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- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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# CONTENTS

## Welcome to AccelTest and the 2Know! Classroom Response System
- How the 2Know! Classroom Response System Works ........................................... 1
- How AccelTest Works ......................................................................................... 2
  - Using AccelTest to Create, Assign, and Score Assignments .......................... 2
  - Using AccelTest to Score Assignments You Already Have ......................... 2
  - Using AccelTest with Teacher-Paced Sessions (for In-Class Assignments) .... 2
- Programs You Will Use ....................................................................................... 3
  - AccelTest Software ......................................................................................... 3
  - Renaissance Wireless Server Utility ............................................................... 3
  - Other Programs that You May Use with the 2Know! Classroom Response System ........................................................... 3
- Learning AccelTest ............................................................................................ 4
  - Online Manuals ............................................................................................... 4
  - Online Help ...................................................................................................... 4
- Need More Help? ................................................................................................. 4

## Getting Started
- Before You Start ................................................................................................. 5
- Getting Started with the AccelTest Software .................................................... 5
  - Starting the AccelTest Software ..................................................................... 5
  - Checking for Updates to the Software ............................................................ 6
  - Getting the AccelTest Version and Serial Number ......................................... 7
  - Navigating the AccelTest Software ................................................................ 7
  - Tasks to Be Completed for AccelTest ............................................................. 8
  - Closing the AccelTest Software ..................................................................... 8
- Getting Started with the 2Know! Classroom Response System ....................... 9
  - Setting Up the 2Know! Classroom Response System .................................... 9
  - Assigning a Unique Name to Each Receiver If You Have More than One ....... 10
  - Changing the Administrator PIN ................................................................... 11
  - Assigning a Student Owner to Each Responder ........................................... 12
  - Changing a Student’s Personal Identification Number (PIN) for a Responder ........................................................................... 13
  - Displaying a Forgotten Student PIN ............................................................... 14
  - Resetting the Student Owner of a Responder .............................................. 14
  - Responder Models, Firmware Versions, and Updates .................................... 14
  - Firmware Versions for RESP Responder Models ......................................... 14
  - Firmware Versions for RES-1001 Responder Models ................................. 15
  - Updating Firmware or Changing the Firmware Version Being Used .......... 16
# Contents

## Classes and Students

- Using the Classes Tab: 17
- Adding a Class: 18
- Adding a Student: 18
- Enrolling Students in a Class: 19
- Unenrolling Students from a Class: 20
- Importing Classes from Renaissance Place: 21
- Importing Student Names from a File: 23
  - About Comma Separated Value (CSV) Files: 23
  - About Importing Data from Other Desktop Renaissance Learning Programs: 24
  - How to Import Students from a CSV File or Another Desktop Program: 24
- Editing a Class Name: 27
- Editing Student Names or IDs: 28
- Deleting a Class: 29
- Exporting Student Information: 30
- Deleting a Student: 31

## Standards

- Adding Standards to Your Database: 32
  - Adding Standards from the Renaissance Learning Web Site: 33
  - Adding Standards from a File: 34
- Deleting Standards: 36

## Setting Up Assignments

- Viewing the List of Assignments: 37
- Preferences That Affect Assignments: 38
- Item (Question) Types: 39
- Creating Assignments in AccelTest: 39
- Adding Graphics, Equations, and Plots to Assignments: 45
  - Adding Graphics to Assignments: 45
  - Adding Equations to Assignments: 46
  - Adding Plots to Assignments: 48
- Creating a New Score Key for an Existing Assignment: 50
  - Creating a New Score Key for Assignments That Will Be Done on Responders or NEO 2S: 50
  - Creating a New Score Key for an Assignment That Will Be Scored with Scanners: 53
  - Scanning a Card with the Correct Answers: 56
- Aligning Items to Standards on an Assignment or Score Key: 57
Contents

Importing Assignments ......................................................... 59
Changing (Editing) Assignments ............................................ 60
  Adding Items to the Assignment ........................................... 62
  Adding One Item to the End of the Assignment ...................... 62
  Adding Multiple Items, or Adding Items from the Libraries or Other
  Assignments ................................................................. 62
  Changing (Editing) an Item on an Assignment ....................... 64
  Moving Items on an Assignment ........................................ 66
  Changing Assignment Properties ........................................ 66
  Changing the Assignment Mode .......................................... 67
Changing (Editing) Score Keys .............................................. 69
Copying Assignments ........................................................ 71
Printing a Single Copy of an Assignment ................................. 72
Previewing Responder or NEO 2 Assignments ......................... 73
Exporting Assignments or Score Keys .................................... 74
Deleting Assignments ......................................................... 75

Using the Gradebook ......................................................... 76
  Viewing a Class Gradebook ................................................ 76
  Adding Assignments to the Gradebook ................................. 77
    Adding an AccelTest Assignment or Score Key ...................... 78
    Adding a Points-Only Assignment ................................... 80
  Assigning Assignments to Students .................................... 83
  Printing Assignments for Students .................................... 84
  Changing the Dates, Category, and Other Properties for Gradebook
  Assignments ............................................................... 85
  How Students Complete Assignments .................................. 87
    Using the Responder or NEO 2 ........................................ 87
      Completing In-Class Assignments, Including Quizzes, Tests, and Exams,
      Using a Responder or NEO 2 ...................................... 87
      Completing Homework Using the Responder Only ................ 87
    Using the AccelScan Scan Cards ..................................... 88
      For Manual Scoring ................................................ 89
  Scoring Assignments ..................................................... 89
    Scoring Assignments with the Responder ......................... 89
    Scoring Assignments with the NEO 2 ............................... 89
    Scoring Assignments with the AccelScan Scanner ................. 90
      Starting the Scanning Session .................................... 90
      Scanning Cards ..................................................... 90
      Ending the Scanning Session ..................................... 91
    Scoring Assignments Manually ...................................... 91
Scoring Points-Only Assignments ........................................... 94
Overriding Scores in the Gradebook ...................................... 94
Viewing Assignment Scores in the Gradebook ......................... 96
About the Scores and Status Messages in the Gradebook .......... 96
Changing How Scores Are Shown .......................................... 97
Viewing Students' Scores for Each Item on an Assignment .......... 97
How Grades Are Calculated ................................................. 98
Term, Semester, and Final Grades ......................................... 98
How AccelTest Preferences Affect Grades ............................. 99
Categories (Category Weights) ............................................. 99
Exams .............................................................................. 99
Grading Scale ...................................................................... 99
Extra Credit ......................................................................... 100
Two Ways to Choose Extra Credit Assignments ...................... 100
How AccelTest Uses Points Possible with Extra Credit .......... 100
How Category Weights Work with Extra Credit ...................... 100
Exporting Scores from AccelTest .......................................... 102
Exporting Results from One Class's Assignments in the Gradebook ......................................................... 102
Exporting Detailed Scoring Data for One Assignment and Multiple Classes .................................................. 104
Unassigning Assignments ..................................................... 105
Removing Assignments from the Gradebook ......................... 107
Sending Notes to Students' Renaissance Responders ............... 108
How to Send Notes to Students ............................................. 108
How Students Get and Read Notes on Their Responders ......... 110
How Teachers View the Note History for a Student, Change Notes, and Delete Notes ....................................... 110

Using Sessions ................................................................. 112
What Are Sessions? ............................................................. 112
Using the Teacher-Paced Session ......................................... 113
Starting a Session for Projected Assignments ......................... 114
Starting a Session for Existing Assignments ......................... 118
Starting a Session for Verbal Questions ................................. 121
Starting a Session for PowerPoint Slides (Windows Only) ...... 124
  PowerPoint Sessions with an Existing Assignment 125
  PowerPoint Sessions with Verbal Questions ....................... 128
Using the Student-Paced Sessions ......................................... 131
How Students Answer Questions on Responders and NEO 2s .... 133
  Multiple-Choice, True/False, and Yes/No Questions .......... 133
  Numeric-Response Questions ........................................... 133
  Short-Answer Questions .................................................. 134
Viewing Information on Past Sessions .................................. 135
# Contents

## Reports

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing or Previewing AccelTest Reports</td>
<td>137</td>
</tr>
<tr>
<td>Report Descriptions</td>
<td></td>
</tr>
<tr>
<td>Answer Key</td>
<td>138</td>
</tr>
<tr>
<td>Assignment Analysis</td>
<td>138</td>
</tr>
<tr>
<td>Assignment Results</td>
<td>139</td>
</tr>
<tr>
<td>Assignment Standards</td>
<td>139</td>
</tr>
<tr>
<td>Assignments</td>
<td>139</td>
</tr>
<tr>
<td>Class Standards</td>
<td>140</td>
</tr>
<tr>
<td>Form Numbers</td>
<td>140</td>
</tr>
<tr>
<td>Free Response Grading Worksheet</td>
<td>140</td>
</tr>
<tr>
<td>Gradebook Summary by Term</td>
<td>141</td>
</tr>
<tr>
<td>Group Assignment</td>
<td>141</td>
</tr>
<tr>
<td>Overdue Assignments</td>
<td>141</td>
</tr>
<tr>
<td>Program Information</td>
<td>142</td>
</tr>
<tr>
<td>Student Grade</td>
<td>142</td>
</tr>
<tr>
<td>Student ID</td>
<td>142</td>
</tr>
<tr>
<td>Student Record</td>
<td>143</td>
</tr>
<tr>
<td>Student Standards</td>
<td>143</td>
</tr>
</tbody>
</table>

## Preferences

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AccelTest Preferences</td>
<td>144</td>
</tr>
<tr>
<td>Auto Update</td>
<td>145</td>
</tr>
<tr>
<td>Assignment Creation</td>
<td>145</td>
</tr>
<tr>
<td>Categories</td>
<td>145</td>
</tr>
<tr>
<td>Data Location</td>
<td>145</td>
</tr>
<tr>
<td>Devices</td>
<td>145</td>
</tr>
<tr>
<td>Exams</td>
<td>146</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>146</td>
</tr>
<tr>
<td>Libraries/Standards</td>
<td>146</td>
</tr>
<tr>
<td>Password</td>
<td>147</td>
</tr>
<tr>
<td>Registration Information</td>
<td>147</td>
</tr>
<tr>
<td>Reports</td>
<td>147</td>
</tr>
<tr>
<td>Responder</td>
<td>147</td>
</tr>
<tr>
<td>Scanner Settings</td>
<td>148</td>
</tr>
<tr>
<td>School Year</td>
<td>148</td>
</tr>
<tr>
<td>Setting the Data Location Preference</td>
<td>149</td>
</tr>
<tr>
<td>Check Rights Before Choosing or Creating a Different Data Folder</td>
<td>149</td>
</tr>
<tr>
<td>Rights Required for Network Data Folders</td>
<td>149</td>
</tr>
<tr>
<td>Subjects</td>
<td></td>
</tr>
<tr>
<td>Rights Required for Data Folders on Windows 2000, Windows XP, and OS</td>
<td>150</td>
</tr>
<tr>
<td>10 Computers</td>
<td></td>
</tr>
<tr>
<td>How to Choose a Different Data Location</td>
<td>151</td>
</tr>
<tr>
<td>Setting Reports Preferences</td>
<td>152</td>
</tr>
<tr>
<td>Setting Assignment Creation Preferences</td>
<td>154</td>
</tr>
</tbody>
</table>

---

AccelTest

User Manual
About Libraries .................................................. 159
Installing Accelerated Math Libraries ....................................... 159

Other Responder Features and Settings ......................... 160
Changing the Responder Font Size .............................................. 160
Changing the Font Size on Responder Model RESP ................... 160
Changing the Font Size on Responder Model RES-1001 .................. 160
Using the Calculator in the Responder ...................................... 161
Using the Calculator ............................................................... 161
Disabling the Calculator Function ............................................ 161

Index ................................................................. 162
Welcome to AccelTest and the 2Know! Classroom Response System

The 2Know! classroom response system allows students to enter their answers to assignments on hand-held Responders or NEO 2s for quick, automatic scoring. The system also allows teachers to send homework and notes to students.

AccelTest software allows you to create your own quizzes, tests, and assignments for any subject, score assignments quickly, and have the scores entered in its electronic Gradebook. AccelTest can help you manage all your existing assignments, quizzes, and tests.

How the 2Know! Classroom Response System Works

The optional 2Know! classroom response system includes a Renaissance Receiver and Renaissance Responders.

The Renaissance Receiver is connected to the teacher’s computer. Working with the AccelTest software, it sends assignments, homework, and notes from the teacher to students’ Responders. When students use the Responders to complete assignments, the Receiver sends their responses to the AccelTest software for quick, automatic scoring.

When you purchase the 2Know! classroom response system, students use hand-held Renaissance Responders to answer questions to assignments. They can also use them to get their assignments and notes from the teacher.

If you received this software with a NEO 2 SmartOption Mobile Lab, students can also use NEO 2s to answer questions to assignments, though NEO 2 does not support homework and notes.
How AccelTest Works

You can use AccelTest to create, assign, and score the assignments that you want to give your students, or you can use it to score assignments that exist outside of AccelTest. You can also use AccelTest for in-class assignments.

AccelTest also calculates overall student grades, which are based on the dates teachers set for the school year and terms and on the grading scale teachers have chosen.

Using AccelTest to Create, Assign, and Score Assignments

1. You create assignments.
2. You add the assignments to your class Gradebook.
3. If you didn’t assign the assignments as you added them to the class Gradebook, you assign the assignments later. If students need printed copies of the assignments, they will be printed when you assign them.
4. The assignments are scored in one of three ways:
   - Students enter their answers on Renaissance Responders or NEO 2s during a student-paced session, and the assignments are then scored automatically by the software.
   - Students enter their answers on AccelScan cards, and you use the AccelScan scanner to scan the cards for automatic scoring.
   - You score the assignments manually.

Using AccelTest to Score Assignments You Already Have

1. You create a score key for the existing assignments. (The assignments aren’t in the AccelTest software—only the score key is.)
2. You add the score key to your class Gradebook.
3. You assign the score key to your students.
4. The assignments are scored in one of three ways:
   - Students enter their answers on Renaissance Responders or NEO 2s during student-paced sessions, and the assignments are then scored automatically by the software.
   - Students enter their answers on AccelScan cards, and you use the AccelScan scanner to scan the cards for automatic scoring.
   - You score the assignments manually.

Using AccelTest with Teacher-Paced Sessions (for In-Class Assignments)

1. You create the assignment.
2. You start a teacher-paced session and select the assignment. You can project the assignment, use PowerPoint slides, ask students questions verbally, or use printed copies for students.
Welcome to AccelTest and the 2Know! Classroom Response System

Programs You Will Use

3. Using Renaissance Responders or NEO 2s, students complete the assignment in class at the pace you set in the session. These assignments may or may not be scored, depending on the choice you made as you started the session. If you chose to score the assignments, the software will score them automatically, and the scores will appear in your Gradebook after the session is complete.

Programs You Will Use

Before you install and use the programs listed below, make sure that your computers meet the minimum system requirements for the AccelTest software, the 2Know! classroom response system, and AccelScan. To see the requirements, visit www.renlearn.com/requirements.

AccelTest Software

The AccelTest software is included with the 2Know! classroom response system and with NEO 2 SmartOption Mobile Labs. You can use this software to create, assign, print, and score assignments for students, view student scores, and print reports. To install this software, refer to the AccelTest Software Installation Guide.

Renaissance Wireless Server Utility

The Renaissance Wireless Server Utility is installed with the AccelTest software. It helps you manage and monitor communication between your computer and the Renaissance Receiver. You can also use it to set the administrator Personal Identification Number (PIN) for Responders and to change the Receiver name if you need to distinguish your Receiver from others in your school.

Other Programs that You May Use with the 2Know! Classroom Response System

AccelTest isn’t the only software from Renaissance Learning that can use the 2Know! classroom response system. You can also use the 2Know! Toolbar, which you can install using the 2Know! Toolbar CD that is in the back of the 2Know! Setup and Resource Guide. The 2Know! Toolbar allows you to quickly quiz or get feedback from your class or group. For more information, see the instructions installed with the program.

You can also use the classroom response system with Accelerated Math RP so students can enter their answers to assignments using Responders or NEO 2s. If you use the classroom response system with Accelerated Math RP, you must download and install the Renaissance Responder program from Renaissance Place. For more information, see the Accelerated Math RP Software Manual.

You don’t need to install AccelTest to use Renaissance Responders or NEO 2s with the 2Know! Toolbar or Accelerated Math RP. You can only use Responders or NEO 2s with one program at a time.
Learning AccelTest

Online Manuals

If you’re reading this manual at your computer, you’ve already discovered that the AccelTest User Manual is in your Start menu under AccelTest (Windows) or in your program folder (Macintosh).

When you are reading this manual on your computer, all references to other pages or sections are links that you can click to go directly to that page, section, or procedure. When you move the cursor over the link, it will change to a hand pointing to the link. The sections listed in the Contents and the page numbers in the Index are also links.

If you are using Adobe Reader, you can also use the buttons in the Reader to go forward or back one page or to go to a specific page number.

This manual will help you use AccelTest software on both Windows and Macintosh computers. In most cases, the steps are the same for both operating systems. When the Windows and Macintosh software is different, this manual will provide the information for both.

Online Help

While using AccelTest, you can get help by clicking the Help menu and clicking AccelTest Help. This menu is available no matter where you are in the program. Use the contents and index in the help to find the information you need.

Need More Help?

- **Knowledge Base**: Search the Renaissance Learning Knowledge Base on the Web at support.renlearn.com/techkb/ for technical support information.
- **Email**: Send general questions to answers@renlearn.com; send technical questions to support@renlearn.com.
- **Phone**: Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.
- **Renaissance Training Center**: Visit the training center on the Web at www.renlearn.com/Profdevel/PD/. This site has webinars, quick sessions, and on-demand sessions to help you learn to use the software and implement it effectively in your classroom. To go straight to the on-demand sessions, click this link: www.renlearn.com/Profdevel/PD/2Know_pd.aspx?type=ondemand&product=2know
GETTING STARTED

This section gives you the procedures you’ll need to start using the 2Know! classroom response system and AccelTest.

Before You Start

Before you start using AccelTest and the 2Know! classroom response system, check the following:

• Make sure you’ve installed the AccelTest software. See the AccelTest Software Installation Guide.

• Make sure you’ve connected the Renaissance Receiver to your computer. See the 2Know! Setup and Resource Guide if you have the 2Know! Classroom Response System or the NEO 2 Quick Guide if you have a NEO SmartOption Mobile Lab.

• If you have AccelScan scanners, make sure they’re connected. See the AccelTest Software Installation Guide or the AccelScan User’s Guide.

Getting Started with the AccelTest Software

Starting the AccelTest Software

Important: When you start the computer, log in with your own user name and password so that you see the correct classes in AccelTest. Users who log in to this computer with a different user name and password will be asked to select their own database. For more information, see the AccelTest Software Installation Guide.

Follow these steps to start the AccelTest software:

1. Follow the instructions for your operating system:
   - Windows: Click Start > Programs > AccelTest > AccelTest.
   - Macintosh: Open the Applications folder. Then, open the AccelTest folder. Double-click AccelTest in that folder.

2. If this is the first time you have started AccelTest, the program may ask you to choose a data location and enter your serial number. See the AccelTest Software Installation Guide for details.
Getting Started

Getting Started with the AccelTest Software

3. Enter your password. (If you haven’t changed it, the default password is admin.) Then, click OK.

4. If this is the first time you have started AccelTest, the program will ask if you want to set up your school year and terms. It’s a good idea to do this right away so your grading periods are available. To do this, click Setup School Year Now and follow the instructions for the School Year preference on page 148.

Checking for Updates to the Software

AccelTest automatically checks for updates periodically. This helps ensure that you have the latest version of the software. The Auto Update preference sets how often the software checks for updates; see page 145.

If you want to check for updates manually, click the Help menu and choose Check for Updates. The software will notify you if no updates are available. If updates are available, they’ll be listed. Click Download to get the updates. Click Done when the download is complete. The update file will be downloaded to your computer’s desktop; double-click it to begin the update. You may be told to restart your computer after the update is installed.

If you update from version 2.x to version 3.x, the first time you start AccelTest after the upgrade, the Data Migration Tool will convert your database to the newest format. This may take some time.

A If you decide not to download some updates, check the boxes next to them before clicking Download. AccelTest will only download updates that are not checked.

