

# Renaissance Place Software Tips for District Management Tasks



## District Information—Edit

1. Go to your Home page and click **District and Schools** in the list of Renaissance Place tasks.
2. Click **District Information**.

3. Make your changes and click **Save**.

## Schools—Add, Edit, or Delete

1. Go to your Home page and click **District and Schools** in the list of Renaissance Place tasks.
2. *To add a school*, click **Add School**, enter the information, and click **Save**.

3. *To edit a school's information*, click **View School**, select the school name from the list, click **Edit School**, make your changes, and click **Save**.
4. *To delete or inactivate a school*, click **View School**, select the school name, click **Delete School**, choose whether to erase permanently or just inactivate the school, and click **Yes**.

## Personnel—Add, Edit, or Delete

1. Go to your Home page and click **Personnel, Students, and Parents** in the list of Renaissance Place tasks.
2. *To add district personnel*, click **Add District Personnel**, enter the information, and click **Save**.
3. *To add school personnel*, click **Add School Personnel** (or **Add Personnel**), enter the information, and click **Save**.
4. *To edit or delete personnel information*, click **View Personnel**.

Use the search function to find a specific person, or click **Search** to list all personnel. Select the person whose information you want to edit. Use the task menu on the left to update that person's personnel record or school assignments or to delete/inactivate that person in the database.

## Students—Add, Edit, or Delete Information or Characteristics

1. Go to your Home page and click **Personnel, Students, and Parents** in the list of Renaissance Place tasks.
2. *To add a student*, click **Add Student**, enter the information, and click **Save**.
3. *To edit or delete student information*, click **View Students**. Use the search function to find a specific student, or click **Search** to list all students. Select the student whose information you want to edit. Use the task menu on the left to update that student's personal information or characteristics, enroll or unenroll the student in a school or class, or delete/inactivate the student in the database.
4. *To add a characteristic*, click **Set Up Characteristics**. Next, select the school to which the characteristic will be assigned (either All Schools or an individual school) and click **Set**. Then, click **Add Characteristic**, enter the name of the new characteristic, and click **Add**.

Existing Characteristics	School	Action
Americans With Disabilities (ADA)	Shared	Edit   Delete
At-Risk Students	Shared	Edit   Delete
Band	Shared	Edit   Delete
Bilingual Education	Shared	Edit   Delete

5. *To edit or delete a characteristic*, click **Set Up Characteristics**. Select the school for which the characteristic will be edited or deleted (either All Schools or an individual school), and click **Set**. Select **Edit** or **Delete** next to the characteristic you want to update or delete.

## School Years—Add or Edit

1. Go to your Home page and click **School Years** in the list of Renaissance Place tasks.
2. To add a school year, click **Add School Year**, enter the information, and click **Save**.

Renaissance Place Home > School Years > Add School Year

**Add School Year**  
Add new school year

**School Year Details** (\*Required Field)

Description\*

Start Date\*

End Date\*

Number of Days in School Year

3. To edit information for the school year, click **View School Year**. Select the school year from the list. Click **Edit School Year**, make your changes, and click **Save**.

## Courses and Classes—Add

1. Go to your Home page and click **Courses and Classes** in the list of Renaissance Place tasks.
2. Select the school from the drop-down list and click **Set**.
3. To add a course, click **Add Course**, enter the information, and click **Save**.
4. To add a class for the course, click the course name, click **Add Class** on the View Course page, enter the information, and click **Save**.
5. To assign the teacher to the class, on the View Class page, click **Edit Class Personnel**, search for the teacher, check the box next to the teacher, and click **Assign**. Then, check the box for **each** program that the teacher and class will be using so the program recognizes the class, and choose the teacher's role for each program. Click **Save**.
6. To enroll students in the class, on the View Class page, click **Edit Class Enrollment**. Search for the students; then, check the box next to the students and click **Add**. When you've added all the students, click **Save**.

## Marking Periods and Calendar Events—Add, Edit, or Delete

1. Go to your Home page and click **School Years** in the list of Renaissance Place tasks.
2. Click **View School Year**.
3. Select the school year from the list.
4. Click one of these three options, depending on what you want to do:
  - **Edit Marking Periods by School**
  - **Add Marking Periods to Multiple Schools**
  - **Add/Edit Calendar Events**

Renaissance Place Home > School Years > Add School Year > View School Year

**View School Year**  
Edit this school year's details and marking periods

**School Year Task Menu**

- Edit School Year
- Edit Marking Periods by School
- Add Marking Periods to Multiple Schools
- Add/Edit Calendar Events
- Copy/Edit Classes from a Previous Year
- Set as Current School Year

**Selected School**

2006-2007
Start Date
End Date
Number of Days
Status

5. Select the school that your changes will apply to. If you're adding calendar events to multiple schools, click **Multiple Schools** and make your selections.
6. To add a marking period or calendar event, enter the information in the fields at the top of the page, and click **Add**.
7. To edit a marking period or calendar event, click **Edit** in the Action column, make your changes, and click **Update**.
8. To delete a marking period or calendar event, click **Delete** in the Action column.

## Active School Year—Work with Data from Another School Year

1. Go to your Home page and click **School Years** in the list of Renaissance Place tasks.
2. Click **Change Active School Year**.
3. Select the school year you want to work in. The Home page appears, with the selected school year shown in the upper right area of the screen.

## Capabilities—Assign Tasks for People to Perform in the Software

1. Go to your Home page and click **Product Administration** in the list of Renaissance Place tasks.
2. Click **Define User Capabilities**.
3. To change capabilities for current personnel, click **Edit Existing Settings** for district or school users.

Renaissance Place Home > Product Administration > Manage Capabilities

**Manage Capabilities**  
Edit existing settings to change current user capabilities. Edit default...

Capabilities	Actions
District User Capabilities	Edit Default   Edit Existing Settings
School User Capabilities	Edit Default   Edit Existing Settings

4. To set capabilities for personnel who have not been added yet, click **Edit Default** for district or school users.
5. Select the school if necessary. Click the job/position for which you want to assign capabilities.
6. Make your changes and click **Save**.