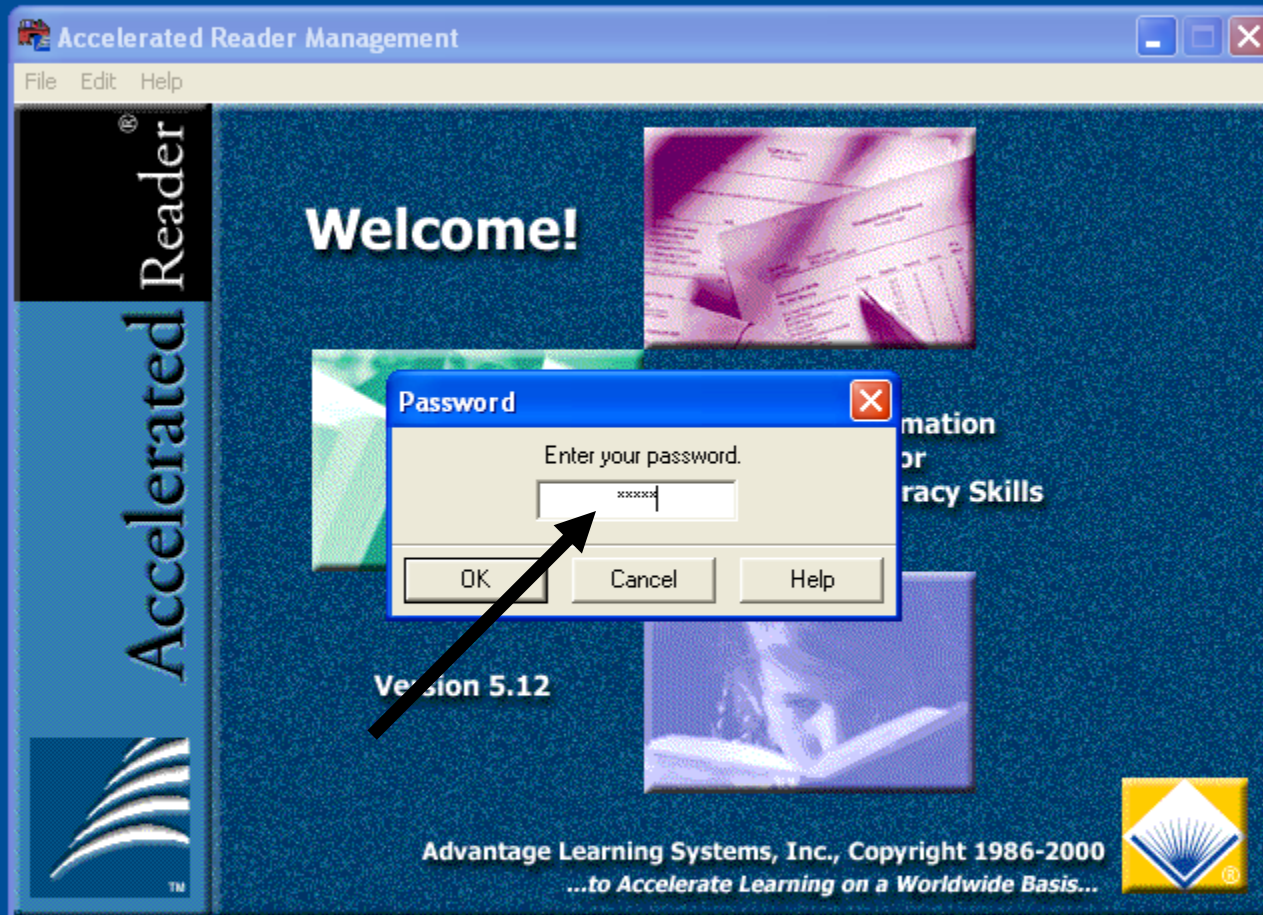


# From any school computer

- If the computer is not logged on you may log on as 372-powellm
- The password is 123456
- Find Roswell North applications folder on the desktop
- Double Click on Accelerated Reader Management for reports OR
- Double click on AR Student to help students with a quiz

# Reader's Challenge Volunteer Training

## \*\*How to Obtain Class Reports \*\*



Click anywhere on the Welcome screen to get the password prompt.  
Password is "\*\*\*\*\*" and is not case sensitive.