B If you don’t want to download any updates now, click Cancel.
Getting the AccelTest Version and Serial Number

Follow the instructions for your type of computer to see your AccelTest software version or serial number:

**Windows computers:** Click the **Help** menu and choose **About AccelTest**.

**Macintosh computers:** Click the **AccelTest** menu and choose **About AccelTest**.

Navigating the AccelTest Software

Click the tabs in the software to switch between AccelTest screens:

**Assignments:** Click this tab to create, change, or delete assignments.

**Sessions:** Click this tab to start or monitor teacher-paced or student-paced sessions.

**Gradebook:** Click this tab to assign or print assignments and monitor student scores.

**Classes:** Click this tab to add, edit, or delete students and classes and to manage class enrollment.

You’ll find other tasks in the menus at the top of the screen. For example, to set preferences, click the **Preferences** menu and choose a preference. To generate reports, click the **Reports** menu and choose a report.
Tasks to Be Completed for AccelTest

After AccelTest is installed on your computer, complete these tasks to set up your data and start using the software for your assignments.

<table>
<thead>
<tr>
<th>Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create or select a data location (database). You will be asked to do this the first time you start AccelTest after installing the software.</td>
<td>AccelTest Software Installation Guide If you want to change your data location, see page 149.</td>
</tr>
<tr>
<td>Set up your school year information so that AccelTest can include it in your assignments automatically. As you enter your school year information, you will be asked to set up your terms (and possibly semesters).</td>
<td>Page 148</td>
</tr>
<tr>
<td>Add your classes.</td>
<td>Page 18</td>
</tr>
<tr>
<td>Add or import your students.</td>
<td>Page 18</td>
</tr>
<tr>
<td>Add the standards that you would like to align items to on your assignments.</td>
<td>Page 32</td>
</tr>
<tr>
<td>Review the Subjects preference, and if necessary, add to or edit the subject list.</td>
<td>Page 149</td>
</tr>
<tr>
<td>Use the Device preference to choose which types of assignments you will use (Responder, NEO 2, projected, scanner, and/or printed).</td>
<td>Page 145</td>
</tr>
<tr>
<td>Look at the Categories preference, and add or edit categories to fit the subjects you teach. You can set grade weights for categories, decide whether a category’s worst score should be dropped, and choose how to calculate grades.</td>
<td>Page 145</td>
</tr>
<tr>
<td>Review the Grading Scale preference. You may want to change the Grading Scale to fit your grading system.</td>
<td>Page 146</td>
</tr>
<tr>
<td>Look at the Exams preference. You may want to adjust the percent and marking period the exam grade applies to.</td>
<td>Page 146</td>
</tr>
</tbody>
</table>

Closing the AccelTest Software

**Windows:** To close the software, click the **X** button, or click the **File** menu and choose **Exit**.

**Macintosh:** To close the software, click the **AccelTest** menu and choose **Quit AccelTest**.
Getting Started with the 2Know! Classroom Response System

First, follow the instructions in either the 2Know! Setup and Resource Guide or the NEO 2 Quick Guide to do the following:

- Connect the Renaissance Receiver to your computer.
- Install, check the charge of, or replace batteries in your Renaissance Responders or NEO 2s.

The following instructions describe other tasks that will help you use Renaissance Responders or NEO 2s with AccelTest software.

Setting Up the 2Know! Classroom Response System

Perform these tasks to set up the 2Know! classroom response system:

<table>
<thead>
<tr>
<th>Task</th>
<th>Where to Find Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give a unique name to each Receiver so students and teachers can tell them apart when they choose a Receiver on their Responders.</td>
<td>Page 10</td>
</tr>
<tr>
<td>Change the Administrator Personal Identification Number (PIN) used for logging in to the Renaissance Wireless Server Utility and for changing settings or owners for Responders.</td>
<td>Page 11</td>
</tr>
<tr>
<td>Assign a student owner to each Responder if you want to be able to send students homework and notes.</td>
<td>Page 12</td>
</tr>
<tr>
<td>Perform firmware updates as needed.</td>
<td>Page 14</td>
</tr>
</tbody>
</table>

About NEO 2 setup:

Although NEO 2s cannot be assigned owners, students can use them to complete assignments, either in student-paced sessions or teacher-paced sessions. For homework and notes, Renaissance Responders are required. NEO 2s do not require firmware updates because they receive updates through the NEO Manager software.
Assigning a Unique Name to Each Receiver If You Have More than One

When students complete AccelTest assignments using either a Renaissance Responder or a NEO 2, they need to select the correct Renaissance Receiver. You should give each Receiver a unique name so students can be sure to choose the right one. (Each Receiver is named “Renaissance Receiver” unless you rename it.) Assigning a unique name is especially important if you have more than one Receiver in your school. You can choose a name that makes it easy for students to choose the correct Receiver, such as Mrs. Smith’s Class or Room 245.

1. Open the Renaissance Wireless Server Utility program:
   - **Windows computers**: Right-click the icon in the task bar in the lower-right corner of your screen and choose Manage from the menu. You can also click Start > Programs > Renaissance Wireless Server > Renaissance Wireless Server Utility.
   - **Macintosh computers**: If you see the icon in the dock, click it to start the utility. You can also open the Applications folder on your hard drive, open the Renaissance Wireless Server folder, and double-click Renaissance Wireless Server Utility.

2. Enter the Administrator Personal Identification Number (PIN) in the Server Login dialog box and click OK. If you haven’t changed the PIN, it is 1234.

3. Click the Server Settings tab A.

4. Click in the Network Name field B, delete the name, and type the new name you want to use.

5. Click Update Network Settings C.

6. Click OK when the program tells you the settings have been updated. You can then close the utility.

Tell students the Receiver name. When you change the name of your Receiver, be sure to give students the new name so they connect to the right Receiver.

If you are using NEO 2s, click the Renaissance Place Settings button if you are using the Accelerated Reader SmartApplet or the two MathFacts in a Flash SmartApplets on NEO 2. Click the button to set the server name or address for your Renaissance Place server so the SmartApplets can communicate with your server.
Changing the Administrator PIN

The Administrator Personal Identification Number (PIN) is used when you reset the student owner for a Responder, when you view a student’s forgotten PIN on the Responder, when you update Responder firmware, or when you log in to the Renaissance Wireless Server Utility at the teacher’s computer. Follow these steps if you need to change the Administrator PIN:

1. Open the Renaissance Wireless Server Utility program:
   - **Windows computers**: Right-click the icon in the task bar in the lower-right corner of your screen and choose Manage from the menu. You can also click Start > Programs > Renaissance Wireless Server > Renaissance Wireless Server Utility.
   - **Macintosh computers**: If you see the icon in the dock, click it to start the utility. You can also open the Applications folder on your hard drive, open the Renaissance Wireless Server folder, and double-click Renaissance Wireless Server Utility.

2. Enter the Administrator Personal Identification Number (PIN) in the Server Login dialog box and click OK. If you haven’t changed the PIN before now, it is 1234.

3. Click the Server Settings tab.

4. Click Set Administrator PIN.

![Renaissance Wireless Server Utility](image)

*AccelTest User Manual*
5. In the dialog box that appears, your current PIN has already been entered. Enter the new PIN you want to use in the last two blank fields. Then, click OK.

6. Click OK when the program notifies you that the PIN was changed successfully.

Assigning a Student Owner to Each Responder

Although students can use Responders without owning them, you do need to assign student owners to send homework or notes to students. (NEO 2s do not have assigned owners; some Responders also cannot have assigned owners; see page 14.)

When you assign an owner to a Responder, only that student can use that Responder. When you start the Responder, the student will be asked to enter his or her Personal Identification Number (PIN). This helps ensure that only that student uses the Responder; the student or teacher can change the student PIN (see page 13).

Follow these steps to assign owners to Responders:

1. Before you start assigning owners, make sure you have added your students (page 18) and your classes (page 18) and assigned students to their classes (page 19). The AccelTest software must be running, and the class for which you want to assign Responders should be selected.

2. Press the On/Off button on the Responder that needs an owner assigned to start the Responder.

3. Press to scroll down to Settings; then, press Select.

4. Press to scroll down to Assign Owner; then, press Select. The Responder will search for a Receiver.

5. If the Responder asks you to stay connected to the previously chosen Receiver, press yes (True), then Select to continue. If not, highlight the correct Receiver and press Select.
6. You will be asked to enter your AccelTest student ID. AccelTest automatically assigns an ID number to each student you add. To see student ID numbers, click the Classes tab in the AccelTest software. Then, refer to the ID numbers in the master student list on the left side of the tab.

7. On the Responder, enter the ID number of the student that should own this Responder. Then, press Select or ENTER.

8. The Responder will identify the student owner by name and show a default PIN. Each student’s PIN is 1212 when you first assign the Responder owner. If you want to change a student’s PIN, see the steps below.

Changing a Student’s Personal Identification Number (PIN) for a Responder

1. On the Responder the student owns, press the On/Off button to start the Responder.

2. Enter the student’s current PIN and press Enter. (The default PIN is 1212; you may have changed it or set a different one.)

3. Press \( \uparrow \) to scroll down to Settings and press Select.

4. Press \( \downarrow \) to scroll down to Change PIN and press Select.

5. The student’s name will appear, and you’ll be asked to enter a new PIN. Enter the letters and/or numbers for the new PIN (1–11 characters) and press ENTER. The Responder will identify the student owner by name and show the new PIN.
Displaying a Forgotten Student PIN

If a student owner of a Responder forgets his or her PIN, follow these steps to see the number:

1. Press the On/Off button to start the Responder.
2. Press ?.
3. If your Receiver name appears, click yes True and press Select. If more than one Receiver name appears, scroll to select the correct Receiver; then, press Select.
4. Enter your administrator PIN and press ENTER.
5. The Responder will tell you the device is unlocked, and it will show you the student’s PIN. Make a note of the forgotten PIN; then, press any key. The student can use this PIN the next time he or she uses the Responder.

Resetting the Student Owner of a Responder

When you need to reset the owner of a Responder, follow these steps:

1. Press the On/Off button to start the Responder.
2. Press ?.
3. If your Receiver name appears, click yes True and press Select. If more than one Receiver name appears, scroll to select the correct Receiver; then, press Select.
4. Enter your administrator PIN and press ENTER.
5. The Responder will tell you the device is unlocked, and it will show you the student’s PIN. Press any key.
6. Press to scroll down to Settings; then, press Select.
7. Press to scroll down to Reset Owner; then, press Select.
8. Enter the administrator PIN again and press ENTER. The owner will be reset, so no student will own the Responder. To assign a new owner, see page 12.

Responder Models, Firmware Versions, and Updates

Firmware is the software that runs inside your Responders and Receiver.

The firmware version that can be run on your Responder depends on your Responder model, which is shown on the label on the back of each Responder.

Firmware Versions for RESP Responder Models

Responders with the model number RESP on the back use version 4.x firmware. Occasionally, you may get firmware updates through your AccelTest software. You can update the firmware on your Responders when you get new versions through AccelTest software updates.

RESP model Responders have all features available, including math facts practice, assigned owners, notes, and homework. For these Responders, font size can be changed in the settings, not by changing the firmware version. For more information, see page 160.
Firmware Versions for RES-1001 Responder Models

Responders with the model number RES-1001 on the back may use version 1.x firmware, version 2.x firmware, or version 3.x firmware. For these models, the firmware on your Renaissance Responders serves three purposes:

- The firmware version that you select tells the RES-1001 Responders what functions and features you want on the Responder.

- Occasionally, you may get firmware updates through your AccelTest software. You can update the firmware on your Responders when you get new versions through AccelTest software updates.

- If you are using a 1.xx version of the Responder firmware, you can switch between the even and odd versions of the firmware to switch between a small and large font.

There are three sets of firmware versions on your RES-1001 Responders:

<table>
<thead>
<tr>
<th>Firmware Versions</th>
<th>What Is Included</th>
<th>What Is Not Included</th>
</tr>
</thead>
</table>
| 1.xx              | • Ability to join sessions for AccelTest or the 2Know! Toolbar  
|                   | • Support for owned Responders                        | • MathFacts in a Flash practice and history features      |
|                   | • Homework                                             | • Ability to answer short answer questions in AccelTest or the 2Know! Toolbar |
|                   | • Notes                                                | • Synchronizing with AccelTest                            |
|                   | • Settings                                             | • Ability to answer short answer questions in AccelTest or the 2Know! Toolbar |
|                   | • Synchronizing with AccelTest                         | • Calculator                                              |
|                   | • MathFacts in a Flash practice                        | • Small or large font based on firmware selected          |
|                   | • MathFacts in a Flash practice/test history            | • Support for owned Responders                            |
|                   | • Ability to send MathFacts in a Flash practice data to Renaissance Place | • Homework                                                |
|                   | • Settings                                             | • Notes                                                   |
|                   |                                                       | • Synchronizing with AccelTest                            |
| 2.xx              | • Ability to join sessions for AccelTest or the 2Know! Toolbar  
|                   | • MathFacts in a Flash practice                        | • Ability to answer short answer questions in AccelTest or the 2Know! Toolbar |
|                   | • MathFacts in a Flash practice/test history            | • Calculator                                              |
|                   | • Ability to send MathFacts in a Flash practice data to Renaissance Place | • Small or large font based on firmware selected          |
|                   | • Settings                                             | • Support for owned Responders                            |
| 3.xx              | • Ability to join sessions for AccelTest or the 2Know! Toolbar  
|                   | • Support for owned Responders                        | • MathFacts in a Flash practice and history features      |
|                   | • Homework                                             | • Synchronizing with AccelTest                            |
|                   | • Notes                                                | • Ability to answer short answer questions in AccelTest or the 2Know! Toolbar |
|                   | • Settings                                             | • Calculator                                              |
|                   | • Synchronizing with AccelTest                         | • Small or large font based on firmware selected          |
Updating Firmware or Changing the Firmware Version Being Used

If you would like to update your firmware or just switch to a different version, make sure your data is synchronized on your Responder before installing the update (scroll down on the menu and select Synchronize). Usually, any changes you’ve made to the Responder settings will still be in place after the firmware update; if they are not, you may need to change the settings or assign an owner again.

Follow these steps to change or update firmware on each Responder:

1. Press the On/Off button to start the Responder.
2. If the Responder has been assigned a student owner and asks for the Student PIN, press ? then press yes (True) and then Enter to stay connected to the current Receiver (server). Enter the Administrator PIN (1234 is the default) and press Enter. Then, press any key.
3. Press \( \text{\(\downarrow\)} \) to scroll down to Settings and press Select.
4. Press \( \text{\(\downarrow\)} \) to scroll down to Firmware Update and press Select.
5. If the Responder asks if you want to stay connected to the Receiver, press yes and then Enter.
6. The Responder will find and display the available updates.

**RESP Responders:** For Responders with the model number RESP on the back, choose the most recent firmware version (the highest number).

**RES-1001 Responders:** For Responders with the model number RES-1001 on the back, do one of the following:

- If you are using a 1.xx firmware version (see the table on page 15) and you want to switch between the small and large fonts, scroll to the even-numbered version to choose the large font, or scroll to the odd-numbered version to choose the small font.
- If you want to switch the Responder to a MathFacts in a Flash Responder, scroll to the 2.xx firmware version.
- If you want the ability to answer short-answer questions with Responders, scroll to the 3.xx firmware version.

Choose the highest version number of the type you want to get the latest version.

7. Press Select.
8. Enter the Administrator PIN when the Responder asks you to do this (the default is 1234), and press Enter.
9. The Responder will start updating the firmware. The program shows you its progress as it does the update. When the update is complete, the Responder will show you the new version number. Press any key to go to the Responder menu or the student PIN entry screen.

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You can update more than one Responder at the same time. If you follow these steps at more than one Responder at a time, you can update a set of 24 Responders in as little as 20 minutes.

NEO 2s are not updated in this way. They receive their updates to the NEO 2 and its SmartApplets through the NEO Manager software.
**Classes and Students**

**Using the Classes Tab**

To set up or view your classes or students, click the **Classes** tab **A**.

![Screenshot of the Classes tab in AccelTest](image.png)

- **A**: The Classes tab shows your classes and students.
- **B**: Use these buttons to add students or classes or to enroll students in the selected class.
- **C**: Use the **Class** drop-down list to choose the class you want to view and work with.
- **D**: This list shows you all students you’ve added in your AccelTest database.
- **E**: This list shows you which students are in the selected class.
- **F**: In the **Classes** menu, you can choose other tasks, such as importing, editing, exporting, or deleting classes and students or unenrolling students from a class. If you don’t have the Classes tab selected when you click the **Classes** menu, some options won’t be available in this menu.

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**Different teachers may see different classes and students.** AccelTest requires every person who logs in to the computer with a unique user name and password to select or create a database. You will see only the classes and students that are in your database.
Adding a Class

Follow these steps to add a new class.

1. Click the **Classes** tab in AccelTest. (See page 17).
2. Click **Add Class** on this tab.
3. Type the name of the new class in the dialog box. Then, click **OK**.
   Next, add your students as described below; then, you can enroll them in the class by following the steps on page 19.

Adding a Student

Follow the steps below to add students to the database.

1. Click the **Classes** tab in AccelTest. (See page 17).
2. Click **Add Student** on this tab.
3. Enter the student's first name and last name. (You can enter a middle name, but it's not required.) A suggested ID has been entered for you; you can change this number to the student's ID for your school or district. IDs can include numbers only. After entering the information, click **OK**.
4. If you want to add more students, click **Yes** in the alert that appears. Then, enter the name and ID for each additional student and click **Add**. When you've finished, click **Done**.
   If you don't want to add more students, click **No** in the alert.
   To enroll the student(s) in classes, see page 19.
Enrolling Students in a Class

1. Click the Classes tab in AccelTest A.
2. Choose the class that needs students enrolled from the Class drop-down list B.
3. Click Enroll Students C.
4. Check the boxes next to the students that you want to enroll in the selected class D. Notice that the list shows which classes the students are already enrolled in. You can also click Select All or Deselect All to select or deselect all students in the list. After choosing the students to enroll in the class, click OK.

AccelTest User Manual
Unenrolling Students from a Class

If you want to unenroll one or more students from a class, follow these steps:

1. Click the Classes tab in AccelTest.

2. Using the Class drop-down list, choose the class that needs students unenrolled.

3. Select the students that you want to remove from the class in the list on the right. To select one student, click the student’s name. To select more than one, use one of these two methods:
   - If the names aren’t next to each other in the list, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the student names.
   - If the names are next to each other in the list, click the first name you want to select, hold down the Shift key, and click the last name in the group you want to select. The first name, the last name, and all names in between will be selected.

4. Click the Classes menu and choose Unenroll Students. (This option isn’t available if you don’t start from the Classes tab.)

5. Click Yes to continue when the program asks if you’re sure you want to unenroll the students.
Importing Classes from Renaissance Place

By following the steps below, you can import classes from your Renaissance Place programs. When you do this, the students and their class enrollments are also imported.

1. Click the Classes menu in AccelTest and choose Import from Renaissance Place. (It doesn’t matter which tab you’re viewing before you click this menu.)

2. Enter the server or IP address of your Renaissance Place server. (If you don’t know the address, contact your server administrator.) Then, click Next.

3. Enter the user name and password that you normally use to log in to Renaissance Place. Then, click Next.
4. Click the name of the school that has the class that you want to import. Then, click Next.

5. Check the boxes next to the classes that you want to import. Then, click Next.

When you import students who have an ID that is longer than 20 digits or that includes letters, AccelTest will give the student a new ID that fits AccelTest requirements. You can edit the ID by editing the student’s information; see page 28.

To choose classes one by one, check the box next to each class that you want to import.
To select all the classes listed, click Select All. This checks the box next to each class.
To remove the check mark from all classes listed, click Deselect All.

6. Read the Summary to make sure you’ve chosen the correct classes. Then, click Next.
7. Click Done when the program tells you it has finished importing students.
Importing Student Names from a File

Instead of adding students, you may be able to import their names from another program you’re using. You can import text files with information separated by commas (CSV files), or you can import students from the database for a desktop Renaissance Learning program.

