

Successful Implementation of Accelerated ReaderTM

Checklist for the AR Project Manager

As the designated Project Manager, you play a crucial role in the successful implementation of the world's most widely used reading software; **Accelerated Reader (AR)** in your school.

If you are not yet familiar with AR, you may wish to view a brief video introduction to the software at: ardemo.co.uk. In the meantime, there are various important tasks for you to complete before the students start using the software and on an on-going basis:

Task	Tick
Appoint a designated AR Project Team comprising of: Network/IT Manager, Librarian/Person responsible for books/Data Manager and at least one Teacher who will be using the program on a regular basis.	
Ensure that installation is completed by Renaissance Learning and your IT Manager.	
Support the person responsible for book matching and labelling.	
Ensure that time is made available for staff training.	
Take part in all training sessions with other applicable AR Project Team members.	
Ensure daily reading time is scheduled: 35 minutes per day is recommended for optimal results.	
Monitor progress weekly through Renaissance Place (RP) reports and feed back to staff and school management as appropriate.	
Check that recommended best practices are in place.	
Monitor progress of the project by checking Management Reports from Renaissance Place (RP).	

Your school's designated Implementation Specialist will support and guide you through the Implementation process and you will have access to Customer Service and Technical Support from Renaissance Learning from 8am-5pm every week day.

Contact Details:

You may find the following websites and telephone numbers useful when dealing with any issues arising from the implementation of any Renaissance Learning software: email: info@renlearn.co.uk or call **+44 (0)20 7184 4000**.
renlearn.co.uk/customer-zone