# Reader's Challenge Volunteer Training

**\*\*How to Obtain a Class or Student Report \*\***

Accelerated Reader Management-Administrator

File Edit Go Help

Classroom School

Accelerated Reader

Classes

Choose a class you want to work with.

Name	Teacher
Second	Wachtel, S
Second	Johnson, Toni
Second	Muchnick, D
Second	Consoer, Suzie
Third	Sheftall, L
Third	Thompson, N
Third	Thomas-Murphy, P
Third	Hayes, S
Third	Linn, S
Third	Beres, K

1/33 Select All Classes

OK Cancel Help

Select "Classroom" and the teacher's name for which you want a report.

# Reader's Challenge Volunteer Training

## \*\*How to Obtain Student or Class Reports \*\*

Accelerated Reader Management - Third (S Hayes)

File Edit Go Help

Accelerated Reader

Classroom School

**Classroom**

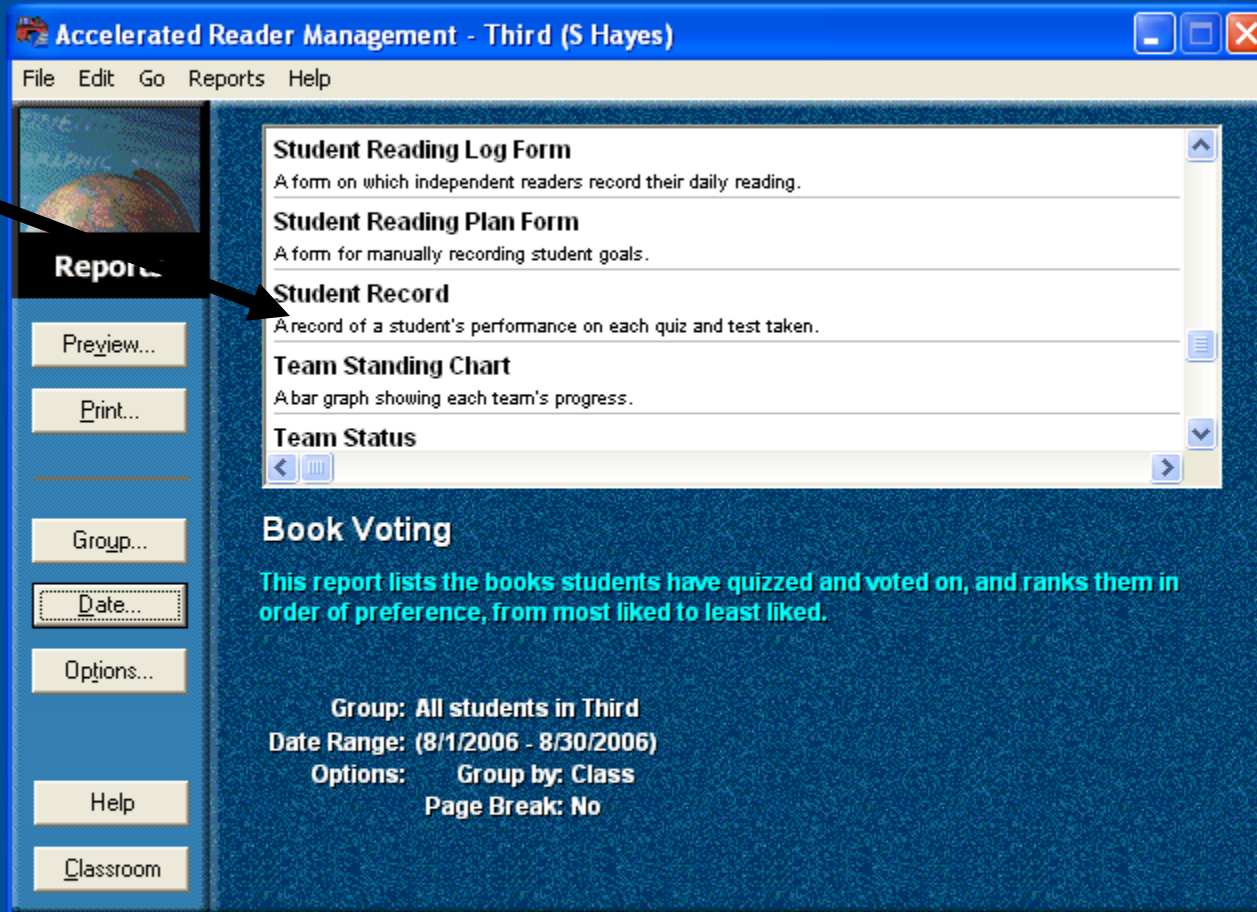
**Current Class: Third**  
(Click classroom button above to change classes.)