About Comma Separated Value (CSV) Files

A comma separated value (CSV) file is a text file that separates information within each line of data with commas. The file must have the information in a specific order so the student names and IDs are imported correctly. Follow these guidelines:

- Your file must have only one student record per line. Use a comma to separate each piece of information. The maximum line length is 255 characters (including spaces).
- Each record must contain at least the student’s first and last names. The middle name and ID are optional.
- Add a header line to the file that identifies the information. This line must start with either the @ symbol or no symbol. (If you are creating the file in Microsoft Excel and saving it in .csv format, it is easiest to use no symbol.) Then, the header must list the names of the fields in the order they are in for each student record. In the header, use LNAME to show where the last name occurs, FNAME for the first name, MNAME for the middle name, and ID for the student ID. If the record includes information that AccelTest would not import, use an X in the header to show where this information occurs.

For example, suppose that you have a file in which each record shows the student’s first name, then the student’s last name, the student’s ID, and then the student’s grade. Since the program will not import the grade, your file should look like one of these examples:

- @FNAME, LNAME, ID, X
- Ryan, Emerson, 3253, 6
- Luis, Camacho, 3192, 3
- Lyle, Johnson, 3325, 4
- FNAME, LNAME, ID, X
- Ryan, Emerson, 3253, 6
- Luis, Camacho, 3192, 3
- Lyle, Johnson, 3325, 4

Note the X in the header to show where the grade is in each record. The X tells AccelTest to ignore this information.

If some students are missing some of the information, include a comma to represent that field even though the information is not there. In the following example, Katrina Peters does not have a middle name in her record.

- @FNAME, MNAME, LNAME
- Ryan, John, Emerson
- Katrina, , Peters
About Importing Data from Other Desktop Renaissance Learning Programs

AccelTest can also import data directly from the database for any Renaissance Learning desktop product, such as Accelerated Reader 5.x–6.x, Accelerated Vocabulary 1.x, Accelerated Math 1.x–2.x, MathFacts in a Flash 1.x, STAR Early Literacy 1.x, STAR Math 1.x–2.x, and STAR Reading 2.x.

Note: The steps below explain how to import students from desktop products. If you want to import classes and students from the Renaissance Place version of these products, see page 21.

How to Import Students from a CSV File or Another Desktop Program

1. Click the Classes menu in AccelTest and choose Import from File. (It doesn’t matter which tab you’re viewing before you click this menu.) The Import Students Wizard or Assistant will start.

2. On the first panel, choose whether to import students from a text file or a database from another Renaissance Learning desktop program. Then, click Next.
3. On the next panel, click Select File or Select Folder.
   Find and select (highlight) the file or folder that you want to import students from. Then click Select, OK, or Choose. (The button name varies depending on your operating system and the type of item that you are choosing.)

4. After you’ve chosen the file or folder, notice that the panel in the wizard will show you how many students were found in that location. To continue, click Next.

5. Check the boxes next to the students that you want to import. Then, click Next.

6. If any student names that you are importing are the same as student names that are already in your database, AccelTest will show you the duplicate student names one by one. For each student, you will have some or all of these options:
   - **Update ID** and **Update All IDs**: These options are available when the student name is the same but the ID is different. Clicking Update ID updates the student’s ID in the database to the one that is in the file or folder you are importing. Clicking Update All IDs does this for all student names that match names in the file or folder you’re importing.
   - **Update Name** and **Update All Names**: These options are available when the ID for a student in the import source matches the ID of a student in your AccelTest database. Clicking Update Name changes the name of the student in the database to match the student with the same ID in the import source. Update All Names does this for all students with matching IDs. Make sure the student in your AccelTest database is the same as the one in the import source before doing this to avoid attributing a student’s grades to another name.
   - **Skip** and **Skip All**: If the student information that’s already in your database is correct, and you don’t want to replace it or update it with information from the file, click Skip to skip just this student (without importing the student) or Skip All to skip all duplicate students in the file.
7. Next, choose whether to enroll the students you’re importing in a class. After choosing an option (and a class if necessary), click **Next**.

8. Read the information in the summary to make sure it is correct. Then, click **Done** to continue. (If you need to make changes, click **Back** to go back and make your corrections.)
Editing a Class Name

1. Click the Classes tab in AccelTest.
2. Choose the class that you want to edit from the Class drop-down list on this tab.
3. Click the Classes menu and choose Edit Class. (This option isn’t available if you don’t start from the Classes tab.)
4. Make your changes to the class name. Then, click OK.
Editing Student Names or IDs

1. Click the Classes tab in AccelTest.
2. In the list on the left, click the name of one student whose information you want to edit.
3. Click the Classes menu and choose Edit Student.
4. Edit the student’s first name, middle name, last name, and/or ID as needed. (The middle name is not required.) When you have finished, click OK.

Student IDs are shown in three places: in the Gradebook, on the Classes tab, and in the Student ID Report.
Deleting a Class

1. Click the **Classes** tab in AccelTest.

2. Choose the class that you want to delete from the **Class** drop-down list.

3. Click the **Classes** menu and choose **Delete Class**. (This option isn’t available if you don’t start from the Classes tab.)

4. Click **Yes** when the program asks if you’re sure you want to delete the class.
Exporting Student Information

By following the steps below, you can export student names and IDs to a text file. The file will have the header "@LNAME,FNAME,MNAME,ID," and each line will include one student’s last name, first name, middle name (if it’s available), and ID in this format: “Smith,Olivia,Marie,135”.

1. Click the Classes menu and choose Export to File. The Export Students Assistant will start.

2. Click an option to choose whether to export all students or just those in one class. If you choose Selected Class, click the drop-down list and choose the class. Then, click Next.

3. Enter a name for the file in the File Name field. Then, click Select Folder, open the folder where you want to save the file, and click OK (Windows) or Choose (Macintosh). Click Next to continue.

4. Click Finish to create the file.
Deleting a Student

Follow the steps below to delete a student. **When you delete a student, you lose all information for that student.** This includes the student’s classes and grades.

1. Make sure the students that you want to delete have been unenrolled from their classes (see page 20).
2. Click the **Classes** tab in AccelTest.
3. In the list on the left, select the students who need to be deleted from your database. To select one student, click the student’s name. To select more than one, use one of these two methods:
   - If the names aren’t next to each other in the list, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the student names.
   - If the names are next to each other in the list, click the first name you want to select, hold down the **Shift** key, and click the last name in the group you want to select. The first name, the last name, and all names in between will be selected.
4. Click the **Classes** menu and choose **Delete Student**. (This option isn’t available if you don’t start from the Classes tab.)
5. Click **Yes** to continue when the program asks if you’re sure you want to delete the students.
STANDARDS

Adding Standards to Your Database

Before you start adding or importing your assignments, you should add the standards that are relevant for your school or district. By doing this first, you ensure that the standards are available when you align items on your assignments to the standards that apply. (To align items to standards, see page 57.) This makes it easy for you to get reports that focus on student performance for those standards.

Follow these steps to add standards to your database:

1. Click the Preferences menu and choose Libraries/Standards.
2. Click the Standards tab.
3. Click Add. The Install Standards Wizard or Assistant will start.

4. The first panel of the wizard will ask you to choose whether to add standards from the Renaissance Learning Web site or from a file. Click the option you prefer.

In most cases, you should choose to add standards from the Renaissance Learning Web site. However, if you are adding standards from a TestCheck library, you would choose to add the standards from a file.

Click Next to continue and follow the instructions for the choice you made:

- If you chose to add standards from the Renaissance Learning Web site, see page 33.
- If you chose to add standards from a file, see page 34.
Adding Standards from the Renaissance Learning Web Site

5. On the next panel, check the box next to each state or other agency for which you want to add standards. Then, click **Next**.

6. Check the box next to each standard that you want to add. (Be sure to scroll down to see all available standards.) If you want to check all the standards, click **Select All**; to remove all check marks, click **Deselect All**. After choosing the standards, click **Install**.

7. When the standards have been installed, you will return to the Standards tab in the Libraries/Standards dialog box. The standards that you added will be listed. Click **Close** to close the preference.
Adding Standards from a File

5. On the Install Standards panel, click **Browse**.

6. In the dialog box that opens, open the folder that contains the content with the standards you want to add. Then, click **OK** (Windows) or **Choose** (Macintosh).

7. Click **Next**.

8. On the next panel, check the box next to each state or other agency for which you want to add standards. Then, click **Next**.
9. Check the box next to each standard that you want to add. (Be sure to scroll down to see all available standards.) If you want to check all the standards, click **Select All**; to remove all check marks, click **Deselect All**. After choosing the standards, click **Install**.

10. When the standards have been installed, you will return to the Standards tab in the Libraries/Standards dialog box. The standards that you added will be listed. Click **Close** to close the preference.
Deleting Standards

Follow these steps if you want to delete some standards that you have added. This can be helpful if you find that you don’t need some of the standards you have added; removing them can help you focus on the standards you do use.

**Important:** If you delete standards that you’ve selected when aligning assignment items to standards, those alignments will be lost. Make sure you know which standards you have used for alignments before deleting standards.

1. Click the Preferences menu and choose Libraries/Standards.
2. Click the Standards tab.
3. Select the standards you want to delete:
   - To choose one, click on it.
   - To choose more than one, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the standards.
   - To choose a group of adjacent standards, click the first standard in the group, hold down the Shift key, and click the last one in the group to highlight the whole group.
4. Click Delete.
5. When the program asks if you’re sure you want to delete the standards, click Yes.
6. Click Close to close the preference.
SETTING UP ASSIGNMENTS

This section explains how to create, print, change, or delete assignments or score keys that you will use for your class.

Viewing the List of Assignments

To view the list of assignments you’ve created so far, or to create new ones, start by clicking the Assignments tab.

When you create assignments, you choose the types of items (questions) to include, the number of items, and the point value for each item. If you want to use assignments that you already have outside of AccelTest, you can create a score key to score them quickly within the program.

A Click this drop-down list to choose which assignments you want to see. You can list assignments from all subjects or just specific subjects. Choosing one subject helps shorten the list you’re viewing if you have many assignments.

B Click New Assignment to start creating a new assignment or score key. (Score keys are for an assignment that you already have outside AccelTest. Although the assignment isn’t in the program, the score key will let you score it using AccelTest.)

C The list shows how you plan to present and score each assignment. It also shows you the total points students can earn on the assignment and the date when you last saved changes.

D The symbols in this column show whether items in the assignment have been aligned to standards. ☑ means all items on the assignment are aligned. ☐ means some items are aligned. No symbol means no items are aligned.
Preferences That Affect Assignments

When you create assignments, you can choose from the categories and subjects listed below. If you would like to add other categories or subjects, you can use the Categories preference (see page 145) or the Subjects preference (see page 149) in the Preferences menu.

Default Categories:
- Homework
- In Class
- Quiz

Default Subjects:
- English
- Geography
- Grammar
- History
- Math
- Reading
- Science

The Devices preference lets you choose the types of assignments you will have: Responder, NEO 2, projected, scanner, and/or printed.

The Assignment Creation preferences set the default (standard) font for your assignments, the layout, and the default values for each type of item that you might include on assignments. For example, for multiple-choice items, you can choose the number of points you’d normally give for each item, the number of choices you use most often, and the number of columns. For more on these preferences, see page 154.
Setting Up Assignments

Item (Question) Types

When you create assignments in AccelTest, you can choose from the item types listed below. You choose the number of items to include from each type and the point values. The item types that are available for a specific assignment depend on how you’ve chosen to present the assignment to students and score the assignment.

Assisted Response Item Types

• Multiple choice (MC)
• Matching (M)
• Ranking (R)
• True/False (TF)
• Yes/No (YN)

Free-Response Item Types

• Essay (E)
• Short Answer (SA)
• Numeric Response (NR)

Creating Assignments in AccelTest

In AccelTest, you can create assignments with different types of items. For example, an assignment may include both multiple-choice items and true/false items, and it may include both assisted-response and free-response item types. When you create your assignment, you specify the item types, decide how many items to add, and enter the number of points students can earn for each item.

The available item types depend on the method you choose for presenting and scoring the items. If you choose to present items with the Responder or NEO 2, the available item types are limited to multiple-choice, true/false, yes/no, numeric response, or short answer. If you choose a printed assignment with any scoring method, all item types are available; however, if you use the Responder or NEO 2 as the scoring method, students may need to answer some items on paper for manual scoring (such as essay items).

If you are planning to align items on your assignments to standards, it’s helpful to add the standards first so you can align items to standards as you create assignments. See page 32.

Follow these steps to create a new assignment:

1. In AccelTest, click the Assignments tab.
2. Click **New Assignment**.

![New Assignment Window](image)

3. Enter information about the assignment. Then, click **OK**.

   a. Enter the title.
   
   b. Choose the subject from the **Subject** drop-down list.
   
   c. Click the option that shows how students will see the questions: on the Responder or NEO 2, projected on a screen, or on a printed copy. (If you want to choose a Score Key, see the steps on page 50.)

   If you choose Responder or NEO 2 Only in the left column, you can include multiple-choice, true/false, yes/no, numeric-response, and short-answer items on the assignment. Printed assignments can include all item types.

   d. Click the option that shows how the assignment will be scored.

   If students enter answers using the Responder or NEO 2, or if they scan cards with their answers using an AccelScan scanner, their responses will be scored automatically. If you choose manual scoring, you must enter the points earned or the students' answers in the software.

   If you choose Responder as the scoring method, students can use either a Responder or NEO 2 to complete the assignment, but if you choose NEO 2 Only as the scoring method, only NEO 2s may be used.

---

**Assignment and scoring options**: The Devices preference determines which options are available in the New Assignment window. To see the NEO 2 and Scanner options, you may need to change the preference. The scoring methods available in the second list depend on the type of assignment you chose in the first list.

**Extended ASCII characters**, such as Spanish characters or other international characters, are supported in NEO 2 assignments if your NEO 2s have been updated to system 3.9 or higher using the NEO Manager software.
4. In the Add Items dialog box, click one of the tabs at the top to decide whether to specify the number of items and point values (Template), use sample items that are in the AccelTest libraries (Library), use items from an assignment you’ve already created (Assignment), or use items that you’ve aligned to standards (Standards):

- **Template**: If you choose this tab, enter the number of items of each type that you want to include on the assignment, and enter the points per item for each item type. Some item types may not be available depending on the type of assignment you chose. If you want to add instructions before the items (for printed assignments only), check the box. To finish, click **Add**.

- **Library**: If you choose this tab, click + next to a library. Then, open the subject and category and select the item(s) to add to this assignment. After choosing the items, click **Add** and go to step 6 on page 44.
• **Assignments**: If you choose this tab, click + next to the assignment that has the items you want to use. Then, select the items in the list. After choosing the items, click **Add** and go to step 6 on page 44.

![Add Items](image1.png)

- **Standards**: On this tab, you can select items that have already been aligned to standards in other AccelTest assignments. If you choose this tab, click the + next to the standards agency that relates to the assignment. Expand categories as needed until you see the standard for which you want to add items. Then, select the items associated with that standard in the list. After choosing the items, click **Add** and go to step 6 on page 44.

![Add Items](image2.png)

---

You can choose more than one item to add from the Library, Assignment, or Standards tabs. To do this, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the items. To select a group of items, click the first one, hold down the Shift key, and click the last one. If you select just one item, you’ll see the item to the right of the list. If you select more than one, you will not see the items. You can click and drag the border between the two panes in this window to change the size of each.

To add standards to your database, see page 32. You can align each item on an assignment to standards by clicking the item and then clicking **Align Item**; see page 57.

---

AccelTest
User Manual

42
5. If you entered the number of items and point values on the Templates tab, a wizard will open to help you create the questions in the assignment. Enter the information for each question or item; then, click Next >. (If you chose to add instructions, you’ll also be asked to enter or edit those instructions.) When you finish the last item, click OK.

<table>
<thead>
<tr>
<th>Item 5 of 15</th>
</tr>
</thead>
</table>
| **Instruction**: Choose the best way to write the underlined section. If there are no mistakes, choose Correct as is.
| **Question**: Cayman’s father gave she and her brother a test.
| **Choices**:
| A. gave her and her brother
| B. gave her brother and she
| C. gave her and she brother
| D. Correct as is
| **Answer**: A
| **Points**: 1

The options depend on the item type. For multiple-choice items, you can choose the number of answer choices you want to give the student, the number of columns for answer choices, and which answer choices to shuffle (or rearrange) for students. (The default shuffle option is “All.”)

If you chose to add instructions before items, you can edit the instructions here.

Enter the question here.

Enter the correct answer. For multiple-choice questions, you must also enter the incorrect answers; then, specify the letter of the correct answer. For matching and ranking items, you must enter all choices. For short answer items, choose whether answers must be case-sensitive; enter each possible answer and press Enter or return after each one.

Enter the number of points students can earn by choosing the correct answer.

If you want to change the format of the text (for printed or projected assignments only), use the drop-down lists to choose the font and/or size, and use the buttons to make the text bold, italic, or underlined.

Use the buttons on the right if you want to add a graphic, equation, or plot to the assignment. For more information, see page 45.

Click Next > to go to the next question, or click < Previous to go back. In some cases, < Previous will take you back to the assignment instructions.

Click OK after entering the last question.
6. After you enter the questions, the assignment will open in the assignment editor. How the assignment looks in the editor depends on whether students will see a printed page or view the assignment on the Responder or NEO 2. If necessary, use the buttons to change or preview the assignment as described below. When you’re ready to finish the assignment, click Done.

**Printed or projected assignments**

**Responder assignments**

Click Add Items if you need to add more questions/items to the assignment. Then, enter the information for the new item(s). In the dialog box that appears, enter the number of each item type that you want to add and the points for each item. Then, click OK. (You can also click the Assignments menu, click Add Item, and click the type of item.) To enter the text for each item, click it and click Edit Item.

To change an item, click it first to highlight it; then, click Edit Item.

To change the assignment’s title, subject, fonts, page layout, or options, click Properties. The layout includes the page margins and where answer spaces (if any) will be located. The options determine whether the point values are shown on the assignment.

For assignments that will be viewed on the Responder or NEO 2, you can only change the title and subject.

Click Align Item to associate a standard with a specific item. See page 57.

For assignments that will be viewed on the Responder or NEO 2, click Preview to see how the questions will look on the device. In the preview window, use the arrow buttons to go to the next and previous questions. When you’ve finished, click OK.

Use the and buttons to go to the next or previous page or question. Click or to go to the first or last page or question. To go to a specific page or question, enter the page or question number and press the Enter or return key on your keyboard.
7. Click **Save** when the program asks if you want to save the assignment. The assignment will be added to your list on the Assignments tab.

---

Adding Graphics, Equations, and Plots to Assignments

As you add questions for a new assignment or edit them for an assignment you've already created, you can add a graphic, equation, or plot; the following sections explain how. **You cannot add graphics, equations, or plots to Responder or NEO 2 assignments.**

Adding Graphics to Assignments

1. As you edit the question, position your cursor where you want to place the graphic. Then, click **Graphic**.

---

After you create an assignment, you can print it (see page 72) to check it carefully before assigning it to students. To add the assignment to a Gradebook so it is assigned to your class, see page 77.
To limit the size of your assignment files, choose graphics with a small file size.

2. Find the graphic file in the folder where you have stored it. Click the graphic file to select it; then, click **Open**.

3. The graphic will now appear in your question. If you decide to delete the graphic at any time, simply click the graphic and press the **Delete** key on your keyboard.

**Adding Equations to Assignments**

1. As you edit the question, position your cursor where you want to place the equation $A$. Then, click **Equation**.
2. In the equation editor, type text and use the buttons to select the components of the equation that you would like to use. For more detailed information, refer to the help in the equation editor’s Help menu.

\[ \frac{12x}{4} = 6 \]

3. When you exit the equation editor, the equation will be inserted. If you decide to delete the equation at any time, simply click the equation and press the **Delete** key on your keyboard.
Adding Plots to Assignments

1. As you edit the question, position your cursor where you want to place the plot. Then, click Plot.

2. The function plotter will appear. Start by choosing the axes type. This will determine what other options will be available.

**Cartesian Plots:** These plots have X and Y axes. When you add these plots, you can choose whether to view the axes or up to 3 plots. If you choose one of the plots, you can then choose what to show, such as a line, segment, point, sine, etc. The remaining options depend on what you choose.
**Number Line Plots:** These plots show positions on a standard number line. When you add a number line, you can choose whether to view the axes, a point, or a segment. For the axes, you can enter the limits—that is, the range of numbers shown on the line. You can also choose the value of each tick mark on the line and the intervals for labeling tick marks (for example, 2 would mean every second tick mark would be labeled). For a point, you can enter the value of the point on the number line, the size (diameter) of the point, and whether to make it black, white, or transparent. For a segment, you can enter the value of each end of the segment, the symbol you’d like to use on each end, the weight (thickness) of the line, and the type of line.

