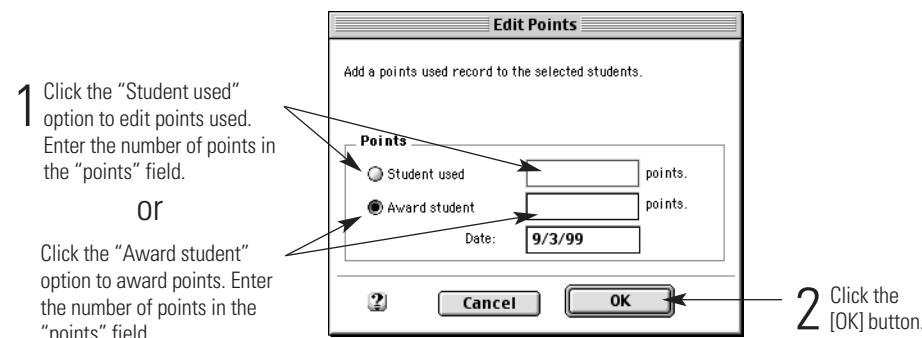
How to edit a student's points used record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on any student's name.
2. Select the **Points Used** tab, and click on the points used record you want to edit.

Go	
Classroom	961
Reports	
Reading Practice	96R
Literacy Skills	
Preferences	
School	962
Students	965
Classes	96K
Quizzes	
Tests	
Preferences	
Reports	



3. Click the [Edit] button to open the **Edit Points** dialog box.



Deleting points used

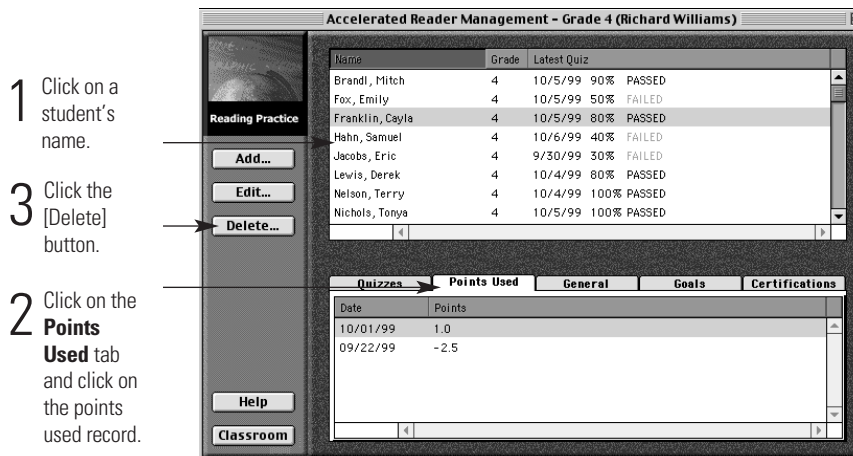
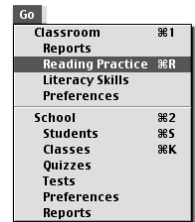
This section details the steps necessary for deleting points from a student's points-used record. You should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can delete points from the points used record for any student.
- If you have *Classroom access*, you can delete points from the points used record of only those students who are enrolled in your classes.
- You can select more than one points used record to delete.

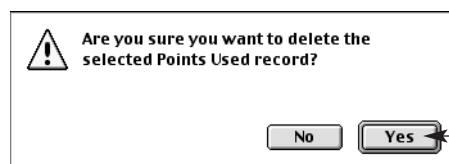
How to delete points from a student's points used record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on any student's name.
2. Select the **Points Used** tab, and click on the points record you want to delete.
To select more than one points record, remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows).



- 1 Click on a student's name.
- 2 Click on the **Points Used** tab and click on the points used record.
- 3 Click the [Delete] button.

3. Click the [Delete] button.
4. Click the [Yes] button to confirm the deletion.



Click the [Yes] button.

Editing TWI

This section details the steps necessary for editing a student's TWI information. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

T W I ?

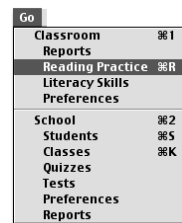
When a student takes a Reading Practice quiz, the Student program records how the book was read. Was the book read to the student? Did someone read the book with the student? Did the student read the book independently? This option allows you to determine if the student will be asked how the book was read, and to specify a default answer.

Things to know

- If you have *Administrator access*, you can edit the TWI information for any student.
- If you have *Classroom access*, you can edit the TWI information for only those students who are enrolled in your classes.
- TWI refers to how the book was read. “Read To” the student, “Read With” the student, or “Read Independently” by the student. See page 8-29 for more information.

How to edit a student's TWI information

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name. You can select multiple students. To select more than one student, remember to press the <⌘> key (Macintosh) or <Ctrl> key (Windows).



2. Select the **General** tab, and then click the [Edit TWI] button.

1 Click on a student's name.

2 Click on the **General** tab.

3 Click the [Edit TWI] button.

4 Click the option you want to use.

5 Click the [OK] button.

Name	Grade	Latest Quiz	Score
Brandl, Mitch	4	10/5/99	90% PASSED
Fox, Emily	4	10/5/99	50% FAILED
Franklin, Cayla	4	10/5/99	80% PASSED
Hahn, Samuel	4	10/6/99	40% FAILED
Jacobs, Eric	4	9/30/99	30% FAIL
Lewis, Derek	4	10/4/99	80% PASS
Nelson, Terry	4	10/4/99	100% PASS
Nichols, Tonya	4	10/5/99	100% PASS

Creating Teams

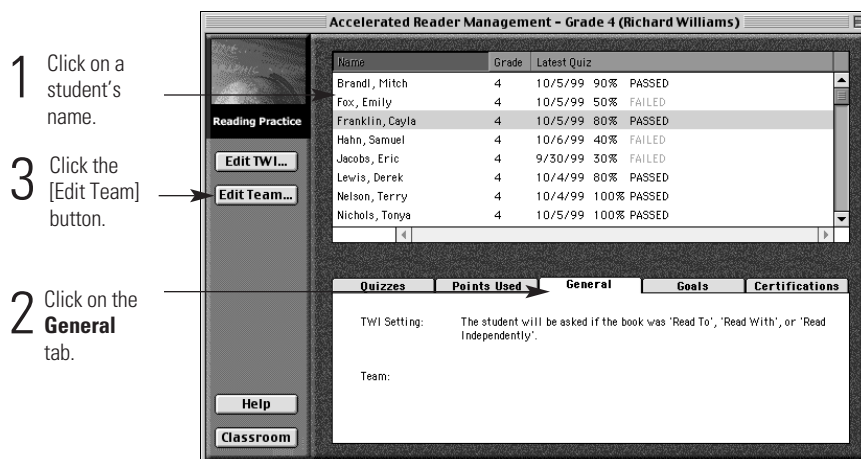
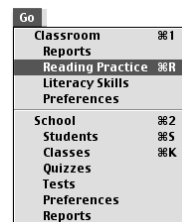
This section details the steps necessary for editing a student's team information. You should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

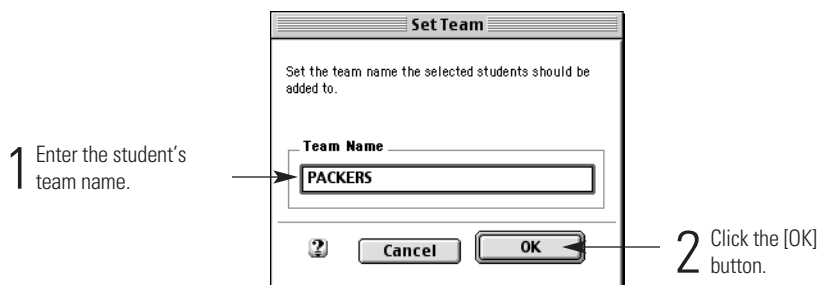
- If you have *Administrator access*, you can determine teams for any class or student.
- If you have *Classroom access*, you can determine teams for only the students who are enrolled in your classes.
- You can select multiple students and assign the same team name to all of the selected students.

How to create student teams

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on the students' names for which you want to create a team. To select more than one student, remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows).
2. Select the **General** tab, and then click the [Edit Team] button.



3. In the **Set Team** dialog box:



Setting Goals

This section explains how to set reading goals for your students. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can set reading goals for any student.
- If you have *Classroom access*, you can set reading goals for only those students who are enrolled in your classes.
- You do not have to set all of the goals for a student. For example, you can give your student a Point goal or a Book Level goal, but not a Certification goal.
- The number of times for certification is the number of times the student has to achieve the selected certification for the selected marking period.
- The Administrator must define marking periods before reading goals can be set. See page 8-21 for more information on defining marking periods.

How to set reading goals for your students

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Goals** tab, click on a marking period, and then click the [Set] button.

Go	
Classroom Reports	981
Reading Practice	98R
Literacy Skills Preferences	
School Students	982
Classes	985
Quizzes	98K
Tests	
Preferences	
Reports	

1 Click on a student's name.

3 Click the [Set] button.

2 Click on the **Goals** tab, and then click a marking period.

Name	Grade	Latest Quiz
Brandt, Mitch	4	10/5/99 90% PASSED
Fox, Emily	4	10/5/99 50% FAILED
Franklin, Cayla	4	10/5/99 80% PASSED
Hahn, Samuel	4	10/6/99 40% FAILED
Jacobs, Eric	4	9/30/99 30% FAILED
Lewis, Derek	4	10/4/99 80% PASSED
Nelson, Terry	4	10/4/99 100% PASSED
Nichols, Tonya	4	10/5/99 100% PASSED

Quizzes	Points Used	General	Goals	Certifications
Marking Period				
Marking Period 1 Pts: 5.0 / 19.0, BL: 3.5 / 4.6, Cert: Sup / Sup				

3. In the **Set Goal** dialog box:

1 Enter the student's Point Goal, Book Level Goal, or Certification Goal and the number of times to certify.

2 Click the [OK] button.

Clearing Goals

This section details the steps necessary to clear reading goals from a student's record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

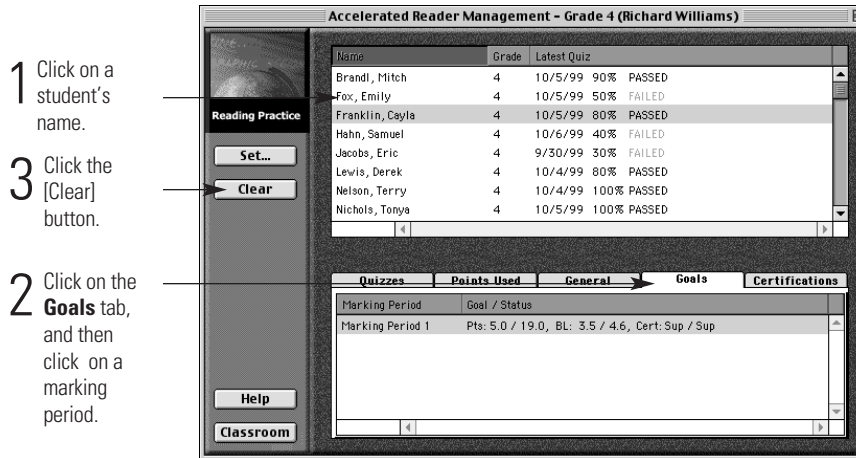
Things to know

- If you have *Administrator access*, you can clear reading goals from any student.
- If you have *Classroom access*, you can clear reading goals from only those students enrolled in your classes.
- Clearing goals does not remove the marking period.

How to clear a student's reading goals

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Goals** tab, click on a marking period, and then click the [Clear] button.

Go	
Classroom	961
Reports	
Reading Practice	96R
Literacy Skills	
Preferences	
School	962
Students	965
Classes	96K
Quizzes	
Tests	
Preferences	
Reports	



3. Click the [Yes] button to clear the selected goal.

Adding Certifications

This section explains how to add certifications to a student's record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

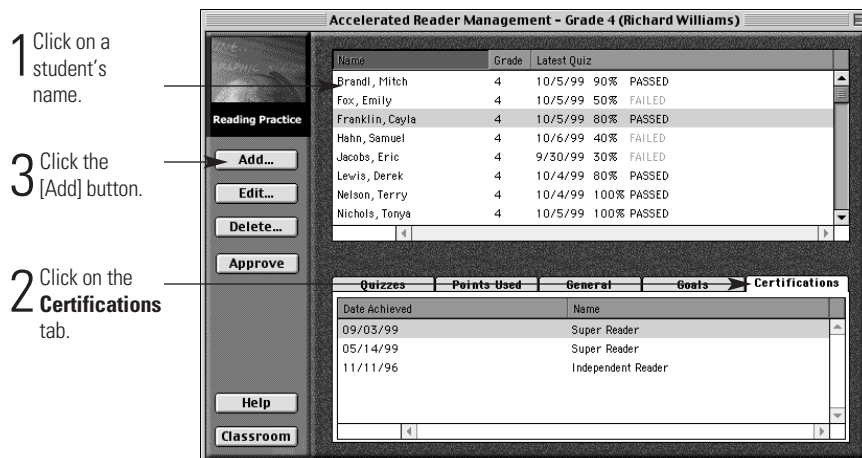
Things to know

- If you have *Administrator access*, you can add a certification to any student's record.
- If you have *Classroom access*, you can add a certification to only those students enrolled in your classes.
- Use this feature to manually add a certification to a student who has transferred from another school and has a printed record rather than an import file.

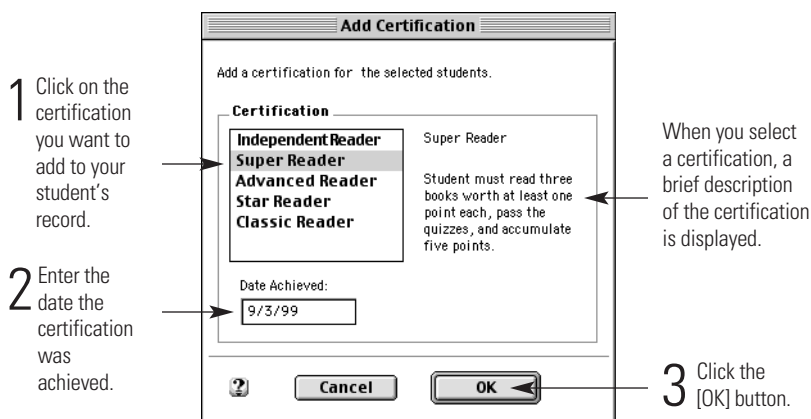
How to add a certification to a student's record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name. To select more than one student, remember to press the **⌘** key (Macintosh) or **Ctrl** key (Windows).
2. Select the **Certifications** tab and then click the **[Add]** button.

Go	
Classroom	⌘1
Reports	
Reading Practice	⌘R
Literacy Skills	
Preferences	
School	⌘2
Students	⌘5
Classes	⌘K
Quizzes	
Tests	
Preferences	
Reports	



3. In the **Add Certification** dialog box:



Editing Certifications

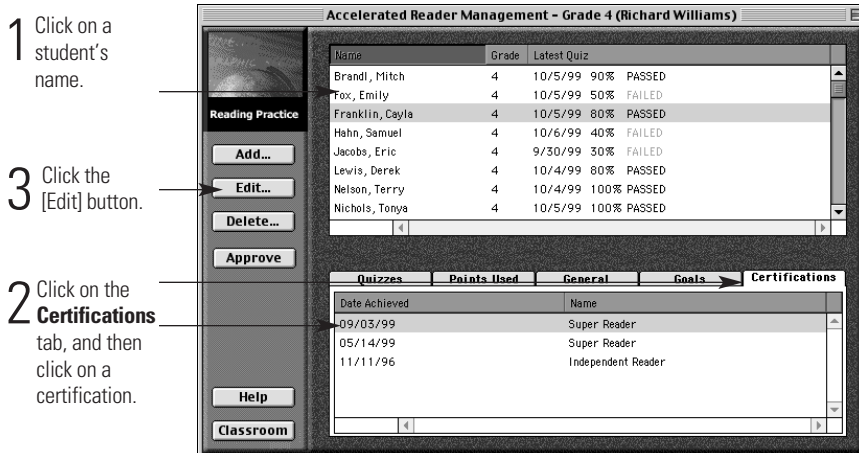
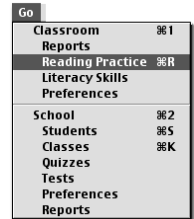
This section how to edit the certifications in a student's record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

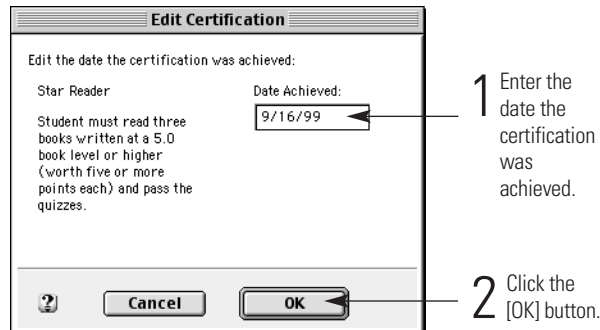
- If you have *Administrator access*, you can edit the certification record for any student.
- If you have *Classroom access*, you can edit the certification record for only those students enrolled in your classes.
- You can edit the date the certification was achieved.

How to edit a student's certification record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Certifications** tab, click on a certification, then click the [Edit] button.



3. In the **Edit Certification** dialog box:



Deleting Certifications

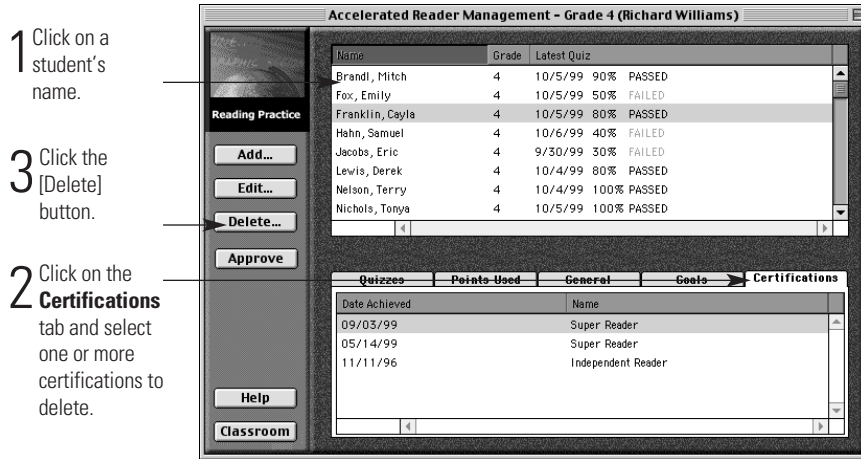
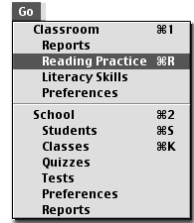
This section details the steps necessary for deleting certifications from a student's record. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**). Please note that if you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.

Things to know

- If you have *Administrator access*, you can delete certifications from any student's record.
- If you have *Classroom access*, you can delete certifications from only those students enrolled in your classes.
- You can select more than one certification to delete.

How to delete a certification from a student's record

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on a student's name.
2. Select the **Certifications** tab, and then click on a certification. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one certification.



3. Click the [Delete] button.
4. Click the [Yes] button to confirm the deletion.

Approving Independent Reader Certification

This section explains how to approve Independent Reader certification for your early readers. To perform this task, you should be viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**).

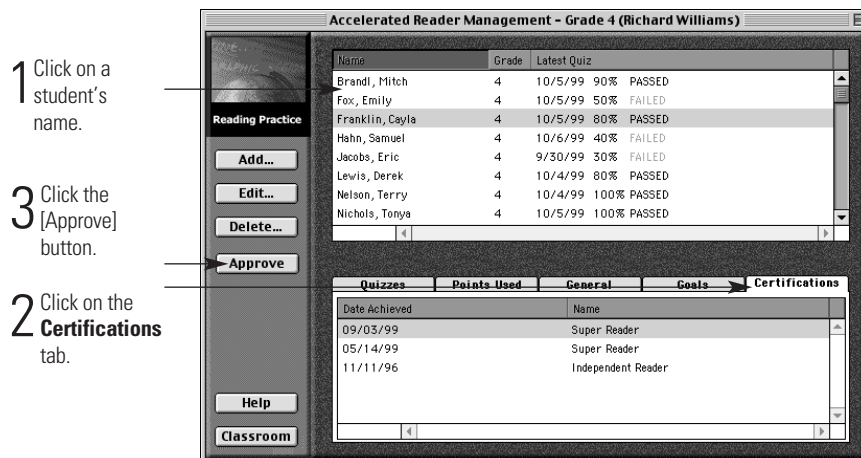
Things to know

- Independent Reader is the *only* certification that requires your approval.
- Students can certify as Independent Readers only once.

How to approve Independent Reader certification

1. While viewing the **Reading Practice** management screen (**Go** menu > **Reading Practice**), click on the student's name who has a pending Independent Reader certification.
2. Click the **Certifications** tab, and then click the [Approve] button.

Go	
Classroom	⌘1
Reports	
Reading Practice	⌘R
Literacy Skills	
Preferences	
School	⌘2
Students	⌘5
Classes	⌘K
Quizzes	
Tests	
Preferences	
Reports	



3. Click the [Yes] button to approve this certification.

Creating an Export File for AR BookGuide

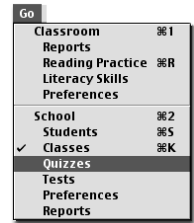
This section explains how to create an export file for importing your Reading Practice quiz information into AR BookGuide. To perform this task you should be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

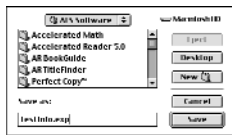
- Anyone with access to the Accelerated Reader Management program can create an export file.
- Creating this export file allows you to import your quiz list into AR BookGuide to help you identify the quizzes you have and the quizzes and books you need.

How to create an export file for AR BookGuide

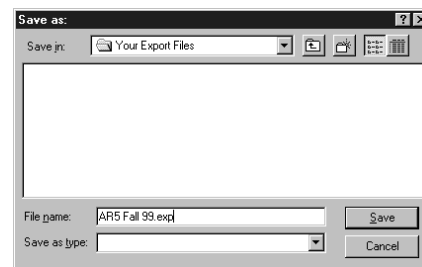
1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select the quizzes you want to export.
2. Select **Export for AR BookGuide** from the **Quizzes** menu.
3. Navigate to the location where you want to save your export file and then click the [Save] button. See page A-9 if you need assistance with file navigation.



Macintosh



Windows



Creating an Export File for Book Labels

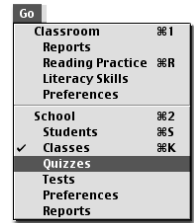
This section explains how to create an export file of the book label information. If you have software that creates or prints special book labels, you can use this file to create labels with your quiz information. To perform this task, you should be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

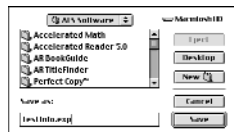
- Anyone with access to the Accelerated Reader management program can create an export file.
- You can select the quizzes you want to include in the export file.

How to create an export file for book labels

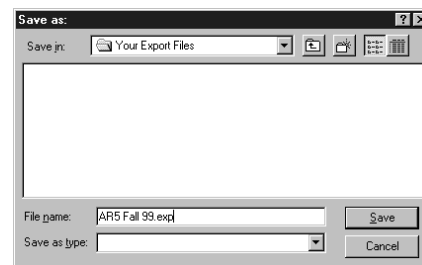
1. While viewing the **Quizzes** management screen (**Go** menu > **Quizzes**), select the quizzes you want to export.
2. Select **Export Book Labels** from the **Quizzes** menu.
3. Navigate to the location where you want to save your export file and then click the [Save] button. See page A-9 if you need assistance with file navigation.



Macintosh



Windows



Setting Alternate Book Levels

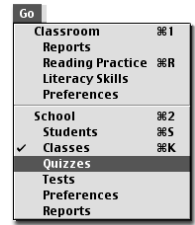
This section explains how to set alternate book levels for selected quizzes. To perform this task, you should be viewing the **Quizzes** management screen (**Go** menu > **Quizzes**).

Things to know

- Anyone with access to the Accelerated Reader Management program can set alternate book levels.
- The alternate book levels you enter can be included on your book labels. See page 7-4 for information on printing book labels.

How to set alternate book levels

1. While viewing the **Quizzes** management screen (**Go** menu > Quizzes), select the quiz or quizzes.
2. From the **Quizzes** menu, select **Set Alt Book Levels**.
3. In the **Set Alternate Book Levels** dialog box, enter the alternate book levels you want to use.
4. Click the [OK] button.



“If you want to... then look in...”

