

## Accelerated Reader Upgrade to Renaissance Place

**Criteria:** the purpose of this document is to establish responsibilities between the school site, technology services, and Renaissance Learning to create a seamless conversion to AR Enterprise and STAR Reading on Renaissance Place

**Renaissance Place includes:** unlimited extended support plan 1-800-656-6740 (6:30 a.m. to 11:00 p.m. CST Monday – Friday), automatic software application and content upgrades, library data conversion to align your library records with the 100,000+ AR quizzes available, plus the literacy skills tests, accelerated vocabulary quizzes, and voice quizzes.

### Agreements:

The Participating School will:	Technology Services will:	Site AR Coordinator will:
<b>Stage 1: Prepare to transfer data</b>		
Verify your workstations meet system requirements – <a href="http://www.renlearn.com/requirements">www.renlearn.com/requirements</a>	Verify back up of AR data Refer to KB 1679552	Unenroll and delete any students who have graduated or left the school that you don't expect back to the school site.
Pay subscription fees – verify your starting date with Ren Learn Pay the upgrade fee	Download supporting software on each workstation that will be used for AR. Software: Adobe Acrobat 5.0 or later – must print from this program	Enter FUSD student ID # for each student. Verify that the ID's in AR/STAR match the SIS ID's.
Pay the hosting fee – this fee is waived the first year	Flash 7.0 or later Shockwave RP print plug-in Macs need Apple CarbonLib 1.5	Contact Tech Services to come make a back up of the data and run data doctor.
Pay shipping costs and taxes	Run Data Doctor (back up needs to be made again after running data doctor)	Download Key Tasks for RP: <a href="http://www.renlearn.com/ar/serviceandsupport/RP_KeyTasksforAR.pdf">http://www.renlearn.com/ar/serviceandsupport/RP_KeyTasksforAR.pdf</a>
Pay ongoing fees to continue RP	Check the version of AR and STAR if AR is 5.11 or lower or STAR is 1.x the database will have to be compressed and emailed to Ren Learn to be converted.	Sign up for Renaissance Learning Online University and complete training for RP and AR. <a href="http://www.renlearn.com/training">http://www.renlearn.com/training</a>
	Compress the data back up and send it to FUSD ftp site. Put the school name and RDT HOSTED in the subject line.	
<b>Stage 2: Install and Set Up Ren Place</b>		
	Create a bookmark or	

	favorite for the Log In page, or add a shortcut to the page on the desktop	
	Confirm that all workstations are pointed to a printer.	Notify Starr Hagen (1-877-204-9207) that your installation is complete.
<b>Stage 3: Transfer Data and Begin Program Use</b>		
Teachers participate in Online University Training: <a href="http://www.renlearn.com/training">http://www.renlearn.com/training</a>	Uninstall client applications from server and workstations.	Lead teacher product assignments must be made each year. Review capabilities given to each user and change if necessary.
Teachers need to create individual reading goals for each student in their class each marking period. (This is optional but highly recommended for successful implementation.)		Tell teachers their username and password. Username will be their first initial and last name. They will be asked to change their password the first time they use RP.
		Tell students their user ID and password. The default user ID is their first initial and the first 4 letters of their last name. The default password is ABC. Run the Student Information Report to see the user names and passwords for your students.
		Assign reporting periods to school
Begin using Renaissance Place		Begin using Renaissance Place