**Polar Plots:** When you add a polar plot, you can choose whether to view the axes or one of three plots. If you choose one of the plots, you can then choose what to show: a point, text, circle, or cardioid. For the axes, you can enter the limits in terms of the radius, the ring interval (that is, how far apart the rings are), and the ring interval label. (For example, 2 would mean every second ring is labeled.) For a point, you can choose the location, size (diameter), and color. For text, you can choose the location, enter the text, and choose the justification (left, center, or right). For a circle, you can choose the radius, line weight, range/location, line style, and units (radians, degrees, or revolutions).

3. Click **Update** after changing your plot settings.
4. Click **Close** to go back to your assignment item, where the plot will be inserted. If you decide to delete the plot at any time, simply click the plot and press the **Delete** key on your keyboard.
Creating a New Score Key for an Existing Assignment

If you are using assignments that were created outside of AccelTest, you can still use AccelTest to score them. To do this, create score keys for the assignments. The assignments themselves will not be in AccelTest, but the score keys will provide the correct answers to the software.

The steps for creating a score key depend on how you will score the assignment. If you will have students enter their answers on Responders or NEO 2s, follow the steps on page 50. If you want students to mark their answers on a scan card and then scan each card to score the assignment, see page 53.

Creating a New Score Key for Assignments That Will Be Done on Responders or NEO 2s

1. In AccelTest, click the Assignments tab.
2. Click New Assignment.

![Image of AccelTest interface with Assignments tab and New Assignment button highlighted.]

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Presentation</th>
<th>Scored With</th>
<th>Points</th>
<th>Last Saved</th>
<th>Aligned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimations</td>
<td>AccelTest</td>
<td>Printed</td>
<td>NEO 2</td>
<td>10</td>
<td>7/14/2009 9:10 AM</td>
<td></td>
</tr>
<tr>
<td>Verb Tenses</td>
<td>AccelTest</td>
<td>Responder</td>
<td>Responder</td>
<td>9</td>
<td>7/14/2009 11:27 AM</td>
<td></td>
</tr>
<tr>
<td>Colon, Latin America and Canada</td>
<td>AccelTest</td>
<td>Printed</td>
<td>Scanner</td>
<td>22</td>
<td>7/14/2009 10:25 AM</td>
<td></td>
</tr>
<tr>
<td>Using Variables to Solve Problems</td>
<td>AccelTest</td>
<td>Printed</td>
<td>Responder</td>
<td>12</td>
<td>7/14/2009 10:22 AM</td>
<td></td>
</tr>
<tr>
<td>Countries of South America</td>
<td>AccelTest</td>
<td>Printed</td>
<td>NEO 2</td>
<td>13</td>
<td>7/14/2009 10:21 AM</td>
<td></td>
</tr>
<tr>
<td>Countries of Central America</td>
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<td>Printed</td>
<td>Responder</td>
<td>7</td>
<td>7/14/2009 10:16 AM</td>
<td></td>
</tr>
<tr>
<td>Countries of Europe</td>
<td>AccelTest</td>
<td>NEO 2</td>
<td>NEO 2</td>
<td>10</td>
<td>7/14/2009 10:11 AM</td>
<td></td>
</tr>
<tr>
<td>Science Lab 1</td>
<td>Score Key</td>
<td>Scanner</td>
<td>Scanner</td>
<td>6</td>
<td>7/14/2009 9:45 AM</td>
<td></td>
</tr>
<tr>
<td>Science Lab 2</td>
<td>Score Key</td>
<td>Scorekey</td>
<td>Responder</td>
<td>8</td>
<td>7/14/2009 9:44 AM</td>
<td></td>
</tr>
</tbody>
</table>

AccelTest
User Manual

50
3. Enter the title of the assignment \(^6\) and choose the subject from the drop-down list \(^7\). Then, click Score Key \(^8\) and click Responder or NEO 2 Only for the scoring method \(^9\). (You cannot choose manual scoring.) Click OK.

4. Enter the number of items of each type you want to include \(^6\) and the number of points students can earn for each of these items \(^6\). You can choose multiple-choice, true/false, yes/no, numeric response, and/or short-answer items. When you’ve finished, click Add.

5. Next, AccelTest will show you a sample scan card on which you can choose or enter the answers and set the points for each question.

   To delete an item from the score key, click the item to highlight it; then, press Delete on your keyboard. You can select more than one item at once by holding down the Ctrl key (Windows) or the \(\#\) key (Macintosh) as you click the items. You can select a group of items by clicking the first one in the group, holding down the Shift key, and clicking the last one in the group.
Creating a New Score Key for an Existing Assignment

6. Click **Done** when you’ve finished.

7. Click **Save** to save the score key.
Creating a New Score Key for an Assignment That Will Be Scored with Scanners

1. In AccelTest, click the Assignments tab A.
2. Click New Assignment B.
3. Enter the title of the assignment C and choose the subject from the drop-down list D. Then, click Score Key E and click the Scanner scoring method F.
4. Enter the number of multiple-choice and short-answer items you want to include and the number of points students can earn for each of these items. When you’ve finished, click OK.

5. Next, AccelTest will show you a sample scan card on which you can choose the answers. You can either select the answers or scan a card that has the correct answers to the assignment. If you plan to scan a card, see the next step for more detailed instructions.

To delete an item from the score key, click the item to highlight it; then, press the Delete key on your keyboard. You can select more than one item at once by holding down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the items. You can select a group of items by clicking the first one in the group, holding down the Shift key, and clicking the last one in the group.
Creating a New Score Key for an Existing Assignment

To continue, go on to the steps on page 56.

Multiple-choice items are labeled AR (assisted-response). Click the correct answer to each of these items. Correct answers will be darker; to remove one so you can select another answer, click it again. You can’t enter answers for free-response (FR) items.

Click Scan Form to scan a card that has the correct answers. (See page 56.)

To change a point value, click it and enter a new value in the text field.

To add more items or questions to the score key, click Add Items.

Choose the type of items you want to add, the number, and the points for each item; then, click OK to return to the score key.

Since score keys don’t include the actual assignment items, the Edit Item button is disabled for scanner score keys.

To change the assignment title or subject, click Properties, enter your changes, and click OK.

To choose or change the standard aligned with an item, click the item and click Align Item. See page 57.
Creating a New Score Key for an Existing Assignment

Scanning a Card with the Correct Answers

6. If you want to enter the answers on a scan card and then scan it to mark the correct answers in the score key, first fill in the answers on a card like the one below. Be sure to fill in the assignment title for your records. When the card is ready, click Scan Form in the score key window in AccelTest.

7. When this window appears, insert the card in your AccelScan scanner.

For AccelScan model 2110 or 2210 (shown): Insert the card face up, with the AccelTest name going into the scanner first as shown to the right.

For AccelScan model 1100 USB: Insert the card face down, with the AccelTest name going into the scanner first.

For AccelScan model 1100 Serial: Insert the card face up, with the AccelTest name going into the scanner first.

8. When you’ve finished, the message will close, and you’ll return to the score key. If necessary, change the points, add items, delete items, or change the assignment properties as described above. Then, click Done.

9. Click Save to save your score key.
Aligning Items to Standards on an Assignment or Score Key

By following the steps below, you can align items on your assignments to any standards you have added. (To add standards to your database, see page 32.) Once you’ve done this, you can use the Assignment Standards Report to see the alignments you’ve set up, and when students have completed the assignment, you can use the Class Standards and Student Standards reports to see how students performed on the aligned standards. (For more about reports, see page 137.)

1. If the assignment is already open, go to step 2. If not, click the Assignments tab and double-click the assignment for which you want to set alignments.

2. Click the item that you want to align to highlight that item A. (You can only align one item at a time.)

3. Click Align Item ı. (This button is not available if you select more than one item.)

4. In the list at the top of the window, click the + ı next to the standards group you’re interested in to see the standards in that group. Continue to expand the standards or categories until you see one standard that you want to align this item to. Then, click that standard ı and click Add ıı. The standard will appear in the list at the bottom of the window ııı. Repeat this step for each standard you want to add.
If you change your mind and want to remove a standard you’ve chosen to align the item to, simply click the standard in the bottom list to highlight it and click Remove.

5. When you’ve finished choosing standards, click OK. When you return to the assignment, the symbol will appear next to the item.

### Finding Perimeters

1. Find the perimeter of the square.

   ![Square](image)

   - [A] 5.6 m
   - [B] 8.41 m
   - [C] 10.6 m
   - [D] 11.6 m

2. The floor of the longest trailer made for a semi-truck is 53 feet long and 8 feet wide. Which is the perimeter of the floor of the trailer?

   - [A] 72 ft
   - [B] 61 ft
   - [C] 122 ft
   - [D] 212 ft

3. Which is the perimeter of the square below?
Importing Assignments

AccelTest can import two types of assignments:

- Assignments that another user exported from AccelTest. Since everyone who logs into the computer has a unique database, this is a way to share assignments with teachers who have a different database. **Note:** If the assignment that you are importing has items aligned to standards, those alignments will be imported with the assignment; if you haven’t already added those standards to the database, the program will ask if you want to import them with the assignment.

- XML assignment files.

To import a file, follow these steps:

1. Click the **Assignments** menu in AccelTest and choose **Import**.

2. Find and open the file that you want to import.
   **Note:** For Windows computers, you may need to click the drop-down list at the bottom of the window and choose the file types you want to import, such as AccelTest 2.x or 3.x assignments or XML assignment files.
   Click the file name to highlight it; then, click **Open**.

3. If you chose an XML assignment file, click the scoring method you want to use. Then, click **OK**.

4. If the assignment’s items are aligned to standards that you have not added, the program will ask if you want to import the standards too. Click **Yes** if you want to keep the alignments or **No** if you don’t want to keep them or import the standards.

5. The assignment will open. You can use the options on the screen to make changes, just as you would when you create an assignment (see page 39) or change one (see page 60). When you’ve finished, click **Done**.

6. Click **Save** when the program asks if you want to save the assignment.

7. Enter a name for the assignment and choose a subject; then, click **OK**.

---

*If you already have an assignment with the name you’ve chosen, the program will notify you. Click OK and change the name for the newly imported assignment.*
Changing (Editing) Assignments

**Important:** You cannot change assignments once you have added them to a class Gradebook. If you want to create another version of the assignment, you can make a copy; see page 71.

1. In AccelTest, click the **Assignments** tab A.
2. Double-click the assignment you want to change B.
3. When the assignment opens, you can add, edit, move, or delete items, change the assignment properties (title, subject, fonts, layout, and whether points are shown), change the mode (how the assignment is presented or scored), or change the standards alignments that you’ve set for the items in the assignment. See the instructions on the following pages.
Printed or projected assignments

- To add items, see page 62.
- To change an item, see page 64. (To move one, see page 66.)
- To change the assignment properties, see page 66.
- To set the standards for an item, click it and click Align Item. See page 57.
- For assignments that will be viewed on the Responder or NEO 2, click Preview to see how
  the questions will look on the screen. In the preview window, use the arrow buttons to go to
  the next and previous questions. When you've finished, click OK.
- Use the and buttons to go to the next or previous page or question. Use the and
  buttons to go to the first or last page or question. To go to a specific page or question, enter
  the question or page number and press the Enter or return key on your keyboard.
Adding Items to the Assignment

There are two ways to add items to an assignment:

**Adding One Item to the End of the Assignment**

To add one new item, click the **Assignments** menu, select **Add Item**, and then choose the item type. (The item types available depend on how you chose to present and score the assignment.) The new item will be added to the end. To edit it, see page 64.

**Adding Multiple Items, or Adding Items from the Libraries or Other Assignments**

Click **Add Items** while viewing the assignment. Then, use one of the tabs at the top to decide whether to specify the number of items to add and the point values (Template), add sample items from the AccelTest libraries (Library), add items from an assignment you’ve already created (Assignment), or add items you’ve already aligned to standards (Standards):

- **Template**: If you choose this tab, enter the number of items of each type that you want to add to the assignment, and enter the points per item for each item type. If you want to add instructions before the items, check the box. (Note: The item types available depend on how you chose to present and score the assignment. Only printed assignments allow you to add instructions.) To finish, click **Add**. A wizard will appear to help you create the questions in the assignment. Enter the information for each question or item; then, click **Next**. (If you chose to add instructions, you’ll also be asked to enter or edit those instructions.) When you finish the last item, click **OK**.

---

**You can only use one tab in this window.** When you click **OK**, AccelTest will only apply your selections from the tab you have selected. Any selections you’ve made on other tabs will not be used.

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**Points for matching and ranking items:** On the Template tab, when you add matching or ranking items, note that the total points for those items are calculated by multiplying the number of items you add by the default number of answers to match or rank.
**Library**: If you choose this tab, click + next to the library. Then, open the subject and category and select the item(s) that you want to add to this assignment. After choosing the items, click **Add**.

You can choose more than one item from a library or another assignment. To do this, hold down the **Ctrl** key (Windows) or the **⌘** key (Macintosh) as you click the items. To select a group of items, click the first one, hold down the **Shift** key, and click the last one. If you select just one item, you'll see the item to the right of the list. If you select more than one, you will not see the items. You can click and drag the border between the two panes in this window to change the size of each.

**Assignments**: If you choose this tab, click + next to the assignment that has the items you want to add. Then, select the items in the list. After choosing the items, click **Add**.
To add standards to your database, see page 32. You can align each item on an assignment to standards by clicking the item and clicking Align Item; see page 57.

Changing (Editing) Assignments

Changing (Editing) Assignments

- **Standards**: On this tab, you can select items that have already been aligned to standards in other AccelTest assignments. If you choose this tab, click the + next to the standards agency that relates to the assignment. Expand categories as needed until you see the standard for which you want to add items. Then, select the items associated with that standard that you want to add to the assignment and click Add.

![Add items window](image)

Changing (Editing) an Item on an Assignment

There are two ways to begin editing an item:

- Click the item to highlight it; then, click **Edit Item**.
- Double-click the item.

When you do this, a wizard will open to help you edit the questions in the assignment. The item you chose will be the one shown. Make your changes to the question, the answers, or the options for the question. If you want to change another item, click **Next** or **Previous** to go to that item. When you’ve finished your changes to all items, click **OK**.
Some items can’t be edited right away. If you can’t edit an item, it may be a dynamic library item. If so, you can substitute another, similar library item by clicking **New Instance**. You can change the item by clicking **Edit**. These buttons are only available for dynamic library items.

**Responder and NEO 2 assignments don’t have all options available.** If students will view questions on the Responder or NEO 2, you cannot change the number of columns or the font, and you cannot add a graphic, equation, or plot. Be sure to limit the questions for Responder assignments to 150 characters if possible so students don’t need to scroll to read the question.

For multiple-choice, matching, and ranking items, choose the number of answer choices you want to give the student. For matching items, you must also choose the number of items to match.

For multiple-choice items, choose the number of columns for answer choices (printed assignments only).

For multiple-choice items, choose which answer choices to shuffle (or rearrange) for students.

If the assignment includes instructions, you can change the instructions shown in this field.

You can edit the question here.

You can edit, enter, or select the answers to the question.

For short answer, enter each possible correct answer and press **Enter** or **return** after each answer. Then, use the check box to choose whether answers must be case-sensitive.

For multiple-choice questions like the one shown above, you can edit the correct answer and each incorrect answer. Enter the letter of the correct answer.

Enter the number of points students can earn by choosing or entering the correct answer.

If you want to change the format of the text for printed or projected assignments, use the drop-down lists to choose the font and/or size, and use the buttons to make the text bold, italic, or underlined.

Use the buttons on the right if you want to add a graphic, equation, or plot to the assignment. For more information, see page 45.

Click **Next >** to go to the next question, or click **< Previous** to go back. In some cases, **< Previous** will take you back to the assignment instructions.

Click **OK** after editing the last question.
Moving Items on an Assignment

Click an item that you want to move to highlight the item. Then, click the Assignments menu, and choose Move Up or Move Down. You can only move one item at a time; the menu options aren’t available if you choose more than one item.

Changing Assignment Properties

Click Properties while viewing the assignment. Then, click the tab that shows what you want to change.

Title/Subject: On this tab, you can change the title or click the Subject drop-down list to choose a different subject.

Fonts: On this tab, choose the font name and font size for the title and the body (the questions and instructions). You cannot change fonts for Responder or NEO 2 assignments.
**Layout**: On this tab, enter the top, bottom, left, and right page margins in inches. Then, click an option for answer spaces: you can leave them out (no answer spaces), put them on a separate sheet, or leave space beside the questions. These options are not available for Responder or NEO 2 assignments since they are not printed.

**Options**: Check the **Show item points on assignment** box if you want students to see how many points they can earn for each question. Leave the box empty if you don’t want students to see the point values. This option isn’t available for Responder or NEO 2 assignments.

After changing the assignment properties, click **OK** to save your changes.

**Changing the Assignment Mode**

You can change how the assignment should be presented to students and how it should be scored. Before you do this, please note:

- You can only change the mode for assignments that haven’t been added to a class Gradebook.
- You can’t change the mode for score keys.
- When you change the assignment mode, some items that are not appropriate for the new mode may be removed from the assignment. For example, if you change the scoring option to Responder, items with more than five answer choices, matching items, ranking items, items with graphics or plots, or instructions may be removed.

To change the mode while viewing the assignment, follow these steps:

1. Click the **File** menu and choose **Change Mode**.
2. If you want to change how the assignment will be presented to students, click a different option A in the left side of the window that opens.

3. If you want to change how the assignment is scored (and also how students record their answers), click a different option in the right side of the window B. (The presentation method that you choose may limit the scoring methods available.)

4. Click Next.

5. If your new method of presenting or scoring the assignment does not support some items that are already on the assignment, the next screen in the wizard will list the unsupported items. Those items (including instructions) will be removed from the assignment. (For example, if you changed from a printed assignment to a Responder assignment, matching items will be removed.) Read through the list to make sure you’d like to continue changing the mode and allow the program to remove these items. If you’d like to continue, click Next. (If not, click Cancel.)

6. Click Done to finish changing the mode.
Changing (Editing) Score Keys

1. In AccelTest, click the Assignments tab.
2. Double-click the score key you want to change.
3. Next, AccelTest will show you a sample scan card on which you can choose the answers. You can add or delete items, change your answers, or change the point values.

To delete an item from the score key, click the item to highlight it; then, press Delete on your keyboard. You can select more than one item at once by holding down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the items. You can select a group of items by clicking the first one in the group, holding down the Shift key, and clicking the last one in the group.
4. Click **Done**.

5. Click **Save** when the program asks if you want to save the score key changes.

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To change the correct answer for an assisted-response question (multiple-choice, true/false, or yes/no), first, click the answer that is filled in so it is empty again. Then, click the new correct answer.

To change the correct answer for a numeric-response item (Responder and NEO 2 assignments only), click the answer and type the new answer in the text field that opens.

To change the correct answer for a short-answer item (Responder and NEO 2 assignments only), double-click the item, enter the correct answers, and choose whether answers should be case-sensitive (in other words, they must match the case of the correct answers you’ve entered).

To change a point value, click it to open a text field where you can type a new value.

To add more items or questions to the score key, click **Add Items**. Choose the type of items you want to add, the number of items, and the points for each item; then, click **OK** to come back to the score key.

The **Edit Item** button is not available for most score key items; however, it is available when you have a short-answer item highlighted so that you can edit the possible answers.

To change the assignment title or subject, click **Properties**, enter your changes, and click **OK**.

To choose or change the standard aligned with an item, click it and click **Align Item**. See page 57.

To scan a form with the correct answers so that these are changed in the score key, click **Scan Form**. For detailed instructions, see page 56.
Copying Assignments

By following the steps below, you can copy an assignment or score key that you’ve created. This can be helpful if you want to create a variant of an assignment that is already in a class Gradebook. You cannot change the original assignment once you’ve added it to the Gradebook, but you can edit the new copy that you have not used yet.