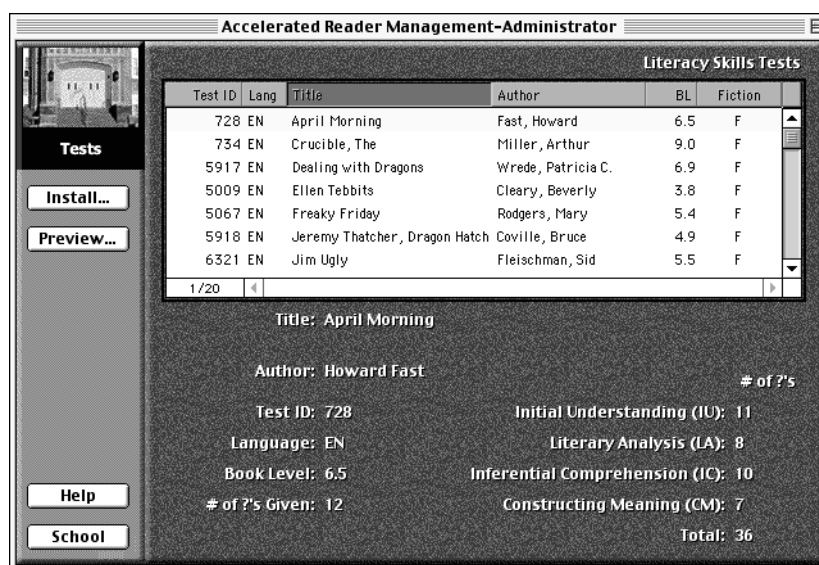
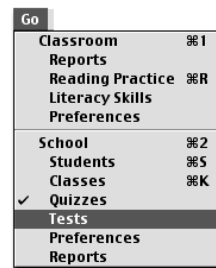
- If you want to work with Literacy Skills tests and student records, then look in Chapter 6: Literacy Skills Tests.
- If you want to generate book labels, then look in Chapter 7: Managing Reports under the section “Book Labels” on page 7-4.

CHAPTER 6

Literacy Skills Tests

This chapter describes how to install and manage your Literacy Skills tests. You can access Literacy Skills test information from the **Tests** management screen and from the **Literacy Skills** management screen.

This first part of the chapter will explain all of the tasks that are completed while viewing the **Tests** management screen. To go to the **Tests** management screen, select **Tests** from the **Go** menu (**Go** menu > **Tests**).



The Tests management screen

This chapter describes these tasks:

- Installing Literacy Skills tests. See page 6-3.
- Previewing a Literacy Skills test. See page 6-5.
- Viewing and printing a Literacy Skills Teacher's Guide. See page 6-7.
- Taking a sample test. See page 6-8.
- Deleting a Literacy Skills test. See page 6-9.
- Editing a student's Literacy Skills test record. See page 6-10.
- Changing the date the test was taken. See page 6-11.
- Viewing the student's Literacy Skills test record. See page 6-10.

- Rescoring a student's Literacy Skills test. See page 6-12.
- Deleting a Literacy Skills test from a student's record. See page 6-14.
- Reprinting a Literacy Skills test TOPS Report. See page 6-15.

Installing Literacy Skills Tests

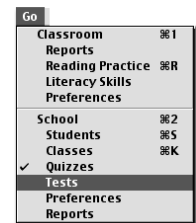
This section explains how to install Literacy Skills tests into the Accelerated Reader database. To install Literacy Skills tests, you must be viewing the **Tests** management screen (**Go** menu > **Tests**).

Things to know

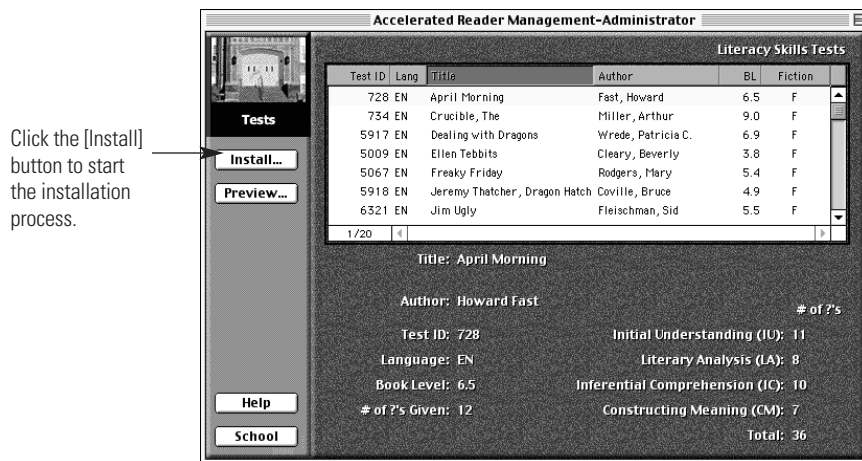
- Anyone with access to the Accelerated Reader Management program can install Literacy Skills tests.
- Accelerated Reader uses an Assistant or Wizard to help you with the installation process. If you insert your Test Disk before you begin installation, this Assistant or Wizard will automatically locate your disk for you.
- You can sort the Test List by "Test ID," "Title," "Author," "BL" (Book Level), or "Fiction."
- You can use the Quick Find feature to quickly locate an item in the list based on the sort order of the list. See page 2-11 for information on using Quick Find.

How to install Literacy Skills tests

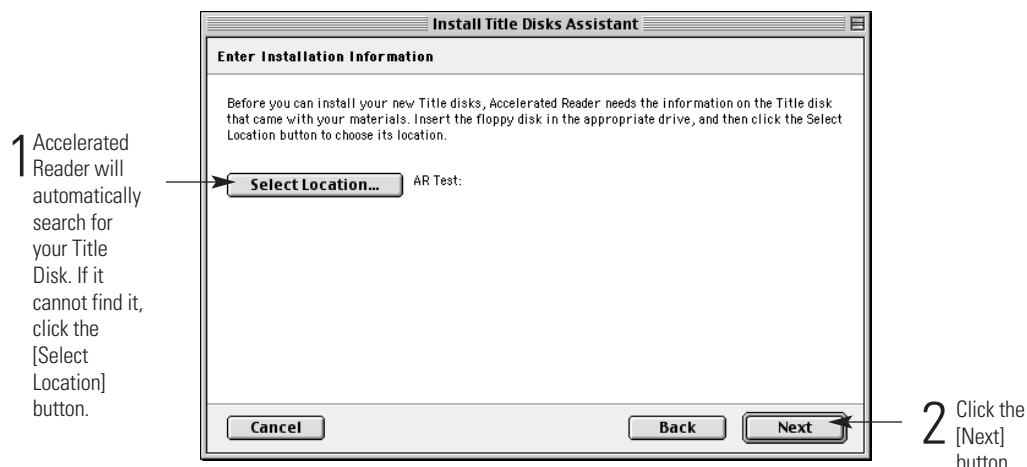
1. While viewing the **Tests** management screen (**Go** menu > **Tests**), insert your Literacy Skills Title Disk into your floppy-disk drive.



- Click the [Install] button to start the **Install Title Disks** Assistant or Wizard.

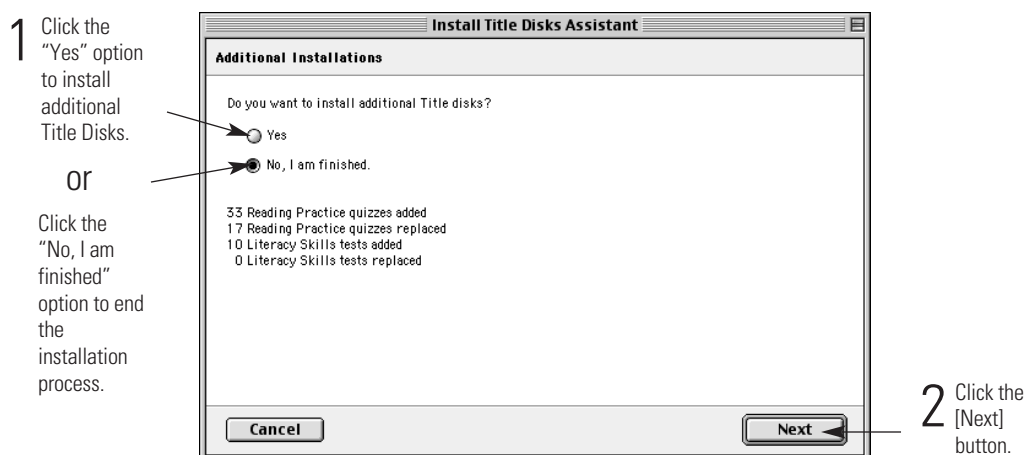


- Read the information in the **Welcome** panel, and then click the [Next] button.
- The next panel is the **Enter Installation Information** panel. Accelerated Reader will automatically locate your Title Disk for you. If your Title Disk cannot be located, click the [Select Location] button and navigate to your Title Disk. Then, click the [Next] button.



- The next panel will display a "progress" bar showing that Accelerated Reader is installing the tests.

6. When the **Additional Installations** panel appears, select the appropriate options, and then click the [Next] button.



7. When you have finished installing all of your Literacy Skills tests, the **Installation Complete** panel will appear. Click the [Done] button (Macintosh) or the [Finish] button (Windows) to complete the installation.

Previewing a Literacy Skills Test

This section explains how to preview a Literacy Skills test and describes the information you can obtain while previewing a Literacy Skills test. To preview a Literacy Skills test, you must be viewing the **Tests** management screen (**Go** menu > **Tests**).

While previewing a Literacy Skills test, you can:

- See the literacy skills covered by the test questions and the number of test questions for each literacy skill.
- See the number of questions that will be presented to the student taking the test.
- Take a sample student test.
- View and print the Teacher's Guide.
- View each of the available questions.

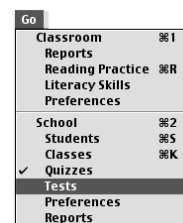
Things to know

- Anyone with access to the Accelerated Reader Management program can preview a Literacy Skills test.

- You can use the Quick Find feature to quickly locate a specific test. See page 2-11 for information on using Quick Find.

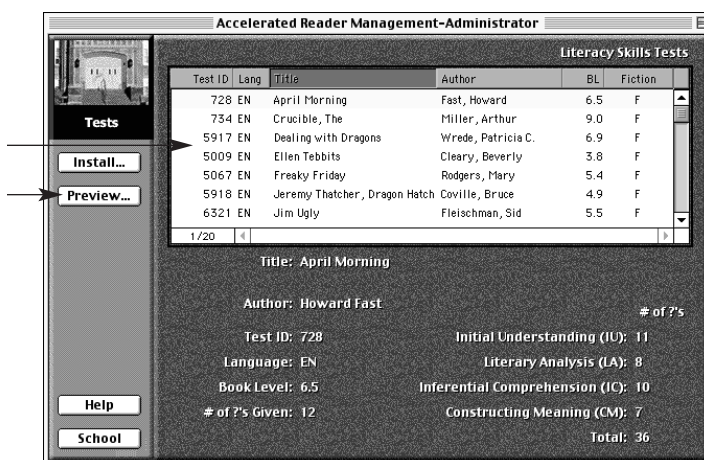
How to preview a Literacy Skills test

1. While viewing the **Tests** management screen (**Go** menu > **Tests**), select the Literacy Skills test you want to preview.
2. Click the [Preview] button to open the **Test Preview** dialog box.



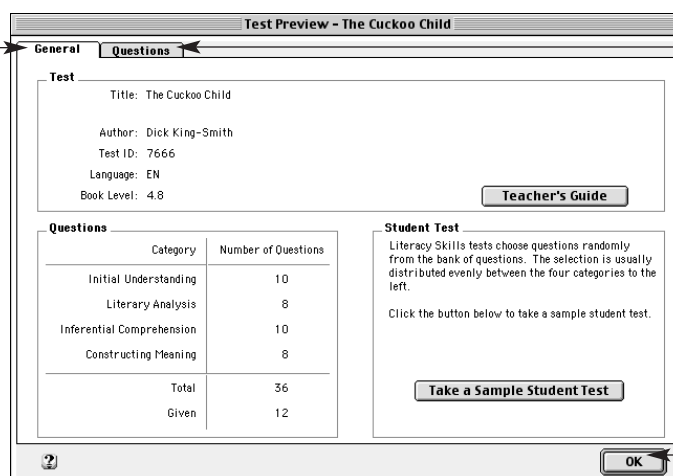
- 1 Click on the test you want to preview.

- 2 Click the [Preview] button.



3. Click the [OK] button (Macintosh) or the [Close] button (Windows) to close the **Test Preview** dialog box.

- 1 Click the **General** tab to view information about the book and test.

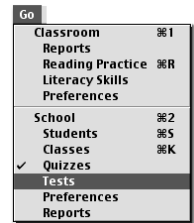


- 2 Click the **Questions** tab to preview the test questions and answers.

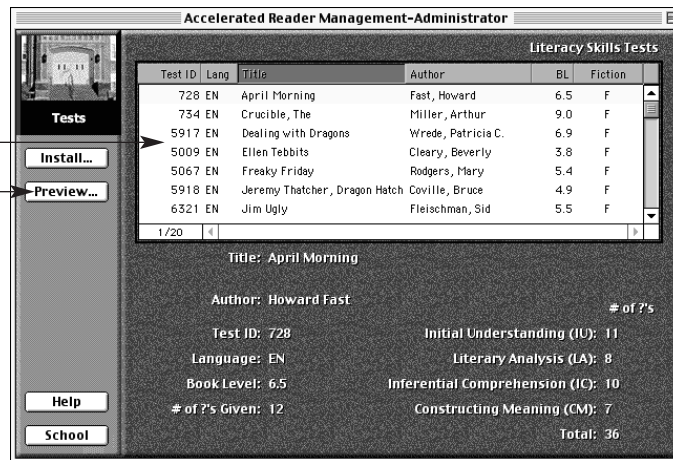
- 3 Click the [OK] or [Close] button.

How to view and print the “Teacher’s Guide”

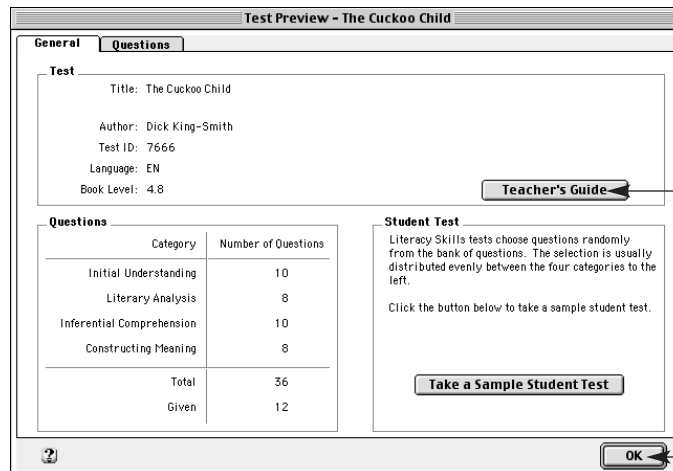
1. While viewing the **Tests** management screen (**Go** menu > **Tests**), select a Literacy Skills test.
2. Click the [Preview] button to open the **Test Preview** dialog box.



- 1 Click on the test you want to preview.
- 2 Click the [Preview] button.



3. In the **Test Preview** dialog box, click the [Teacher’s Guide] button.

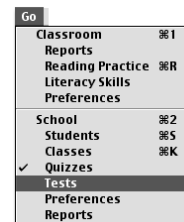
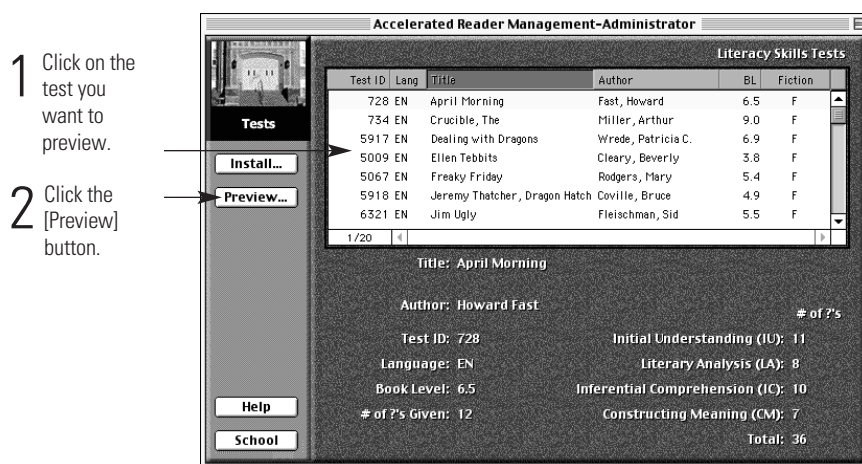


- 1 Click the [Teacher’s Guide] button to preview or print the Teacher’s Guide for the selected test.
- 2 Click the [OK] or [Close] button.

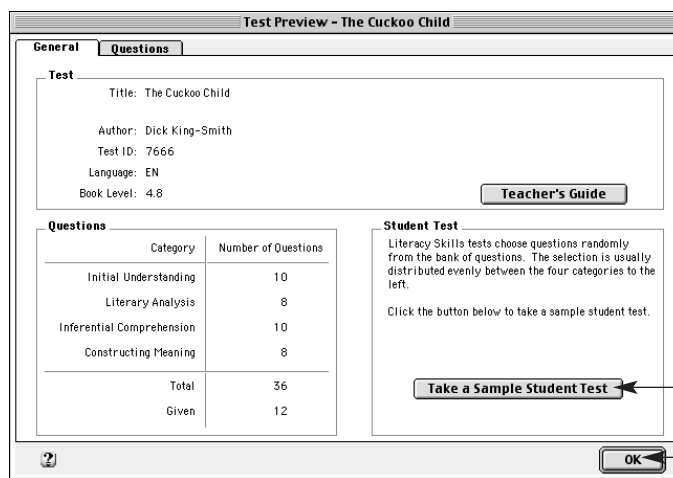
4. In the **Teacher’s Guide Report Preview** dialog box, click the [Print] button to print the Teacher’s Guide, or click the [Done] button (Macintosh) or the [Close] button (Windows) to close this dialog box and return to the **Test Preview** dialog box.
5. In the **Test Preview** dialog box, click the [OK] button (Macintosh) or the [Close] button (Windows) to return to the **Tests** management screen.

How to take a sample test

1. While viewing the **Tests** management screen (**Go** menu > **Tests**), select a Literacy Skills test.
2. Click the [Preview] button to open the **Test Preview** dialog box.



3. In the **Test Preview** dialog box, click the [Take a Sample Student Test] button. This will begin the sample test. Answer each question, clicking the [Next] button to move to the next question.



- 1 Click the [Take a Sample Student Test] button.

- 2 Click the [OK] or [Close] button.

4. In the **Score Summary** dialog box, review your performance and click the [OK] button to return to the **Test Preview** dialog box.
5. In the **Test Preview** dialog box, click the [OK] button (Macintosh) or the [Close] button (Windows) to return to the **Tests** management screen.

Deleting a Literacy Skills Test

This section explains how to delete a Literacy Skills test from the Accelerated Reader database. To delete a Literacy Skills test, you should be viewing the **Tests** management screen (**Go** menu > **Tests**).

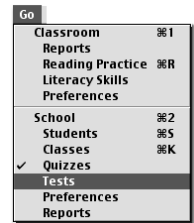
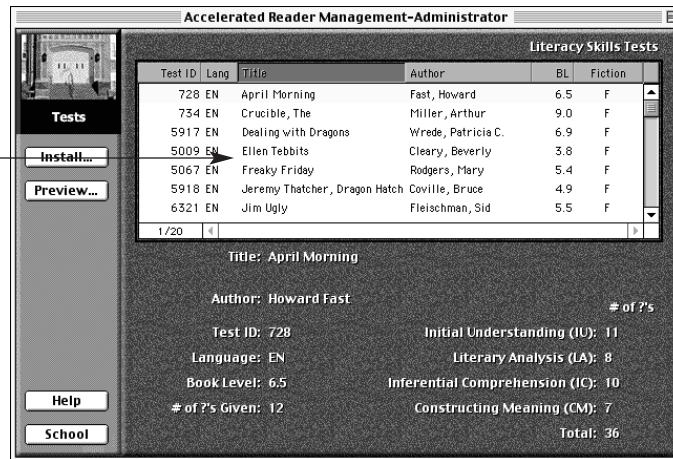
Things to know

- You must have *Administrator access* to delete a Literacy Skills test.
- Deleting a Literacy Skills test has no effect on a student's test record. Deleting the test simply means that the test is no longer available to the student.
- If you want to re-install a deleted test, you will need to re-install the entire contents of the Literacy Skills Title Disk.

How to delete a Literacy Skills test

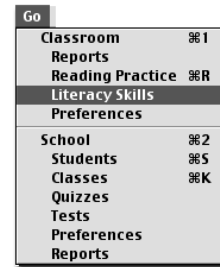
1. While viewing the **Tests** management screen (**Go** menu > **Tests**), select the test you want to delete. Remember to press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one test.

Select the test you want to delete. Press the **<⌘>** key (Macintosh) or **<Ctrl>** key (Windows) to select more than one test.



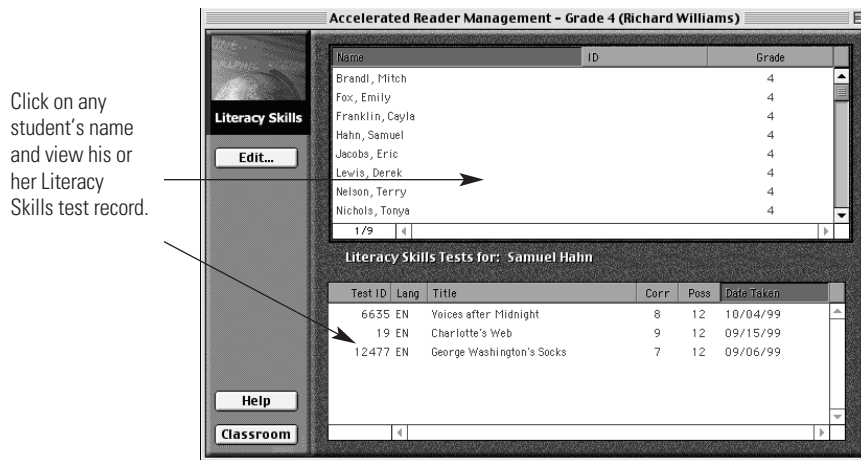
2. From the **Tests** menu, select **Delete**.
3. Click the [Yes] button to confirm the deletion.

This part of the chapter explains the tasks that are performed while viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**).



Viewing a Student's Test Record

While viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**), simply select the student whose test record you want to view. The student's test performance information is displayed below the list of students. If you have access to more than one class, you will need to select the class you want to work with from the **Classes** dialog box.



Literacy Skills management screen

Editing a Student's Test Record

You can change two parts of a student's Literacy Skills test record: the date the test was taken and the student's response to a test question. To change a student's response, you can mark an incorrect answer correct, or you can mark a correct answer incorrect.

How to change the date the test was taken

1. While viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**), select the student whose test record you want to edit. Then click the [Edit] button.

Go	
Classroom	%1
Reports	
Reading Practice	%R
Literacy Skills	
Preferences	
School	%2
Students	%5
Classes	%K
Quizzes	
Tests	
Preferences	
Reports	

- 1 Click on the student's name.

- 2 Click the [Edit] button.

Accelerated Reader Management - Grade 4 (Richard Williams)

Name	ID	Grade
Brandl, Mitch		4
Fox, Emily		4
Franklin, Cayla		4
Hahn, Samuel		4
Jacobs, Eric		4
Lewis, Derek		4
Nelson, Terry		4
Nichols, Tonya		4

1/9

Literacy Skills Tests for: Samuel Hahn

Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Help

Classroom

2. In the **Edit** dialog box, select the test you want to edit, and then click the [Edit] button.

- 1 Click the test you want to edit.

- 2 Click the [Edit] button.

Edit - Samuel Hahn

Literacy Skills

Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Edit... Delete Reprint TOPS

Close

3. In the **Edit Test** dialog box, select the **General** tab, click the **Date Taken** field, and enter the new date.

Edit Test for Samuel Hahn - Voices after Midnight

General Questions

Test

Title: Voices after Midnight

Author: Richard Peck

Test ID: 6635

Language: EN

Book Level: 4.9

Scoring

Category	Number of Questions Correct	Possible
Initial Understanding	1	3
Literary Analysis	2	3
Inferential Comprehension	3	3
Constructing Meaning	2	3
Total	8	12
	67%	

Other

Date Taken: 10/4/99

Status: Did Not Pass

Passing Percent: 70%

Cancel OK

4. Click [OK] to accept your changes and return to the **Edit** dialog box.

How to rescore a test question

1. While viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**), select a student whose test record you want to edit and then click the [Edit] button.

- 1 Click on a student's name.
- 2 Click the [Edit] button.

