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**Tangipahoa Parish  
School System**

**To: Principals, Librarians, HOTT team members**  
**From: Vicki Blackwell, Technology Resource Teacher**  
**Date: Monday, August 22, 2005**  
**Re: Accelerated Reader**

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Accelerated Reader at your school is now ready for the new school year. I have done all the "summer maintenance" on your program and you should be ready to enroll students in the new classes and begin the program.

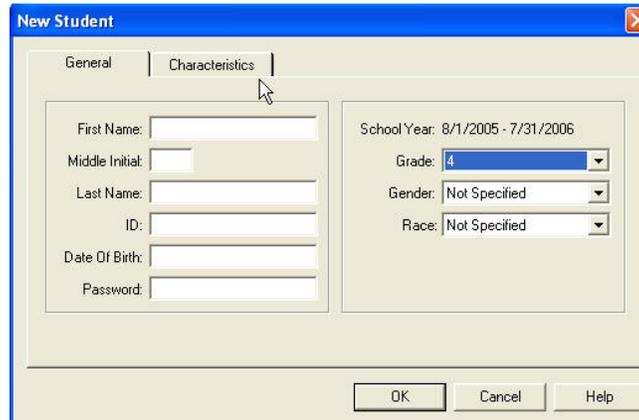
If your classroom computer does not have AR installed on it, go to [www.tangischools.org/dept/tech/software.htm](http://www.tangischools.org/dept/tech/software.htm) and click on the AR link to download to your computer. Shut down and restart your computer when finished.

I have listed directions below for some of the beginning of the year tasks that need to be done to get AR started in your school. As usual, if you have any questions or problems, please email me at [vickib@tangischools.org](mailto:vickib@tangischools.org).



## I. Add New Students

- To add new students that are not already in your database, click [School] then [Students] then the [Add] button on the left.



The 'New Student' dialog box has two tabs: 'General' and 'Characteristics'. The 'General' tab contains the following fields: First Name, Middle Initial, Last Name, ID, Date Of Birth, and Password. The 'Characteristics' tab contains: School Year (8/1/2005 - 7/31/2006), Grade (4), Gender (Not Specified), and Race (Not Specified). At the bottom are buttons for OK, Cancel, and Help.

- Required fields are First Name, Last Name, Grade, and Password (password must be 2-6 characters long).
- After you've entered all the student's information, click the [OK] button to accept the changes.
- If you want to add more students, click the [YES] button and follow the steps above. When you've added all your students click the [DONE] button.

## II. Update Your Classes



The 'Accelerated Reader Management - Administrator' interface shows a 'Classes' table with columns 'Name' and 'Teacher'. The 'Adams's Fourth Grade' class is selected, and the 'Enrolled Students' list is visible, showing a list of student names. The interface includes a menu bar (File, Edit, Go, Classes, Help) and a sidebar with buttons for Add, Edit, Delete, Enroll, and Unenroll.

| Name                  | Teacher            |
|-----------------------|--------------------|
| Adams's Fourth Grade  | Adams, Diane       |
| Addison's Third Grade | Addison, Stacey    |
| Caves' Fourth Grade   | Caves, Karen       |
| Cieutat's Third Grade | Cieutat, Strader   |
| Elzy's Third Grade    | Elzy, Evoica       |
| Ernst's Third Grade   | Ernst, Shelly A.   |
| Gamer Class           | Gamer, Ashley      |
| Haydel's Fourth Grade | Haydle, Janet      |
| Head's Third Grade    | Head, Tina         |
| Hebert's Fourth Grade | Hebert, Melissa K. |
| Howes' Fourth Grade   | Howes, Tracie      |