1. In AccelTest, click the Assignments tab A.
2. Double-click the assignment that you want to copy B. The assignment will open.
3. Click the File menu and choose Save As.
4. Enter a new name for the assignment. (You can also change the subject if necessary.) Then, click OK.
5. You are now working in the copy of the assignment. If necessary, make changes to the items or properties. When you have finished your changes, click Done.
6. If you’ve made any changes, click Save when the program asks if you want to save the assignment.
Printing a Single Copy of an Assignment

1. In AccelTest, click the Assignments tab. The assignment will open.

2. Double-click the assignment that you want to print. The assignment will open.

3. Click the File menu and choose Print.

4. Choose a printer in your computer’s print dialog box. Then, click OK or Print.

5. Click OK when the program notifies you that the assignment has been printed.

6. Click Done to close the assignment.

Opening the assignment ensures that you can select the printer. If you simply select the assignment in the list before choosing File and Print, some operating systems use the default printer without allowing you to select the printer.
Previewing Responder or NEO 2 Assignments

1. In AccelTest, click the **Assignments** tab.

2. Double-click the Responder or NEO 2 assignment that you want to preview. The assignment will open.

3. Click **Preview**. The Preview window will show you how the first question will look on the Responder or NEO 2 screen. Click the left and right arrows to go to the next or previous question. Click the up and down arrows to scroll up and down within a question. When you’ve finished previewing the assignment, click **OK**.

4. Click **Done** to close the assignment.
Exporting Assignments or Score Keys

Follow these steps to export assignments. Exporting can be helpful when you want to share an assignment you’ve created with someone who is using another database or when you want to import the assignment into AccelTest at another computer. (To import assignments, see page 59).

1. In AccelTest, click the Assignments tab.
2. Click the assignment that you want to export.
3. Click the Assignments menu and choose Export.
4. In the dialog box that opens, go to the drive and folder where you want to save the exported assignments or score keys. If necessary, change the file name. Make sure it ends with an “.at3” extension, especially if the assignment will be imported using a Windows computer. Click Save.
5. Click OK when the export is complete.

If items on the assignment are aligned to standards, those alignments are exported with the assignment. If the teacher who imports the assignment doesn’t have those standards added, the program will give the teacher the opportunity to import the standards with the assignment.

If you export an assignment from the latest version of AccelTest, and you try to import it into an older version of the software, the assignment may not be compatible. Update AccelTest before importing the assignment.
Deleting Assignments

Follow the steps below to delete assignments you don’t want to use again. If the assignment has been added to the Gradebook for any of your classes, you must remove it from the Gradebook before you can delete it (see page 107).

1. In AccelTest, click the Assignments tab A.
2. Click the assignment that you want to delete B.
3. Click the Assignments menu and choose Delete C.
4. Click Yes when the program asks if you’re sure you want to delete the assignment.
USING THE GRADEBOOK

This section explains how to add or assign assignments, print them, score them, and monitor grades in your Gradebook. It also explains how students complete the assignments.

Viewing a Class Gradebook

1. Click the Gradebook tab in AccelTest A.
2. Click the left drop-down list B to choose the class whose Gradebook you want to view.
3. Click the second drop-down list C to choose the subject for the assignments you want to view, or choose All Subjects.

You can choose the time period to show and whether to show percentage scores or points. To choose the time period, click the Gradebook menu and choose either Show Entire School Year or a specific term. To choose the score type, click the Gradebook menu and choose either Show Scores as Points or Show Scores as Percentages.

A Click the Gradebook tab to view a class Gradebook.
B Click this drop-down list to choose the class.
C This drop-down list lets you choose to see assignments from one subject or all subjects. It can help you shorten the list you’re viewing if you have many assignments.
D Click Add to add a new assignment to the Gradebook for this class. See page 77.
E Click this button to assign assignments. See page 83.
F Click the Gradebook menu for more options.
G You set the ID when you add students. IDs are important when you assign Responders to students. See page 12.
H The status tells you if students need to retrieve Homework (H) or Notes (N) with their Responders.
I You’ll see a column for each assignment in the Gradebook.
Adding Assignments to the Gradebook

Follow the steps below to add assignments to a class Gradebook. Before you do this, you must do the following:

- Create your classes (see page 18) or import them from Renaissance Place (see page 21)
- Add your students (see page 18) or import them (see page 23)
- Create assignments (see page 39) or import them (see page 59)
- Set up your school year (see page 148)

You can add assignments or score keys. (For more about score keys, see page 50.) Be sure to check your assignments before you add them to a Gradebook because you cannot change assignments once they’ve been assigned to students.

**Important note for teacher-paced sessions:** Do not add assignments that you will use with teacher-paced sessions on the Responder or NEO 2 or assignments that are projected. When sessions are complete, AccelTest adds the assignments (with scores) to the Gradebook, so you should not add the assignments separately. Projected assignments are always teacher-paced and are only used with in-class sessions, so you can’t add them as described below.

1. View the Gradebook for a class (see page 76).
2. Click **Add**.
3. Click the type of assignment you want to add:
   - AccelTest assignments are assignments you’ve created on the Assignments tab in this software (see page 39). They include the questions and answers.
   - Score keys allow you to use AccelTest to score assignments that exist outside of the program. They include only answers, not the assignment questions. Score keys are also added on the Assignments tab (see page 50).
   - Points-only assignments are not on the Assignments tab in this software. They are simply a record of points you award students for an assignment. You do not need to create these assignments before adding them.
4. Click **Next**. Then, follow the instructions for the type of assignment you chose to add:
   - If you are adding an AccelTest assignment or a score key, see the next section.
   - If you are adding a points-only assignment, see page 80.

**Adding an AccelTest Assignment or Score Key**

5. Click the drop-down list and choose the assignment’s subject, or choose **All Subjects**. Then, click the assignment that you want to add and click **Next**.

6. Now, choose options for the assignment:
   - Click the **Term** drop-down list (on the next page) and choose the term when students will take the assignment. The program chooses the current term by default.
   - Click the **Category** drop-down list and choose whether the assignment will be Homework, In-Class work, a test, a quiz, or extra credit.
   - Use the check boxes to choose other options for the assignment:
     
     **Assignment is extra credit**: You can check this box if the assignment is extra credit; however, you don’t need to check it if you chose the Extra Credit category from the Category drop-down list; for more information, see “Two Ways to Choose Extra Credit Assignments” on page 100.
     
     **Assignment is an exam**: Check this box if the assignment is an exam. This helps determine the weight of the assignment’s score. (See the Exams preference on page 146.)
     
     **Each student gets his/her own variation**: Check this box if you want the answer choices to be in a different order for each student. (This box isn’t available for score keys.)
     
     **Turn on student feedback**: For assignments that require students to use the Responder or NEO 2, check this box if you want students to see their score at the end of the assignment.

After choosing the options, click **Next**.
7. Next, click **Yes** if your assignment needs a start date, or **No** if it does not. Then, click **Yes** if your assignment needs a due date, or click **No** if there is no due date.

If you choose **Yes** for either date, enter the date or click the calendar button and click a date on the calendar that appears. You can use the arrows in the calendar to move to a different month. If you want to make today the start or due date, click **Today** under the calendar.

If you choose **No** for the due date, you won’t be able to assign the assignment now; if you assign it later, the program will ask you to set a due date.

When you’re ready to continue, click **Next**.

8. If you chose a due date for the assignment, choose whether to assign the assignment to all students or just some. Then, click **Next**. (This choice won’t appear if you didn’t choose a due date for the assignment.)
If you chose to select the students, on the next panel, check the box next to each student who needs the assignment, or click Select All to choose all the students. Then, click Next.

9. Read the Summary. If the information is correct, click Done. (If not, click Back to make changes.) If the assignment is a printed assignment, a copy will be printed for each student after you click Done.

If the assignment is a score key, and the score key is meant to be scored with the AccelScan scanner, the Form Numbers Report will be generated so that you have each student’s number for scoring. Depending on the setting of the Form Numbers Report preference, you may be asked whether you want to preview or print; click one of the options. To print the report on your own, see page 137.

Your assignment will appear in the Gradebook to the right of previously added assignments. The students that you assigned it to will have “Waiting” in the column under your new assignment (or “Pending” if the assignment has not yet started).

Adding a Points-Only Assignment

5. Enter the information for the points only assignment:
   • Enter a title (A on the next page).
   • Choose a subject from the Subject drop-down list B.
   • Enter the total points that can be awarded for the assignment C.
   • Choose the term when students will complete the assignment D.
   • Click the Category drop-down list E and choose whether the assignment will be Homework, In-Class work, a test, a quiz, or extra credit.
   • Click the check boxes F to set whether the assignment is extra credit or an exam. If you chose the Extra Credit category, you don’t need to check the extra credit box; for more information, see “Two Ways to Choose Extra Credit Assignments” on page 100.

   Click Next after entering the information.
6. Next, click **Yes** if your assignment needs a start date, or click **No** if there is no start date.

Then, click **Yes** if your assignment needs a due date, or click **No** if there is no due date.

If you choose **Yes** for either date, enter the date, or click the calendar button and click a date on the calendar that appears. You can use the arrows in the calendar to move to a different month. If you want to make today the date, click **Today** under the calendar.

If you choose **No** for the due date, you won’t be able to assign the assignment now; if you assign it later, the program will ask you to set a due date.

When you’re ready to continue, click **Next**.
7. If you chose a due date for the assignment, choose whether to assign the assignment to all students or just some. Then, click **Next**. (This choice won’t appear if you didn’t choose a due date for the assignment.)

   If you chose to select the students, on the next panel, check the box next to each student who needs the assignment, or click **Select All** to choose all the students. Then, click **Next**.

8. Read the Summary. If the information is correct, click **Done**. (If not, click **Back** to make changes.) Your assignment will appear in the Gradebook to the right of previously added assignments. The students that you assigned it to will have “Waiting” in the column under your new assignment (or “Pending” for future assignments).
Assigning Assignments to Students

When you add an assignment to a class Gradebook, you can choose the students that you’d like to assign it to. By following the steps below, you can assign the assignments to more students in the class.

1. View the Gradebook for a class (see page 76).
2. Select the student(s) who need the assignment:
   • To select one student and assignment, click where the column for the assignment and the row for the student meet. To select more than one student and assignment, select the square(s) where the assignment column and student row meet. Hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the students’ squares in the column for that assignment.
   • To assign all available assignments to students, select one or more student names instead.

![Screen Shot](image.png)
To assign a specific assignment to the whole class, click the assignment name at the top of the column.

3. Click **Assign**. If students require printed copies of the assignment (based on the choices you made when you created the assignment), student copies of the assignment will automatically be printed at your default printer.

### Printing Assignments for Students

When you create an assignment (see page 39), you choose whether printed assignments will be used. When you add the assignment to the Gradebook (see page 77), or when you assign it to individual students (see page 83), AccelTest prints the assignment automatically for each student. You don’t need to print assignments separately.

If you need to reprint an assignment for a student, go to the Gradebook and click the square at the intersection of the student’s name and the assignment; then, click **Assign** again. Since the assignment is already assigned, the program will simply reprint the assignment. (The program will only print the assignment if you chose to present it to students using a printed copy; Responder assignments, NEO 2 assignments, and projected assignments won’t be printed for students.)
Changing the Dates, Category, and Other Properties for Gradebook Assignments

After you add an assignment to the Gradebook, you can still change the assignment’s term, category, whether it is extra credit and/or an exam, start date, due date, and whether student feedback is on. Follow these steps:

1. View the Gradebook for a class (see page 76).
2. Click the name of the assignment for which you want to change the dates.
3. Click the Gradebook menu and choose Assignment Properties.

AccelTest
User Manual 85
4. Make changes to the Gradebook assignment properties as needed. Then, click OK to save the changes.

Choose the term when the assignment will be done.

Choose whether the assignment will be Homework, In-Class work, a test, a quiz, or extra credit. This can affect how the student can complete the assignment and/or the weight of the grade. (See the Categories preference information on page 145.)

Choose whether to make the assignment extra credit and/or an exam. To see how this affects grades, see page 99.

Check the boxes if you want start and due dates for the assignment. Then, enter the date or click the calendar button and click a date in the calendar.

For Responder and NEO 2 assignments, you can check this box if you want your students to see their scores after completing assignments.
How Students Complete Assignments

When you create assignments (see page 39), you choose how each assignment will be presented to students and how it will be scored. This information determines whether students will use the Responder, a NEO 2, an AccelScan scan card, or simply an answer sheet to complete the assignment.

Using the Responder or NEO 2

If you chose Responder for scoring the assignment, students can use either Responders or NEO 2s to complete the assignment. If you chose NEO 2 Only, students must use NEO 2s. When you add the assignment to the Gradebook (see page 77), you choose the category of the assignment (In Class, Homework, Test, Quiz, or Extra Credit).

Completing In-Class Assignments, Including Quizzes, Tests, and Exams, Using a Responder or NEO 2

For these assignments, you must start a session so students can take the assignment in class. For more information, see page 112.

Completing Homework Using the Responder Only

When a teacher adds assignments to a class Gradebook, the teacher chooses the assignment category. One of these categories is Homework. Any homework in your Gradebook that is set up to use the Responder as the scoring method is available to students on their Responders (but not NEO 2s, which don’t support Homework). If you’re not sure what scoring method is selected for a specific assignment, click the Assignments tab, find the assignment, and check the Score With column.

Students can follow these steps to retrieve and complete homework on their Responders. **Students must own their Responders to follow these steps; see page 12.**

1. If the Responder isn’t already on, press the On/Off button.
2. The student enters his/her Personal Identification Number (PIN) and presses Enter or Select. The default PIN is 1212; you may have changed it or set a different one.
3. On the menu, the student must press \( \downarrow \) to scroll down to Synchronize; then, press Select or Enter. When synchronization is finished, the Responder will show how many new homework assignments and notes were downloaded and how many files were submitted from the Responder.
4. The student presses any key.
5. In the menu, the student presses \( \uparrow \) to scroll up to Homework; then, the student presses Select or Enter.
6. The Responder lists the homework assignments. The student uses the arrows to scroll to one assignment; then, the student presses Select.
7. The student answers each item and presses Enter:
   • For multiple-choice items, the student presses a letter key to choose an answer and then presses Enter.
   • For true/false items, the student presses yes True or no False and then presses Enter.
   • For numeric response items, the student enters the number and presses Enter.
   • For short-answer items, students with version 3.x firmware use texting techniques to enter the answer and press Enter.
   • For other free-response items (essay), the Responder tells the student to enter an answer on paper.

8. After the student answers the last question, the Responder asks the student if the homework is complete.
   If it is, the student presses yes True, then Select, and the Responder shows the main menu.
   If not, the student presses no False, then Select, and the Responder goes back to the first question so the student can enter additional answers or check the answers he or she has already entered.

The student can repeat steps 6–8 above to complete other Homework assignments. (In the list of Homework, checked assignments are complete.) When the student has finished all homework, the student must return to the menu, highlight Synchronize again, and press Select to send the completed homework back to the teacher’s computer for automatic scoring. Any homework that wasn’t completed won’t be turned in during the synchronization.

Using the AccelScan Scan Cards

When you create assignments (see page 39) and choose the Scanner scoring method, you must also choose to use printed assignments. When you assign the assignment to students in your Gradebook, the program prints a copy of the assignment for each student. Each student has a unique form number at the top of that assignment.

Make sure each student has a blank AccelTest scan card for this assignment. Students follow the steps below to complete the assignment.

1. The student fills in his or her unique form number at the top of the card and fills in the circles for the form number as shown below.
2. Next, the student fills in an answer for each multiple-choice question. If the assignment has some free-response questions, the student must answer them on a separate piece of paper.

3. The student or teacher scans the card for scoring as described on page 90.

**For Manual Scoring**

When you created an assignment (see page 39), you may have chosen the Manual scoring method. For this method, you can have students fill in their answers on the assignment itself or a separate sheet of paper, or even an AccelTest scan card. Then, the teacher must score the answers as described on page 91.

**Scoring Assignments**

There are four ways to score AccelTest assignments:

- **Responder scoring:** If students used the Responders to enter their answers, either for Homework or an In-Class assignment session, the software will score assisted-response, numeric-response, and short-answer answers automatically. (For homework, this will happen when the student synchronizes the Responder again.)

- **NEO 2 scoring:** If students used NEO 2s to enter their answers for in-class assignments only, the software will score assisted-response and numeric-response answers automatically. Short answer questions are also scored automatically.

- **Scanner scoring:** Students can fill in their answers on scan cards, and teachers or students can scan the cards for scoring. See the instructions on page 90.

- **Manual scoring:** Students can fill in their answers on the assignment or a separate sheet of paper, and teachers can score them manually; see page 91.

**Scoring Assignments with the Responder**

When students use Responders to complete assignments, the software automatically scores assisted-response, numeric-response, and short-answer answers in those assignments. However, if the assignments also include other free-response items such as essay questions, you must score those items manually; see page 91.

**Scoring Assignments with the NEO 2**

When students use NEO 2 to complete assignments, the software automatically scores assisted-response and numeric-response answers in those assignments, and it can score short-answer responses if you entered correct answers when you created the assignment. However, if the assignments also include essay questions, you must score those items manually; see page 91.
Scoring Assignments with the AccelScan Scanner

When students have filled in their answers on scan cards (see page 88), the students or the teacher can scan the cards for scoring. Before you follow these steps, make sure the AccelScan scanner is connected to the computer as described in the AccelTest Software Installation Guide.

Starting the Scanning Session

1. In the AccelTest, the teacher must first click the Gradebook menu and choose Start Scanning Score Cards. (You can select this menu and item no matter which tab you're viewing in the software.)

2. The program will search for the scanner and will notify you when it's ready to start scoring.

Scanning Cards

Now, students or teachers can scan their cards by following these steps:

3. Make sure the correct form number is filled in at the top of the card, both in the squares and in the circles. Each student's form number is unique for each assignment; it is printed on that student's assignment.
4. Make sure answers are filled in properly:
   • Make sure that all answers have been filled in and marked next to the correct problem numbers.
   • Erase any stray marks.
   • If any answers were changed, be sure the old answers are completely erased.

5. **For AccelScan model 2110 (shown) or 2210:**
   Insert the card face up, with the AccelTest name going into the scanner first as shown to the right.

   **For AccelScan model 1100 USB:** Insert the card *face down*, with the AccelTest name going into the scanner first.

   **For AccelScan model 1100 Serial:** Insert the card face up, with the AccelTest name going into the scanner first.

6. The program will tell you that the results have been sent; click **OK**. The card will come out behind the scanner. Save it so you can use the other side. If the assignment also has free-response items, you must score those items manually; see the instructions below.

7. Now, the teacher or the next student can scan the next card.

### Ending the Scanning Session

When you or your students have finished scanning cards, click **Done**. The program will ask you to enter a password to unlock AccelTest. (This is so students can’t access the Gradebook or other parts of the program.) Enter the same password that you use to log in to the software (the default is **admin**); then, click **OK**.

### Scoring Assignments Manually

Manual scoring is required when:

- You chose “Manual” as the scoring method when you created the assignment (see page 39). The teacher must score both assisted-response and free-response questions manually.

- The assignment has free-response items that were not scored by the scoring method you chose. AccelTest will score the items that can be scored automatically using the method you chose (Scanner, Responder, or NEO 2); for the other items, such as essay questions, the software will assume the student earned all points unless you score those items manually. If you used the Scanner for scoring, and the assignment has numeric-response items, the program will mark them incorrect unless you use manual scoring to enter the student’s answers to those items.

Follow the steps below to score an assignment manually. You can also follow the steps to change scoring that was already done.

1. Click the **Gradebook** tab and choose your class (see page 76).
2. Double-click the name of the assignment you want to score (the top of the column) A.

3. A window will open that shows each item number and each student’s name. For one student, double-click the square for the first item in the assignment B.
4. The Score Items Wizard lets you score each item in the assignment:

- For multiple-choice, matching, and ranking items, check the box next to the student’s answer(s)  
- For true/false and yes/no items, click the student’s answer  
- For numeric-response items, enter the student’s answer if necessary  
- For short-answer items on NEO 2 or Responder assignments only, you can view the student’s answer and change how it is scored if necessary  
- For free-response items that can’t be automatically scored using the method you chose, enter the number of points the student earned  

After entering the information for each item, click Next. To go to a previous item, click Back. When you have finished, click Done.

