

## How to Print Schoolwide Summary Report

1. Open Accelerated Reader Management
2. Enter password (administrative)
3. Select **School**
4. Choose **Reports**
5. Select **Schoolwide Summary**
6. Choose **Date** (left side of window)
7. If your marking periods are set for the school year, you may choose **Include date from specific marking period**.  
Then choose the current quarter for Traditional/ Modified or the current marking period for year-round.
  - a. If your marking periods are NOT set, choose **Include data from a custom date range**.
8. Review the dates and click **Done/Finish**.
9. **Print** the report.

<b>Marking Period</b>	<b>Traditional</b>	<b>Modified Traditional</b>	<b>Transitional</b>	<b>Year-round</b>
1 <sup>st</sup> Quarter	8/22 – 10/21	8/8 – 10/7	8/22 –10/21	9/19 - 10/28
2 <sup>nd</sup> Quarter	10/24 – 1/13	10/10-12/16	10/24 –1/20	10/31 – 12/21
3 <sup>rd</sup> Quarter	1/17 – 3/17	1/23 – 3/31	1/23-3/31	2/14 – 3/31
4 <sup>th</sup> Quarter	3/20 – 6/2	4/3 – 6/7	4/3-6/9	4/2 – 5/12

Review the following:

1. Average percent per class needs to be 85% or higher
2. Points earned per class should be appropriate for reading level and amount of time given for reading
3. Average book level should be appropriate for class/grade

If you don't have AR Management installed on your computer, call 457-2600 for a CST to have AR and STAR management installed.

1 <sup>st</sup> Marking period	8/9 – 9/16
2 <sup>nd</sup>	9/19 – 10/28
3 <sup>rd</sup>	10/31 – 12/21
4 <sup>th</sup>	1/3 – 2/10
5 <sup>th</sup>	2/14 – 3/31
6 <sup>th</sup>	4/2 – 5/12
7 <sup>th</sup>	5/15 – 6/16
8 <sup>th</sup>	6/19 – 8/2