Reports	Print or view class reports.
Reading Practice	View student Reading Practice performance, goals, and certifications.
Literacy Skills	View student Literacy Skills test performance.
Preferences	Set preferences for this class.

Select "Reports"

# Reader's Challenge Volunteer Training

## \*\*How to Obtain Class or Student Reports \*\*



The screenshot shows the 'Accelerated Reader Management - Third (S Hayes)' application window. The 'Reports' menu is open, and the 'Student Record' option is highlighted with a black arrow. The main content area displays the following reports:

- Student Reading Log Form**: A form on which independent readers record their daily reading.
- Student Reading Plan Form**: A form for manually recording student goals.
- Student Record**: A record of a student's performance on each quiz and test taken. (This option is selected)
- Team Standing Chart**: A bar graph showing each team's progress.
- Team Status**

Below the reports, the 'Book Voting' section is visible, with the following text:

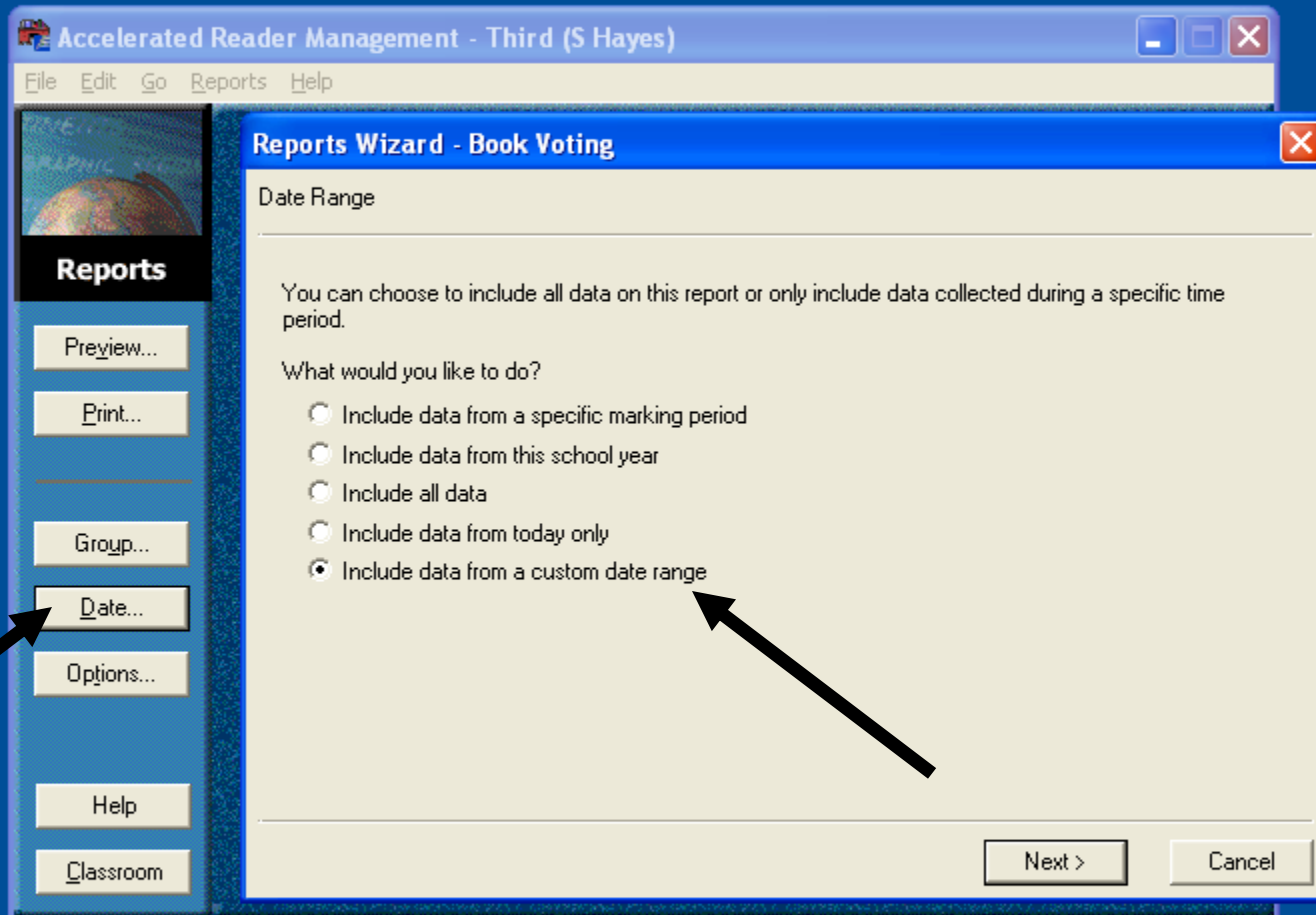
**Book Voting**  
This report lists the books students have quizzed and voted on, and ranks them in order of preference, from most liked to least liked.