Accelerated Reader Management - Grade 4 (Richard Williams)

Literacy Skills

Name	ID	Grade
Brandl, Mitch		4
Fox, Emily		4
Franklin, Cayla		4
Hahn, Samuel		4
Jacobs, Eric		4
Lewis, Derek		4
Nelson, Terry		4
Nichols, Tonya		4

1/9

Literacy Skills Tests for: Samuel Hahn

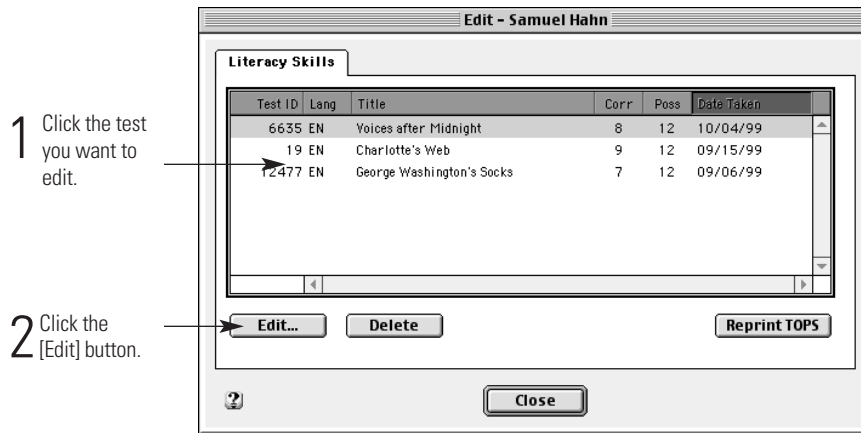
Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Help Classroom

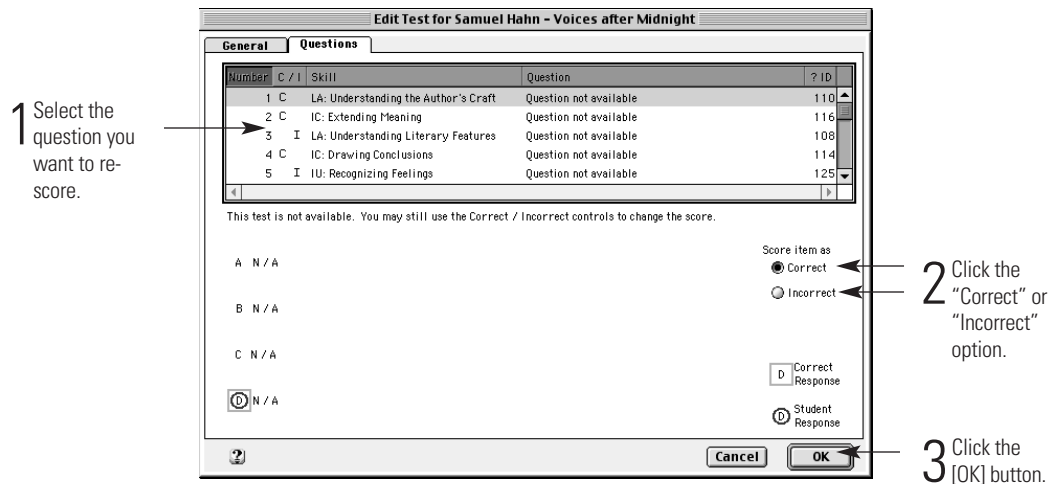
Go

- Classroom ⌘1
- Reports ⌘2
- Reading Practice ⌘R
- Literacy Skills ⌘L
- Preferences ⌘P
- School ⌘S
- Students ⌘6
- Classes ⌘K
- Quizzes ⌘Q
- Tests ⌘T
- Preferences ⌘P
- Reports ⌘R

2. In the **Edit** dialog box, select the test you want to edit, and then click the [Edit] button.



3. In the **Edit Test** dialog box, select the **Questions** tab to view the list of questions that were presented to the student.



4. Select the question you want to re-score.
5. On the right side of the window, you can score the item as correct or incorrect. Select the appropriate option, and then click the [OK] button to accept the changes.
6. Click the [Close] button to return to the **Literacy Skills** management screen.

Deleting a Test from a Student's Record

Deleting a test from a student's record does not delete the test from the Accelerated Reader database. The test is *permanently* removed from the student's test record only.

Things to know

- If you have *Administrator access*, you can delete a test from any student's record.
- If you have *Classroom access*, you can delete a test from only those students enrolled in your classes.
- Deleting a test *does not* remove the test from the Accelerated Reader database.
- Deleting a test *permanently* removes it from the student's test record.

How to delete a test from a student's record

1. While viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**), select the student from the list of students, and then click the [Edit] button.

1 Click on the student's name.

2 Click the [Edit] button.

Name	ID	Grade
Brandl, Mitch		4
Fox, Emily		4
Franklin, Cayla		4
Hahn, Samuel		4
Jacobs, Eric		4
Lewis, Derek		4
Nelson, Terry		4
Nichols, Tonya		4

1/9

Literacy Skills Tests for: Samuel Hahn

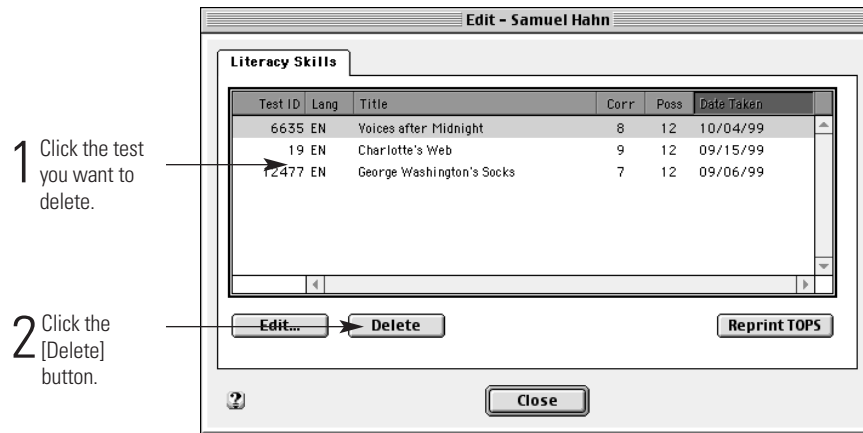
Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Help

Classroom

Go	
Classroom	⌘1
Reports	
Reading Practice	⌘R
Literacy Skills	
Preferences	
School	⌘2
Students	⌘5
Classes	⌘K
Quizzes	
Tests	
Preferences	
Reports	

2. In the **Edit** dialog box, select the test you want to delete, and then click the [Delete] button.



3. Click [Yes] to confirm the deletion.
4. Click [Close] to return to the **Literacy Skills** management screen.

Reprinting a Student's TOPS Report

This section details the necessary steps for reprinting a student's TOPS Report. To reprint a TOPS Report you must be viewing the **Literacy Skills** management screen (Go menu > **Literacy Skills**).

Things to know

- If you have *Administrator access*, you can reprint a TOPS Report for any student.
- If you have *Classroom access*, you can reprint a TOPS Report for only those students enrolled in your classes.

How to reprint a TOPS Report

1. While viewing the **Literacy Skills** management screen (**Go** menu > **Literacy Skills**), select the student from the list of students, and then click the [Edit] button.

1 Click on the student's name.

2 Click the [Edit] button.

Name	ID	Grade
Brandl, Mitch		4
Fox, Emily		4
Franklin, Cayla		4
Hahn, Samuel		4
Jacobs, Eric		4
Lewis, Derek		4
Nelson, Terry		4
Nichols, Tonya		4

1/9

Literacy Skills Tests for: Samuel Hahn

Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Help Classroom

Go	
Classroom	⌘1
Reports	
Reading Practice	⌘R
Literacy Skills	
Preferences	
School	⌘2
Students	⌘5
Classes	⌘K
Quizzes	
Tests	
Preferences	
Reports	

2. In the **Edit** dialog box, select the test for which you want to reprint the TOPS Report, and then click the [Reprint TOPS] button.

Edit - Samuel Hahn

Literacy Skills

Test ID	Lang	Title	Corr	Poss	Date Taken
6635	EN	Voices after Midnight	8	12	10/04/99
19	EN	Charlotte's Web	9	12	09/15/99
12477	EN	George Washington's Socks	7	12	09/06/99

Edit... Delete Reprint TOPS Close

3 Click the [Close] button.

3. Click the [Close] button to return to the **Literacy Skills** management screen.

The 24 Literacy Skills

Accelerated Reader's Literacy Skills tests help you assess your students' knowledge of 24 skills found in state and district standards and objectives, and on many high-stakes tests. Designed for occasional use, Literacy Skills tests measure the student's understanding of higher-order concepts like identifying the main idea, recognizing details, and drawing conclusions. On the other hand, Accelerated Reader's Reading Practice quizzes provide an accurate measure of your students' daily reading practice and provide immediate, positive feedback, which students find very motivational.

Constructing Meaning

- **Understanding the Main Idea:** Choosing a summary statement reflecting an entire book, a critical section of a book, or a vignette that contributes significantly to the plot of the story.
- **Responding to Literature:** Recognizing how the typical reader will respond to a critical event in a story, recognizing how an author supports a statement, or relating literature to personal experiences.
- **Identifying Persuasive Language:** Identifying text that is either directly intended to influence the reader or is an attempt by one character to influence or persuade another.
- **Identifying Reading Strategies:** Recognizing text that supports the plot, setting, characterization, or other elements, and understanding how it contributes to the reader's understanding.
- **Differentiating Fact and Opinion:** Distinguishing between statements that are facts and those that are opinions, made by either characters or the author of a work.
- **Deriving Word or Phrase Meaning:** Using context to understand a word or phrase as it is used in the text, often involving an inference.

Inferential Comprehension

- **Recognizing Cause and Effect:** Establishing the relationship between events by identifying a cause or effect or by noting the nature of the relationship.
- **Making Predictions:** Predicting a future event based on evidence in a story, or identifying information in a story that can be used to predict future events stated in the story.
- **Making Inferences:** Understanding ideas stated indirectly in the text. This requires the student to “read between the lines” to infer the author’s meaning.
- **Drawing Conclusions:** Using information stated directly or indirectly in a story to create a deeper understanding of events, characters, or the progress of the plot beyond what is described explicitly.
- **Comparing and Contrasting:** Recognizing similarities and differences between characters, events, and ideas in a story.
- **Extending Meaning:** Synthesizing meaning from clues that are implied in the text or taking the story beyond what the author has presented.

Literary Analysis

- **Understanding the Author’s Craft:** Identifying the techniques used by an author to tell a story, such as point of view, purpose, style, and devices such as flashback or foreshadowing.
- **Identifying Historic/Cultural Factors:** Recognizing the historic or cultural factors that influenced an author or are represented in a story and comparing these factors to contemporary life.
- **Understanding Characterization:** Understanding traits, motivations, and behaviors of central characters or making comparisons between characters that are essential to the meaning of the story.
- **Understanding Literary Features:** Recognizing elements of a work such as theme, tone, and mood, or differentiating reality from fantasy.
- **Recognizing Setting:** Understanding where a story or a scene takes place or how a specified place advances the plot.
- **Recognizing Plot:** Identifying elements related to the plot, such as the central problem, how the problem is resolved, and the thread of a story leading to a climax.

Initial Understanding

- **Understanding Sequence:** Understanding the order of events in a story, often requiring a student to identify an antecedent or consequence of a pivotal point in the plot.
- **Understanding Dialogue:** Making sense of the statements made by characters as they interact, including deriving meaning from the context or background relating to the dialogue.
- **Recognizing Feelings:** Understanding the emotional state of a character at a given moment, or recognizing factors that contributed to this state.
- **Recognizing Details:** Recalling significant details that advance the plot, enhance the setting, define characters, or otherwise contribute to the advancement of a story.
- **Identifying Reasons:** Recognizing contributory factors that are stated directly or indirectly in a story.
- **Describing Actions or Events:** Recognizing how specific actions or events relate to the problem or solution, the story line, or character development.




CHAPTER 7

Managing Reports

Accelerated Reader provides two different categories of reports, depending on the type of information they include: School reports and Classroom reports. You can think of School reports as your administrative reports. You can use them to see how Accelerated Reader was installed and set up, or generate a list of all students and classes in the Accelerated Reader database. Classroom reports provide information for a specific class. You can use these reports to see how your students are progressing toward their reading goals, identify struggling students, and determine strategies for helping these students.

Customizing Reports

Most Accelerated Reader reports can be customized to include only the information you want on the report. You can customize most reports in three ways:

-  Click this button to specify the group to be included on the report.
-  Click this button to specify a date range for the information included on the report.
-  Click this button to select options specific to the selected report.

After you select your options, you can print or preview the report.

Printing and Previewing Reports

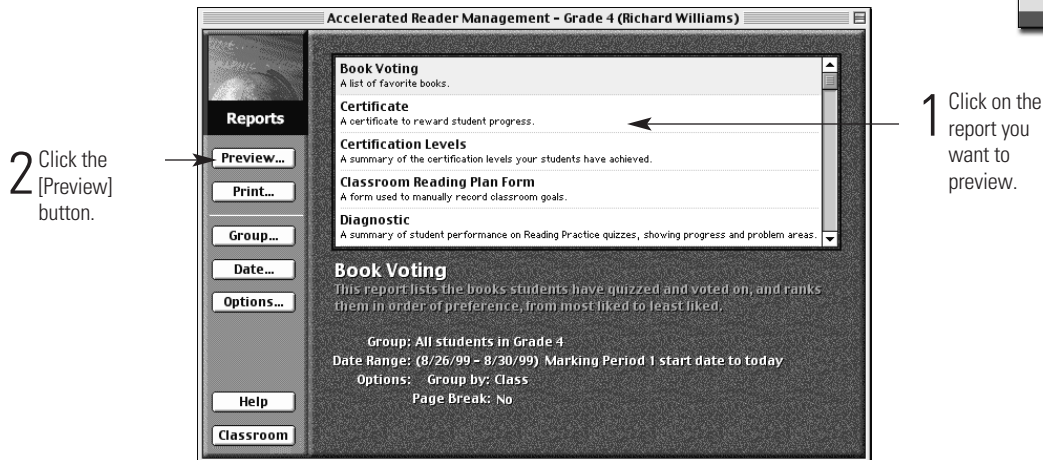
You can preview or print Accelerated Reader reports with the click of a button. Each report has default settings based on the way most teachers will use the report most of the time. However, you can customize most reports to fit your specific needs. See “Customizing Reports” above. To preview or print a report, you should be viewing either the classroom **Reports** management screen (**Go** menu > classroom **Reports**) or the school **Reports** management screen (**Go** menu > school **Reports**).

Things to know

- You should preview a report before you print it to make sure that it includes the information you want.
- You can use Quick Find to search for a specific report. See page 2-11 for information on how to use Quick Find.

How to preview a report

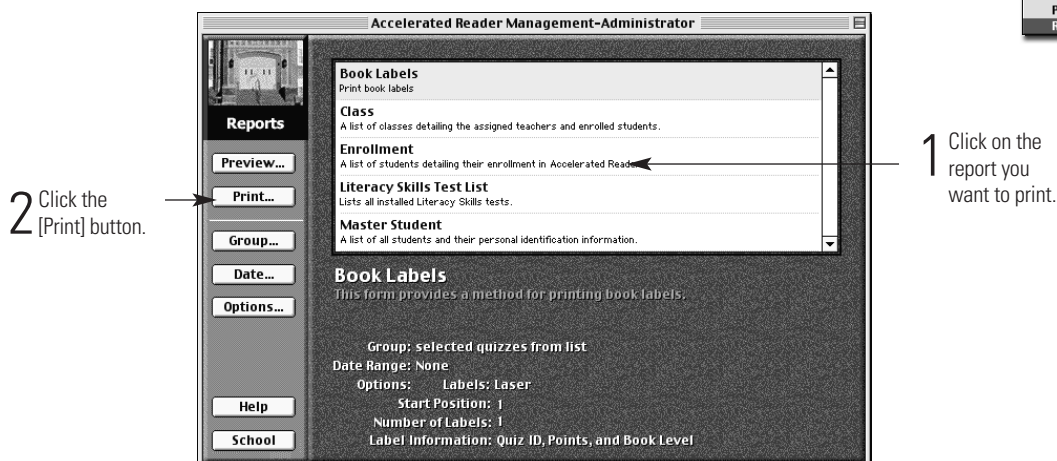
1. While viewing the school **Reports** management screen (**Go** menu > school **Reports**) or the classroom **Reports** management screen (**Go** menu > classroom **Reports**), select the report you want to preview, and then click the [Preview] button.



2. In the **Print Preview** dialog box, click the [Done] button (Macintosh) or the [Close] button (Windows).

How to print a report

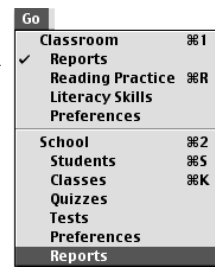
1. While viewing the school **Reports** management screen (**Go** menu > school **Reports**) or the classroom **Reports** management screen (**Go** menu > classroom **Reports**), select the report you want to print, and then click the [Print] button.



2. Click the [Print] button.
3. Indicate the appropriate information in the **Print** dialog box. Then, click the [Print] button (Macintosh) or the [OK] button (Windows).

School Reports

These reports can be customized, previewed, and printed while viewing the school **Reports** management screen (**Go** menu > school **Reports**).



Book Labels

This report prints book labels with the author, title, and other user-specified Accelerated Reader information. Before you print this report on labels, you might want to first print it on blank paper to make sure it is set up the way you want it.



You can select the titles from a list of quizzes, or you can select the titles by the title installation date.



You can select what information you want to include on the book labels, the type of labels you want to print on, and the start position of the first label.

Class

This report lists all of the classes in the Accelerated Reader database. For each class shown in the report, it includes the class name, the teacher, and the students enrolled in the class. Note that this report cannot be customized.

Enrollment

This report generates an alphabetical list of students who are enrolled in Accelerated Reader classes. It lists enrolled students, their classes, and the teacher assigned to their classes. It also includes students who are not enrolled in an Accelerated Reader class. Note that this report cannot be customized.

Literacy Skills Test List

This report lists all Literacy Skills tests that are installed in your database and available to your students. This report includes the title ID, the title, author, book level, book language, and whether it is fiction or nonfiction.



You can select the Literacy Skills titles you want to include on the report.



You can determine the order of the titles on the report. You can sort by ID, title, author, book level, or fiction/nonfiction.

Master Student

This report lists all of the students in the database, not just those enrolled in Accelerated Reader classes. This report lists student name, ID, birth date, gender, race, and any characteristics. This report cannot be customized.

Reading Practice Quiz List

This report lists all Reading Practice quizzes that are installed in your database and available to your students. This report includes the ID and title, the author, book level, point value, language and fiction/nonfiction. Use this report to create custom reading lists.

Group...

You can select the Reading Practice quiz titles to include on this report.

Options...

You can sort this report by quiz ID, quiz title, author, book level, fiction/nonfiction, and points.

School Calendar

This report provides detailed information about how your school year is defined in the program. It lists start and end dates, marking periods (grading periods), the number of days in each marking period, and days off. This report cannot be customized.

Schoolwide Summary

This report summarizes performance on Reading Practice quizzes for each class and is grouped by grade. A total is provided for each grade, and a grand total is provided for all grades included on this report.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from a date range that you specify, or you can include all information.

Setup

This report provides detailed information about your computer and how it uses Accelerated Reader. It details your student capacity, provides descriptive information about your computer system, and includes important file information about the Accelerated Reader program and data files. If you have other programs from Advantage Learning Systems, information from those programs will also be included on this report. This report cannot be customized.

Teacher

This report lists all of the teachers who have been assigned to one or more Accelerated Reader classes. This report cannot be customized.

Teacher-Made Quiz Question

This report lists all of the teacher-made quizzes in the database. This report includes the quiz ID, title, author, book level, points, word count, language, fiction / nonfiction, and number of questions. In addition, this report shows the question, correct answer and incorrect answers. The correct answer is identified with an asterisk.

Group...

You can select the quizzes to include on this report.

Classroom Reports

Classroom reports provide information about a specific class or about students enrolled in your classes. In addition to the various reports, Accelerated Reader also provides blank forms that you can print and use in your classroom. To preview or print these reports and forms, you should be viewing the classroom **Reports** management screen (**Go** menu > classroom **Reports**). If you have access to more than one class, you will need to select the class from the **Classes** dialog box.

Go	
Classroom	%1
Reports	
Reading Practice	%R
Literacy Skills	
Preferences	
School	%2
Students	%5
Classes	%K
Quizzes	
Tests	
Preferences	
Reports	

Book Voting

The “Our Favorite Books” report ranks Accelerated Reader titles from most-favorite to least-favorite based on student voting.

Group...

You can select which of your classes to include on this report.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each class.

Certificate

You can print a certificate for each of the selected students honoring their achievement in meeting their Reading Practice certification goal.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can edit the titles under the signatures and choose to print certificates with or without a border.

Certification Levels

This report lists the students who have earned a certification, those who have not yet earned a certification, and those who are waiting for teacher approval. A summary is provided at the end of the report.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class, certification, or certification and class. You can also choose to insert a page break between groups.

Classroom Reading Plan Form

This form can be used to manually record and monitor the goals that you set for your classroom each marking period (grading period). This form cannot be customized.

Diagnostic

This report helps you identify students who might need intervention by providing key information, including diagnostic codes that signal potential reading problems.

Group...

You can select which of your classes and students to include on this report. You can choose students by teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class, place a page break between each group, and select the quiz language to include on the report.

Goal History

This report displays the selected students' goals, actual performance, and the percent of the goals achieved for each marking period.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Options...



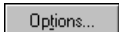
You can group by class and place a page break between each group.

Goal-Setting Chart

Use this chart as a reference tool for estimating initial ZPDs (zone of proximal development) and setting point goals. This report correlates GE (grade equivalent) scores to ZPDs. This chart also notes the number of points a student can be expected to earn for a given period based on his or her ZPD. This chart cannot be customized.


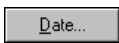
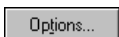
Literacy Skills Chart

This bar graph compares a student's average score on each of the 24 Literacy Skills to that of the class as a whole.

-  You can select which of your classes to include on this report.
-  You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.
-  You can group by class and place a page break between each group.

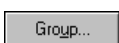


Literacy Skills Class Status

This report displays selected students' performance on each of the 24 Literacy Skills, grouped by category, and the performance of each group as a whole on each skill.

-  You can select which of your classes to include on this report.
-  You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.
-  You can group by class and place a page break between each group.

Literacy Skills Class Summary

This report lists the performance of your class on each of the 24 Literacy Skills, grouped by category, with totals for each category and for your class as a whole.

-  You can select which of your classes to include on this report.
-  You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.
-  You can group by class and place a page break between each group. You can also sort the report by class or teacher.

Literacy Skills Student Summary

This report lists the performance of selected students on each of the 24 Literacy Skills, grouped by category. Totals are provided for each student, with a grand total at the end of the report.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and you can sort by class or teacher.

Marking Period Progress

This report displays a table and chart of your class's performance for each marking period. It shows the average book level, the total points earned from taking Reading Practice quizzes, the median points earned, the average percent correct, and the percent of your students who are at risk.

Group...

You can select which of your classes to include on this report.

Options...

You can choose to have a bar graph included on the report. This bar graph shows the average book level for each marking period.

Marking Period Progress Form for Reading Levels 1-6

This form allows students to monitor their progress in achieving their goals for each marking period. This form is for students reading at a level from 1.0 to 6.0. This form cannot be customized.

Marking Period Progress Form for Reading Levels 5-12

This form allows students to monitor their progress in achieving their goals for each marking period. This form is for students reading at a book level from 5.0 to 12.0. This form cannot be customized.

Point Club Summary

This report lists selected students who have met the requirements for the various Accelerated Reader Point Clubs.

Group...

You can select which of your classes include on this report.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can choose the Point Clubs to include on this report and whether to group by class or Point Club. If you choose to group, you can also choose to have a page break between groups.

Primary Student Reading Log Form

Use this form to help your primary students record the daily reading they do both in and out of class. This form cannot be customized.

Quiz Blocking Rules

This report lists the rules that you have specified to prevent students or classes from taking certain quizzes and tests.

Options...

You can select the Reading Practice rules to include on this report.

Quiz Takers

This report lists all of the students who have taken selected quizzes and the students' performance on the quiz.

Group...

You can select which of your classes and quizzes to include on this report.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Quiz Usage

This report lists Reading Practice quizzes and ranks them according to the number of times the quiz has been taken. This report includes the number of times a quiz has been taken and passed, the average passing percentage, and the average correct percentage.

Group...

You can select which of your classes to include on this report.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group. You can choose to include the quizzes that are most often taken, least often taken, never taken, or all quizzes taken. You can also sort this report by quiz ID, title, or rank.

Student List

This reports lists the name, ID, date of birth, grade, and team for each of the selected students. You can also choose to include the student's password.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Options...

You can group by class and place a page break between each group, and you can choose whether to include student passwords.

Student Points

This report lists the points earned, used, and available for selected students for a specified period of time.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group.

Student Points Slip Form

This form shows the points a student has available and provides a blank line for points used and a blank line for points awarded.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Student Reading Log Form

Independent Readers use this form to record their daily reading. Teachers can use it to help monitor the student's daily reading practice. This form cannot be customized.

Student Reading Plan Form

Use this form to manually record a student's reading goals and performance for the marking period. This form cannot be customized.

Student Record

This report lists the selected students' results for each Reading Practice quiz and Literacy Skills test taken during a specified period of time.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, quizzes failed, and characteristic.

Date...


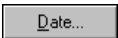

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group. You can also choose to include English Reading Practice quizzes, Spanish Reading Practice quizzes, and Literacy Skills tests.




Team Standing Chart

This bar graph shows how each team is progressing toward its book-level goal, its point goal, or both.

-  You can select which of your classes to include on this report.
-  You can choose the marking period to include on this report.
-  You can group by class and place a page break between each group. You can also choose to include the average percent of book-level goal, the average percent of points goal, or both.


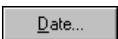

Team Status

This report lists each team member's goals and its progress toward meeting those goals, both individually and as a team.

-  You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.
-  You can select the marking period to include on this report.
-  You can group by class and place a page break between each group.

Top Point Earners

This report ranks students based on the number of points earned during a specified period of time.

-  You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.
-  You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.
-  You can group by class and place a page break between each group. You can specify the number of students to include on this report, and whether to sort the report by rank or student name.

TWI

This report summarizes the performance of a student, class, or grade with all three types of reading practice (Read To, Read With, or Read Independently), and with fictional or nonfictional books.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group.

Weekly Progress

This report summarizes selected students' Reading Practice quiz activity by week for a specified period of time, and includes the number of quizzes passed and taken, the points earned and average reading level. This report also shows the average increase in reading activity per week.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group.