**Adams's Fourth Grade**  
Teacher: Diane Adams  
Comment:

**Enrolled Students**

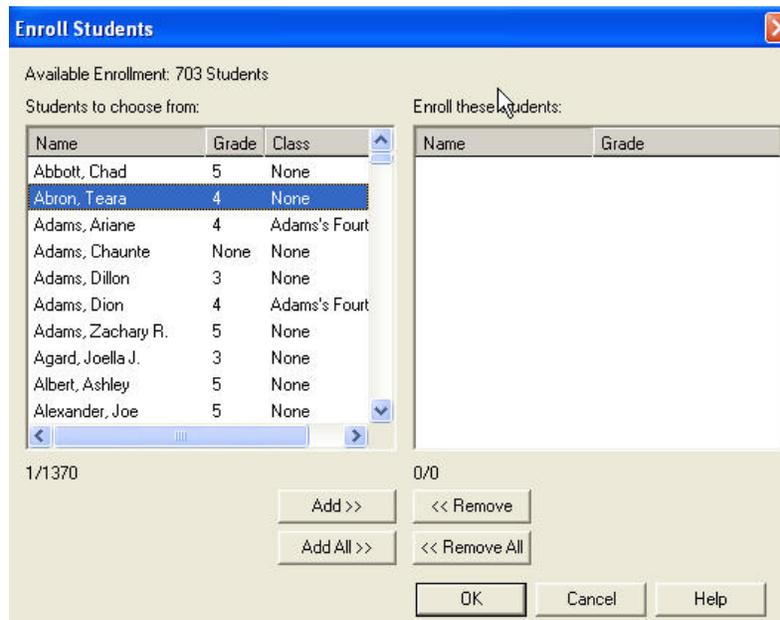
- Adams, Ariane
- Adams, Dion
- Alford, Jordan
- Barber, Wye J.
- Bernier, Brooke
- Bloodsworth, Lane
- Conley, Eric
- Dickens, David
- Gentry, Kaitlin
- Gilmore, Reagan

- Delete classes no longer current, by clicking [School] then [Classes] then click to highlight the class you want to delete and then click the [Delete] button to the left.
- Add new classes by clicking [School] then [Classes] then the [Add] button on the left. Now enter the Name of the class and the Password (2-6 characters long). Click [Assign Teacher] and then select a teacher's name from the list or click the [New} button to add a new teacher. Then click [OK]. If you want to add additional classes click the [YES] button, and then

repeat the steps above. When you have finished adding classes, click the [DONE] button.

### III. Enroll Students in correct classes

- ❏ Click [School] then [Classes].
- ❏ Click to highlight the teacher's name.
- ❏ Click the [Enroll] button to the left and the "Enroll Students" box pops up with the list of all the students in the database.



- 🖨 You can click the gray button labeled "Grade" at the top to sort the students by grade. This will make it easier for you to scroll through and find the names in a certain grade level instead of having to scroll through your entire student body.
- ❏ From this "Enroll Students" box you can also quickly search for a student's name by beginning to type their last name and the computer will direct you to that spot on the student list.
- ❏ To select multiple students to enroll in one class at the same time, hold down the Ctrl Key and click each student's name then click [Add] and [OK] to enroll them.

The screenshot shows the 'Accelerated Reader Management-Administrator' application window. On the left is a 'Students' sidebar with 'Add...', 'Edit...', and 'Delete' buttons. The main area displays a table of students with columns for Name, ID, and Grade. All 'Grade' entries are 'None'.

| Name                     | ID | Grade |
|--------------------------|----|-------|
| Adams, Chaunte           |    | None  |
| Barze, Demetrice         |    | None  |
| Bonstaff, Jamie          |    | None  |
| Bossier, Brooklyn M.     |    | None  |
| Clem, Lizzi              |    | None  |
| Coslan, Andrew B.        |    | None  |
| Fitzmorris, Logan Dianne |    | None  |
| Jenkins, Shantreuana     |    | None  |
| Jones, Brittany          |    | None  |
| Kayla, Hoover            |    | None  |
| Morgan, Jessica          |    | None  |

#### IV. Editing Student's Grade from None to ....

-  It is important that all students in the AR database have their Grade assigned to their name. You will see in the School Student list that some of the students in your school have "None" beside their name. One person at the school should be responsible for editing the Student List and putting them in the appropriate grade. Sort the student list by clicking the word "Grade" on the top gray bar and all of the students who have "NONE" for a grade will be at the top of the list. You are now ready to edit. To do that follow these steps:
  -  Click "Go" > "School" > "Students" then click on the student's name to highlight it and then click the "Edit" button on the left.
  -  Choose the grade that student is in by clicking the down pointing arrow and then click "OK" to finish.
  -  Follow these steps for all the students who don't have a grade level.