Group: All students in Third  
Date Range: (8/1/2006 - 8/30/2006)  
Options: Group by: Class  
Page Break: No

Select the report "Student Record"

# Reader's Challenge Volunteer Training

## \*\*How to Obtain Student or Class Reports \*\*



On the left, select "Date" and "Include data from a custom date range"

# Reader's Challenge Volunteer Training

## \*\*How to Obtain Class Reports \*\*

Accelerated Reader Management - Third (S Hayes)

File Edit Go Reports Help

**Reports Wizard - Book Voting**

Enter Start and End Date

Start Date: 08/14/2006

End Date: 8/30/2006

< Back Next > Cancel

**Enter Start & End Date (ex. 08/14/2010 - 08/30/2010)**

**This step is really important. If you want a select period of data, you must always tell it what date range you want or you will get the whole school year**



### Reports

Preview...

Print...

Group...

Date...

Options...

Help

Classroom

#### Student Points Slip Form

A check-like form students can use to spend points.

#### Student Reading Log Form

A form on which independent readers record their daily reading.

#### Student Reading Plan Form

A form for manually recording student goals.

#### Student Record

A record of a student's performance on each quiz and test taken.

#### Team Standing Chart

### Student Record

This report details student performance for each Reading Practice quiz and Literacy Skills test taken during a specified period. It notes important book information, and is a key diagnostic and monitoring tool.

Group: All students in Bowling

Date Range: (10/1/2010 - 2/3/2011)

Options: Group by: Class

Page Break: No

Quiz Type: English RP quizzes, Spanish RP quizzes and LS Tests

Sort by: Title

Choose Options

## Reports Wizard - Student Record



Sorting Option

There are multiple ways to sort the information on this report.

How would you like to sort the information in this report?

- Sort by date taken
- Sort by title

**Can choose either one... since you are probably only choosing one class.**

Next >

Cancel

The next slide asks to group by class or do not group. If you only have one class it does not matter.

# Reports Wizard



## Page Break Option

---

Page breaks can be set so that each group ends up on a new page.

What would you like to do?

- Do not break
- Page break at end of group

1. To save paper choose **DO NOT BREAK**.

2. For a report to send home with each child choose **Page Break at end of group**.

That will put each student on a new page.

**3. Now Click Finish**

---

< Back

Finish

Cancel

The screenshot shows the 'Accelerated Reader Management' software interface. The title bar reads 'Accelerated Reader Management - Goodloe, Dawn (Daw...'. The menu bar includes 'File', 'Edit', 'Go', 'Reports', and 'Help'. On the left, a 'Reports' sidebar contains buttons for 'Preview...', 'Print...', 'Group...', 'Date...', 'Options...', 'Help', and 'Classroom'. The main area displays a list of reports: 'Book Voting' (A list of favorite books.), 'Certificate' (A certificate for recognizing student progress.), 'Certification Levels' (A summary of the certification levels your students have achieved.), 'Classroom Reading Plan Form' (A form used to manually record classroom goals.), and 'Diagnostic'. Below this list, the 'Book Voting' report is previewed, showing a description: 'This report lists the books students have quizzed and voted on, and ranks them in order of preference, from most liked to least liked.' Below the description, the report parameters are listed: 'Group: All students in Goodloe, Dawn', 'Date Range: (10/1/2010 - 1/21/2011) School year start date to today', and 'Options: Group by: Class, Page Break: No'. Two black arrows point from the 'Preview...' and 'Print...' buttons in the sidebar to the 'Book Voting' report preview area.

Finally, click Preview to see if this indeed is what you want. If so then choose print.

If you are printing in the media center choose the printer called New Media Center