**Free Response Grading Worksheet.**

Teachers can use the Free Response Grading Worksheet in the AccelTest Reports to keep track of the points they are awarding for free-response items until they enter the points in the Gradebook. See page 140.
5. Notice the student’s scores have been entered 1. Repeat steps 3–4 for each student.

![Image](image.png)

6. When you have finished editing scores for students, click **Done** 1. The students’ scores for the assignment will be shown in the Gradebook. If you didn’t score the assignment for some students, you’ll see “Waiting” in the Gradebook instead of a score.

### Scoring Points-Only Assignments

When you add a points-only assignment (see page 80), the assignment itself is not in AccelTest, and you don’t have a score key. Points-only assignments are assignments that only require you to award a certain number of points to a student without scoring specific items. To score these assignments, follow the steps for overriding a score in the next section.

### Overriding Scores in the Gradebook

By following these steps, you can override the overall score for a student’s assignment in the Gradebook. You can also follow these steps to score points-only assignments.

1. Click the **Gradebook** tab and choose your class (see page 76).
2. Double-click the student's score. (If you’re scoring a points-only assignment, double-click the word Waiting in the row for that student.) When you do this, you’ll see the score in a text field so you can change it.

3. Type the new score that you want to override the old one. Then, click elsewhere in the Gradebook. For most assignments (except points-only assignments), the student’s original score will be shown in the upper-left corner of the cell; then, you will see a / and the student’s override score in the lower-right corner of the cell.
Viewing Assignment Scores in the Gradebook

About the Scores and Status Messages in the Gradebook

The Gradebook shows students’ scores for each assignment and their overall scores for the time period you’ve chosen to view. If you see more than one score in a cell with a / between the scores, the Gradebook is showing you the original score and the overriding score that you entered by double-clicking the cell (see page 94). Median or mean scores appear at the bottom of the window; you can click the word Mean or Median to switch between mean or median scores.

If an assignment has not yet been scored, but it has been assigned to the student, you will see Waiting if the assignment isn’t due yet, Pending if it hasn’t started yet, or Overdue if it is past due. Important: Unlike assignments marked Waiting, Overdue assignments will be scored as a 0.

For homework, you will see Sent if the student has retrieved homework on his or her Responder, but the student hasn’t finished the homework yet.
Changing How Scores Are Shown

At the bottom of the Gradebook, you’ll see either mean or median scores. If you want to switch from mean scores to median scores or from median scores to mean, click the word in the lower-left corner of the Gradebook (on the previous page).

To view students’ scores for a different time period, click the Gradebook menu and choose either Show Entire School Year or a specific term.

To change how the scores are shown (either in percentages or points), click the Gradebook menu and choose either Show Scores as Points or Show Scores as Percentages.

Viewing Students’ Scores for Each Item on an Assignment

To see the scores that students achieved on each item, double-click the assignment name (on the previous page). You will see a table of the items on that assignment and the students in the class. The table will show the student’s score for each item. If the square for each item is blank, the item hasn’t been scored yet; if you want to start scoring the assignment for a student, double-click the first item for that student (see page 91).

Notice that there is a column for each item on your assignment. The points per item and an abbreviation for the item type are at the top of each column. These abbreviations are used:

- **MC:** Multiple-choice
- **YN:** Yes/No
• **TF:** True/False
• **M:** Matching
• **R:** Ranking
• **NR:** Numeric-response
• **SA:** Short answer
• **E:** Essay

When you’ve finished viewing the scores for each item, click **Done**.

### How Grades Are Calculated

In the last column of the Gradebook, you’ll see the overall grade for the time period you’re viewing (the entire school year or a specific term).

By default, AccelTest calculates grades by dividing points earned by the points possible on each assignment. The software then chooses the appropriate letter grade based on the scale you’ve chosen in the Grading Scale preference.

#### Term, Semester, and Final Grades

Term grades are derived from the assignment scores. Semester grades are computed by averaging term grades. Final grades for the year are computed using semester or trimester grades if there is no final exam. (If there are no semesters in the school year, only term grades are used.)

For example:

- 1st Term Grade 81%
- 2nd Term Grade 75%
- 3rd Term Grade 82%
- 4th Term Grade 86%

1st Semester Grade \( \frac{81\% + 75\%}{2} = 78\% \)

2nd Semester Grade \( \frac{82\% + 86\%}{2} = 84\% \)

Final Grade \( \frac{78\% + 84\%}{2} = 81\% \)

The Exam preference settings determine how final exam grades are included in the grade calculation. (See page 146). For example, if final exams are 30% of the term grade, and a student earned 75% on the exam:

| Term Grade | 81\% \times 70 = 56.7\% |
| Final Exam | 75\% \times 30 = 22.5\% |
| Grade (including exam) | 56.7\% + 22.5\% = 79.2\% |

**The Exam preference is ignored if there are no exams in the grading period.**
If final exams are 20% of the semester grade, and a student earned 72% on the exam:

- Semester Grade: $0.78 \times 80 = 62.4\%$
- Final Exam: $0.72 \times 20 = 14.4\%$
- Grade (including Exam): $62.4\% + 14.4\% = 76.8\%$

You may choose different categories, weights, and grading options for each term in the school year. This gives you the flexibility to change how you compute grades during the course of the school year.

**How AccelTest Preferences Affect Grades**

Three AccelTest preferences affect how grades are shown or calculated:

- Categories (Category Weights)
- Exams
- Grading Scale

**Categories (Category Weights)**

Using the Categories preference (see page 145), you can assign a weight to each assignment category so that some types of assignments have more of an effect on the student’s grade than others.

If you do this, the software will first calculate the percent correct within each category. Then, to determine grades, it will calculate a weighted average of the percent correct within each category.

**Exams**

Using the Exams preference (see page 146), you can choose to count exams as a specific percentage of the term, semester, or final grade.

**Grading Scale**

Using the Grading Scale preference (see page 146), you can choose which grading scale to use, and you can set the minimum percentage correct required for each grade in the scale. The available scales are:

- Standard (A+ to F)
- Pass/Fail
- Outstanding/Satisfactory/Unsatisfactory
- 1 to 10
Extra Credit

Two Ways to Choose Extra Credit Assignments
You can use extra credit assignments to allow your students to improve their grades. There are two ways to do this, and you can choose either method when you add an assignment to your Gradebook and assign it to students (see page 77):

- You can select the Extra Credit category, and use this category for all of your extra credit work. This is the preferred way to handle extra credit if you are using category weights to compute grades. (See the Categories preference on page 146.)

- You can check a box to designate an assignment in any category (homework, test, or quiz) as an extra credit assignment. You may prefer to do this if you are using points possible to compute grades.

How AccelTest Uses Points Possible with Extra Credit
Assignments designated as Extra Credit contribute to each student's points earned, but not to the total points possible so that students can improve their score. See the example below, where the student earned 5 points out of 0 possible on the extra credit assignment. When you give assignments for Extra Credit, it is possible for students to earn enough points so they achieve a term or semester grade above 100%. However, AccelTest limits the grade to 100%.

How Category Weights Work with Extra Credit
Category weights work differently depending on how you designate an assignment extra credit:

- When you add an assignment in another category to the Gradebook (Homework, Test, Quiz, etc.) and check the box to make it extra credit, extra credit assignments improve the percent correct within that category. For example, if you make a Homework assignment extra credit, this increases the percent correct in the Homework assignment category for students earning points on that assignment.

- When you choose the Extra Credit category as you add the assignment to the Gradebook, the assignments in the Extra Credit category are treated like assignments in any other category. The percent correct on these extra credit
assignments is multiplied by the category weight. However, the Extra Credit category weight is not included when category weights are totaled, so you can assign points possible on extra credit assignments if you use category weights to calculate grades.

The weights that you select for the Extra Credit category in the Categories preference determine how much the extra credit assignments will contribute to term grades. If you choose a weight of 10 for Extra Credit, and the total of the weights of your other categories is 100, any student with a perfect score on every assignment would earn a grade of 110% for the term. However, AccelTest sets a top limit of 100% for the grade.

The following detailed example shows calculations for grades when using Category Weights with Extra Credit assignments:

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>Chapter 1 Test</td>
<td>82 / 100</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 Test</td>
<td>80 / 100</td>
</tr>
<tr>
<td></td>
<td>Chapter 3 Test</td>
<td>78 / 100</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>240 / 300 = 80%</td>
</tr>
<tr>
<td>Homework</td>
<td>Chapter 1 Homework</td>
<td>30 / 40</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 Homework</td>
<td>20 / 30</td>
</tr>
<tr>
<td></td>
<td>Chapter 3 Homework</td>
<td>40 / 50</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>90 / 120 = 75%</td>
</tr>
<tr>
<td>Field Trip</td>
<td>Library</td>
<td>8 / 10</td>
</tr>
<tr>
<td></td>
<td>Museum</td>
<td>7 / 10</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15 / 20 = 75%</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>Report #1</td>
<td>7 / 10</td>
</tr>
<tr>
<td></td>
<td>Report #2</td>
<td>3 / 10</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10 / 20 = 50%</td>
</tr>
</tbody>
</table>

Tests: $80\% \text{ correct} \times 50 \text{ weight} = 40.0\%$

Homework: $75\% \text{ correct} \times 30 \text{ weight} = 22.5\%$

Field Trips: $75\% \text{ correct} \times 20 \text{ weight} = 15.0\%$

Extra Credit: $50\% \text{ correct} \times 10 \text{ weight} = 5.0\%$

Total: $= 82.5\%$

Without Extra Credit assignments, this student would have a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled, making the assignments truly extra credit.

**Note:** If you check **Drop Worst Score** in the Categories preference, an Extra Credit assignment that happens to be the lowest score will not contribute to the grade.
Exporting Scores from AccelTest

There are two ways that you can export information about student grades in AccelTest:

- You can export one class’s results for one or more assignments using the Export Results feature. The file includes the assignment name, category (such as In Class), and total points as well as each student’s name, ID, and score. The file is saved in text format; here is an example:

<table>
<thead>
<tr>
<th>Names</th>
<th>ID</th>
<th>Grade 3 Math, Word Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arnold, Jacob</td>
<td>101</td>
<td>17</td>
</tr>
</tbody>
</table>

- You can export detailed scoring data for one assignment using the Export Scoring Data feature. For each student who has completed this assignment in any class, the file includes a line for each question on the assignment. Each line includes the student’s name and ID, the assignment name, the question number, the student’s answer (or “Answered” for some free-response items), the correct answer, the points the student earned for the question, and the number of points possible. The file is in CSV (comma-separated value) format, which allows you to easily open the file in a spreadsheet program.

Follow the steps for the type of export you’d like to do.

Exporting Results from One Class’s Assignments in the Gradebook

By following the steps below, you can export students’ scores from assignments in the Gradebook. Each student’s overall score for the assignment is exported. (If you want detailed scoring data on each question, see page 104.)

The text file that is exported is tab-delimited so you can use it in a spreadsheet program.

1. Click the Gradebook tab and choose your class (see page 76).
2. Choose the assignment(s) for which you want to export results:
   - To select one, click the assignment name at the top of the column.
   - To choose more than one, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the assignment names.
   - To choose a group of assignments, click the first name in the group, hold down the Shift key, and click the last name in the group.
3. Click the Gradebook menu and choose Export Results.

4. Choose the file location and enter a name for the file. Then, click Save.

5. Click OK when the program notifies you that student results have been exported.
Exporting Detailed Scoring Data for One Assignment and Multiple Classes

By following these steps, you can export detailed scoring data from one assignment. The file includes results from all classes. For each student, the file includes scoring data for each question on the assignment. The file is in CSV (comma-separated value) format so that you can easily open it in a spreadsheet program.

1. Click the Assignments tab in AccelTest.
2. Click the assignment for which you want to export scoring data.
3. Click the Assignments menu and choose Export Scoring Data.
4. Choose the file location and enter a name for the file. Then, click Save.
5. Click OK when student results have been exported.
Unassigning Assignments

By following these steps, you can unassign assignments for students. If the students have already completed the assignments, their scores will be lost.

1. View the Gradebook for a class (see page 76).
2. Select the assignment to unassign:
   - If you want to clear an assignment for all students in the Gradebook, click the name of the assignment A.
   - If you want to clear an assignment for one student, click where the column for the assignment and the student’s row meet (B on the next page). If you want to clear an assignment for a few students, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click this location for each student.

   ![Screenshot of AccelTest Gradebook](image.png)

   When you unassign an assignment, it stays in your Gradebook unless you remove it; see page 107.
3. Click the Edit menu and choose Clear.

4. The program will ask if you are sure that you want to remove the students' scores, even if the assignment has not yet been scored. To continue, click Yes. The assignment will no longer be assigned for those students, but it will remain in the Gradebook so you can assign it again later.
Removing Assignments from the Gradebook

By following the steps below, you can remove an AccelTest assignment from a class Gradebook. When you do this, all student scores and assignment information are lost.

1. View the Gradebook for a class (see page 76).
2. Click the title of the assignment.

3. Click the Gradebook menu and choose Remove Assignment.

4. The program will remind you that student records for this assignment will be lost. To continue, click Yes. The assignment will be removed from the Gradebook.
Sending Notes to Students’ Renaissance Responders

How to Send Notes to Students

Follow the steps below to send notes to students using the Responder. Notes may remind students of Homework, tell them about grades, provide encouragement, or provide guidance.

You can only send notes to Responders that have assigned student owners (see page 12). The program sends the note only to the Responder owned by the students you selected so that other students won’t see notes that aren’t meant for them.

You cannot send notes to NEO 2s because they can’t have assigned owners.

1. View the Gradebook for a class (see page 76).

2. Choose who will receive the note:
   - If you want to send the same note to all students, click the Responder menu and choose Send Note to All Students.
   - If you want to send a note to one student, click the student’s name in the Gradebook. Then, click the Responder menu and choose Send Note to (the student’s name).
   - If you want to send a note to a few selected students, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the student names. You can select a group by clicking the first student name in the group, holding down the Shift key, and clicking the last student name in the group. Then, click the Responder menu and choose Send Note to Selected Students.

Some Responder firmware versions don’t support homework or notes. For more on types of Responders (based on model number and firmware versions), see page 14.
3. Enter a title for the note and the text (body) of the note. If you don’t want to allow students to delete the note, check the **Locked** box. When you have finished, click **Send**. The notes will be sent to the students you chose.

After you send a note, you’ll see an **N** in the Status column for the students. (For locked notes, you’ll see a lock at the lower-right corner of the **N**.) When the student has read the note on his or her Responder as described below, the **N** will disappear.

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**AccelTest User Manual**
How Students Get and Read Notes on Their Responders

Students follow these steps to view notes from their teachers on the Responder. Students can only view their notes on the Responders they own.

1. If the Responder isn’t already on, press the On/Off button.
2. The student must enter his or her Personal Identification Number (PIN) and press Enter. The default PIN is 1212; you may have changed it or set a different one.
3. On the menu, the student must press to scroll down to Synchronize and press Select. The Responder may ask whether to stay connected to the Receiver, or it may ask the student to select a Receiver. When synchronization is finished, the Responder will show how many new homework assignments and notes were downloaded and how many files were submitted from the Responder.
4. The student can press any key to continue.
5. In the menu, the student must press to scroll up to Notes and then press Select. The Notes screen will list the titles of the notes the student has so far.
6. To view a note, the student can use the arrow keys to scroll to it; then, press Select. The note will appear on the student’s screen.
7. After reading the note, the student must press Menu to go back to the main screen.

If the note is not locked, the Responder will ask if the student wants to keep it. The student must then press either yes True to keep it or no False to delete it. Then, the student must press Select.

How Teachers View the Note History for a Student, Change Notes, and Delete Notes

Follow these steps to view a history of the notes that have been sent to a student:

1. In AccelTest, view the Gradebook for a class (see page 76).
2. Click the name of one student .

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You can only choose one student because you can only view one student’s note history at a time.
3. Click the Responder menu and choose Note History for (the student's name) (on the previous page). The Note History will show you the notes you’ve sent to this student so far.

You can re-sort the list by clicking one of the column headings. The dark column heading shows you how the list is sorted. In this example, the list is sorted by the date when the status changed. You could click the Title heading to sort the list by note title.

Locked notes can’t be deleted by students.

In the Status column, “Sent” means you’ve sent the note, but you don’t have confirmation that the student read it. “Confirmed” means the student has seen the note on the Responder. “Deleted” means you have deleted the note in the Note History; it does not mean the student has deleted the note. You may have deleted the note before or after the student saw it.

4. When you have finished viewing the note history, click Close.
What Are Sessions?

In the AccelTest software, the Sessions tab lets you view and start sessions. Sessions help teachers monitor in-class student work that is done with the Responder or the NEO 2.

There are two types of sessions:

- **Student-paced sessions:** When you start a student-paced session, students can work on any of the Responder or NEO 2 assignments that are assigned to them in the Gradebook except Homework, which is done separately on Responders only. In a student-paced session, students don’t need to wait for the teacher to ask a question; they can answer the questions that are sent to them on the Responder or NEO 2 or that they see on a printed copy of the assignment. The AccelTest software automatically scores the student’s submitted responses. During a session, teachers can see which students are working on assignments and how many questions they have answered so far.

- **Teacher-paced sessions:** Use teacher-paced sessions for work that you want your students to do together in class. Students must wait until teachers ask and send each question. The assignments used in teacher-paced sessions shouldn’t be added to the Gradebook beforehand; AccelTest will add them after you finish the session, and it will automatically score the students’ responses. During a session, teachers may see which students have responded to each question and how many have answered the questions correctly.

The Sessions tab does not show AccelScan Scanning sessions. For more about AccelScan scoring, see page 90.
**Using the Teacher-Paced Session**

Use teacher-paced sessions when you want students to use their Responders to complete the same assignment at the same time in class.

**Do not add this assignment to the Gradebook first.** Assignments that you use in teacher-paced sessions will be added to the Gradebook as you complete each session. (If you do more than one session for different students, the assignment will be added to the Gradebook once for each session.)

Follow these steps to use a teacher-paced session for in-class work:

1. **In AccelTest, click the Sessions tab.**

2. **Choose your class from the drop-down list.**

3. **Click the Responder menu and choose Start Teacher Paced Session.** The Responder Session Wizard will start.

4. **Click one of the options to choose the type of assignment; then, click Next.** Then, follow the instructions for the type of assignment you chose.
   - Projection assignments are those that you chose to present with a projector when you created the assignments. See page 114 to continue if you chose a projection assignment.
   - Existing assignments are other assignments you’ve created in AccelTest. If you chose an existing assignment, see page 118 to continue.
   - Verbal questions are for in-class work that you want to do without creating an AccelTest assignment. If you chose verbal questions, go to page 121.
   - PowerPoint slides are an option on Windows computers only. If you chose PowerPoint slides, see page 124 to continue.
Starting a Session for Projected Assignments

5. Click the assignment that you want to use in this session (If necessary, you can choose a subject from the drop-down list to make an assignment easier to find.) Then, click Next.

6. Next, click Yes or No to choose whether you want the assignment to be scored. If you choose No, you can check the first box if you want to allow an anonymous login, which means students don’t need to identify themselves to participate. You can check the second box if you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

When you’re ready to continue, click Next.
7. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the Category drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 100.) When you’re ready to continue, click Next.

8. Read the Summary to make sure it lists the options you want; then, click Done. The session window will open.

9. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). (NEO 2s never have assigned owners.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session. On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
      If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

10. The Responders or NEO 2s will tell students to wait until you (the teacher) tell them to press Enter. Click Send Question in the Teacher-Paced Session window to show the first question.

11. Tell your students to press Enter on their Responders or NEO 2s to start the assignment. When they have read the question, they can press or enter a response and then press Enter. (For more about how students answer questions, see page 133.)
12. Wait for your students to answer the question. The boxes in the lower-left corner of the window will show you how many of the connected students have answered. Blue (filled in) boxes indicate a student who has answered, while empty boxes indicate students who have not answered. When you want to end this question, click **Stop Accepting Responses** in the session window.
13. After you stop accepting responses for a question, and before you send the next question, you can press the graph button ( расположен на предыдущей странице) to see a graph like the one below. The bars on the graph show you more information about the answers the students chose:

- The green bar shows the number of correct answers.
- The red bars show the number of students who chose each incorrect answer.
- The yellow bar shows the number of students who did not answer.

Click Done when you have finished viewing the graph.

14. Repeat steps 10–13 for each question on the assignment.

15. Click Done after you’ve accepted the responses for the last question. Then, click Yes to confirm that you want to end the session.

