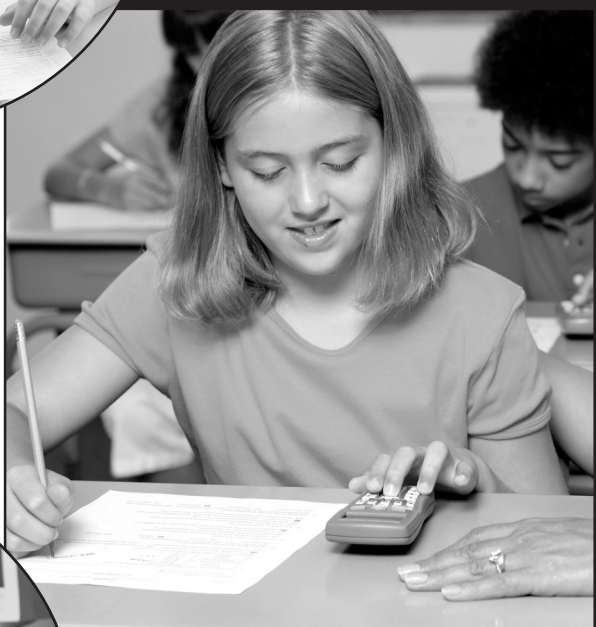




AccelTest™

**Test Creation, Scoring, and
Gradebook Software**



Software Manual

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

*AccelTest 2.0 software works with both the AccelScan™ Scanner
and the Renaissance Classroom Response System™.*

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, English in a Flash, Fluent Reader, MathFacts in a Flash, Perfect Copy, Read Now, Renaissance, Renaissance Learning, the Renaissance Learning logo, Renaissance Place, Spanish in a Flash, StandardsMaster, 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 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.

Contents

Welcome	1
About AccelTest and Optional Accessories	1
Renaissance Classroom Response System (RCRS)	1
AccelScan	1
Installing AccelTest and Optional Accessories	2
Where to Find the System Requirements	2
Installing AccelTest Software	2
How does AccelTest Work?	2
Assignment Creation	2
Assignment Scoring	3
Gradebook Functionality	3
Other features	3
How to use this Manual and Online Help	4
If You Have a Problem with AccelTest and RCRS or AccelScan	5
Technical support	5
Firmware updates	5
Limited Warranty	6
Starting AccelTest and RCRS	7
Starting AccelTest	7
To-Do List for Starting AccelTest	8
Setting up Your School Year	9
Editing the Subjects List	10
Setting Category Values	11
Setting Grading Scales	12
Setting Exams Preference	12
To Do List for Starting RCRS	13
First run setup UC1	13
Receiver and responder network security setup UC2	14
Owner assignment UC4	15
Forgotten PIN UC8	15
Reset owner UC5	16
Student identification UC11	17
Homework activity UC20	18
Student instructions for using the Classroom Responder	19
Power on, shared device UC3	19
Power off, shared device UCNONE	19
Power on, owned device UC6	20
Power off, owned device UC7	20
Battery Replacement in the Responder	21
Installing new batteries	21
Getting to Know AccelTest	22
Assignment	22
Sessions	22
Preparing AccelTest for Students to Score Scan Cards	23

Password to Unlock AccelTest	23
Student Instructions for Using AccelScan.	24
Gradebook	25
Classes	26
Add class	26
Add Student.	26
Enroll Student	26
Using Gradebook	28
Add Assignments to Gradebook and Assign to Students	28
Assignments for Individual Students.	30
Removing/Clearing Assignments in the Gradebook	30
Start Scanning Session	31
Export Results	32
Show Scores as Points.	33
Show Scores as Percentages.	33
Show Entire School Year.	33
Show Term.	33
Creating New Points Only Assignment.	33
Printing Assignments for Students	36
Viewing Assignment Item Scores in the Gradebook	36
Scoring Assignment Items in the Gradebook	37
Entering Scores at the Keyboard.	38
Editing Scores at the Keyboard.	39
Teacher Instructions for Scoring Student Assignments	40
Scoring Free Response Items	40
Using Classes.	41
Classes Drop-down Menu	43
Add class.	43
Add student	44
Enroll Student	44
Edit class.	45
Delete class	45
Import classes from Renaissance Place.	46
Unenroll student.	47
Edit student	47
Delete student.	47
Importing student data from a file	48
Exporting Student and Grade Information as Text.	49
Reports.	51
Report Descriptions	51
Report Filters	53
Report Details.	53
Answer Key	53
Assignment Analysis.	54
Assignments	54
Assignment Results.	54
Free Response Grading Worksheet.	55

Gradebook Summary by Term	55
Group Assignment	55
Overdue Assignments	56
Program Information	56
Student Grade	56
Student Record	57
Preferences	57
Setting Reports Preferences	63
Print Preview	63
Sort/Order	64
Setting Assignment Creation Preferences	66
Window	69
Using Assignments	70
Two Ways to use AccelTest	70
Using Quick Assignment in AccelTest	71
Creating Questions for a New Assignment	72
Creating New Score Key for Existing Assignment	74
Teacher Instructions for Editing a Score Key	77
How to Use the Assignment Editor	80
Assignment Editor Buttons	80
Add Item	80
Edit Item	81
Importing Graphics Files in an Assignment Item	84
Using the equation editor to add an equation to an item	86
Using the graph editor to add a graph to an item	86
Printing a Single Copy of an Assignment	87
Importing and Exporting AccelTest Assignments	87
Importing Assignments	87
Exporting Assignments	89
Deleting Assignments	90
Using Sessions	91
Review Panel (Teacher-Paced)	91
Responder Panel	91
Session Toolbar Mode Panel	93
Pacing Sessions	93
About Libraries	94
Installing Renaissance Learning Book Files and Publisher Item Banks	94
Appendix: AccelTest's Grade Calculations	95
Determining Grades	95
Term, Semester and Final Grades	95
Grade Calculations	95
Points Possible	95
Category Weights	96
Extra Credit	96

Index	99
-------------	----