Weekly Progress Chart Form for Reading Levels 1-6

This form allows students to monitor their progress toward their goals for each week in a marking period. This form is for students reading at a level from 1.0 to 6.0. This form cannot be customized.

Weekly Progress Chart Form for Reading Levels 5-12

This form allows students to monitor their progress toward their goals for each week in a marking period. This form is for students reading at a level from 5.0 to 12.0. This form cannot be customized.

Word Count

This report lists selected students and the number of words each student has read. It lists the actual number of words read and the adjusted number of words read (“Unadjusted Word Count” x “Average Percent Correct”) based on Reading Practice quiz performance. This report also includes the number of quizzes passed and taken, points earned, and average percent correct.

Group...

You can select which of your classes and students to include on this report. You can choose students by name, teacher, race, gender, grade, and characteristic.

Date...

You can include information from a specific marking period (grading period), from the current school year, from today only, from within a date range that you specify, or you can include all information.

Options...

You can group by class and place a page break between each group.

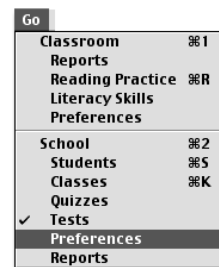
“If you want to...then look in...”

- If you want reprint a student’s TOPS Report, then look in Chapter 5: Reading Practice Quizzes under the section “Reprinting a student’s TOPS Report” on page 5-20, or look in Chapter 6: Literacy Skills Tests under the section “Reprinting a student’s TOPS Report” on page 6-15.

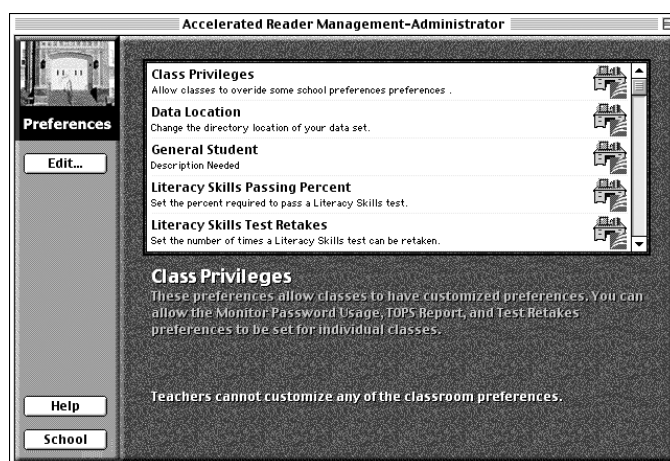
CHAPTER 8

Managing Preferences

Accelerated Reader provides two categories of preferences: school and classroom. Changing one of the school preferences not only affects every Accelerated Reader class, but certain preferences also affect other Advantage Learning Systems programs that share the same database. On the other hand, changing a classroom preference affects only a particular class; different classes can set these preferences in different ways.



The first part of this chapter explains how to use each of the preferences in the school **Preferences** management screen (**Go** menu > school **Preferences**).



The School Preferences management screen

Class Privileges

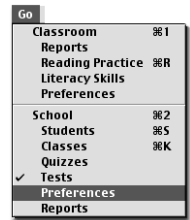
This preference allows you to determine which classroom preferences teachers will be allowed to edit. To use this preference, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

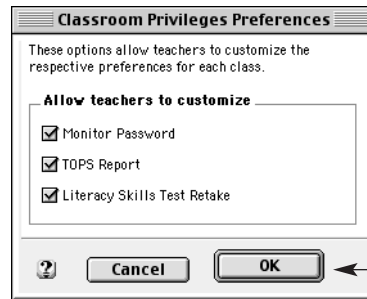
- You must have *Administrator access* to edit this preference.
- Setting these preferences will allow teachers to override the Literacy Skills Test Retakes, the Monitor Password Usage, and the TOPS Report school preferences. See page 8-32 for information on using these preferences in your classroom.

How to allow teachers to customize classroom preferences

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Class Privileges** preference.
2. Click the [Edit] button to open the **Classroom Privileges Preferences** dialog box.



- 1 Click the box next to the preferences you want to allow teachers to change for their classes. These preferences are **off** by default.



- 2 Click the [OK] button.

Data Location

This preference allows you to determine the location of your Accelerated Reader database. To use this preference you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**). There are three main reasons for using this preference:

- To create a new database.
- To connect multiple workstations to a common database on your network.
- To switch from sample data to “real” data or vice versa.

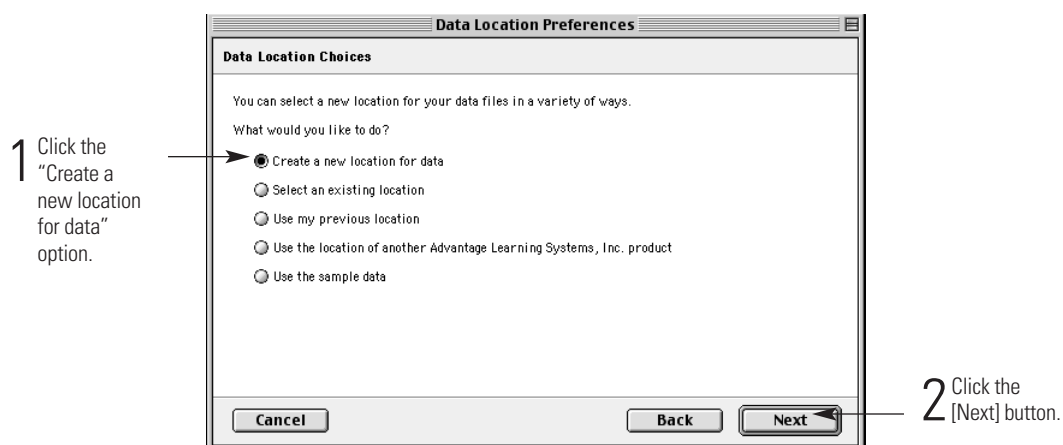
Things to know

- You must have *Administrator access* to edit this preference.
- Whenever you use this preference to change data locations, Accelerated Reader will restart, and you will have to log into the program.
- If you are viewing Sample Data, you can use this preference to:
 - Create a new database. See page 8-4.
 - Locate an existing database to share. See page 8-5 and 8-9.
 - Return to your previous data location. See page 8-8.

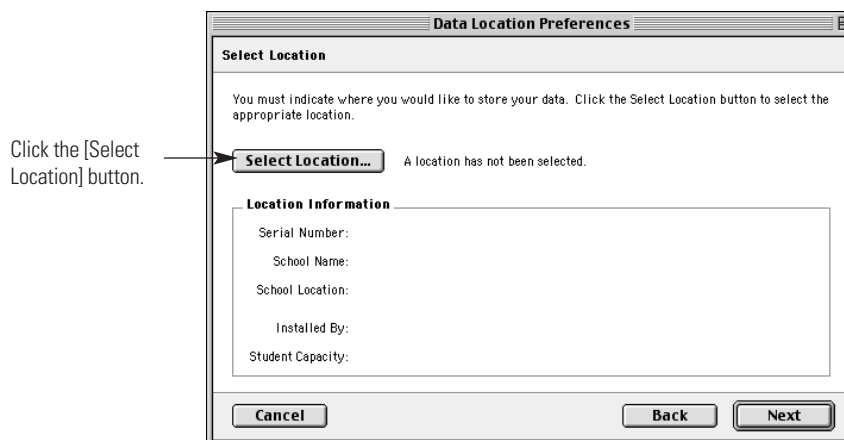
How to create a new location for your Accelerated Reader data

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select **Data Location** from the list of preferences.
2. Click the [Edit] button. This will start the **Data Location Preferences** Assistant or Wizard.
3. Read the information in the **Welcome** panel, and then click the [Next] button.
4. The next panel is the **Data Location Choices** panel. Click the “Create a new location for data” option, and then click the [Next] button.

Go	
Classroom	98 I
Reports	
Reading Practice	98 R
Literacy Skills	
Preferences	
School	98 2
Students	98 5
Classes	98 K
Quizzes	
Tests	
Preferences	
Reports	

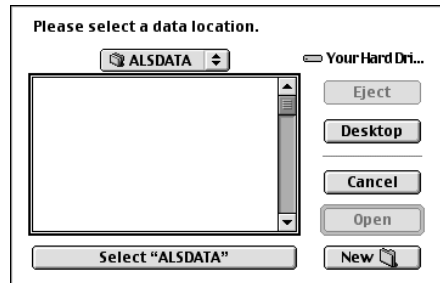


5. In the **Select Location** panel, click the [Select Location] button and navigate to the desired location. See page A-9 if you need assistance with file navigation.

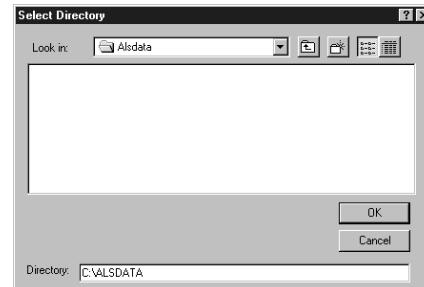


6. Navigate to the new location, and then click the [Select "YOUR FOLDER NAME"] button (Macintosh) or the [OK] button (Windows). See page A-9 for help with file navigation.

Macintosh



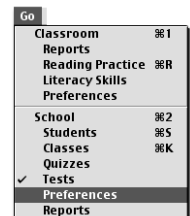
Windows



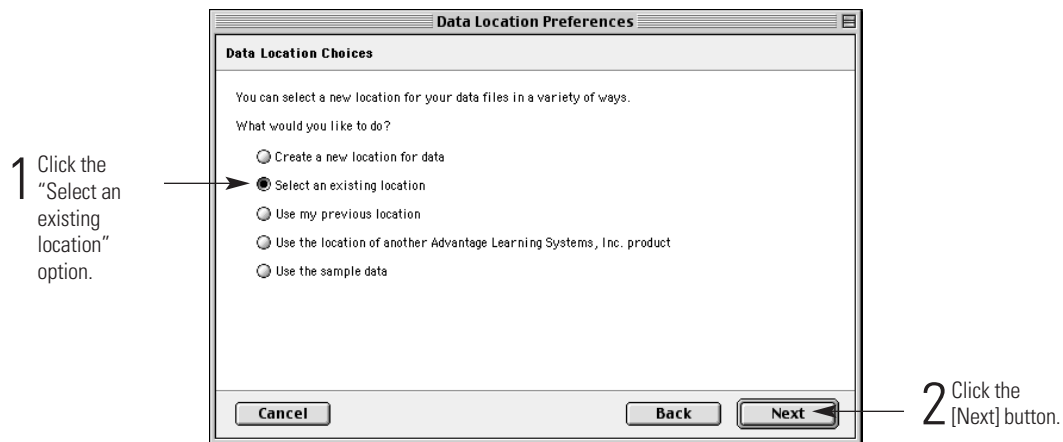
7. In the **Select Location** panel, click the [Next] button.
8. Review the information in the **Summary** panel and click the [Done] button (Macintosh) or the [Finish] button (Windows). If you need to, you can click the [Back] button to make changes.
9. Another dialog box will alert you that you will need to restart Accelerated Reader. Click the [OK] button. When the **Welcome** screen appears, press any key on your keyboard and enter your password in the **Password** dialog box.

How to locate an existing database

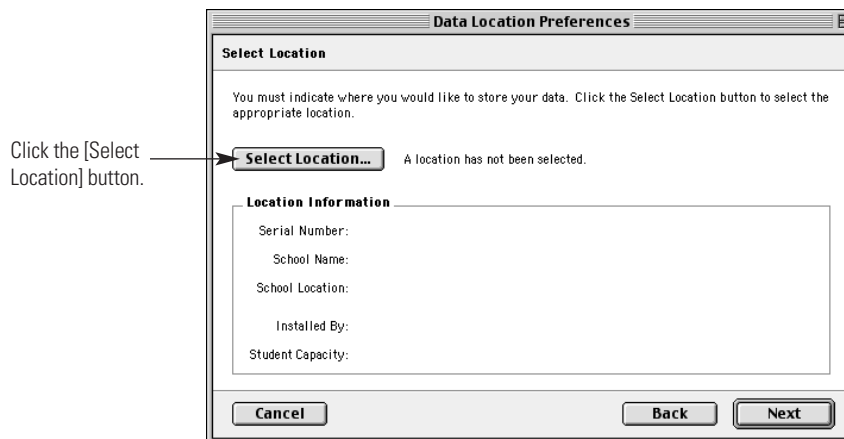
1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Data Location** preference from the list of preferences.
2. Click the [Edit] button.
3. Read the information in the **Welcome** panel, and then click the [Next] button.



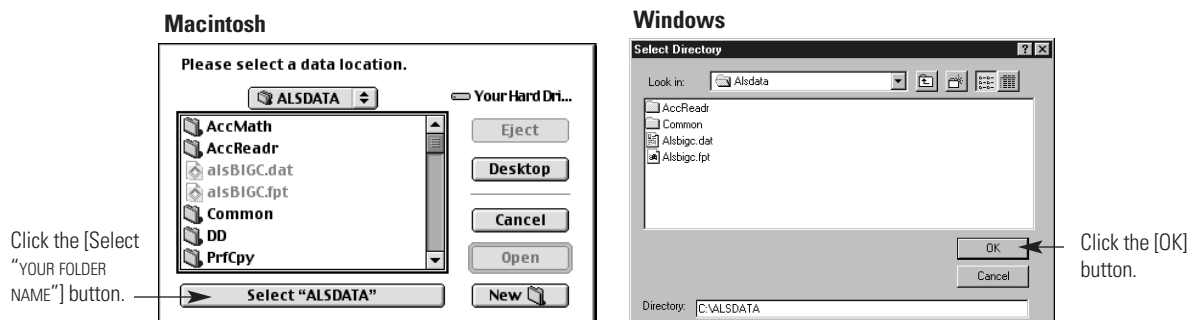
4. In the **Data Location Choices** panel, click the “Select an existing location” option, and then click the [Next] button.



5. In the **Select Location** panel, click the [Select Location] button.



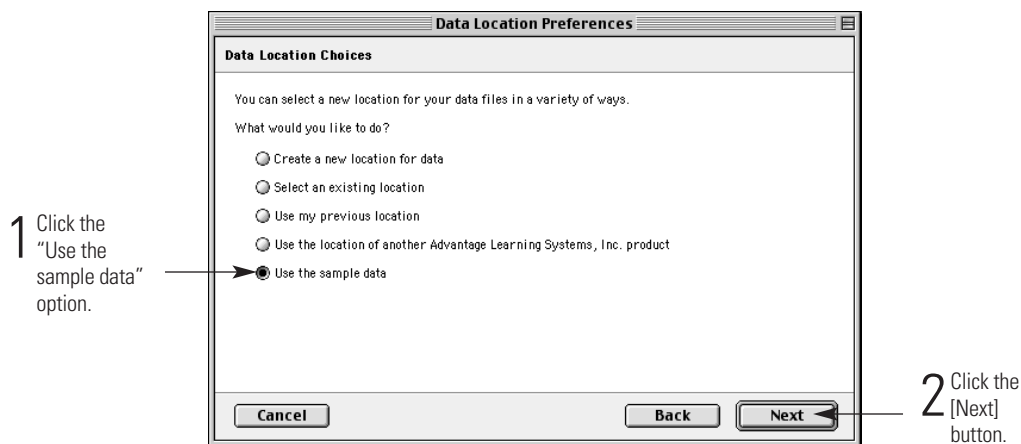
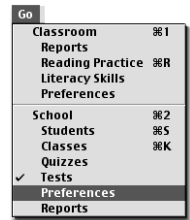
6. Navigate to the existing location, and then click the [Select “YOUR FOLDER NAME”] button (Macintosh) or the [OK] button (Windows). See page A-9 for help with file navigation.



7. In the **Select Location** panel, click the [Next] button.
8. Review the information in the **Summary** panel, and then click the [Done] button (Macintosh) or the [Finish] button (Windows). If you need to, you can click the [Back] button to make changes.
9. Another dialog box will alert you that you will need to restart Accelerated Reader. Click the [OK] button. When the **Welcome** screen appears, press any key on your keyboard and enter your password in the **Password** dialog box.

How to select sample data

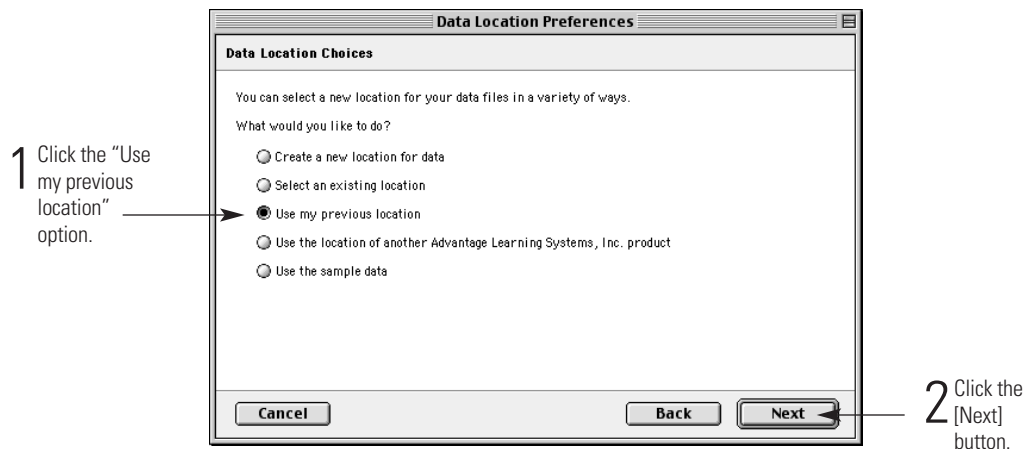
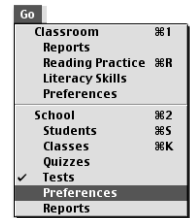
1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Data Location** preference from the list of preferences.
2. Click the [Edit] button.
3. Read the information in the **Welcome** panel, and then click the [Next] button.
4. In the **Data Location Choices** panel, click the "Use the sample data" option. Then, click the [Next] button.



5. Review the information in the **Summary** panel, and then click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. An alert will notify you that the program must be restarted. Click the [OK] button. When the **Welcome** screen appears, the **Password** dialog box will open with the default password entered for you.

How to return to a previous data location

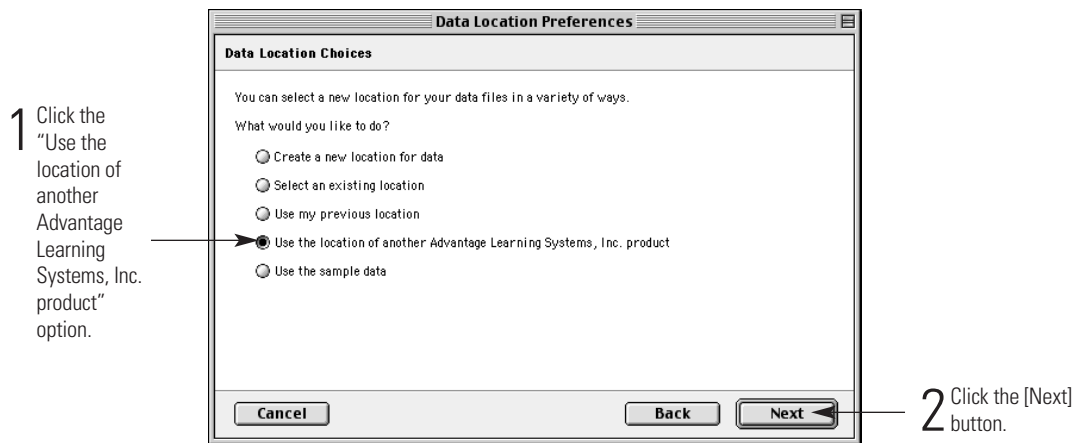
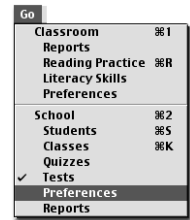
1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Data Location** preference from the list of preferences.
2. Click the [Edit] button.
3. Read the information in the **Welcome** panel, and then click the [Next] button.
4. In the **Data Location Choices** panel, click the “Use my previous location” option. Then, click the [Next] button.



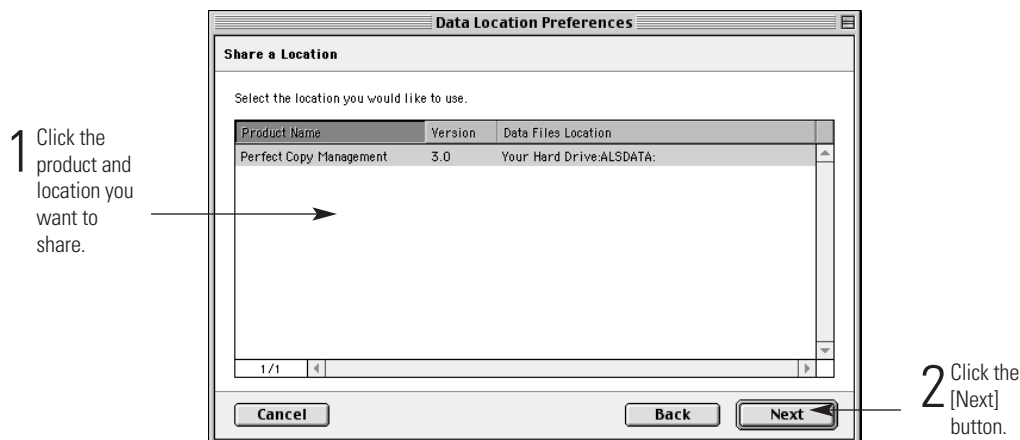
5. Review the information in the **Summary** panel, and then click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. An alert will notify you that the program must be restarted. Click the [OK] button and you will return to the **Welcome** screen.
7. Press any key to continue.

How to locate an existing Advantage Learning Systems database

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Data Location** preference from the list of preferences.
2. Click the [Edit] button.
3. Read the information in the **Welcome** panel, and then click the [Next] button.
4. In the **Data Location Choices** panel, click the "Use the location of another Advantage Learning Systems, Inc. product" option. Then, click the [Next] button.



5. In the **Share a Location** panel, select the product and location you want to use. Then, click the [Next] button.



6. In the **Summary** panel, review the information and click the [Done] button (Macintosh) or the [Finish] button (Windows). If you want to make any changes, click the [Back] button.
7. An alert will notify you that the program must be restarted. Click the [OK] button and you will return to the **Welcome** screen.

Date & Time Restrictions

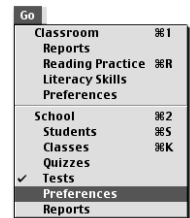
These preferences allow you to restrict student access to the Accelerated Reader Student program. To use this preference, you should be viewing the school Preferences management screen (Go menu > school Preferences).

Things to know

- You must have *Administrator access* to edit this preference.
- Changing this preference affects all Accelerated Reader classes.
- You can enter the time in one of two formats:
 - You can use the 24-hour clock format. For example, if you type **16 : 30**, you will get 4:30 PM. If you type **4 : 30**, you will get 4:30 AM.
 - You can type **4 : 30 pm** and get 4:30 PM.

How to restrict access to the Student program

1. While viewing the school **Preferences** management screen (Go menu > school **Preferences**), click the **Date & Time Restrictions** preference.
2. Click the [Edit] button to open the **Date & Time Restriction Preferences** dialog box.



- 1 Click this box and enter the "Before Date." Students will not be able to use Accelerated Reader before this date.
- 2 Click this box and enter the "After Date." Students will not be able to use Accelerated Reader after this date.
- 3 Click this box to prevent students from using Accelerated Reader on the weekends.
- 4 Click this box and enter the "Before Time." Students will not be able to use Accelerated Reader before this time of day.
- 5 Click this box and enter the "After Time." Students will not be able to use Accelerated Reader after this time of day.
- 6 Click the [OK] button.

General Student

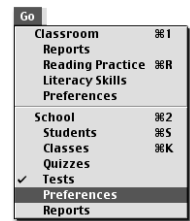
These preferences allow you to determine what students are allowed to see or do in the Accelerated Reader Student program. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**.)

Things to know

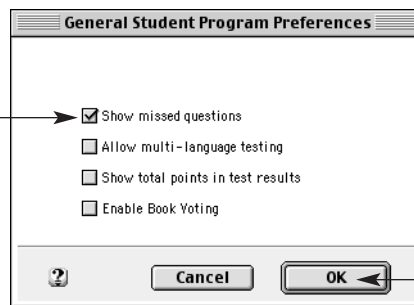
- You must have *Administrator access* to edit this preference.
- Changes made to these preferences affect all Accelerated Reader classes.

How to allow students to see the questions they missed

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **General Student** preference.
2. Click the [Edit] button to open the **General Student Program Preferences** dialog box.



- 1 Click this box to allow students to see the answers to any questions they missed, but only for quizzes or tests that they passed.



- 2 Click the [OK] button.

How to allow multi-language testing

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **General Student** preference.
2. Click the [Edit] button to open the **General Student Program Preferences** dialog box.

Go	
Classroom	96 I
Reports	
Reading Practice	96 R
Literacy Skills	
Preferences	
School	96 2
Students	96 S
Classes	96 K
Quizzes	
Tests	
✓ Preferences	
Reports	

- 1 Click this box to allow students to take the English and Spanish versions of the same quiz.

- 2 Click the [OK] button.

How to let students see total points

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **General Student** preference.
2. Click the [Edit] button to open the **General Student Program Preferences** dialog box.

