

Renaissance Place Software Tips for Getting Started



Log In and Out

1. Before you log in the first time, get your user name and password and the web address (URL) for the Renaissance Place home page from your district or school contact person.
2. Open your web browser.
3. Type the web address for the Renaissance Place home page and press **Enter**.
4. On the Welcome page, click **Teacher/Administrator**.
5. On the Login page, type your user name and password and click **Log In** or press **Enter**.

6. If the Change Password screen appears, enter a new password, verify it by typing it again, and click **Save**.

7. Your Home page appears and you can begin using Renaissance Place. The administrator's Home page is shown here.

8. To log out, click **Log Out** in the upper-right corner of the screen.

Use the Home Page

Note the tabs beneath the Renaissance Place menu. You may have to scroll down to see them. Each tab contains the name of a Renaissance Place program installed on your server. Clicking a tab opens the program. You may also click **Show Details** or **Hide Details** at the end of each tab line to alternately display or hide the task menu for each program.

Navigate Using the Software's Links

Use the links in the software, **not** the browser's Back button, to move to a different page in the software. At the top

of every page, you'll see links that show which pages you've visited since you last left the Home page.

Change Your Password

1. Log out of Renaissance Place.
2. Log in again using your current password, but click the check box labeled **Change Password**.
3. Click **Log In**.
4. On the Change Password screen, enter a new password, verify it by typing it again, and click **Save**.

Using the Dashboard

Click the "Go to Dashboard" image near the upper-right corner of the Home page.

This will open the Renaissance Place Dashboard. The Renaissance Place Dashboard gives administrators and staff (both district- and schoolwide) a way to quickly get an overall view of how their school(s) are performing in Accelerated Reader and Accelerated Math in four different areas: Success Index, Participation, Engaged Time, and Totals.



By clicking on one of the large buttons in the summary window, users will be taken to a page where they can create their own custom view, and add the window to their Dashboard.

For more information, click the help link in the upper-right corner of the Dashboard.

Need Help?

- **Online Help.** Click **Help** in the upper-right corner of any page to display a sidebar containing more information about that page.
- **Software Manual.** Click **Download Manuals** in the upper-right corner of any page to find the *Renaissance Place Software Manual* and other documents.
- **Knowledge Base.** Search the Renaissance Learning Knowledge Base on the web at support.renlearn.com/techkb/ for technical support information.
- **Email.** *General questions:* answers@renlearn.com
Technical questions: support@renlearn.com.
- **Phone.** Call (800) 656-6740 to talk to a Renaissance Place Coordinator.

Use this link to return to the Renaissance Place Home page.



These buttons give a broad overview of Accelerated Reader and Accelerated Math data. For more focused data, click on the button; you will be taken to a page where you can modify the data being shown (by school, by time period, by group, etc.). Views customized by users can be saved as windows on the Dashboard, re-appearing whenever the user returns to Dashboard.



Use these links to log out of Dashboard and to access Dashboard's online help.