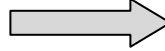




## Getting Started

### Enter the AccelTest password

1. Enter the password (default is **admin**).
2. Click **OK**.



#### Customize Password

Preferences > Password > Change  
\*Remember it and where you put it.

### Enter the serial number

3. Enter the serial number (on serial number sheet), school name, and teacher name; then, click **OK**.
4. Enter the password (default is **admin**).
5. Click **OK**.

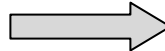


#### LCSC Serial Number

H051-0540-I020-S009-5I  
School: (type your school name)  
Teacher: (type your name)

### Set up the school year

When the **School Year Setup Reminder** appears, click **Setup School Year Now** to start the School Year Wizard or Assistant. Or, to set up the school year later, click the **Preferences** menu in AccelTest and choose **School Year**.



#### School Year

System will prompt on first use.  
Preferences > School Year  
Enter Start and End Dates  
Semesters: 1 Term Only

### Add students

1. Go to the **Classes** tab and click **Add Student**.
2. Enter the student's first and last names (middle name is optional). A suggested ID has been entered for you; you can change this number to the student's ID for your school or district. IDs can include numbers only.
3. When finished entering information, click **OK**.
4. Click **Yes** to add another student, or **No** to finish adding students.



#### Adding Students

Classes > Import from Renaissance Place > Type Server Address:  
<https://hosted152.renlearn.com/118928>

\*Must have internet access\*  
Enter your AR or Math username and password.  
Select your school and classes.  
Students and / or classes will be downloaded to AccelTest Classes Tab and Gradebook Tab.

### Add classes

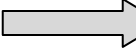
1. Go to the **Classes** tab and click **Add Class**.
2. Enter the name of class and click **OK**.

### Enroll students

1. Go to the **Classes** tab and use the drop-down list to choose a class in which to enroll students.
2. Click **Enroll Students**.
3. Click boxes next to students to enroll, or click **Select All** to enroll all students; then, click **OK**.

## Creating Assignments

### Create a score key for existing assignments

1. Go to the **Assignments** tab and click **New Assignment**.
2. Enter a title for the score key. 
3. Select a subject, click **Score Key**, and select a scoring preference. Then, click **OK**.
4. Enter the number of items and points per item; then, click **Add**.
5. Click the circle in each row to select the correct answer for most item types. For numeric-response items (or short-answer items for NEO 2 assignments), click the item to enter the correct answer.
6. If desired, click **Add Items** and/or **Align Item** to perform additional tasks. Click an item and press the **Delete** key to delete it. Click the points for an item and edit the value if necessary.
7. To change a row's position, first click the row to highlight it. Then, click the **Assignments** menu and choose **Move Up** or **Move Down**.
8. Click **Done** and **Save**.

#### Score Key Assignments

Use when an external text (Xeroxed packed or sheet) is provided to students.

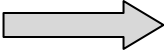
Paper test booklets, PowerPoint slides, online tests, and quizzes (math, reading, Safari Montage)

AccelTest only knows which answers are correct. It does not have questions and specific answers recorded.

Question Types:

True/False, Yes/No, Numeric, and Short Answer

### Create a new assignment

1. Go to the **Assignments** tab and click **New Assignment**.
2. Enter a title for the assignment. 
3. Select a subject, and choose how to score and display the assignment; then, click **OK**.
4. Enter the number of items and points per item for each item type; then, click **Add**.
5. Type the question, answer choices, and points for each item, and designate the correct answer. For multiple-choice questions, use the drop-down lists to set the number of choices and to shuffle choices.
6. Click **Next** until you've finished; then, click **OK**.
7. Click **Add Items** or **Preview** if desired.
8. Click **Done**; then, click **Save**.

#### New Assignments

Assignment Type:

Responder – questions on hand-held  
Projected – projected on screen  
Printed – prints packets

Item Types, Number of Items, and Points per Item

\*You can customize the number of answer choices you want to offer.\*

Save: Wait through the long pause while processing.

## Administering Assignments

### Add an assignment to the Gradebook

1. Go to the **Gradebook** tab and use the drop-down lists to choose the class and subject (choose **All Subjects** to see all assignments).
2. Click **Add**.
3. Select an assignment type (**AccelTest**—assignment created in AccelTest; **Score Key**—score key created in AccelTest; **Points Only**—no assignment created, points will be manually entered), and click **Next**.
4. For AccelTest or score key assignments, find and click the assignment to add; then, click **Next**.
5. Enter or select the information for the assignment, including the term and category (**Homework** is used only with owned Responders). You can also choose options for the assignment:
  - a. **Assignment is extra credit**—Check this box if the assignment is extra credit. Or, instead, you can choose the Extra Credit category using the Category drop-down list.
  - b. **Assignment is an exam**—Check this box if the assignment is an exam (this will change the weight of the score; click the **Preferences** menu and choose **Exams** for weighting information).
  - c. **Each student gets his/her own variation**—Check this box if you want the answer choices to be in a different order for each student. This option is not available for score keys.
  - d. **Turn on student feedback**—For assignments that require students to use the Responder or NEO 2, check this box if you want students to see their scores at the end of the assignment.
6. After choosing options, click **Next**.
7. Enter start and due dates, and click **Next**.
8. Select if all or some students will receive the assignment, and click **Next**. If necessary, check boxes next to student names and click **Next**.
9. Review the summary and click **Done**.

### Add Assignments for Students

Cole Test Class ▼

Make sure correct Class and Subject are selected.

### Extra Credit and Exams

Do not check boxes to indicate assignment as Extra Credit or Exam. Scores will be transferred to the district's Student Management / Gradebook program where you will mark as Extra Credit or an Exam.

### Student Feedback

Check this box so students will see score upon completing the assignment.

## Start a student-paced session

1. Go to the **Gradebook** tab. Verify that the assignment you want to send has been added to the Gradebook, and that it is *Waiting*.
2. Click the **Responder** menu and choose **Start Student Paced Session**.
3. The Responder Session Manager window opens. Students can now access assignments designated as *Waiting* in the Gradebook.

## Renaissance Responder™

Open AccelTest before performing the following tasks with the Responders.

### Join a session



Highlight **Join Session** and press **Select**.

- Highlight the name of the Renaissance Receiver™ to which you want to connect, and press **Select**; or
- If asked to stay connected to a Receiver, press **Yes** or **No** and **Select**. If you chose **No**, highlight the correct Receiver name, and press **Select**.

# Renaissance Receiver

## Open the Renaissance Wireless Server Utility

### Windows

- Right-click the  icon in the lower right corner of the screen and choose **Manage**; or
- Click **Start** (or ) > **Programs** (or **All Programs**) > **Renaissance Wireless Server** > **Renaissance Wireless Server Utility**.

Macintosh: Open the Applications folder on the computer's hard drive. Open the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.

## Enter the administrator PIN

1. Enter the administrator PIN (default is **1234**).
2. Click **OK**.

## Change the Renaissance Receiver name (recommended)

1. Go to the **Server Settings** tab.
2. Replace the name in **Network Name** field with a name that your students can easily identify (e.g., *Room 245* or *Ms. Smith's class*).
3. Click **Update Network Settings**.
4. Click **OK** after server settings have been updated.