- 1 Click this box to have the student's total points for the current marking period display in the **Score Summary** dialog box.

- 2 Click the [OK] button.

How to allow students to rate their books

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **General Student** preference.
2. Click the [Edit] button to open the **General Student Program Preferences** dialog box.

- 1 Click this box to allow students to rate the book after answering the last quiz question.

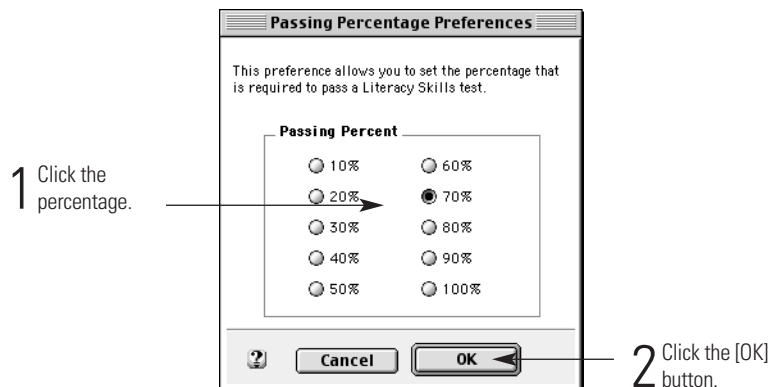
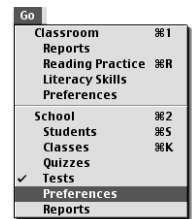
- 2 Click the [OK] button.

Literacy Skills Passing Percent

This preference allows you to determine the percent correct that a student must achieve on a Literacy Skills test. To use this preference, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

How to determine passing requirements for a Literacy Skills test

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Literacy Skills Passing Percent** preference.
2. Click the [Edit] button to open the **Passing Percentage Preferences** dialog box.
3. In the **Passing Percentage Preferences** dialog box:



Literacy Skills Test Retakes

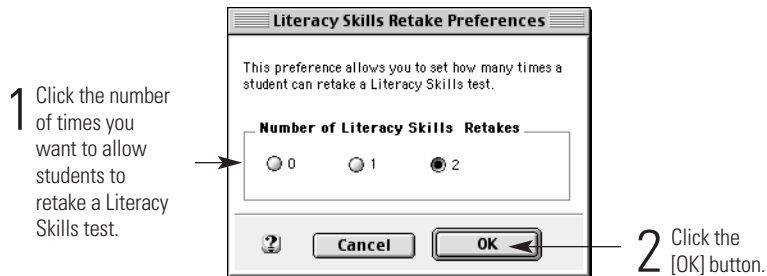
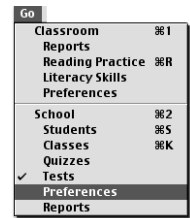
This preference allows you to determine the number of times a student can retake a Literacy Skills test. To use this preference, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- You can use the **Class Privileges** preferences to allow teachers to customize this preference for their classes.
- The changes made to these preferences affect all Accelerated Reader classes.

How to determine Literacy Skills test retakes

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Literacy Skills Test Retakes** preference.
2. Click the [Edit] button to open the **Literacy Skills Retake Preferences** dialog box.
3. In the **Literacy Skills Retake Preferences** dialog box:



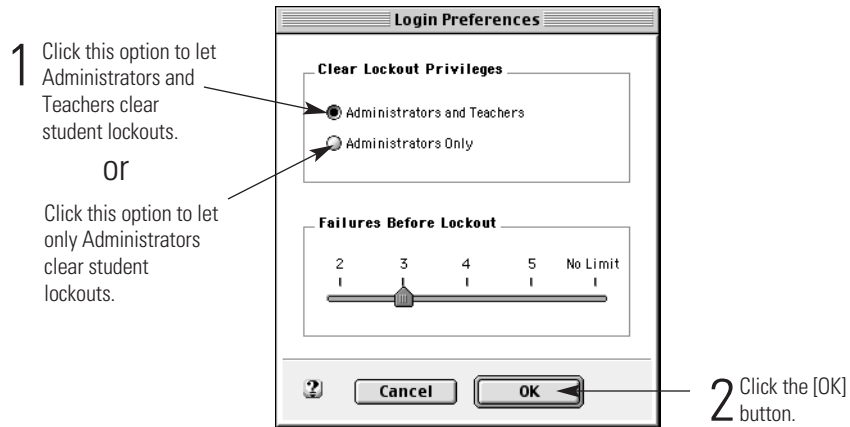
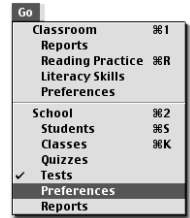
Login

These preferences allow you to determine who can clear security lockouts and the number of times a student can enter an incorrect password before he or she is denied access to (locked out of) the Student program. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

- You must have *Administrator access* to edit these preferences.
- The changes made to these preferences affect all Accelerated Reader classes.

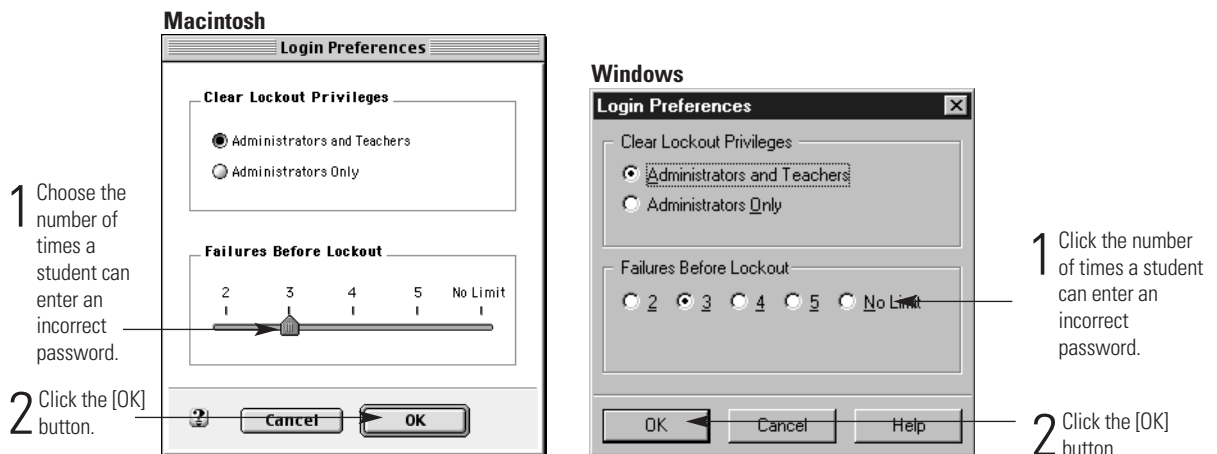
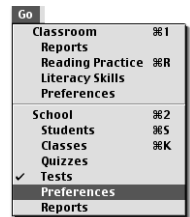
How to determine who can clear lockouts

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Login** preference.
2. Click the [Edit] button to open the **Login Preferences** dialog box.
3. In the **Login Preferences** dialog box:



How to determine the number of incorrect student passwords allowed

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Login** preference.
2. Click the [Edit] button to open the **Login Preferences** dialog box.
3. In the **Login Preferences** dialog box:



Monitor Override

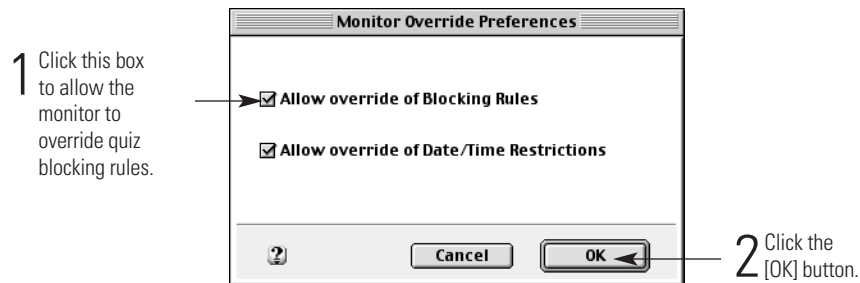
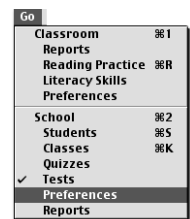
These preferences allow you to give the monitor permission to override any quiz blocking rules or date and time restrictions that you have set up. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to use this preference.
- These preferences affect all Accelerated Reader classes.
- Activating these preferences allows the Monitor to override any quiz blocking rules or date and time restrictions.

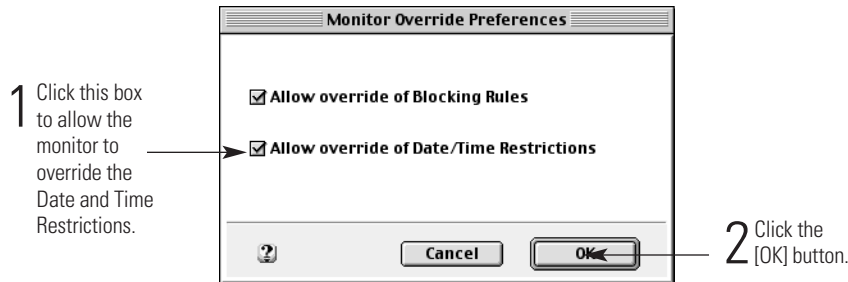
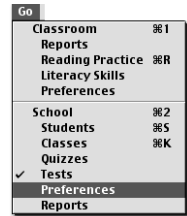
How to allow the monitor to override quiz blocking rules

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **Monitor Override** preference.
2. Click the [Edit] button to open the **Monitor Override Preferences** dialog box.



How to allow the monitor to override date and time restrictions

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), click on the **Monitor Override** preference.
2. Click the [Edit] button to open the **Monitor Override Preferences** dialog box.



Monitor Password Usage

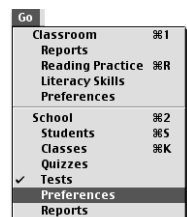
These preferences allow you to determine if a monitor password is required when a student logs in to the Student program. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

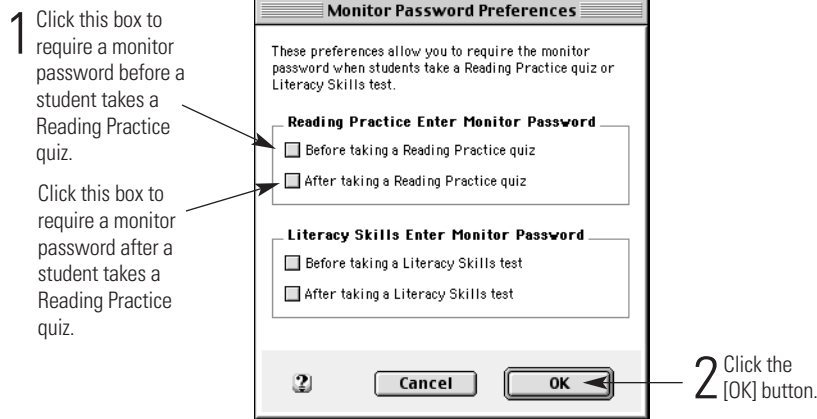
- You must have *Administrator access* to edit this preference.
- You can use the **Class Privileges** preferences to allow teachers to customize these preferences for their classes. See page 8-2.
- These preferences affect all Accelerated Reader classes.

How to require a monitor password for Reading Practice quizzes

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Monitor Password Usage** preference.
2. Click the [Edit] button to open the **Monitor Password Preferences** dialog box.

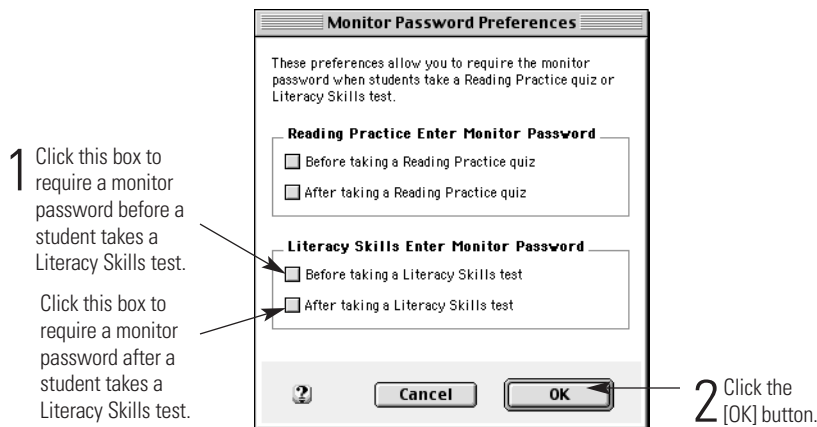
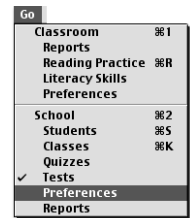


3. In the **Monitor Password Preferences** dialog box



How to require a monitor password for Literacy Skills tests

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Monitor Password Usage** preference.
2. Click the [Edit] button to open the **Monitor Password Preferences** dialog box.
3. In the **Monitor Password Preferences** dialog box:



Network Setup

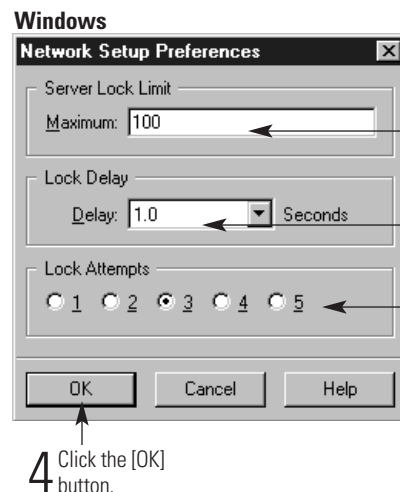
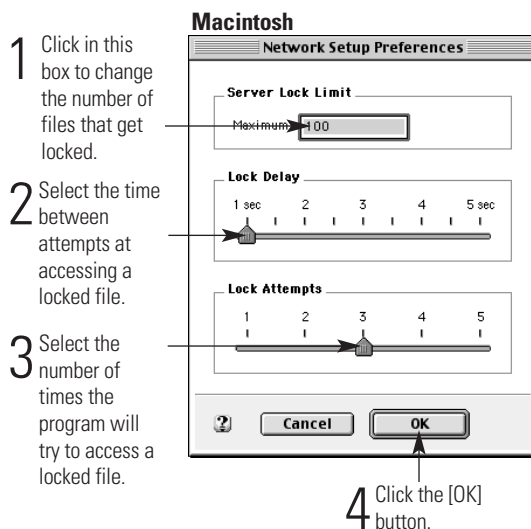
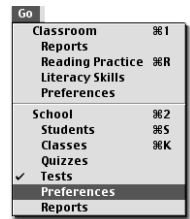
These preferences should be adjusted only if you are experiencing server locks on your network. It is best to let your network administrator change these preferences. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator* access to edit these preferences.
- Changing these preferences is best left to someone who is familiar with your network.

How to change server lock limits and access times

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Network Setup** preference.
2. Click the [Edit] button to open the **Network Setup Preferences** dialog box.
3. In the **Network Setup Preferences** dialog box:



- 1 Click in this box to change the number of files that get locked.
- 2 Select the time between attempts at accessing a locked file.
- 3 Select the number of times the program will try to access a locked file.

School Name

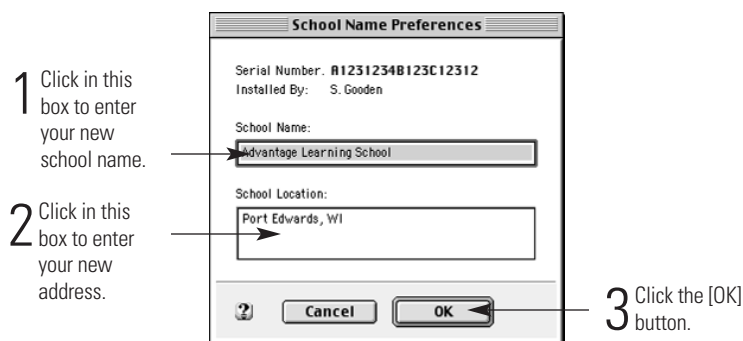
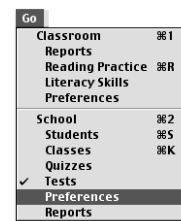
These preferences allow you to change your school name and address as it appears in Accelerated Reader and on reports. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- These preferences also display your registration (serial) number.

How to change your school name and address

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **School Name** preference.
2. Click the [Edit] button to open the **School Name Preferences** dialog box.
3. In the **School Name Preferences** dialog box:



School Year

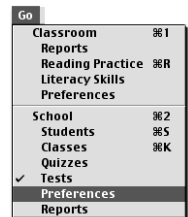
These preferences allow you to specify the start and end dates of your school year, define your marking periods (grading periods), and enter the days your school won't be in session. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- Changing these preferences in Accelerated Reader will change it for any other Advantage Learning Systems programs that share the same database.
- The way you define your school year and marking periods will affect your students' goals and certifications.
- Your default dates for reports are based on the marking periods you create with these preferences.

How to define your school year

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **School Year** preference.
2. Click the [Edit] button. This will start the **School Year Preferences** Assistant or Wizard.
3. Read the information in the **Welcome** panel, and then click the [Next] button.
4. In the **School Year** panel, enter the start and end dates for your school year. Then click the [Next] button.



- 1 Click this box to enter the start date of the current school year.
- and

Click this box to enter the end date of the current school year.

 A screenshot of the 'School Year Preferences' dialog box. The title bar says 'School Year Preferences'. Inside, there's a section titled 'School Year' with the instruction 'Enter the start and end dates of your school year.' Below this, there are two input fields: 'Start Date' with the value '8/23/99' and 'End Date' with the value '6/8/00'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Back', and 'Next'.

- 3 Click the [Next] button.

5. In the **Marking Periods** panel, click the [Add] button to enter a new marking period.

1 Click the [Add] button.

2 Enter the marking period name, start date, and end date.

3 Click the [OK] button.

TIP: If you want to assign annual goals, simply make your entire school year a marking period.

Start Date	End Date	Name
08/23/99	12/17/99	Fall Semester
01/04/00	06/08/00	Spring Semester

Start Date	End Date	Occasion
09/06/99	09/06/99	Labor Day
11/25/99	11/29/99	Thanksgiving
12/20/99	01/04/00	Christmas
04/17/00	04/21/00	Spring Break
05/29/00	05/29/00	Memorial Day

6. In the **Days Off** panel, click the [Add] button to enter a new days off period.

1 Click the [Add] button.

2 Enter the name for the days off, the start date, and the end date.

3 Click the [OK] button.

7. Click the [Next] button to review the information in the **Summary** panel, and click the [Done] button (Macintosh) or the [Finish] button (Windows). If you need to make any changes, click the [Back] button.

Security

These preferences allow you to change the administrator and monitor passwords and to determine if a Key Disk is required for starting the Management program. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

KEY DISK

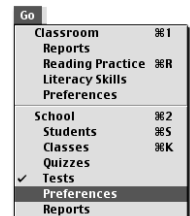
The Key Disk feature is a special security measure that helps prevent unauthorized access to the Accelerated Reader Management program – even if someone guesses a password. In many ways, you can think of it as a key that unlocks your car door or house. If this feature is activated, you will have to insert your Key Disk into your floppy drive before you log in; otherwise, the program will not start.

Things to know

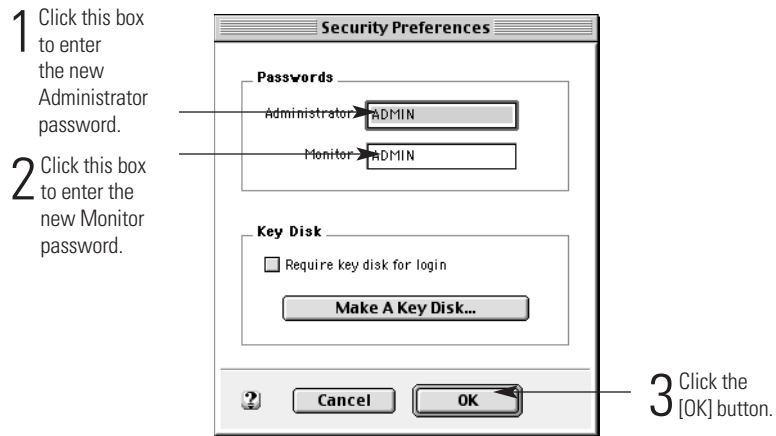
- You must have *Administrator access* to edit these preferences.
- You cannot activate the Key Disk requirement until you have created at least one Key Disk.
- If you want to require a monitor password before students can take a quiz or test, you need to edit the **Monitor Password Usage** preference. See page 8-17.

How to change the administrator or monitor password

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Security** preference.
2. Click the [Edit] button to open the **Security Preferences** dialog box.

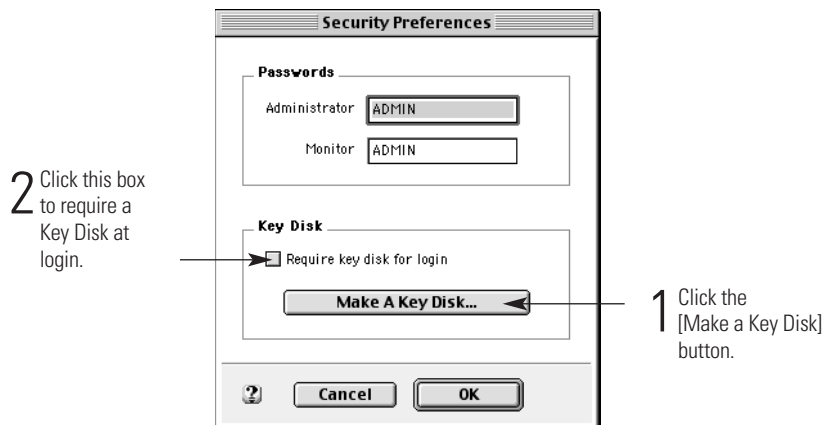
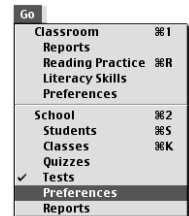


3. In the **Security Preferences** dialog box:

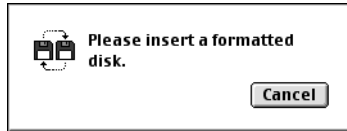


How to make a Key Disk

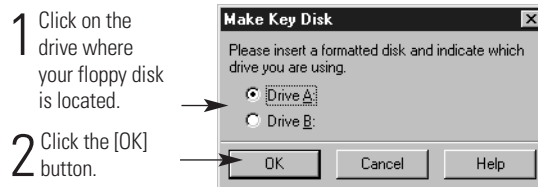
1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Security** preference.
2. Click the [Edit] button to open the **Security Preferences** dialog box.
3. In the **Security Preferences** dialog box:



4. *Macintosh*: Insert a blank, formatted disk.



Windows: Insert a blank, formatted disk, select the drive, and then click the [OK] button.



5. A dialog box will ask if you want to create another Key Disk. If you do not need to do this, click the [Yes] button; otherwise, click the [No] button.
6. In the **Security Preferences** dialog box, click the [OK] button to accept the changes and close this dialog box.

Student Capacity

This preference allows you to enter your student expansion code in order to increase Accelerated Reader's student capacity. To use this preference you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to enter your student expansion code.
- Expanding your student capacity applies only to Accelerated Reader.

How to increase your student capacity

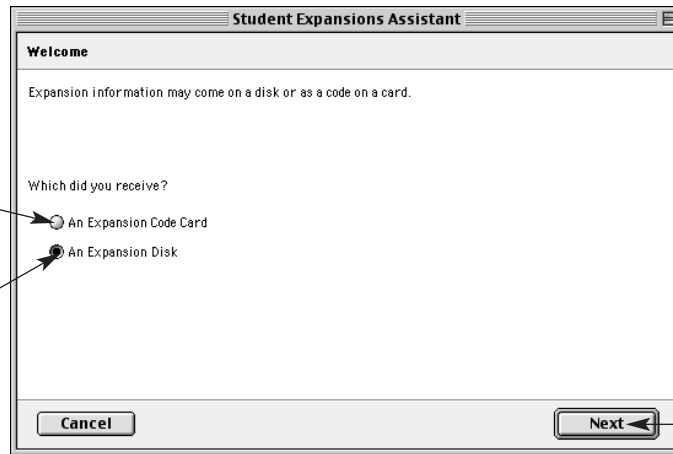
1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Student Capacity** preference.
2. Click the [Edit] button to start the **Student Expansions** Assistant or Wizard.
3. In the **Welcome** panel, click one of the options and click the [Next] button.

Go	
Classroom	⌘ I
Reports	
Reading Practice	⌘ R
Literacy Skills	
Preferences	
School	⌘ 2
Students	⌘ S
Classes	⌘ K
Quizzes	
Tests	
Preferences	
Reports	

1 Click this option if you received an Expansion Code.

or

Click this option if you received an Expansion Disk.



2 Click the [Next] button.

4. In the next panel, enter your Expansion Code or insert your Expansion Disk into the floppy-disk drive. Then, click the [Done] button (Macintosh) or the [Finish] button (Windows).

Student Characteristics

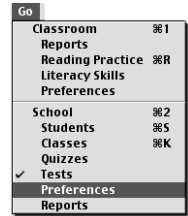
This preference allows you to define up to six additional student characteristics that you can include in a student's record. To use these preferences, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- Each characteristic can be up to 32 characters long and can consist of any combination of letters and numbers.

