

Renaissance Classroom Response System and AccelTest™

Test Creation, Scoring, and
Gradebook Software



User Manual

Create your own quizzes, tests, and other assignments—and score them immediately!

Renaissance Learning
P. O. Box 8036
Wisconsin Rapids, WI 54495-8036

Toll free phone: (800) 656-6740*

Local (715) 424-3636

Fax: (715) 424-4242

Outside the U.S. 1.715.424.3636

Email (for general questions): answers@renlearn.com

Email (for technical questions): support@renlearn.com

Web site: www.renlearn.com

* If you have questions about other Renaissance Learning products, call:

For reading solutions: (866) 846-7323

For math solutions: (866) 492-6284

For writing solutions: (866) 220-8811

Copyright Notice

Copyright © 2005, Renaissance Learning, Inc. All Rights Reserved.

This publication is protected by U.S. and international copyright laws. It is unlawful to duplicate or reproduce any copyrighted material without authorization from the copyright holder. This document may be reproduced only by staff members in schools that have a license for Renaissance Place Edition software. For more information, contact Renaissance Learning at the address above.

Accelerated Grammar & Spelling, Accelerated Math, Accelerated Reader, Accelerated Vocabulary, Accelerated Writer, AccelScan, AccelTest, Adaptive Branching, AR, AR BookGuide, AssessmentMaster, English in a Flash, Fluent Reader, MathFacts in a Flash, Perfect Copy, Read Now, Renaissance, Renaissance Learning, the Renaissance Learning logo, Renaissance Place, STAR Early Literacy, STAR Math, STAR Reading, and TOPS are trademarks of Renaissance Learning, Inc. registered or pending registration in the United States and in other countries.

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation.

Macintosh is a registered trademark of Apple Computer, Inc.

InstallShield is a registered trademark and service name of InstallShield Software Corporation in the United States and/or other countries.

Sentry Spelling-Checker Engine copyright Wintertree Software Inc.



QuickTime™

QuickTime is a trademark of Apple Computer, Inc.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

FCC Caution:

Any changes or modifications not expressly approved by Renaissance Learning could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation

Computer-connected Receiver RES-1000

FCC Radiation Exposure Statement for Portable Devices:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment is in direct contact with the body of the user under normal operating conditions. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Welcome	1
About AccelTest	1
Renaissance Classroom Response System	1
Responder - RES-1000	1
Receiver - REC-1000	1
AccelScan	2
AccelTest helps you, the classroom teacher:	3
How does AccelTest Work?	3
Assignment Creation	3
Assignment Scoring	4
Gradebook Functionality	4
Other features	4
How to use this Manual and Online Help	5
Installing AccelTest	6
Where to Find the System Requirements	6
Installing AccelTest Software	6
Starting AccelTest	7
To-Do List for Teachers Starting AccelTest	9
Setting up Your School Year	10
Editing the Subjects List	11
Setting Category Values	12
Setting Grading Scales	12
Setting Exams Preference	13
Two Ways to use AccelTest	14
Getting to Know AccelTest	15
Assignment	15
Score	16
Preparing AccelTest for Students to Score Scan Cards	16
Password to Unlock AccelTest	16
Student instructions for using the Classroom Responder	17
Student Instructions for Using AccelScan	19
Gradebook	20
Using Gradebook	21
Frequently used Gradebook Features	21
Add Assignments to Gradebook and Assign to Students	21
Assignments for Individual Students	23
Removing/Clearing Assignments in the Gradebook	24
Printing Assignments for Students	25
Viewing Assignment Item Scores in the Gradebook	25
Scoring Assignment Items in the Gradebook	27

Entering Scores at the Keyboard	27
Editing Scores at the Keyboard	28
Teacher Instructions for Scoring Student Assignments	30
Scoring Free Response Items	30
Using AccelScan from the Gradebook	32
Gradebook Drop-down Menu	34
New Students	34
Edit Student	35
Delete Student	35
Importing Student Data into AccelTest	36
Exporting Student and Grade Information as Text	39
New Section	39
Edit Section	40
Delete Section	41
Assignment Properties	41
Remove Assignment	41
Export Results	42
Show Scores as Points	42
Show Scores as Percentages	42
Show Entire School Year	42
Show Term	42
Reports	43
Report Descriptions	43
Report Filters	45
Report Details	46
Answer Key	46
Assignment Analysis	46
Assignment	47
Assignment Results	47
Free Response Grading Worksheet	47
Gradebook Summary	48
Group Assignment	48
Overdue Assignments	48
Program Information	49
Student Grade	49
Student Record	49
Preferences	50
Setting Reports Preferences	56
Print Preview	56
Sort/Order	56
Setting Assignment Creation Preferences	58
Window	62
Using Assignments	63

Using Quick Assignment in AccelTest	63
Creating Questions for a New Assignment	64
Creating New Score Key for Existing Assignment.	66
Teacher Instructions for Editing a Score Key	70
Creating New Points Only Assignment	72
How to Use the Assignment Editor	74
Assignment Editor Buttons.	74
Importing Graphics Files in an Assignment Item	78
Spelling Check	80
Validate Assignment	81
Printing a Single Copy of an Assignment	82
Importing and Exporting AccelTest Assignments	83
Importing Assignments.	83
Exporting Assignments	84
Deleting Assignments.	85
Using Sessions	86
Review Panel (Teacher-Paced)	86
Responder Panel.	86
Session Toolbar Mode Panel.	86
Pacing Sessions	87
Using Libraries	88
Importing Print Engine Book Files.	88
Installing Renaissance Learning Book Files.	88
Appendix: AccelTest’s Grade Calculations	89
Determining Grades	89
Term, Semester and Final Grades	89
Grade Calculations	90
Points Possible	90
Category Weights.	90
Extra Credit	90

