Admin Tasks on Renaissance Home™

Manually adding students

1. Log on as administrator to your Renaissance Home
2. Go to **Users** and select **Add Student** to add each student's personal information.
3. Fill in all the asterisked fields ensuring you have also entered gender and year group (this should be an English year). The student username can be left blank as this will be auto-generated.
4. Select **Save** if you are only entering one student, or **Save and Add** to enter another student.

Please note, a student needs to be assigned to a Class to access Renaissance products. See below for more details.

Manually adding personnel

1. Log on as administrator to your Renaissance Home.
2. Select **Users** and choose **Add School Personnel**.
3. Fill in the asterisked field. The username can be left blank as this will autogenerated.
4. Select **Save** if you are only adding one member of staff or **Save and Add** if you are adding more.

    Please note, members of personnel will always be asked to change their password if it has been changed by the administrator.

Accessing student usernames and passwords

1. Go to **Users** and select **View Students**.
2. Refine the search to the students you would like to see (individual members of personnel will only have access to students assigned to their classes) and then click **Search**, or just select **Search** for the whole cohort.
3. A list of students and their class enrolment will appear on screen; above this list there are two tabs, select the **Passwords** tab.
4. Select **Print Page** on the top right of the list if you would like a PDF of the log in details.

Manually creating a course

1. From you Renaissance Home, select **Courses and Classes.**
2. Click **Add Course**.
3. Enter the course name. It is recommended to just have this as Accelerated Reader. If you will reporting in more than one way (e.g. English groups and Tutor groups), you may want to have separate courses for each.
4. Select **Save**.

The system will automatically take you into the course. If it does not, go back to the homepage, go to **Courses and Classes**, then click on the name of the course you have just added.

Manually creating a class

1. Once you are inside the course, select **Add Class**.
2. Enter the **class name** and select the **primary teacher** from the drop down box (this can be changed from here at any time).
3. The **Marking Period** should be left as the full school year, then choose which **products** the students in that class will be using.
4. Select **Add Students** and using the search on the right-hand side of the page you can either search for an individual student, year group or, if you leave all search fields blank, the entire cohort.
5. Tick the box on the left on the left of the student(s) you would like to add to the class and click **Add** at either the top or bottom of the list.
6. Once you have added all the students you wish to click **Continue**.
7. Click **Save**.

Please note, students will not be able to access products without being in a class with the products assigned.

If you wish to remove students from a class, follow steps to step 4 and select Remove on the right of the individual's name on the emboldened list.

Support contacts

If you have any questions, please contact our support team using the details below:

Telephone: +44 (0)20 7184 4000
Email: support@renlearn.co.uk
Live Chat: click the Live Chat logo

This is an instant messaging service found on the top-right corner of Renaissance Home, it will provide immediate responses to any queries.