How to define student characteristics

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Student Characteristics** preference.
2. Click the [Edit] button to open the **Student Characteristics Preferences** dialog box.



1 Enter up to six user-defined characteristics that you can add to your students' records.

(See "Adding Students" in Chapter 3: Managing Students.)

2 Click the [OK] button.

TOPS Report

This preference allows you to determine if or under what conditions a student's TOPS Report will print after taking a Reading Practice quiz or Literacy Skills test. To use this preference you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- The TOPS Report – The Opportunity to Praise a Student – provides immediate feedback to your students, and provides you with an opportunity to praise and encourage your students.
- If you create a new data location, this preference will revert to the default settings, automatically printing the TOPS Report for passed and failed quizzes and tests.
- You can select all, some, or none of the options in the dialog box.

How to have the TOPS Report print automatically

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **TOPS Report** preference.
2. Click the [Edit] button to open the **TOPS Report Preferences** dialog box.

The screenshot shows the 'TOPS Report Preferences' dialog box. It contains two sections: 'Print Reading Practice TOPS Report' and 'Print Literacy Skills TOPS Report'. Each section has two checkboxes: 'For passed' and 'For failed'. At the bottom are buttons for '?', 'Cancel', and 'OK'. Numbered callouts point to specific elements: 1 points to the 'For passed Reading Practice quizes' checkbox; 2 points to the 'For failed Reading Practice quizes' checkbox; 3 points to the 'For passed Literacy Skills tests' checkbox; 4 points to the 'For failed Literacy Skills tests' checkbox; and 5 points to the 'OK' button.

1 Click this box to have the TOPS Report print after a student passes a Reading Practice quiz.

2 Click this box to have the TOPS Report print after a student fails a Reading Practice quiz.

3 Click this box to have the TOPS Report print after a student passes a Literacy Skills Test.

4 Click this box to have the TOPS Report print after a student fails a Literacy Skills test.

5 Click the [OK] button.

Go	
Classroom	06 I
Reports	
Reading Practice	06 R
Literacy Skills	
Preferences	
School	06 2
Students	06 S
Classes	06 K
Quizzes	
Tests	
Preferences	
Reports	

TOPS Report Language

This preference allows you to either have the TOPS Report always print in English or allow the student to select a language. To use this preference you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

- You must have *Administrator access* to edit this preference.
- The student can print the TOPS Report in either English or Spanish.

How to print the TOPS Report in Spanish

1. While viewing the school **Preference** management screen, select the **TOPS Report Language Preference** from the list of preferences.
2. Click the [Edit] button to open the **TOPS Report Alternate Language Preference** dialog box.

Go	
Classroom Reports	96 I
Reading Practice	96 R
Literacy Skills	
Preferences	
School	96 2
Students	96 S
Classes	96 K
Quizzes	
Tests	
Preferences	
Reports	

1 Click this option to allow the student to print the TOPS Report in English or Spanish.

or

Click this option to have the TOPS Report always print in English.

2 Click the [OK] button.

TWI Monitoring Preference

This preference allows you to determine if Accelerated Reader will monitor your students' TWI information. If this preference is activated, your students will be asked after they log in to the Accelerated Reader Student program how the book was read. To use this preference, you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

WHAT IS TWI?

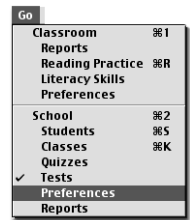
Our reading practice program, which we refer to as TWI (Reading To, Reading With, and Reading Independently) is the most developmentally sound and inclusive concept for in-school reading practice. Within the TWI framework, emergent readers have books read aloud to them. We call this "Reading To." As students progress, there may be a period of assisted, one-on-one reading practice during which a student works with an adult or more experienced reader. We call this "Reading With." When a student is able to read on his own, we say he is "Reading Independently." Even at the independent reading stage, however, Reading To and Reading With activities are not dropped. Rather, a mix of Reading To, Reading With, and Reading Independently activities continues all the way through high school, with varying amounts of each.

Things to know

- You must have *Administrator access* to edit this preference.
- If a student selects “Read to” or “Read with,” the student can retake the quiz six months after achieving Independent Reader certification.
- Quizzes taken before this preference is enabled will not be monitored for TWI.
- If you want to monitor your students’ TWI information, this preference must be enabled.

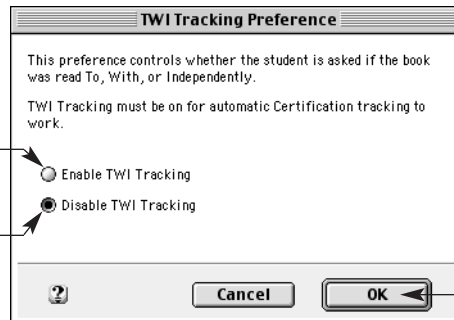
How to monitor TWI

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **TWI Monitoring Preference** from the list of preferences.
2. Click the [Edit] button to open the **TWI Monitoring Preference** dialog box.



1 Click this option to monitor your students’ TWI information.

Click this option if you don’t want to monitor your students’ TWI information.



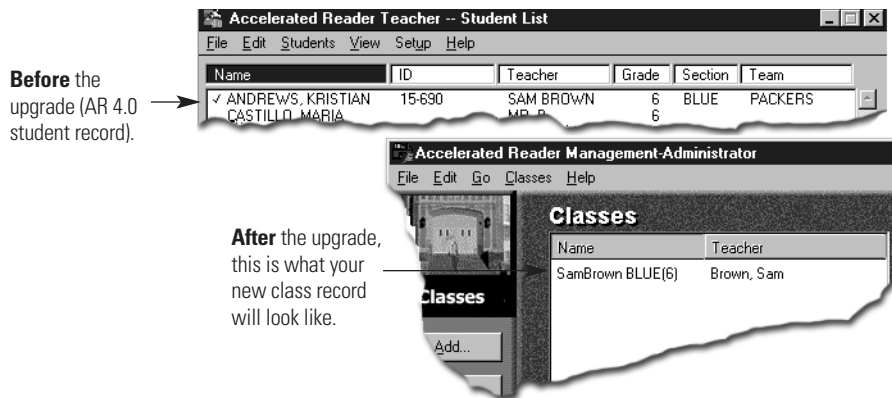
2 Click the [OK] button.

Upgrade Data

This preference allows you to convert data from an existing version of Accelerated Reader. To use this preference you should be viewing the school **Preferences** management screen (**Go** menu > school **Preferences**).

Things to know

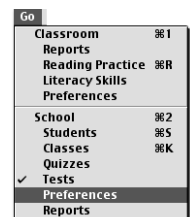
- You must have *Administrator access* to use the preference.
- You can convert data from version 2.x - 4.x of Accelerated Reader.
- You can convert data using an export file from Accelerated Reader 1.x.
- Earlier versions of Accelerated Reader did not have “class records” – section and grade information were part of the student’s record. If you select the “Grade” and “Section” options when you upgrade, the section and grade information will become part of the class name information.



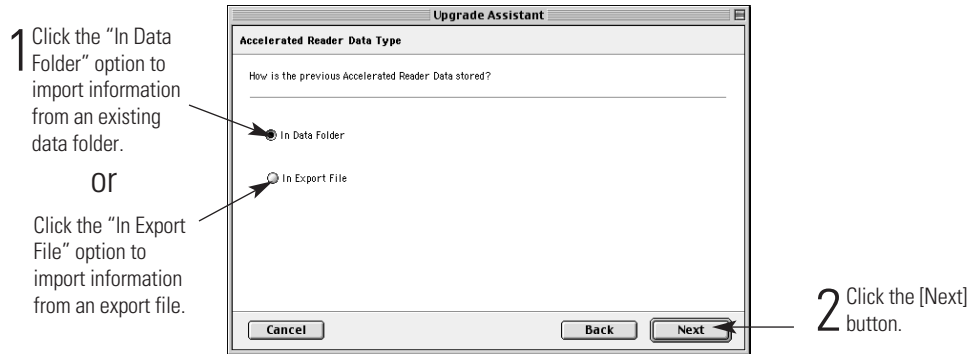
- If you convert from an AR data folder, you can determine the information you want converted. You can choose any or all of the following:
 - Quizzes
 - Preferences (your Key Disk and TOPS Report settings *will not* convert)
 - Calendar
 - Student data

How to convert data from a previous version of Accelerated Reader

1. While viewing the school **Preferences** management screen (**Go** menu > school **Preferences**), select the **Upgrade Data** preference.
2. Click the [Edit] button. This will start the **Upgrade** Assistant or Wizard.
3. Read the information in the **Welcome** panel, and then click the [Next] button.



4. In the **Accelerated Reader Data Type** panel:



5. Follow the instructions on each of the remaining screens. Click the [Next] button to proceed or click the [Back] button to go to a previous panel.
6. In the **Begin Upgrade** panel, click the [Upgrade] button to begin upgrading.
7. If you're school year has been set, you will return to the **Preferences** management screen. If you have not set your school year, the **School Year** Assistant or Wizard will start.

This section of the chapter explains how to use the preferences that affect your classes. Any changes that you make to these preferences affect only the class that you are currently working with. To edit these preferences, you should be viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**).

Literacy Skills Test Retakes

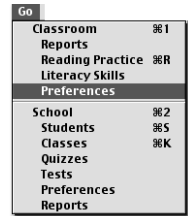
This preference allows you to determine the number of times a student can retake a Literacy Skills test. To edit this preference, you must be viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**).

Things to know

- Anyone with access to the Accelerated Reader Management program can edit this preference.
- The changes made affect only the class with which you are currently working.
- The Administrator must give you permission to edit this preference. See "Class Privileges" on page 8-2.

How to set the number of times a student can retake a Literacy Skills test

1. While viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**), select the **Literacy Skills Test Retakes** preference.
2. Click the [Edit] button to open the **Literacy Skills Retake Preferences** dialog box.



1 Click this option to use the options set by the Administrator in the school Preferences.

OR

Click this option to set different options for this class. You can allow your students to retake a Literacy Skills test once, twice, or not at all.

The dialog box is titled 'Literacy Skills Retake Preferences'. It contains the text: 'This preference allows you to set how many times a student can retake a Literacy Skills test.' Below this, there are two radio button options: 'Use school preference setting' (selected) and 'Use class preference setting'. Under the 'Use class preference setting' option, there are three radio button options for 'Literacy Skills retakes': 0, 1, and 2. At the bottom, there are 'Cancel' and 'OK' buttons.

2 Click the [OK] button.

Monitor Password Usage

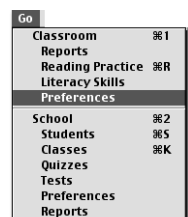
This preference allows you to determine if or when a Monitor password is required when students take a Reading Practice quiz or Literacy Skills test. To edit this preference, you must be viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**).

Things to know

- Anyone with access to the Accelerated Reader Management program can edit this preference.
- The changes made affect only the class with which you are currently working.
- The Administrator must give you permission to edit this preference. See “Class Privileges” on page 8-2.

How to require a monitor password

1. While viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**), select the **Monitor Password Usage** preference.



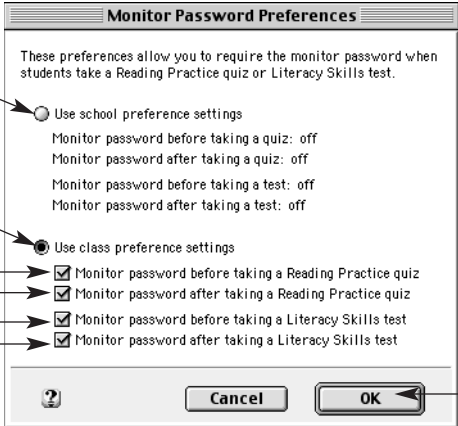
2. Click the [Edit] button to open the **Monitor Password Preferences** dialog box.

1 Click this option to use the preferences set by the Administrator in the school **Preferences** management screen.

or

Click this option to set different options for this class.

Click the box next to each of the options you want to use.



2 Click the [OK] button.

Quiz Blocking Rules

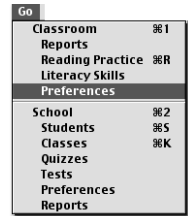
Quiz blocking rules allow you to guide your students towards taking quizzes that are closely matched to the students' reading ability. To edit this preference, you must be viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**).

Things to know

- You can use book level and point value to block quizzes, or you can block specific quiz titles.
- You can apply your quiz blocking rules to:
 - one class or all of your classes.
 - individual students, all of your students in one class, all of your students in all of your classes, or to individual grades.
- If you create quiz blocking rules using book level or point value, you can prevent students from taking quizzes above or below a certain value. By using both the “above and below” options, you can choose quizzes within a specific range.

How to create a Quiz Blocking Rule

1. While viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**), select the **Quiz Blocking Rules** preference. Then, click the [Edit] button.
2. In the **Quiz Blocking Rules** dialog box, click the [Add] button to start the **Quiz Blocking Rules** Assistant or Wizard.
3. In the **Select Rule Type** panel, select the group to which you want the rule to apply, and then click the [Next] button.
4. Follow the instructions on each of the panels. Click the [Next] button to move to the next panel, or click the [Back] button to return to a previous panel.
5. In the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. In the **Quiz Blocking Rules** dialog box, click the [OK] button.



How to edit a Quiz Blocking Rule

1. While viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**), select the **Quiz Blocking Rules** preference, select the rule you want to edit, and then click the [Edit] button.
2. In the **Quiz Blocking Rules** dialog box, click the [Edit] button to start the **Quiz Blocking Rules** Assistant or Wizard.
3. In the **Select Rule Type** panel, select the group to which you want the rule to apply, and then click the [Next] button.
4. Follow the instructions on each of the panels. Click the [Next] button to move to the next panel, or click the [Back] button to return to a previous panel.
5. In the **Summary** panel, click the [Done] button (Macintosh) or the [Finish] button (Windows).
6. In the **Quiz Blocking Rules** dialog box, click the [OK] button.

How to delete a Quiz Blocking Rule

1. While viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**), select the **Quiz Blocking Rules** preference. Then, click the [Edit] button.
2. In the **Quiz Blocking Rules** dialog box, click on the rule you want to delete, and then click the [Delete] button.
3. A dialog box will ask if you are sure you want to delete the rule. Click the [Yes] button to confirm the deletion.
4. In the **Quiz Blocking Rules** dialog box, click the [OK] button.

TOPS Report

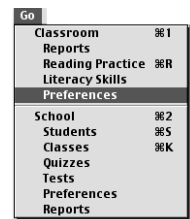
This preference allows you to determine if or when the TOPS Report will print for a student. To edit this preference, you must be viewing the classroom **Preferences** management screen (**Go** menu > classroom **Preferences**).

Things to know

- Anyone with access to the Accelerated Reader Management program can edit this preference.
- The changes made affect only the class with which you are currently working.
- The Administrator must give you permission to edit this preference. See “Class Privileges” on page 8-2.

How to automatically print the student’s TOPS Report

1. While viewing the classroom **Preferences** management screen, (**Go** menu > classroom **Preferences**), select the **TOPS Report** preference.
2. Click the [Edit] button to open the **TOPS Report Preferences** dialog box.



1 Click this option to use the preferences set by the Administrator in the school **Preferences** management screen.

or

Click this option to set different options for this class.

Click the box next to each of the options you want to use.

A screenshot of the 'TOPS Report Preferences' dialog box. The dialog box has a title bar that says 'TOPS Report Preferences'. Inside, there is a text area that says: 'These preferences allow you to have a TOPS report printed after a student takes a Reading Practice quiz or Literacy Skills test.' Below this, there are two radio buttons: 'Use school preference settings' and 'Use class preference settings'. The 'Use class preference settings' radio button is selected. Below the radio buttons, there are four checkboxes: 'Print TOPS report for passed quizzes: on', 'Print TOPS report for failed quizzes: on', 'Print TOPS report for passed tests: off', and 'Print TOPS report for failed tests: off'. The first two checkboxes are checked, and the last two are unchecked. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'OK'. An arrow points to the 'OK' button.

2 Click the [OK] button.

CHAPTER 9

Using the Student Program

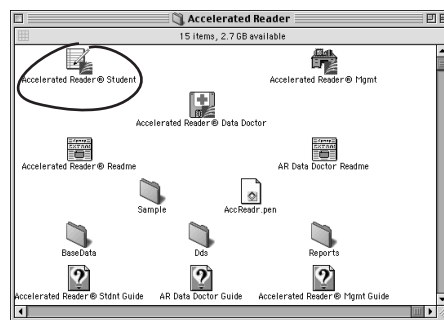
This chapter provides information and instructions for all of the tasks associated with using the Accelerated Reader Student program. This chapter is written to assist you in helping your students use the Student program.

Tasks covered in this chapter include:

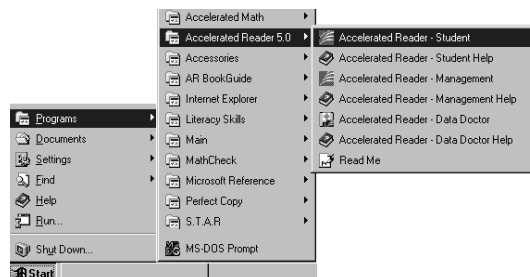
- Starting the Student program.
- Logging in to the Student program.
- Taking a Reading Practice quiz.
- Taking a Literacy Skills test.
- Printing a Student Record Report.

How to start the Student program

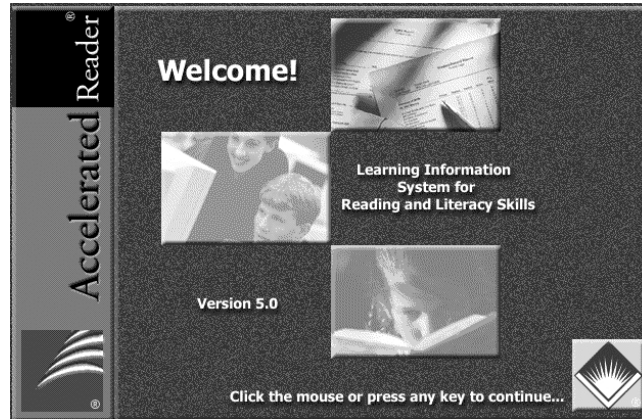
1. *Macintosh:* If it isn't open, locate your Accelerated Reader folder, and double-click on the Student program icon.



Windows: On your Taskbar, click the [Start] button, then click **Programs, Accelerated Reader 5.0**, then **Accelerated Reader Student**.



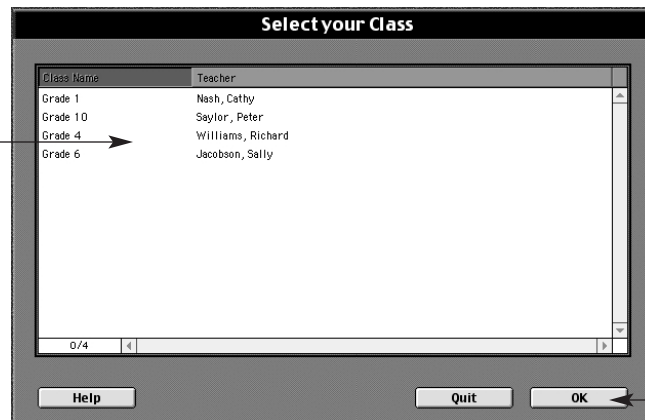
2. When the **Welcome** screen appears, press any key on your keyboard, click your mouse.



How to log in

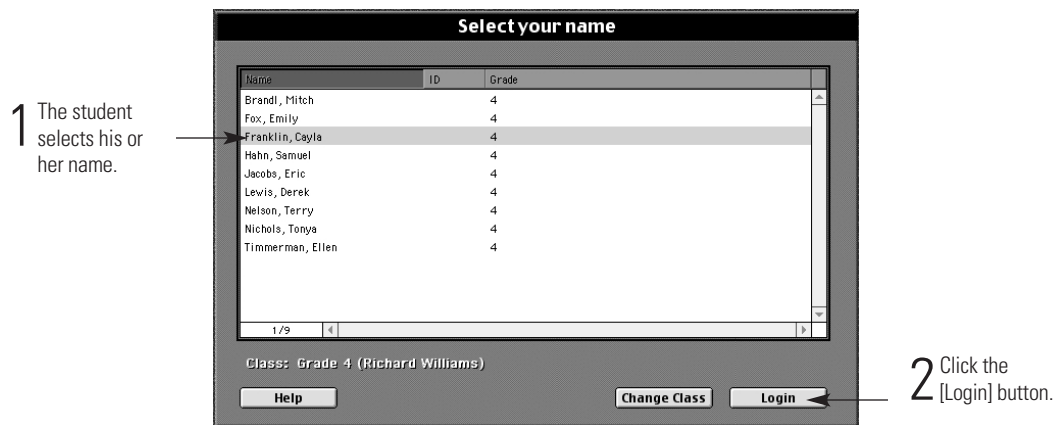
1. Depending on how you have Accelerated Reader set up, your students may or may not see a Class List. If they do, they will need to select their class from the list and click the [OK] button. If there is no Class List, they can go to Step 2.

1 The student selects his or her class.

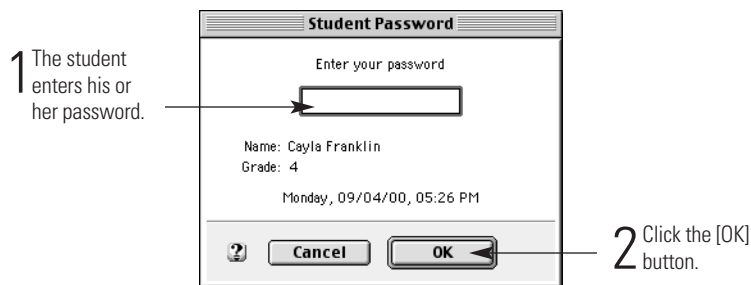


2 Click the [OK] button (Macintosh) or the [Login] button (Windows).

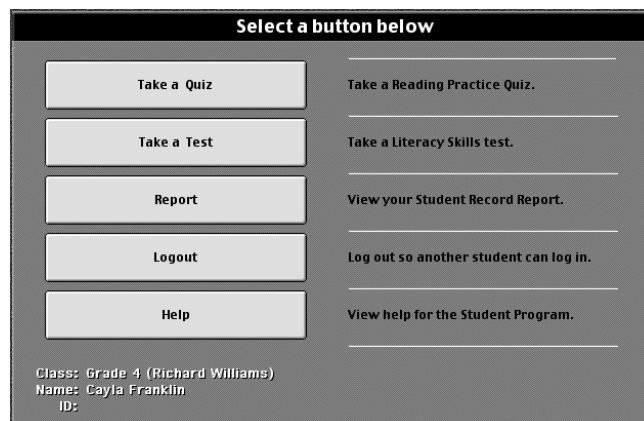
- From the Student List, your students will need to click on their name and click the [Login] button.



- In the **Student Password** dialog box,

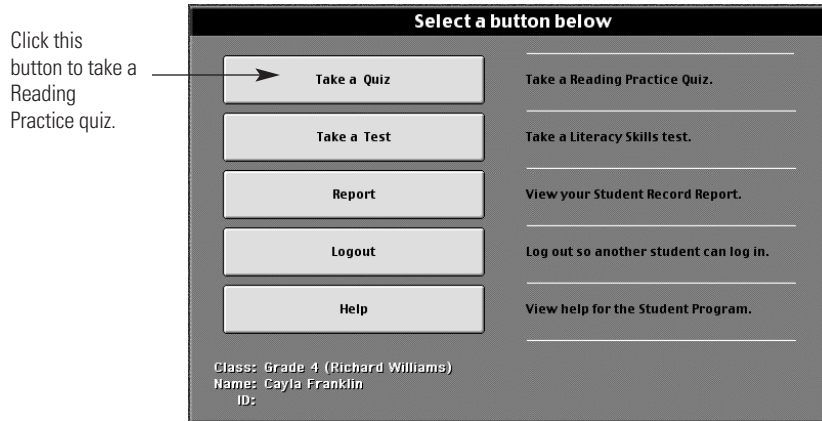


- In the **Task Selection** screen, the student clicks one of the buttons.