You’ll see the session that you’ve just completed in the list on the Sessions tab. In your Gradebook, you will see that the assignment has been added if you chose to score the assignment, and the students’ scores are shown.

16. Tell your students to press Enter one more time to finish the assignment. They will be told there is no session. With N (no) selected, students can press Enter to leave the session on their Responders or NEO 2s.
Using Sessions
Using the Teacher-Paced Session

Starting a Session for Existing Assignments

5. Click the assignment that you want to use in this session. (If necessary, you can choose a subject from the drop-down list to make an assignment easier to find.) Then, click Next.

6. Next, choose whether you want the assignment to be scored. Click Yes or No to choose whether the assignment will be scored. If you choose No, you can check the first box if you want to allow an anonymous login, which means students don’t need to identify themselves to participate. You can check the second box if you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer. When you’re ready to continue, click Next.
7. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the Category drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 100.) When you’re ready to continue, click Next.

8. Read the Summary to make sure it lists the options you want; then, click Done. The session window will open.

9. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). (NEO 2s never have assigned owners.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session.
      On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
      If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

10. As students join the session (and enter their IDs if necessary), you will see them listed on the left side of the session window (see M on the next page). If you have chosen to allow anonymous access, you will see numbers instead of the student names.

11. The Responders or NEO 2s will tell students to wait until you (the teacher) tell them to press Enter. Click Send Question in the Teacher-Paced Session window to show the first question.
12. Tell your students to press Enter on their Responders or NEO 2s to start the assignment. When they have read the question, they can press or enter a response and then press Enter. (For more about how students answer questions, see page 133.)

13. Wait for your students to answer the question. When you’re ready to go on, click Stop Accepting Responses in the session window. (Notice the viewing options you have during the session; they are described below.)

- Click Send Question to send a new question to the students. Click Stop Accepting Responses when the time is up for this question and you want to go on to the next question.
- Click + next to any question that has been completed to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green.
- If the assignment is being scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn’t answer the question (yellow).
- For the current question, use the graph to see how many students have chosen each answer and how many haven’t chosen an answer. Unless you’ve chosen to run the session as survey/polling, the bar for the correct answer is green, and the bars for incorrect answers are red. The yellow bar shows how many of the students haven’t chosen an answer.
- Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.
14. Repeat steps 11–13 for each question on the assignment.
15. Click Done after you’ve accepted the responses for the last question. Then, click Yes to confirm that you want to end the session.
You’ll see the session that you’ve just completed in the list on the Sessions tab. In your Gradebook, you’ll see that the assignment has been added if you chose to score the assignment, and the students’ scores are shown.
16. Tell your students to press Enter one more time to finish the assignment. They will be told there is no session. With N (no) selected, students can press Enter to leave the session on their Responders or NEO 2s.

Starting a Session for Verbal Questions

5. On the next panel, leave Include Short Answer Questions checked if you want to use short-answer questions in the assignment. Then, click Next. (Some Responders may not be compatible with short-answer questions; see page 14.)
6. Choose whether you want the assignment to be scored and choose the responder type.
Click Yes or No to choose whether the assignment will be scored. If you choose No, you can check the first box if you want to allow an anonymous login, which means students don’t need to identify themselves to participate. You can check the second box if you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.
Click one of the responder type options to choose how students will enter their responses: using either a Responder or a NEO 2 (if you choose Responder), or using a NEO 2 only.
Both Responder and NEO 2 sessions allow you to ask multiple-choice, true/false, yes/no, numeric-response, and short-answer questions. (Responders need firmware version 3.x or higher if students will be answering short-answer questions; see page 14.)
When you’re ready to continue, click Next.
7. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Enter the title, choose a subject, and enter the number of points to award for each item. Click the Category drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 100.) When you’re ready to continue, click Next.

8. Read the Summary to make sure it lists the options you want; then, click Done. The session window will open.

9. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). (NEO 2s never have assigned owners.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session.
      On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
      If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

10. As students join the session (and enter their IDs if necessary), you’ll see them listed on the left side of the session window. (You will see numbers instead of names if you chose to allow anonymous access.) The Responders or NEO 2s will tell students to wait until you (the teacher) tell them to press Enter.

11. Click the type of question that you want in the top-right portion of the session window.

12. Tell your students to press Enter on their Responders or NEO 2s to start the assignment. When they have read the question, they can press or enter a response and then press Enter. (For more about how students answer questions, see page 133.)
13. Wait for your students to answer the question. The list on the left will show you which students have responded. When you’re ready to go on, click **Stop Accepting Responses** in the session window.

14. Now, you can select or enter the correct answers:
   - For multiple-choice questions, check the box for the correct answer at the top of the window  
   - For true/false or yes/no questions, click the circle next to the correct answer.
   - For numeric-response questions, enter the correct answer in the blank field provided.
   - For short answer questions, look at the list of student responses below the question number. Check the box next to the correct answer.

15. Click **Set Answer**. (Notice the viewing options you have during the session; they are described below.)
16. Repeat steps 11–15 for each question on the assignment.

17. Click **Done** after you’ve accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.

   You’ll see the session that you’ve just completed in the list on the Sessions tab. In your Gradebook, you will see that the assignment has been added if you chose to score the assignment, and the students’ scores are shown.

18. Tell your students to press **Enter** one more time to finish the assignment. They will be told there is no session. With **N (no)** selected, students can press **Enter** to leave the session on their Responders or NEO 2s.

**Starting a Session for PowerPoint Slides (Windows Only)**

5. Click **Select**, and use the drop-down list at the top of the window to choose the drive where you can find the file. When you’ve found the file, click it once; then, click **Open**. Click **Next** to continue.

6. When the program asks you whether to use an existing assignment or verbal questions, click a choice and click **Next**.

   If you chose to use an existing assignment, see page 125.

   If you chose to use verbal questions, see page 128.
PowerPoint Sessions with an Existing Assignment

7. Click the assignment that you want to use in this session (If necessary, you can choose a subject from the drop-down list to make an assignment easier to find.) Then, click Next.

8. Next, click Yes or No to choose whether you want the assignment to be scored.

   If you choose No, you can check the first box if you want to allow an anonymous login, which means students don’t need to identify themselves to participate. You can check the second box if you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

   When you’re ready to continue, click Next.
9. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Click the Category drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 100.) When you’re ready to continue, click Next.

10. Read the Summary to make sure it lists the options you want; then, click Done. The session window will open; the window will show the first slide in your PowerPoint presentation.

11. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). (NEO 2s never have assigned owners.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session.
      On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
      If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

12. The Responders or NEO 2s will tell students to wait until you (the teacher) tell them to press Enter. Click Send Question in the Teacher-Paced Session window to show the first question.

13. Tell your students to press Enter on their Responders or NEO 2s to start the assignment. When they have read the question, they can press or enter a response and then press Enter. (For more about how students answer questions, see page 133.)
14. Wait for your students to answer the question. The boxes in the lower-left corner of the window will show you how many of the connected students have answered this question. When you’re ready to go on, click **Stop Accepting Responses** in the session window. (Notice the viewing options you have during the session; they are described below.)

You will see a box for each student who has connected to the session. Empty boxes show you how many students have not responded to the current question. Filled in boxes show you how many have responded.

Click the graph button if you want to see how many students have chosen each answer. If you have chosen to score the assignment, the number of correct answers will be shown by a green bar, the number of incorrect answers will be shown by red bars, and the number of students who haven’t responded yet will be shown by a yellow bar. *If you are projecting the PowerPoint presentation for all students to see, wait to show the graph until after you stop accepting responses so that students don’t see the correct answer before they’ve responded.*

Click **Send Question** to send a new question to the students. Click **Stop Accepting Responses** when the time is up for this question and you want to go on to the next question.

Click **Next Slide** or **Previous Slide** to go to another slide.
15. Repeat steps 12–14 for each question on the assignment. Be sure to click **Next Slide** or **Previous Slide** as needed to show the slides that should accompany each question.

16. Click **Done** after you’ve accepted the responses for the last question. Then, click **Yes** to confirm that you want to end the session.

   You’ll see the session that you’ve just completed in the list on the Sessions tab. In your Gradebook, you’ll see that the assignment has been added if you chose to score the assignment, and the students’ scores are shown.

17. Tell your students to press **Enter** one more time to finish the assignment. They will be told there is no session. With **N** (no) selected, students can press **Enter** to leave the session on their Responders or NEO 2s.

**PowerPoint Sessions with Verbal Questions**

7. Next, click **Yes** or **No** to choose whether you want the assignment to be scored.

   If you choose **No**, you can check the first box **if** you want to allow an anonymous login, which means students don’t need to identify themselves to participate. You can check the second box **if** you want to use this session for a survey, voting, or polling instead of an assignment; if you check this box, the questions have no correct answer.

   When you’re ready to continue, click **Next**.

8. If you chose to score the assignment, the next screen will ask you to enter the assignment details. Enter the title, choose a subject, and enter the number of points to award for each item. Click the **Category** drop-down list to choose whether the session is for in-class work, a test, a quiz, or extra credit. You can also check the boxes provided to designate an assignment as an exam or extra credit. (For more on this, see page 100.) When you’re ready to continue, click **Next**.

---

**Since the short answer item type isn’t available for verbal PowerPoint sessions**, the program doesn’t ask you to choose the responder type. Either Responders or NEO 2s can always be used for this type of session.

**You can add assignment categories using the Categories preference; see page 145.**
9. Read the Summary to make sure it lists the options you want; then, click Done. The session window will open.

10. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). (NEO 2s never have assigned owners.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session.
   On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
   If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

11. The Responders or NEO 2s will tell students to wait until you (the teacher) tell them to press Enter.

12. Click the type of question you want in the bottom-right portion of the session window. If necessary, click Next Slide or Previous Slide to go to the correct slide.

13. Tell your students to press Enter on their Responders or NEO 2s to start the assignment. When they have read the question, they can press or enter a response and then press Enter. (For more about how students answer questions, see page 133.)

14. Wait for your students to answer the question. The boxes in the lower-left corner of the window (6 on the next page) will show you how many of the connected students have answered the question. When you’re ready to go on, click Stop Accepting Responses in the session window.
15. Now, you can select or enter the correct answers:
   - For multiple-choice questions, check the box for the correct answer. 
   - For true/false or yes/no questions, click the circle next to the correct answer.
   - For numeric-response questions, enter the correct answer in the blank.

16. Click Set Answer (Notice the viewing options you have during the session; they are described below.)

   Where was Mary most of the time?
   
   a. College
   b. Home with Ma and Pa
   c. Living in town

   You will see a box for each student who has connected to the session. Empty boxes show you how many students have not responded to the current question. Filled in boxes show you how many have responded.

   Click the graph button if you want to see how many students have chosen each answer. If you have chosen to score the assignment, the number of correct answers will be shown by a green bar, the number of incorrect answers will be shown by red bars, and the number of students who haven’t responded yet will be shown by a yellow bar. If you are projecting the PowerPoint presentation for all students to see, wait to show the graph until after you stop accepting responses so that students don’t see the correct answer before they’ve responded.

   After you stop accepting responses, you can choose the correct answer. For multiple-choice questions, check the correct answer(s). For true/false or yes/no questions, click the correct answer. For numeric-response questions, type the correct number.

   Click Set Answer after choosing or entering the correct answer.

   Click Next Slide or Previous Slide to go to another slide.
Using the Student-Paced Sessions

Student-paced sessions allow students to work on anything that has been assigned to them in the class Gradebook except for Homework. Students can complete these assignments without needing the teacher to lead the session or send the questions one by one.

Follow these steps to start a student-paced session so students can use a Responder or a NEO 2 to complete assignments:

1. In AccelTest, click the Responder menu and choose Start Student Paced Session. The Responder Session Manager window will open.

2. Next, students follow these steps to connect to the session:
   a. Students turn on their Responders or NEO 2s.
   b. For Responders that have assigned owners, students must enter their Personal Identification Numbers (PINs). The default PIN is 1212 if you have not changed it. (NEO 2s never have assigned owners and don’t require PINs.)
   c. On Responders, once students see the menu, they should press Select to choose Join Session.
      On NEO 2s, students press applets. When students see the list of SmartApplets, they use the arrow keys to move the cursor next to Responder; then, they press enter.
   d. If the Responder or NEO 2 asks the student whether to stay connected to a specific Receiver, the student must press yes or no (Responder) or Y or N (NEO 2) and press Enter.
      If the Responder or NEO 2 does not ask this question, or if the student answers no, a list of Receivers will be shown. The student must use the arrow keys to highlight the correct Receiver and press enter.
   e. Students who are using Responders with no owner or NEO 2s will be asked to enter their IDs. Student IDs are shown in the AccelTest Gradebook; they’re also available in the Student ID report.

17. Repeat steps 12–16 for each question on the assignment.
18. Click Done after you’ve accepted the responses for the last question. Then, click Yes to confirm that you want to end the session.
   You’ll see the session that you’ve just completed in the list on the Sessions tab. In your Gradebook, you’ll see that the assignment has been added if you chose to score the assignment, and the students’ scores are shown.
19. Tell your students to press Enter one more time to finish the assignment. They will be told there is no session. With N (no) selected, students can press Enter to leave the session on their Responders or NEO 2s.
3. If the student only has one non-Homework assignment available in the Gradebook, the Responder or NEO 2 will ask if the student is ready to work on the assignment. The student should press yes (Responder) or Y (NEO 2) and then press Enter.

If the student has more than one non-Homework assignment in the Gradebook, the Responder or NEO 2 will ask the student to choose the assignment to work on. The student must press the letter for an assignment and press Enter.

4. The Responder or NEO 2 will show the student the questions in the assignment, one by one. The student must choose or enter the answer to each question and then press Enter. (For more about how students answer questions, see page 133.)

If the assignment has questions that can’t be completed on the Responder or NEO 2 (such as essay questions), the student must answer those questions on paper.

Students can answer the questions in order or use these commands to go back or to go to a specific question:

<table>
<thead>
<tr>
<th>To do this...</th>
<th>...press these keys:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll through a question.</td>
<td>Press the up and down arrow keys.</td>
</tr>
</tbody>
</table>

Go forward or back one question.
- On Responders, press ?; then, press ▲ or ▼ to go back one question or ▲ to go forward one question. You can press ? again when you want to use the arrow buttons to scroll within a question.
- On NEO 2s, press ??; then, press ▲ or ▼ to go back one question or ▲ to go forward one question. Press ?? again when you want to use the arrow keys to scroll within a question.

Go to a specific question number.
- For NEO 2 only, to go to the beginning of the question, press ?? ▲. To go to the end of the question, press ?? ▼.
- On NEO 2 only, if both the question and the answer choices require scrolling, you can press the tab key or the ← or → keys to switch between the question and answer. Then, use the ↑ and ↓ keys to scroll up or down.

5. After the student answers the last question, the Responder or NEO 2 will ask if the student is ready to submit the work.

If so, the student must press yes (Responder) or Y (NEO 2) and then press Enter.
If not, the student must press no (Responder) or N (NEO 2) and press Enter, and each question will be shown again so the student can change his or her answers.

6. If you’ve chosen to turn on student feedback, after the student completes the assignment the Responder or NEO 2 will show the student’s score in points and percentage. The student can press any key to leave this screen.

7. The Responder or NEO 2 may show Session Complete after the student finishes the assignment. The device will return to the main menu (Responder) or the...
SmartApplets list (NEO 2), and the student can repeat steps 2–6 to complete other assignments.

8. The teacher can see which students are connected in the Responder Session Manager window.

As students choose and work on assignments, the window will show the teacher which assignment each student is working on, the question number the student is viewing, the number the student has completed, and the number of items on the assignment.

9. When students have finished their work (or when time is up), the teacher can end the session by clicking the Responder menu and choosing End Student Paced Session.

How Students Answer Questions on Responders and NEO 2s

Multiple-Choice, True/False, and Yes/No Questions

For multiple-choice questions, students press the letter button or key for the answer they want to choose; then, they press Enter.

For true/false questions, Responder users press True or False, then Enter. NEO 2 users press T for true or F for false, then enter.

For yes/no questions, Responder users press yes or no, then Enter. NEO 2 users press Y for yes or N for no, then enter.

Numeric-Response Questions

Students use the number buttons or keys to enter their answer, then press Enter.
Short-Answer Questions

On NEO 2s, students type their answer and press **enter**.

On Responders, students use common phone texting techniques to enter their responses. For Responders with the model number RES-1001, you may have received overlay templates with your Responders like the one shown to the right; students can place them over their Responders to help them see which buttons to push for each character. For Responder model RESP, the letters are printed on the Responder.

As on cell phones, the very first letter that a student enters (or the first letter after “,” or “?” or “!”) is capitalized by default, with the lowercase letters following (i.e. 2ABCabc). After that, letters default to the lowercase letters, followed by uppercase letters (i.e. 2abcABC).

For example, to enter the word “The,” students would press the 8 button twice for “T,” the 4 button three times to get “h,” and the 3 button three times to get “e.”

Students press **Select** to enter a space or go to the next character, and they press **Clear** to delete the previous character. After entering their answer, students press **Enter**.

The table below shows what buttons students press to get each character.

<table>
<thead>
<tr>
<th>Responder Key</th>
<th>Characters (in Order) or Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 , % &lt; &gt; ( ) ? ! &quot; ' : ; $ £ € &amp; @ #</td>
</tr>
<tr>
<td>2</td>
<td>2 A B C a b c</td>
</tr>
<tr>
<td>3</td>
<td>3 D E F d e f</td>
</tr>
<tr>
<td>4</td>
<td>4 G H I g h i</td>
</tr>
<tr>
<td>5</td>
<td>5 J K L j k l</td>
</tr>
<tr>
<td>6</td>
<td>6 M N O m n o</td>
</tr>
<tr>
<td>7</td>
<td>7 P Q R S p q r s</td>
</tr>
<tr>
<td>8</td>
<td>8 T U V t u v</td>
</tr>
<tr>
<td>9</td>
<td>9 W X Y Z w x y z</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>+/-</td>
<td>+ / = * =</td>
</tr>
<tr>
<td>.</td>
<td>.</td>
</tr>
<tr>
<td>Select</td>
<td>space or next character</td>
</tr>
<tr>
<td>Clear</td>
<td>back or delete</td>
</tr>
<tr>
<td>Enter</td>
<td>takes you to next question</td>
</tr>
</tbody>
</table>

*To enter a fraction in an answer, enter a “/” between the numerator and denominator.*
Viewing Information on Past Sessions

The **Sessions** tab in AccelTest lists the teacher-paced and student-paced sessions that you have completed. You can see more information about a session by double-clicking it in the list.

For teacher-paced sessions, you will see information about the students who completed a specific assignment.

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**A** Click **Next >** or **< Previous** to go to another question, or click the question.

**B** If the assignment was scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn’t answer the question (yellow).

**C** Click + next to the color bar below a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green. For numeric-response and short answer questions, you won’t see all the answers entered, but you will see the percentage of students who entered the correct answer and the percentage who entered an incorrect answer.

**D** For the current question, use the graph to see how many students have chosen each answer and how many didn’t choose an answer.

**E** Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.

---
For student sessions, the window shows students’ points and which students have worked on the assignment.

Click **Next >** or **Previous** to go to another question, or click the question.

If the assignment was scored, use the bar next to each question to see how many students chose the correct answer (green), how many chose incorrect answers (red), and how many didn’t answer the question (yellow).

Click **+** next to the color bar below a question to see the percentage of students who chose each answer. If you chose to score the assignment, the correct answer is green. For numeric-response and short answer questions, you won’t see all the answers entered, but you will see the percentage of students who entered the correct answer and the percentage who entered an incorrect answer.

For the current question, use the graph to see how many students have chosen each answer and how many didn’t choose an answer.

Use the list on the left to see which students have answered the current question. If you chose to allow anonymous access, you will see numbers instead of names. If you chose to score the assignment, you will see a check mark for correct answers and an X for incorrect ones.
Printing or Previewing AccelTest Reports

AccelTest has several reports that give you information about your assignments and your students' work. To generate a report, click the Reports menu and choose the report name.

Many reports are not available unless you have the Gradebook tab selected. Some require you to select something in the Gradebook (such as a student name, assignment name, or student results for an assignment) before you choose the report. For more information, see the table that starts on the next page.

