

Back to School Checklist

To set up your Renaissance Site to ensure it is ready for use at the start of your new school year please complete the following tasks.

We recommend setting up your 2023/2024 school year after your upgrade has been completed.

Create the New School Year using the New School Year Wizard. Click your name on the top right corner of the screen > Manage Apps and Users > Set Up School Year/Copy Options.

You can choose to copy Marking Periods and Classes from the current year. It may be necessary to make manual adjustments after copying.

Add/edit your Marking Periods. Click your name in the top right corner of the screen > Manage Apps and Users > School Calendar > Marking Periods. Here you can select Add a Marking period or Edit existing marking periods.

These are your term dates (usually 3 terms or 6 half terms) and can be amended at a later date

Add your Days Off (optional). Click your name in the top right corner of the screen > Manage Apps and Users > School Calendar > Days Off. Here you can select Add Day Off or Edit existing marking periods.

Adding Days Off will help generate fair points targets and accurately calculate engaged reading time.

Import new starters. Click your name in the top right corner of the screen > Manage Apps and Users > Upload Your Roster.

Click [here](#) to download import guide, template and FAQs.

Update classes. Click your name on the top right corner of the screen > Manage Apps and Users > Classes and Courses > Search > Click on any Classes requiring changes. Here you can adjust rename the class, change the teacher(s) or students assigned and select/deselect any products.

If you chose to copy your classes from the current school year when using the New School year Wizard it may be necessary to make manual adjustments to class names and/or enrolments.

Print Student Login Details. Click your name on the top right corner of the screen > Manage Apps and Users > Users > Password Report.

Ensure your School's Hosted Site URL is bookmarked to all workstations that staff and students will be using.

Ensure your IT team have whitelisted the sites listed [here](#).

Remove Staff Leavers. Click your name on the top right corner of the screen > Manage Apps and Users > Users > Personnel > Search > Click the name of the leaver > Delete Personnel Record.

Set your Star Reading Screening Dates. Click your name in the top right corner of the screen > Manage Apps and Users > School Calendar > Screening Windows.

This cannot be completed until the school year has begun.

Check/Edit the Star Reading/Accelerated Reader Authorisation Password. Click your name in the top right corner of the screen > Edit Preferences > Authorisation Password – Star Tests/Reading Quizzes

Check/Edit Date and Time Restrictions. Click your name in the top right corner of the screen > Edit Preferences > Dates and Times for Star Assessments/Accelerated Reader.

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