

AccelTest Help Sheet

1. Install the software using the CD and then restart your computer:
 - a. Open the AccelTest software and enter “admin” (default password).
 - b. First time Use (downloading), enter:
 - serial number (See your building trainer)
 - school name
 - teacher name
 - click OK
2. Done first time & beginning of each new school year:
 - a. Set up school year
 - b. Use just one term
 - c. Enter beginning school date & ending school date.
3. Setup your grading scale. Make sure it is the same as is used in RDS.
Go to Preferences > Grading Scale.
If you don't use a grade, such as A+, leave the box blank. You can also choose from several other grading scales including Pass/Fail.



Adding Students (3 Options):

1. Using Renaissance Place:

- If you have a Renaissance account, import the students from Renaissance Place.
- Go to Classes > Import from Renaissance Place > <https://hosted152.renlearn.com/118928>
- Enter your AR or Math username & password.
- Select your school & classes.
- The students are immediately downloaded to AccelTest Classes tab & Gradebook tab.

2. Importing students from RDS (CSV File) – For each individual class:

- RDS Gradebook Tab > Report with Full Name only
- Open – delete 3 top rows
- Highlight name column – Data – Text to Columns – Comma
- Save as > Select other formats > below space to add name > File Type drop down menu > choose “CSV (MS-DOS)”
- Insert header row and format as text > Last Name, First Name, ID
- Open another report with just Student ID
- Copy and then paste in ID row
- Save
- Import to AccelTest

3. Manually Adding Students:

- Go to Classes & click Add Student.
- Type the first & last name of the student & click OK.
- Click Yes to add another student or No when finished.

Manually Adding Classes:

- Go to the Classes tab & click Add Class.
- Type the name of the class & click OK.

Enroll Students:

- Go to the Classes tab and use the drop down list to select a class in which to enroll students.
- Click Enroll Students.
- Click boxes next to students to enroll or click Select All to enroll all students, & click OK.

Adding, Editing and Deleting Subjects:

- Go to Preferences > Subjects
- You can easily add, change the name of, or delete a subject.

Creating a new assignment:

- Click New Assignment, enter a title & choose a subject.
- Select how the assignment will be displayed.
- Add the number of items and points possible & click Add.
- Type the questions & answer & click Next.
- Continue until all questions & answers are entered for the assignment.
- Review your questions and then click & add or edit.
- When finished, click Preview to see how the questions will display; click Done & Save.

Create a Score Key for any assignment:

- Click New Assignment, enter a title and choose the subject.
- Choose Score Key, click OK and enter scoring information.
- Click Add when finished.

Exporting Assignments to share with/email attach to others:

- Highlight the assignment in the list of assignments.
- Click the Assignments tab and choose Export.
- Choose the location such as My Documents, AccelTest Quizzes and click Save.

Import Assignments that another teacher has shared via email, etc.:

- Right click the file from the email
- Choose "Save" not open
- Save it in a specific folder or to your desktop (just as long as you know where to find it)
- Open AccelTest software
- Click the "Assignments" link from the taskbar at the top (not the tab)
- Choose "Import"
- Select the file from the location it was saved
- Click "Open"
- The test file will open
- Click "file" > "Save As"
- Name the test - and select the subject it will be labeled under

- Click "Done/Save/OK"
- It should then be listed under your "Assignments" tab for you to choose/use with your class

Sending Assignments to the Responders (Starting a Session):

- Click the Gradebook Tab.
- Click Add to start the wizard. Choose the Assignment type to add and click Next.
- Select the assignment and click Next.
- Enter gradebook details and click Next.
- Enter start and end date for assignment and click Next.
- Choose all the students or select from a list and then click Done.
- The assignment is now "Waiting" in the gradebook.
- Click Responder – Start Student Paced Session.

Projecting the Assignment:

- Click on Responder – Teacher Paced Session to open wizard.
- Click Show Questions Using a Projection Monitor and click Next.
- Assignments that you have created for Projection are listed.
- Choose the assignment and click Next.
- Choose if you would like to score the assignment and click Next.
- Enter scoring details and click Next (Review and then click Done).
- Students may now join the session. Blue empty boxes will show at the bottom of the screen indicating the number of students who have joined.
- When ready, click Send Question. Students press any button to begin. The boxes turn solid blue when a student has answered.
- Stop the question when time is up.
- Click the graph icon to show results. Click Done on the graph when finished viewing.
- Click Send Question to go to the next question and so on.

Viewing Session Results:

- Click the Gradebook tab and choose the session you would like to view.
- Click on the Sessions tab and double-click the Assignment.
- The results show in graph form.
- Click on a question to view the answers.
- Hide student names if projecting the results by sliding the graph window to the left.
- When finished, click Done.

Exporting Scoring Data:

- Select the assignment to export.
- Click Assignments – click Export Scoring Data
- Select where you would like to export the data and click Save.
- The results are now in a text file.

Firmware updates to the Responders:

- Turn on the responder and scroll down to settings.
- Press Select and choose Firmware Update.