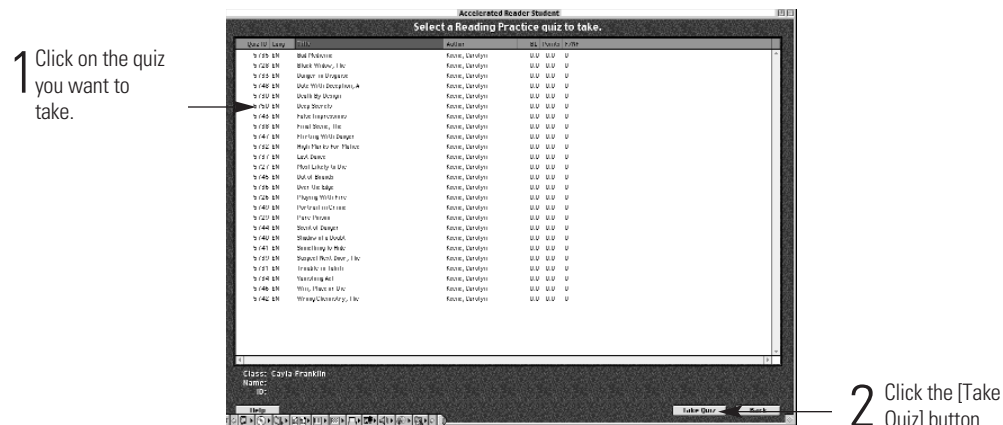


How to take a Reading Practice quiz

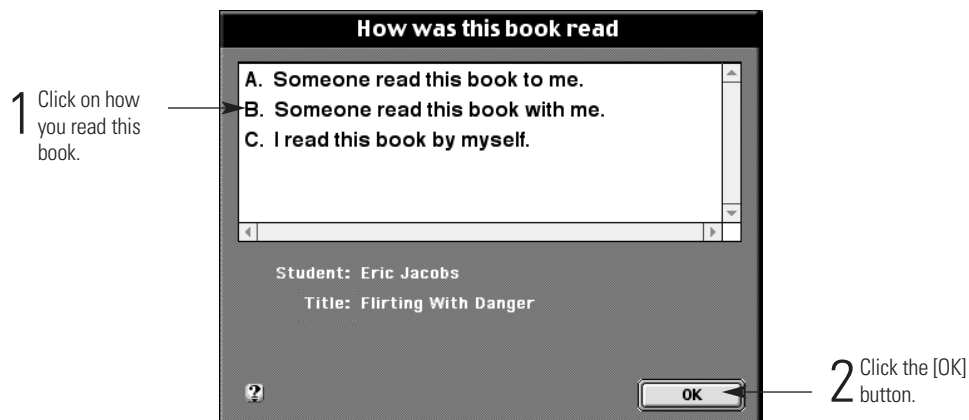
1. After the student starts the Accelerated Reader Student program and logs in,



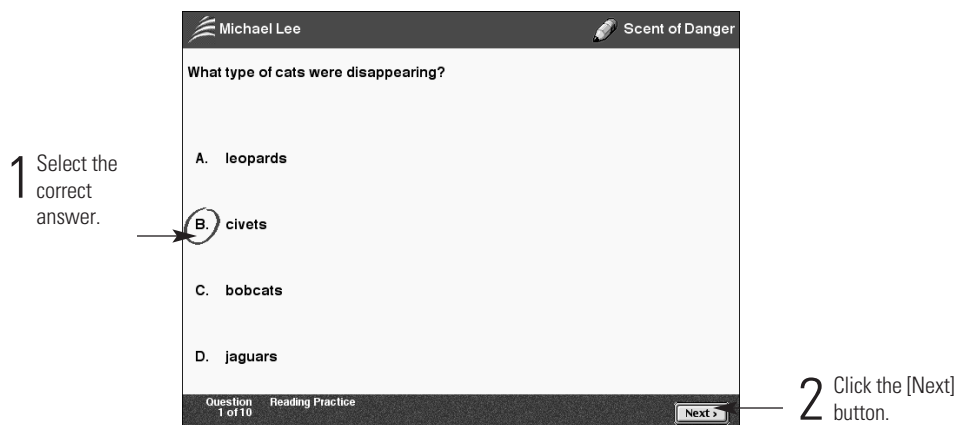
2. From the list of available quizzes,



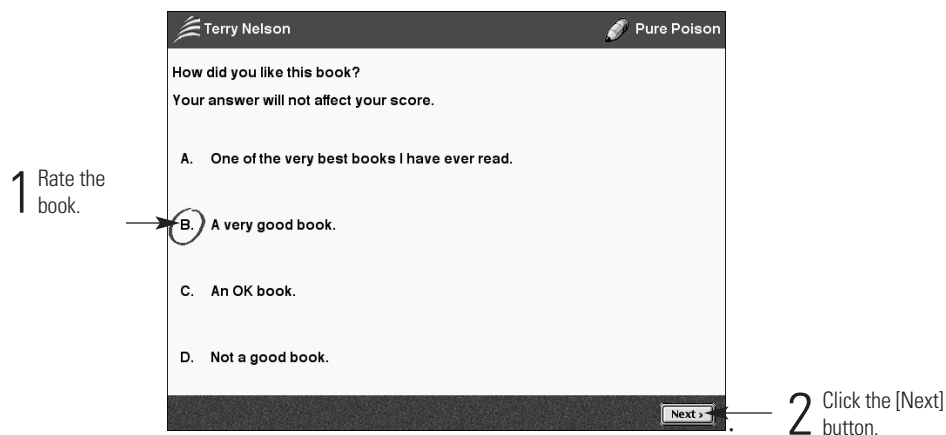
3. The student may be asked if the book was read to, with, or independently (TWI).



4. If a monitor password is required, the monitor should enter his or her password.
5. The student is presented with the first quiz question. To select an answer, the student simply needs to press the letter on the keyboard that matches the letter of the correct answer. The student can also use the mouse to click on the answer on the screen. A blue circle will be drawn around the answer that the student selects. Keep in mind that this does not mean that the answer is correct. It only indicates the selected answer. The student can select a different answer at any time before clicking the [Next] button.



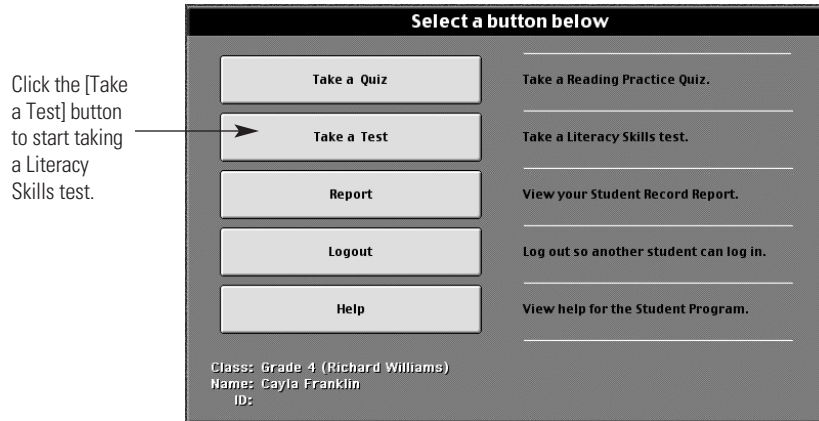
6. After the student selects the correct answer, he or she can click the [Next] button.
7. After the student has answered all of the questions, the student may be asked to rate the book.



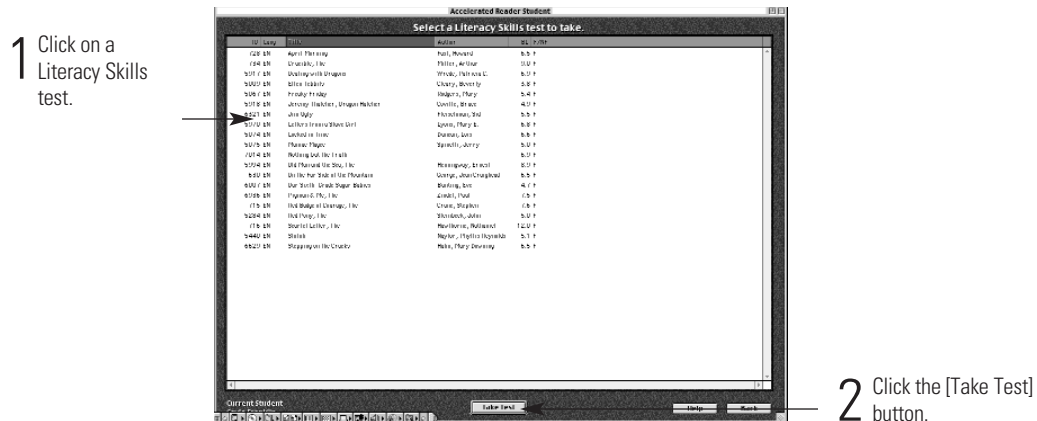
8. If necessary, the monitor will need to enter his or her password.
9. The **Score Summary** dialog box will appear. The student should review this information and then click the [OK] button.
10. At this point, depending on the how the preferences are set, the student's TOPS Report may print and the student may be given the opportunity to see the questions answered incorrectly.

How to take a Literacy Skills test

1. After the student starts the Accelerated Reader Student program and logs in:



2. From the list of available tests:



3. If a monitor password is required, the monitor will need to enter his or her password.

4. The student is presented with the first test question. To select an answer, the student simply needs to press the letter on the keyboard that matches the letter of the correct answer. The student can also use the mouse to click on the answer on the screen. A blue circle will be drawn around the answer that the student selects. Keep in mind that this does not mean that the answer is correct. It only indicates the selected answer. The student can select a different answer at any time before clicking the [Next] button.

1 Click on the correct answer. → A. "Gitano was mysterious like the mountains."

B. "His eyes were almost closed and his breath whistled shrilly."

C. "Jody felt an uncertainty in the air."

D. "Carl Tiffin didn't like to be cruel."

2 Click the [Next] button.

Question 5 of 12 Literacy Skills Constructing Meaning: Deriving Word or Phrase Meaning

Next >

5. After the student selects the correct answer, he or she can click the [Next] button.
6. If necessary, the monitor will need to enter his or her password.
7. The **Score Summary** dialog box will appear. The student should review this information and then click the [OK] button.

How to print the Student Record Report

1. After the student starts the Accelerated Reader Student program and logs in:

Select a button below

Take a Quiz	Take a Reading Practice Quiz.
Take a Test	Take a Literacy Skills test.
Report	View your Student Record Report.
Logout	Log out so another student can log in.
Help	View help for the Student Program.

Click the [Report] button. →

Class: Grade 4 (Richard Williams)
Name: Cayla Franklin
ID:

2. In the **Student Record Report Preview** dialog box, click the [Print] button to print the report, or click the [Done] button (Macintosh) or the [Close] button (Windows).

CHAPTER 10

Data Doctor

This chapter explains how to effectively use the Data Doctor data utility program.

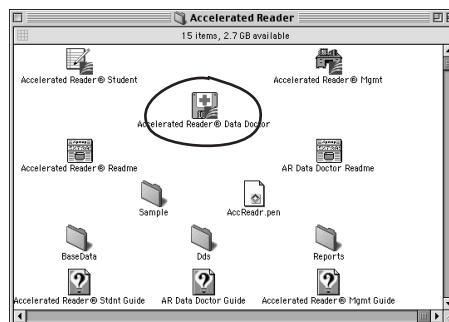
The Data Doctor that came with your software package is a special utility that will help maintain your program database. This utility repairs the normal “wear and tear” caused by the continuous storing and retrieval of information.

Things to know

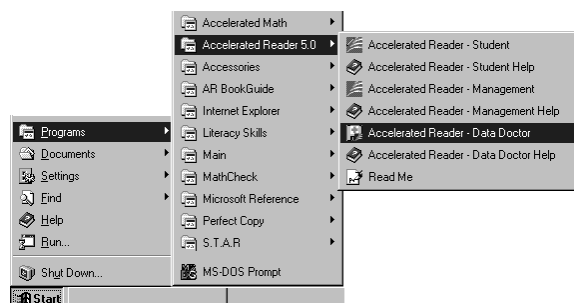
- You should run Data Doctor once every marking period.
- If you are having to run Data Doctor on a daily or weekly basis, you should call Technical Support at (800) 455-0709.

How to start the Data Doctor

Macintosh: Open your Accelerated Reader folder and double-click the Accelerated Reader Data Doctor icon.



Windows: Click the [Start] button, click **Programs, Accelerated Reader 5.0**, and then click **Accelerated Reader Data Doctor**.



The Data Doctor comes with a default password (**admin**) that you can use to access the program. Keep in mind that anyone who knows this password can run the program. To help prevent unauthorized access, you should change your password as soon as possible.

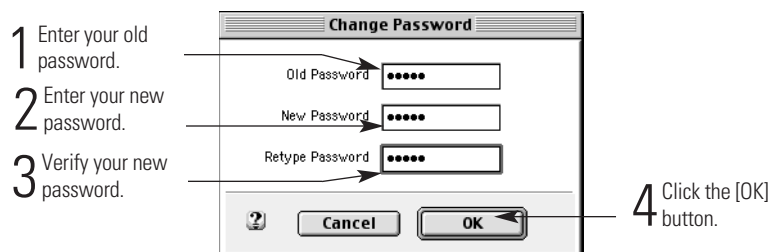
How to change the Data Doctor password

1. While viewing the **Password** dialog box, click the [Change] button.



- 1 Click the [Change] button.

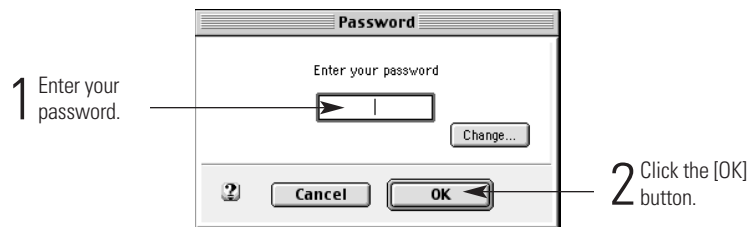
2. In the **Change Password** dialog box:



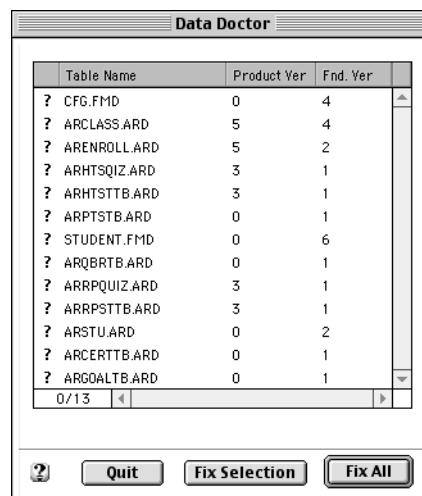
3. Click the [OK] button to confirm that your password has been changed successfully.

How to repair your data files

1. Start the Accelerated Reader Data Doctor program.
2. Enter your password in the **Password** dialog box, and then click OK.



3. The dialog box that appears next tells you the location of your current data and asks if this is the data you want to repair. If it is, click the [Yes] button. If it isn't, click the [No] button and navigate to the correct location. See page A-9 for help with file navigation.
4. When the **Data Doctor** dialog box opens, review the list of available files. Then, do one of the following:
 - Select the individual files that you want to repair, and then click the [Fix Selection] button.
 - Click the [Fix All] to repair all of the files.

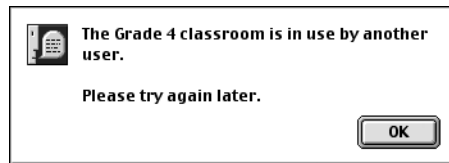


5. When the Data Doctor finishes repairing the files, click the [Quit] button.
6. The Data Doctor will give you the complete folder location of a text file that lists the results of the repair. You should view that file for more specific information about the repair, especially if the Data Doctor was unable to repair all of your files.
7. After you've noted the folder location, click the [OK] button to quit the Data Doctor utility program.

A P P E N D I X A

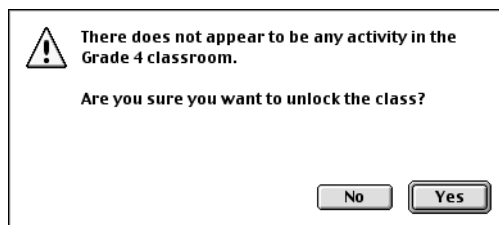
Troubleshooting Guide

The {class name} classroom is in use by another user. Please try again later.

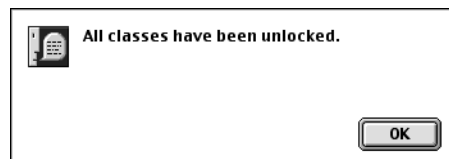


Solution: After verifying another teacher is not actually using that classroom, you will want to “Clear All Locks.”

1. Have your Accelerated Reader Administrator start the Accelerated Reader Management program.
2. Choose **Classes** from the **Go** menu.
3. Choose **Clear All Locks** from the **Classes** menu.
4. A progress bar will be displayed letting you know that the program is “working.”
5. A dialog box will appear with the message “There does not appear to be any activity in the {class name} classroom. Are you sure you want to unlock the class?” Click the [Yes] button.



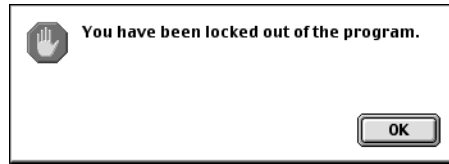
6. The next dialog box will display “All classes have been unlocked.” Click the [OK] button.



7. You will now be able to continue using your Accelerated Reader Management program.

You have been locked out of the program.

There is a security problem. Contact the Monitor or your Teacher.



Solution: Typically this will happen when a student types in an incorrect password too many times. You will need to have someone who has been given permission to “Clear All Locks.” If you are not sure if you have permission, see your program Administrator.

1. Start the Accelerated Reader Management program with access to Clear Student Locks - either as Monitor or Teacher.
2. Choose **Students** from the **Go** menu.
3. Choose **Clear All Locks** from the **Students** menu.
4. You will see "All students have been unlocked." Click the [OK] button.
5. Exit the AR5 Management application. Your students will be allowed to test once again.

Error 16033 or 16034

Solution: Run the Data Doctor utility.

1. See Chapter 10: Data Doctor for instructions on using Data Doctor.
2. If you encountered any errors, you will want to print your DataDoc.Log and call ALS Technical Support at (800) 455-0709.
3. If all files completed OK, you will be able to start using your program as usual.

Not a valid data world

You might receive this error when trying to select a data location to run Data Doctor or register Accelerated Reader using an existing data folder.

Solution: This error indicates that the correct data location was not selected. Restart Data Doctor to select the correct location. See Chapter 10: Data Doctor.

Networking rights

When running any Advantage Learning Systems program on a network, the users of that program will need to have full access to the data location. Full access can be different for each type of network you may be working with.

- **Novell:** Read, Write, Create, Erase, File Scan, & Modify
- **Windows NT:** Full Control; however, Change is also okay
- **AppleShare:** Read and Write

When installing on a network of any kind, you will want to have the network Administrator or someone else with Administrator access install the program initially. Once the program has been installed successfully, you will want to ensure the **ALSData** folder – or your current data location – is given enough access for anyone that may be using the program. Anyone who does not have sufficient access and tries to use the program may receive errors.

Using sample data.

Question: What do I have to do to enter my own students and titles?

Answer: Create your own data location to use with your program. See “Data Location Preferences” in Chapter 8: Managing Preferences.

How do I back up my data?*Windows 95:*

1. Open Windows Explorer or My Computer.
2. Find and highlight your AR Data folder (**ALSDData** is the recommended folder name).
3. Choose **Copy** from the **Edit** menu.
4. Find and highlight your **C:** drive
5. Choose Paste from the Edit menu.
6. If **ALSDData** is the name of your data, you should have a folder called "**Copy of ALSData**" on your C:\ drive.

Macintosh:

1. Open your Hard Drive or shared drive that your data folder is located on.
2. Highlight your data folder (**ALSDData** is the recommended folder name).
3. Choose **Duplicate** from the **File** menu.
4. If **ALSDData** is the name of your data, you should have a folder called "**ALSDData copy**" on your hard drive or shared drive.

Alternate Method for both platforms

Dragging your data folder (**ALSDData**) to a Zip Drive or another computer's hard drive would also copy and make a valid backup of your data.

Error 16034 - VREDIR.VXD file

This error typically indicates a corrupted data index file in Accelerated Reader. When database management applications like Accelerated Reader are used in a Microsoft network (Windows NT, or Windows Peer to Peer), this corruption is typically caused by a problematic VREDIR.VXD system file. No problems due to the VREDIR.VXD file should occur if you are using Novell NetWare, or stand alone systems.

You can check your VREDIR.VXD version number by following these steps:

1. From the Windows Desktop, click on the [Start] button, then select **Find**, and then **Files or Folders**. The **Find: All Files** dialog box will open.
2. In the "Named" field, type **VREDIR.VXD**. Make sure the "Look in" field shows the drive from which you run Windows 95; in most cases, this should be the workstation hard drive. Click the [Find Now] button.
3. When the search is complete, the **VREDIR.VXD** file will be listed at the bottom of the **Find** dialog box. Using the right mouse button, click once on the file name to highlight it. Then, select **Properties** from the menu that appears.
4. In the **Properties** dialog box, click once on the **Version** tab and check the File Version. If you are running version 4.00.1111, you need to download a patch from Microsoft's Technical Support website; see the steps below. Check the VREDIR.VXD version number on each of your network workstations!

If your computer is using VREDIR.VXD version 4.00.1111, follow these steps to download the VRDRUPD.EXE utility program:

1. In your internet browser, access the Microsoft Technical Support website at this address:

<http://support.microsoft.com/support/kb/articles/q174/3/71.asp>.

Note: If you have not yet registered with Microsoft to receive technical support through their website, you need to connect to <http://support.microsoft.com> to register online. Follow the instructions provided on Microsoft's website.

2. Click [VRDRUPD.EXE] to download the utility program to a floppy disk. Follow the instructions provided on the website.
3. Run the program (the executable file) you downloaded on each workstation computer that is using VREDIR.VXD version 4.00.1111. You can do this by clicking on the [Start] button, then select **Run**, and then selecting the file on the floppy disk.

Note: After you follow these steps, you need to restart your computer for the changes to take effect. You should also perform maintenance for your Accelerated Reader database by running the Accelerated Reader Data Doctor utility. See Chapter 10.

Lost password

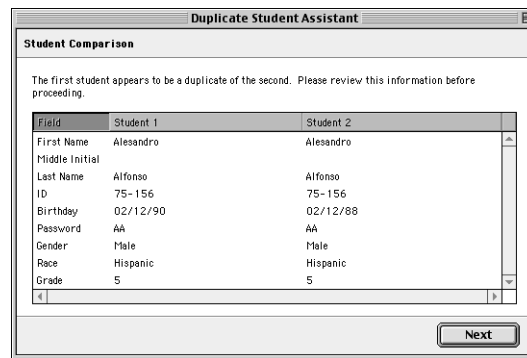
Call ALS Technical Support at (800) 455-0709.

Lost Key Disk

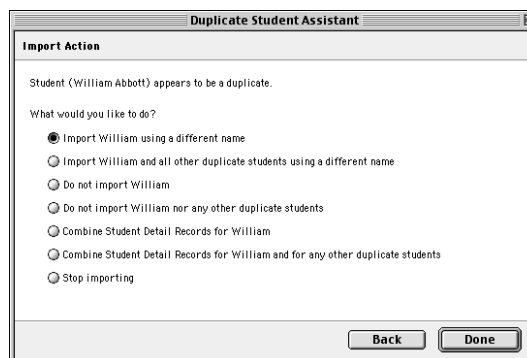
Call ALS Technical Support at (800) 455-0709.

Handling duplicate students on import

Whenever you import information from another program, there's a chance that you could have more than one record for an individual student. This is especially true if you're using more than one file to build your Student List. Accelerated Reader automatically checks for duplicate student records during the import process. If the program finds a record in the file you are importing for a name that is already in the Student List, it will display the **Student Comparison** dialog box .



This dialog box displays the information in the existing record and the one you're trying to import. When you click the [Next] button, the **Import Action** dialog box will appear, and you'll have to determine how to combine the student information before you can continue importing the file.



There are basically three different ways to handle duplicate records. You can select any of these methods for an individual student record or for all of the duplicate records in the file you are importing.

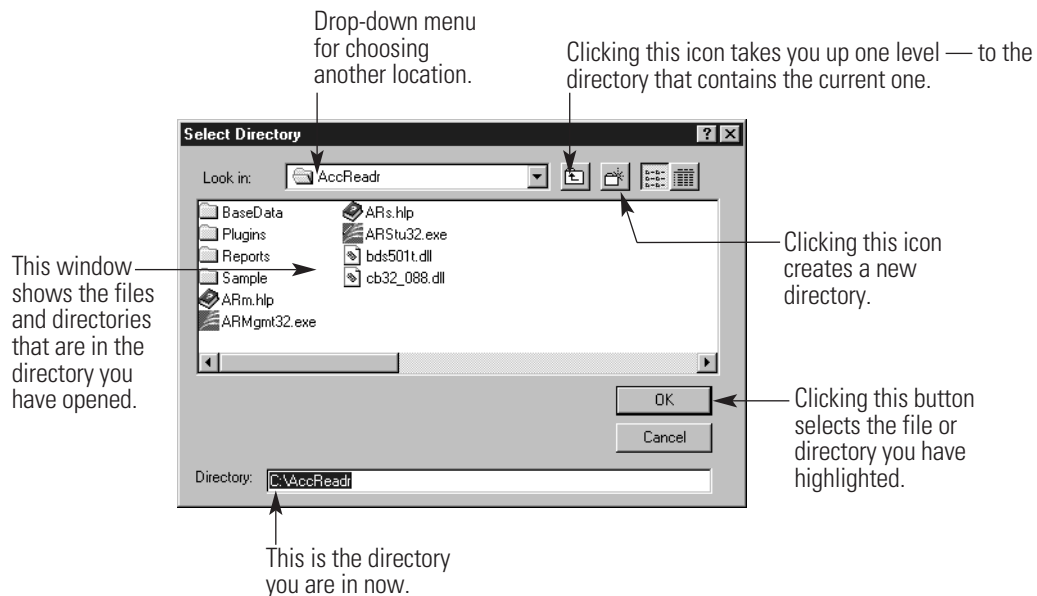
- **Import Using a Different Name.** These options let you import the information from your file using a different name for the student. These are good options to use when you have more than one student with the same name. When selecting either of these methods, you'll have to enter the new first and last name for the student before you can continue with the import process. You can also use the middle initial field to help differentiate two students with identical first and last name.
- **Do Not Import This Student.** These options “skip over” the duplicate record and keep the information currently shown in the Student List. The information in your import file is not added to the Student List. Keep in mind that if you choose to “skip over” this record and all other records, the import will stop.
- **Combine Accelerated Reader Data.** These options combine the information in the student's performance records and keep the identification information currently shown in the Student List. Keep in mind that if you choose to combine this record and all other records, you will not be given the opportunity to stop the import.

Finding and Creating Files and Folders

When Accelerated Reader asks you to find a file or folder, do you have trouble locating it or creating a new folder? Then this section is for you. In this section, we will explain how to use standard Windows 95 and Macintosh dialog boxes to go to existing items or to create new folders.

Windows 95: Finding and Creating Files and Folders

When you are selecting a data folder, import file, export file, or installation directory, you will see a dialog box similar to the one below.

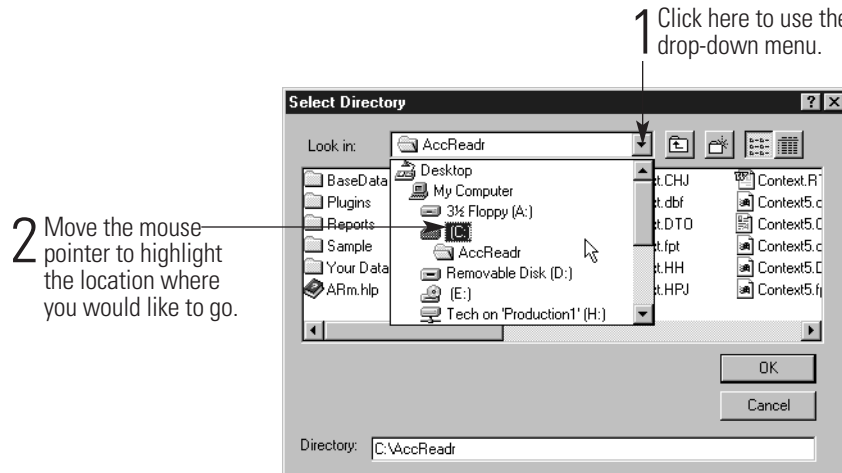


From this dialog box, you can select a file or directory that already exists, or you can create a new directory.

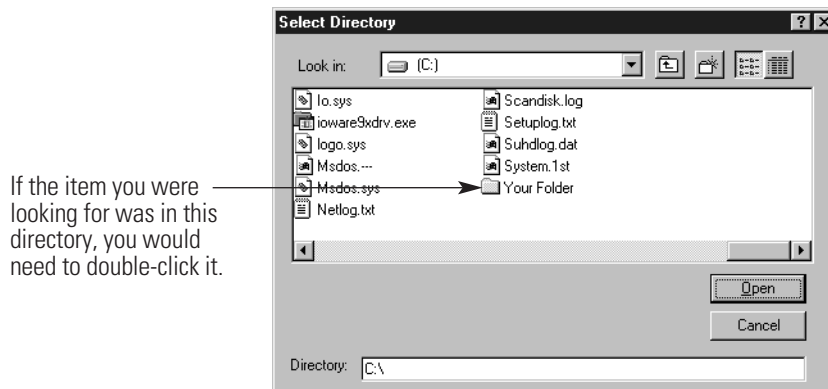
Selecting a File or Directory Using Windows:

1. When you need to select a data folder (directory), installation directory, or import file, you will see a screen like the one below. Start by clicking on the drop-down menu to find the drive where the item you want to select is located.

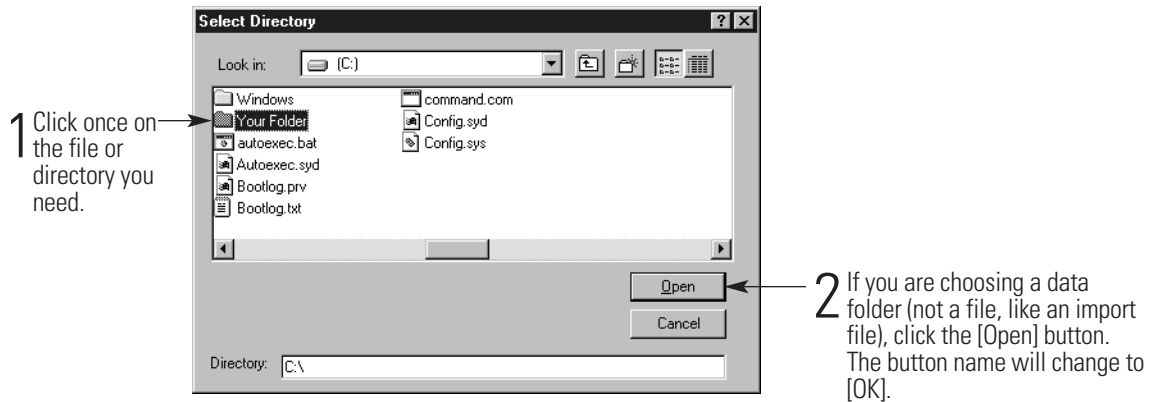
In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive, which is C:.



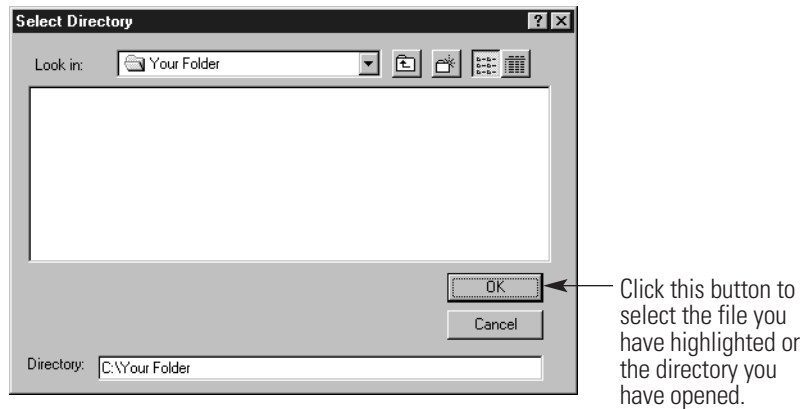
2. Once you have chosen the drive in the drop-down menu, you may still need to open a directory to find the item you are looking for. To open the directory, double-click on it.



3. Once you have found your file or directory, click once on it to highlight it. *If you are selecting a directory for a data folder, you also need to click the [Open] button to select the directory; the button name will change to [OK].*



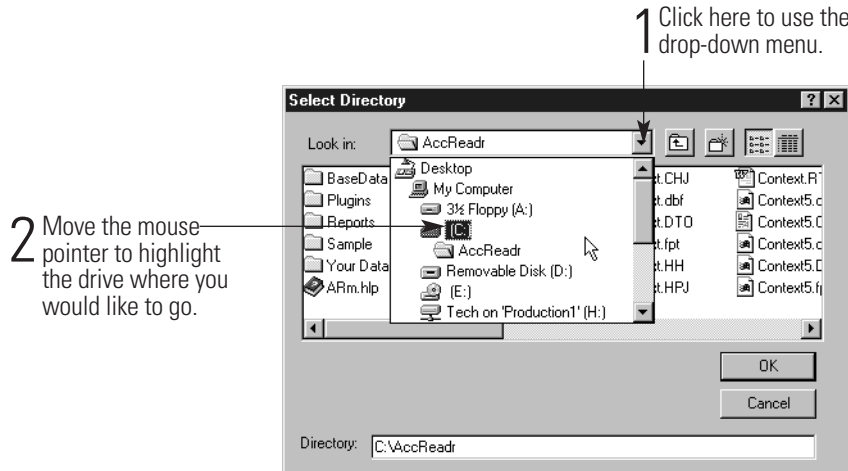
4. Once you have highlighted your file or opened your directory, click the [OK] button to select it.



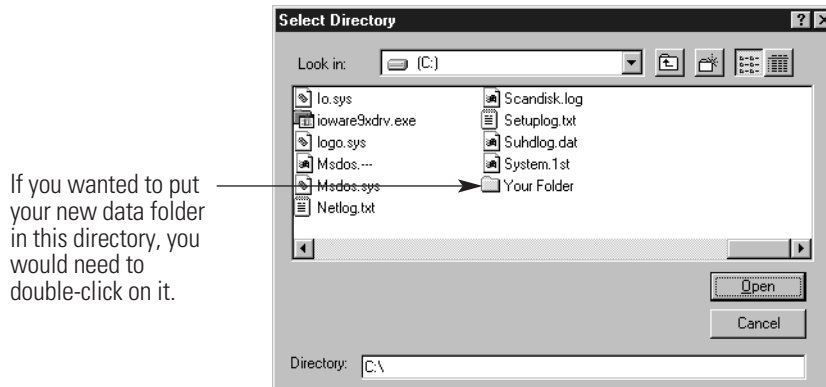
Creating a New Data Folder (Directory) Using Windows:


1. When you need to create a new data folder (directory), you will see a screen like the one below. Start by clicking on the drop-down menu to go to the drive where you want to store your new data folder.

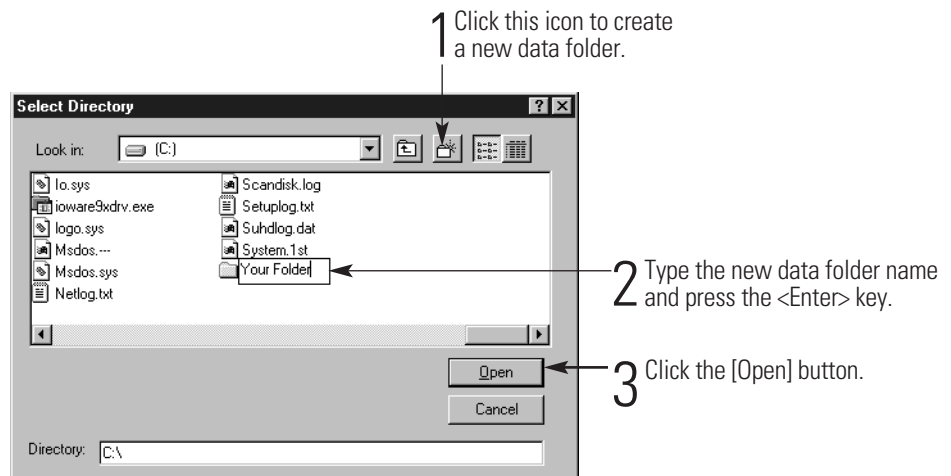
In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive, which is C:.



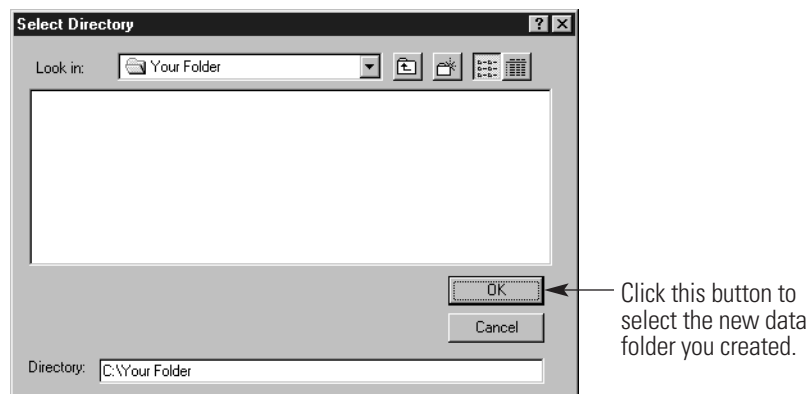
2. Once you have chosen the drive in the drop-down menu, you may still need to open a directory that you want to put your new data folder into. To open a directory, double-click on it.



3. Once you are in the correct location for your new data folder, click the  icon. A new folder will appear in the dialog box with the name highlighted. Type in the new folder name and press the <Enter> key. See the picture below.
4. After you have entered the new folder name, click the [Open] button to show that you would like to use it for the data folder.



5. The [Open] button will change to an [OK] button. Click the [OK] button to select the new data folder.



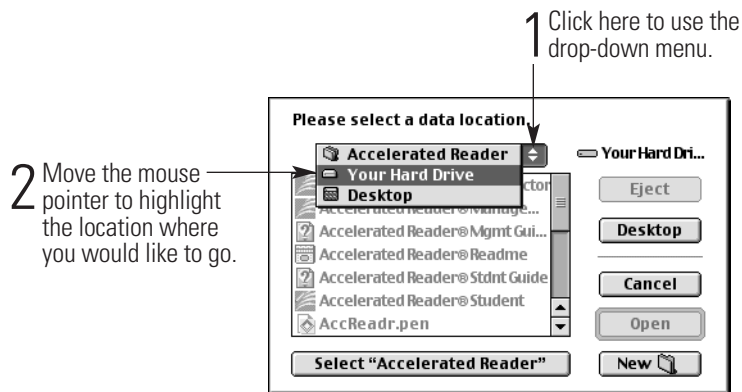
Macintosh: Finding and Creating Files and Folders

Finding an Existing Data Folder Using a Macintosh System

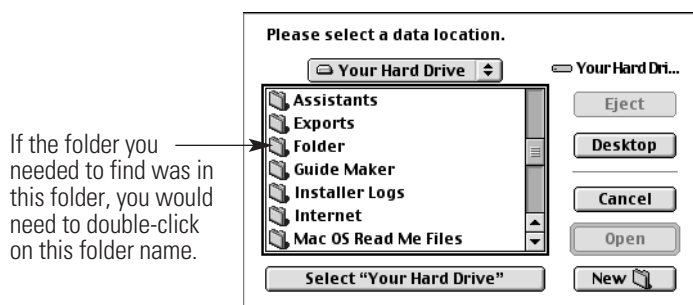
1. When you are selecting a data folder using the **Data Location** preference, you will see a dialog box like the one below. Start by clicking on the drop-down menu to find the drive where the item you want to select is located.

Note: If you want to go to a network drive that isn't visible in this menu, you can select **Desktop** from the drop-down menu to see more options. Then, you can double-click on the drive you want to select.

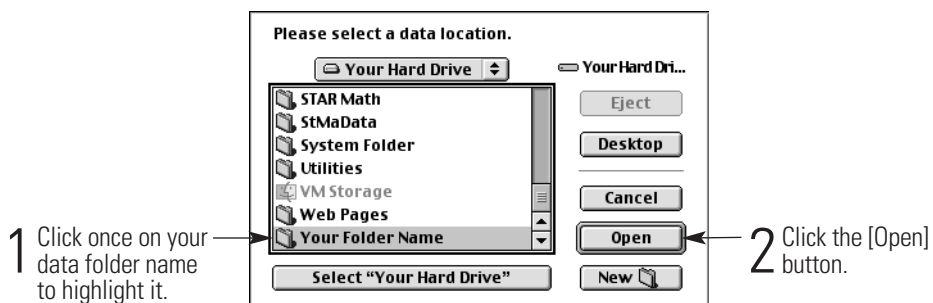
In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive name. To select the drive, release the mouse button.



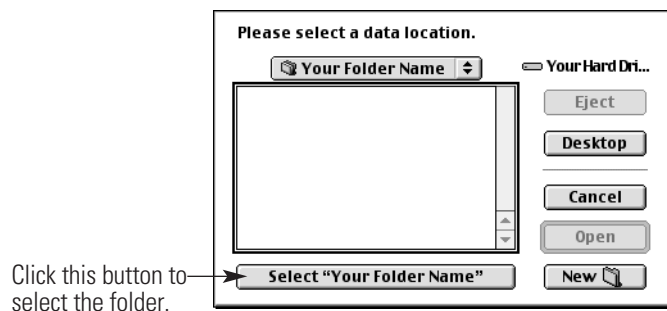
2. If your data folder is inside another folder, find that folder and double-click its name.



3. Once you have found your data folder, click once on the name to highlight it. Then, click the [Open] button to show that you want to store your data within this folder.



4. The large [Select] button at the bottom of the screen should change to show the name of the folder you have just opened. Click this button to select the data folder.

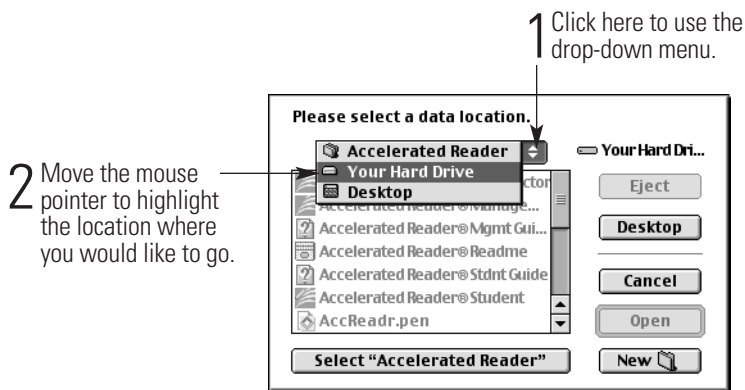


Creating a New Data Folder Using a Macintosh System

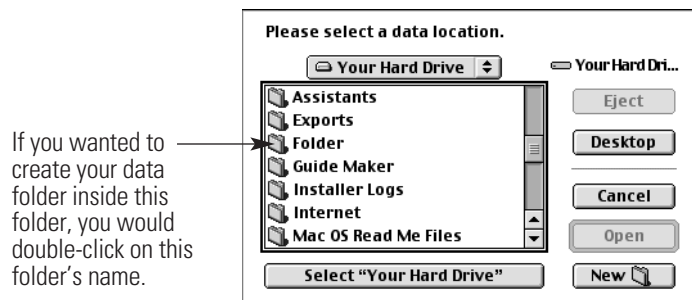
1. When you are creating a new data folder using the **Data Location** preference, you will see a dialog box like the one below. Start by clicking on the drop-down menu to go to the drive where you want to create the new data folder.

Note: If you want to go to a network drive that isn't visible in this menu, you can select **Desktop** from the drop-down menu to see more options. Then, you can double-click on the drive you want to select.

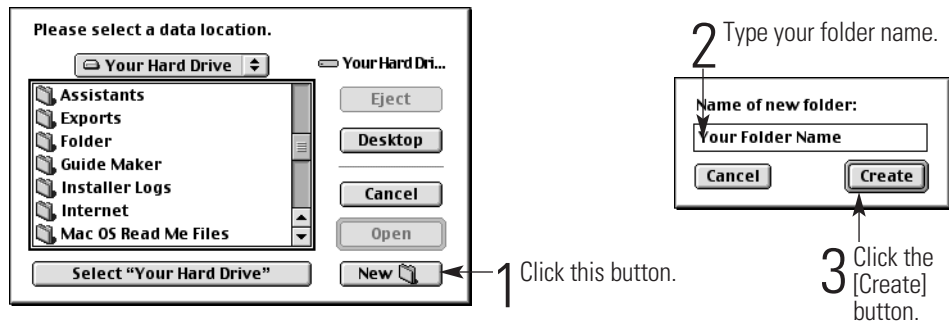
In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive name. To select the drive, release the mouse button.



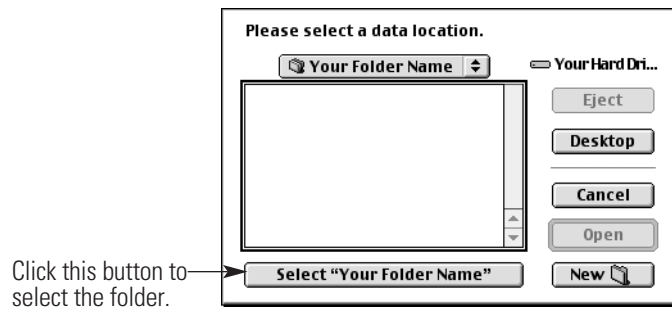
2. If you want to create the new data folder inside another folder, find that folder and double-click its name.



3. Once you have found the location you need, click the [New] button. A small dialog box will appear; type your new folder name in this dialog box and click the [Create] button.



4. The large [Select] button at the bottom of the screen should change to show the name of the folder you have just created. Click this button to select the data folder.

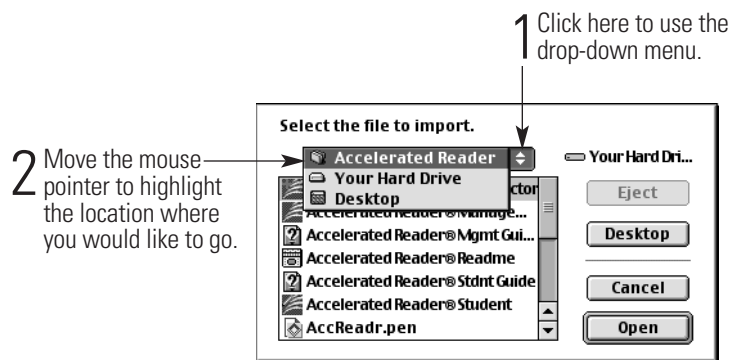


Selecting an Import File Using a Macintosh System

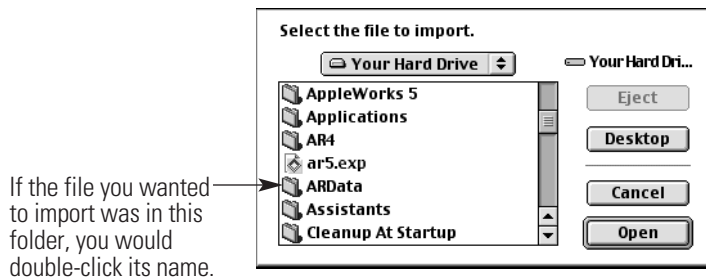
1. When you select **Import** from the **Students** menu, you will see a dialog box like the one shown below. To select the **.exp** or **.txt** file you would like to import, start by clicking on the drop-down menu to go to the drive where you have stored the import file.

Note: If you want to go to a network drive that isn't visible in this menu, you can select **Desktop** from the drop-down menu to see more options. Then, you can double-click on the drive you want to select.

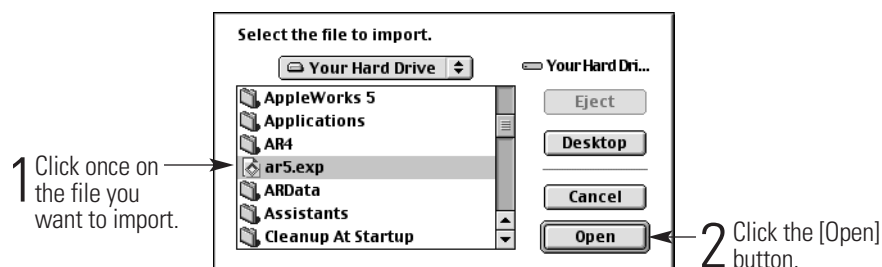
In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive name. To select the drive, release the mouse button.



2. If the file you need to import is inside a folder, double-click that folder's name.



3. Click once on the file you want to import. Then, click the [Open] button.

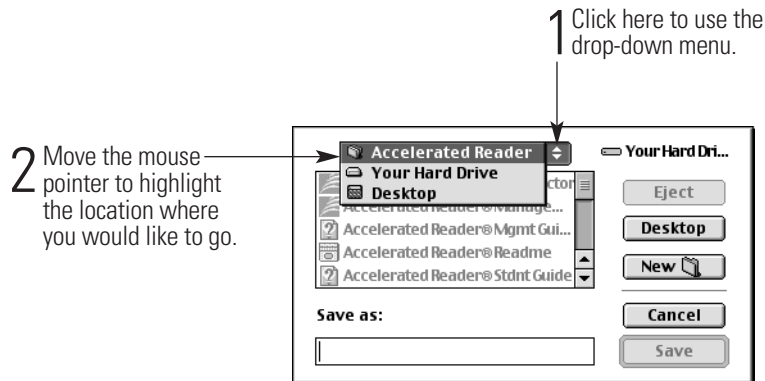


Creating and Saving an Export File Using a Macintosh System

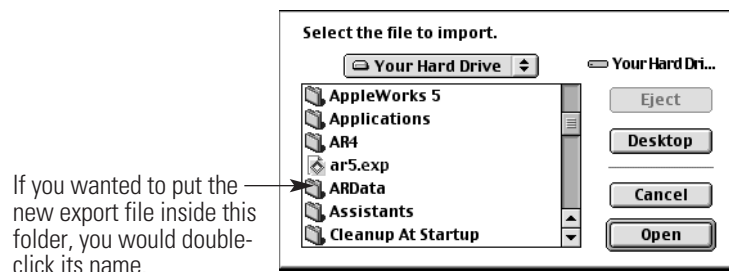
1. When you select an export option from one of the Accelerated Reader menus, you will see a dialog box like the one shown below. To create the export file, start by clicking on the drop-down menu to go to the drive where you would like to store the file.

Note: If you want to go to a network drive that isn't visible in this menu, you can select **Desktop** from the drop-down menu to see more options. Then, you can double-click on the drive you want to select.

In the example below, we clicked and held the mouse pointer on the arrow on the right side of the drop-down menu, and we moved the mouse pointer to highlight the hard drive name. To select the drive, release the mouse button.



2. If you want to put your export file inside a folder, double-click that folder's name.



3. Click inside the "Save as" field and type a name for your new export file. Remember to end the name with **.exp**. Then, click the [Save] button to save the file.



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
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
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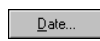
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







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


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
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My AR™ Materials

This section of the manual is for you to use, for you to decide what additional materials you want to keep with your manual. For example, you can three-hole punch the Titles Catalog and keep it here, or you can keep your Reading Renaissance information here for easy reference. It's really up to you.

We've also provided space on the tab so you can list the information you've decided to keep here – sort of a “manual” table of contents.