When you choose a report, the program may ask if you want to preview it in the program or print it. You can click Preview to see what the report looks like and check its contents in the program before printing. When you preview a report, you can scroll down to see other pages in the report. If you'd like to print it, click Print in the preview window; if not, click Close when you're ready to close the window.

For each report, AccelTest has a preference so you can customize report options. Each preference lets you decide if you'll be asked whether to preview or print the report before printing. Some preferences also let you choose other options for the report. For more information, see page 152.
### Report Descriptions

The table below lists the AccelTest reports. The table tells you what to select before you choose the report, and it includes a brief description of each report.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>What to Select Before Choosing the Report</th>
<th>When You Would Use the Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer Key</td>
<td>Go to the Gradebook tab and select assignment name(s) (at the top of the column), student name(s), or the students’ scores. You can choose more than one assignment, student, or score.</td>
<td>Use this report when you need answer keys for assignments. For each student, this report shows you the correct answer to every question on the assignment (except for questions that can’t be automatically graded for that assignment, such as essay questions). It also shows you the number of points possible per item. Each student’s answer key may be different if you chose to shuffle multiple-choice questions when you created the assignment. <em>Preferences (page 152): Print/preview setting</em></td>
</tr>
<tr>
<td>Assignment Analysis</td>
<td>Go to the Gradebook tab and select one or more assignment names at the top of the column.</td>
<td>Use this report to get detailed information about class performance on an assignment. The report includes assignment information, the number of students for whom the assignment was assigned and scored, the average, median, high, and low scores, and the standard deviation. For each item, the report shows the total number of student responses and the average points earned. The report includes a detailed analysis for each item that shows the number and percentage of students who chose each answer choice. The report can be used with assignments that were not created in AccelTest; however the report will show less information for each item. <em>Preferences (page 152): Print/preview setting, Include item details</em></td>
</tr>
</tbody>
</table>
### Assignment Results

**What to Select Before Choosing the Report:**
Go to the Gradebook tab and select assignment name(s) (at the top of the column), student name(s), or the students’ scores. You can choose more than one assignment, student, or score.

**When You Would Use the Report:**
Use this report to give your students their assignment results. The report tells students their score on an assignment. It identifies the student by name and ID and the assignment by name, and it has a blank for the teacher’s signature and comments.

Depending on the preference settings for this report (see page 152), it may print automatically after the assignment is scored. You can also choose to print the student assignments with the report.

**Preferences (page 152):**
`Print/preview setting, Questions to display, Show correct answers, Auto print after student score, Print student assignment with report, Batch print`

### Assignment Standards

**What to Select Before Choosing the Report:**
Go to the Assignments tab and select assignment name(s). You can choose more than one assignment. (If no assignments are selected, the report will include all assignments that have items aligned to standards.)

**When You Would Use the Report:**
Use this report when you’ve aligned assignment questions to standards (see page 57) and you want to see the alignments you’ve set. The report includes the agency and standard set name used for the alignments, each standard code and description, the number of questions aligned to each standard, and the total points possible for those questions.

**Preferences (page 152):**
`Print/preview setting`

### Assignments

**What to Select Before Choosing the Report:**
Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report.

**When You Would Use the Report:**
Use this report to get a list of all assignments found in the Assignments tab. It can give you a quick overview of the available assignments that you may want to use in your Gradebook. The report includes the date the assignment last changed, how it should be presented and scored, the total number of points available, and whether the assignment has already been assigned in a Gradebook.

**Preferences (page 152):**
`Print/preview setting, Sort order for assignments`
<table>
<thead>
<tr>
<th>Report Name</th>
<th>What to Select Before Choosing the Report</th>
<th>When You Would Use the Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Standards</td>
<td>Go to the Gradebook tab and select the class. The report will include all class assignments that have items aligned to standards.</td>
<td>Use this report when you’re aligned assignment questions to standards (see page 57) and you want to see how well the class as a whole is performing on those standards. The report includes the agency and standard set. For each standard, it includes the description and a list of the assignments that have items aligned to that standard. The list includes the number of students who completed each assignment, the number of questions aligned to the standard, the total number of points possible, the total number of points earned, and the percentage of possible points earned. (The point totals include the number of points possible and points earned for all students, so they are larger than the points available on the assignment.)</td>
</tr>
<tr>
<td>Form Numbers</td>
<td>Go to the Gradebook and choose the name of one assignment or the cells (squares) for each student in the column for that assignment. The report is only available for assignments meant to be scored with the AccelScan scanner.</td>
<td>Use this report to get the form numbers that students must fill in on their AccelTest scan cards. The form number tells the software which student and assignment the card is for. Each student has a unique form number for each assignment. The form number is also printed on each student’s copy of the assignment.</td>
</tr>
<tr>
<td>Free Response</td>
<td>Go to the Gradebook and choose the name of one or more assignments.</td>
<td>Some assignments have free-response items that can’t be scored automatically. Use this report to fill in students’ points for these questions before you score the questions manually (see page 91). This can help you score the items more quickly. If you do not score these free-response items manually, and other items on the assignment have been automatically scored with the Responder, NEO 2, or the scanner, the program assumes that each student earned all points for the free-response items. In the report, the AR column shows the points the student earned so far on the assisted-response items (if they have been scored).</td>
</tr>
</tbody>
</table>

**Cells in the Gradebook.**
A “cell” in the Gradebook is the square in the table where an assignment column and a student row meet. After the student’s assignment is scored, the cell shows the score. Before the assignment is scored, it shows the status of the assignment, such as “Waiting” for incomplete assignments that are not yet due, or “Overdue” for assignments that are past due.
<table>
<thead>
<tr>
<th>Report Name</th>
<th>What to Select Before Choosing the Report</th>
<th>When You Would Use the Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook Summary by Term</td>
<td>Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. However, please note that the report will include only the class you’ve selected on the Gradebook tab.</td>
<td>Use this report to get your students’ grades by subject for each term or semester and the school year as a whole. The report gives you a separate set of grades for each subject. (It lists the grades for each subject on a separate page.) The report shows grades the way you’ve chosen to display them in the Gradebook—either by points or percentage.</td>
</tr>
<tr>
<td>Group Assignment</td>
<td>Go to the Gradebook and choose your class.</td>
<td>Use this report to get an overview of student progress for each assignment in your Gradebook. The report shows information about each assignment, including the due date, the number of students for which it has been assigned and scored, and the number that still need the assignment scored. For scored assignments, the report shows the points and percentage earned and the date scored for each student. For unscored assignments, the report shows the status (Waiting, Pending, Overdue, Not Assigned, or Sent for homework). The report also includes the class average score, median score, standard deviation of points earned, and the high and low scores.</td>
</tr>
<tr>
<td>Overdue Assignments</td>
<td>Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. However, please note that the report will include only the class you’ve selected on the Gradebook tab.</td>
<td>Use this report to see which students have overdue assignments. The lists includes all assignments (in-class, quizzes, tests, and homework). In the Gradebook, overdue assignments have a score of 0 until they are scored.</td>
</tr>
<tr>
<td>Report Name</td>
<td>What to Select Before Choosing the Report</td>
<td>When You Would Use the Report</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Program Information | Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. | Use this report to get information about the following:  
• School, teacher, and AccelTest serial number  
• Renaissance Receiver connected (if any)  
• AccelScan scanner connected (if any)  
• Some preference settings (School Year, Categories, Subjects, Grading Scale, and some Reports settings)  
• Gradebook display  
• The computer setup  
• The AccelTest program  
Preferences (page 152): Print/preview setting |
| Student Grade    | Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. However, please note that the report will include only the class you’ve selected on the Gradebook tab. | Use this report to get each student’s final grades for each subject for each term or semester and the school year. The report includes blanks where you can fill in the student’s tardies and excused or unexcused absences. It also includes the dates for each term.  
You can use this as a report card if you don’t have standard report cards, or you can use it as a reference when you create student report cards.  
Preferences (page 152): Print/preview setting |
| Student ID       | Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. However, please note that the report will include only the class you’ve selected on the Gradebook tab. | Use this report to get each student’s AccelTest ID. Students who don’t own their Responders need to enter their IDs when they participate in a teacher-paced or student-paced session; students who use NEO 2s also need to enter their IDs during sessions. You set each student’s ID when you add the student (see page 18) or edit the student’s information (see page 28).  
Preferences (page 152): Print/preview setting |
<table>
<thead>
<tr>
<th>Report Name</th>
<th>What to Select Before Choosing the Report</th>
<th>When You Would Use the Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Record</td>
<td>Nothing—you can choose this report from any AccelTest tab, and you don’t need to select anything before choosing the report. However, please note that the report will include only the class you’ve selected on the Gradebook tab.</td>
<td>Use this report to get a record of all assignments that each student has completed. The report lists the assignments by subject and shows you the assignment category, the score (in points and percentage), and the date it was scored. Assignments from teacher-paced sessions with verbal questions are listed separately. This report may be useful in parent-teacher conferences or in a student’s portfolio. <em>Preferences (page 152): Print/preview setting, Page break after student</em></td>
</tr>
<tr>
<td>Student Standards</td>
<td>Go to the Gradebook tab and select the student name(s). You can choose more than one student. (If no students are selected, the report will include all students in the class.)</td>
<td>Use this report when you have aligned items on your assignments to standards (see page 57) and you want to see how each student is performing on those standards. A report will be generated for each student. The report includes the standards agency and standard set. For each standard, the report lists the assignments with questions aligned to the standard. The list includes the number of questions aligned to the standard on that assignment, the number of points possible for those questions, the number of points the student earned, and the percentage of possible points earned. <em>Preferences (page 152): Print/preview setting</em></td>
</tr>
</tbody>
</table>
AccelTest Preferences

Using the AccelTest preferences, you can adjust how AccelTest works for your school. The preferences are listed in the Preferences menu.

The table that starts on the next page lists the preferences in AccelTest and tells you how to change them.
<table>
<thead>
<tr>
<th>Preference</th>
<th>What It Does</th>
<th>How to Change It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Update</td>
<td>AccelTest software automatically checks for updates that you can install so that you have the latest version of the software. This preference shows you when the program was last updated and lets you choose how often the program checks for updates. If you have chosen to ignore some updates, you can also reset the ignored updates so that you’ll have the chance to select them again.</td>
<td>1. Click the <strong>Preferences</strong> menu and choose <strong>Auto Update</strong>. The Auto Update Settings dialog box will open. The last date Auto Update was run is shown at the top.  &lt;br&gt;2. Auto Update is checked by default. To disable it, remove the check mark in the <strong>Auto Update Enabled</strong> box.  &lt;br&gt;3. Click the <strong>Frequency</strong> drop-down menu and select how often you want updates—daily, weekly, or monthly.  &lt;br&gt;4. Click <strong>Reset Ignored</strong> if you want the chance to install updates that you previously chose to ignore. You will then be able to see these updates once again so you can install them.  &lt;br&gt;5. Click <strong>OK</strong> to save your changes.</td>
</tr>
<tr>
<td>Assignment Creation</td>
<td>The assignment creation preferences allow you to choose the default options for the appearance of your assignments and for the item types.</td>
<td>See page 154.</td>
</tr>
<tr>
<td>Categories</td>
<td>Use this preference to create or change categories for assignments. You choose an assignment category when you add an assignment to your Gradebook. In this preference, you can also do the following: &lt;br&gt;• Assign a weight to each category to set how the assignments affect students' final grades &lt;br&gt;• Decide whether to drop a student’s worst score for assignments in each category &lt;br&gt;• Decide whether to calculate students’ term and school year grades using the category weights or the overall total points earned &lt;br&gt;• Decide how much extra credit should be worth (if you’ve chosen to use category weights)</td>
<td>1. Click the <strong>Preferences</strong> menu and select <strong>Categories</strong>. The Categories dialog box will open.  &lt;br&gt;2. Make your changes to the categories:  &lt;br&gt;• To add a category, click in a field and type the category name.  &lt;br&gt;• To change a category name, click in the field and make your changes.  &lt;br&gt;• At the bottom of the dialog box, click <strong>Category Weights</strong> or <strong>Total Points Earned</strong> to choose how grades will be calculated. If you choose Category Weights, make sure you enter a weight for each category above. For best results, make certain the category weights add up to 100%.  &lt;br&gt;• If you want to drop each student’s worst score for a category, check the box after the category weight.  &lt;br&gt;3. Click <strong>OK</strong> to save your changes.</td>
</tr>
<tr>
<td>Data Location</td>
<td>Use this preference to choose a different data location. You may also copy a data location.</td>
<td>See the instructions on page 149.</td>
</tr>
<tr>
<td>Devices</td>
<td>Use this preference to choose which devices you want to use to present assignments to students or to score the assignments. Choices include Responder, NEO 2, Projected, Scanner (AccelScan), and Printed. Checked items will be available when you create assignments, run sessions, or change assignment modes. Items that are not checked will not be available.</td>
<td>1. Click the <strong>Preferences</strong> menu and select <strong>Devices</strong>.  &lt;br&gt;2. Check each device or method that you want to use to present assignments to students or to score the assignments. Remove the check mark from items you don’t intend to use.  &lt;br&gt;3. Click <strong>OK</strong> to save your changes.</td>
</tr>
</tbody>
</table>
Exams

Use this preference to set exam weight in student grades for terms, semesters, and the entire school year. **Note:** The Exams preferences is ignored if there are no exams in the grading period.

1. Click the **Preferences** menu and select **Exams**. The Exams dialog box will open.
2. Exams will be a certain percentage of the grade you choose (term, semester, or final grade). Enter the percentage that you want. Then, click the grade that you want this percentage to apply to. (Semesters aren’t available if you haven’t specified semesters.) For more information about how grades are calculated, see page 98.
3. Click **OK** to save your changes.

Grading Scale

Use this preference to select the grading scale used to calculate term, semester, and school year grades in the Gradebook and reports. Your choices are:

- Standard (A+ to F)
- Pass/Fail
- Outstanding/Satisfactory/ Unsatisfactory
- 1 to 10

1. Click the **Preferences** menu and select **Grading Scale**. The Grading Scale dialog box will open.
2. Click the drop-down list and choose a grading scale.
3. For each grade in the scale, enter the lowest score that allows students to achieve that grade. (You don’t need to do this for the lowest grade since 0 is the lowest score for that grade. You cannot enter criteria for the grades if you choose the 1 to 10 scale.)
4. Click **OK** to save your changes.

Libraries/Standards

Use this preference to install or delete AccelTest libraries or to add or remove standards.

Libraries contain book files with items that you can add to assignments. For more about finding these libraries, see page 159. If you own a desktop version of Accelerated Math (such as version 2.x), you can install your Accelerated Math libraries in AccelTest; see page 159.

You can also add standards that you can align your assignment items to. This allows you to get information about how students are performing on standards. (See the Class Standards, Assignments Standards, and Student Standards Reports.)

Follow the steps below to install libraries. To add standards, see page 32; to align assignment items to standards, see page 57.

1. Click the **Preferences** menu and select **Libraries/Standards**. The Libraries dialog box will open.
2. If you want to install libraries, click **Add**. Then, open the folder where your libraries currently exist and click **OK** (Windows) or **Choose** (Macintosh). When the program finishes the installation, it will notify you; click **OK**.
3. If you want to delete libraries, select the libraries that you want to delete first. To select one, click its name. To select more than one, hold down the Ctrl key (Windows) or the ⌘ key (Macintosh) as you click the library names, or, to select a group, click the first library in the group, hold down the Shift key, and click the last library in the group. Click **Delete**. Then, click **Yes** when the program asks if you’re sure you want to delete the libraries.
4. Click **Close** to close the dialog box.
### References

**AccelTest Preferences**

<table>
<thead>
<tr>
<th>Preference</th>
<th>What It Does</th>
<th>How to Change It</th>
</tr>
</thead>
</table>
| **Password**     | Use this preference to change the AccelTest password. It's a good idea to change the password after you install the program to keep it secure. The default password is admin. | 1. Click the Preferences menu and select Password. The Change Password dialog box will open.  
2. Type your current password in the Current Password field.  
3. Press the Tab key and type your new password in the New Password field.  
4. Press Tab again and type your new password in the Confirm Password field.  
5. Click OK to save your new password. Anyone who logs into the program must use the new password the next time AccelTest is started. |
| **Registration Information** | Use this preference to see your AccelTest serial number and to change your school or teacher name. | 1. Click the Preferences menu and select Registration Information. The serial number is at the top of the dialog box that will open.  
2. If necessary, change the school name and/or teacher name.  
3. Click OK to save any changes you have made. |
| **Reports**      | The Reports preferences allow you to choose the options you prefer to use for the AccelTest reports. | See page 152.                                                                                                                                  |
| **Responder**    | Use this preference to decide whether you want the program to support owned Responders (see page 12 to assign student owners to Responders). If you don't support owned Responders, students cannot complete Homework with the Responders (see page 87) or receive notes, and they will need to enter their student IDs from the Gradebook to participate in sessions. **Note:** This preference affects Responders only because NEO 2s are not owned, and they cannot be used for homework or notes. Responders using version 2.x firmware also cannot have assigned owners; see page 14. You can also use this preference to decide if you want to allow students to have the Responders synchronize during a session. If you allow students to synchronize, they can retrieve Homework or Notes during a session, which may increase Responder and Receiver activity. You may want to deselect this option if you have a large number of students using the Responders at the same time. If you do not support owned Responders, you can decide whether you want the AccelTest software to connect to your Renaissance Receiver when the program starts. | 1. Click the Preferences menu and select Responder.  
2. Check the box next to Support Owned Responders if you are assigning Responders to individual students. (See the notes to the left.) **See the note in this dialog box for more about the possible effects of changing this setting.**  
3. If you chose to support owned Responders, decide whether to allow Responders to synchronize during a session. If the box is checked, synchronizing is allowed.  
4. If you chose not to support owned responders, decide whether to allow AccelTest to connect to the Receiver when the AccelTest software starts. If the Connect to Receiver at Startup box is checked, AccelTest will do this.  
5. Click OK to save your changes. |
<table>
<thead>
<tr>
<th>Preference</th>
<th>What It Does</th>
<th>How to Change It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanner Settings</td>
<td>Use this preference to set the scanner port setting and the scanner sensitivity. The port setting tells the computer where to find the AccelScan scanner that you've already connected. To connect the scanner, see the instructions in the AccelTest Software Installation Guide. Then, start your computer and AccelTest and open this preference. You may need to adjust the scanner sensitivity to allow for differences in the way students mark scan cards. If the AccelScan is too sensitive to stray marks, decrease the sensitivity. If the AccelScan does not recognize some marked answers, increase the sensitivity.</td>
<td></td>
</tr>
</tbody>
</table>
|                   | 1. Click the Preferences menu and select Scanner Settings. The Scanner Settings dialog box will open.  
2. The scanner status at the bottom of the dialog box will show you if AccelTest is detecting the scanner. If it isn't, click the Port drop-down list and choose the computer port that the scanner is connected to. Wait while the Scanner Status shows that the program is searching for the scanner. If AccelTest still does not detect the scanner, make sure the AccelScan is on (if it has a switch) and plugged in. You should also check the AccelScan system requirements for AccelTest at www.renlearn.com/requirements.  
3. If you need to change the scanner sensitivity, click the pointer and drag it to the left to decrease sensitivity or drag it to the right to increase sensitivity.  
4. Click OK to save your changes. |
| School Year       | Use this preference to enter your school year information, including the start and end dates for the school year, the number of terms, and the start and end dates for the terms. If you have 4 or 6 terms, you'll also be asked to set the number of terms per semester. Changing the school year affects the calculation of student grades. Your school year and terms should be set up before you start scoring student assignments.                                                                 | 1. Click the Preferences menu and select School Year.  
2. Read the text in the Welcome panel of the Wizard or Assistant. Then, click Next.  
3. Enter the Start and End dates for your school year. You can type the dates or click the calendar button and click the dates; you can also click Today in the calendar. Click Next to continue.  
4. Select the number of terms in your school year and click Next.  
5. Enter the start and end date for each term and click Next.  
6. If you entered 4 or 6 terms, the program will ask you to choose the number of terms per semester from a drop-down list. If your terms aren't grouped into semesters, click Not Applicable. If they are, choose the number of semesters. Click Next to continue.  
7. Check the information in the Summary. If it is correct, click Done; if not, click Back to go back and make changes. |
Setting the Data Location Preference

The Data Location preference lets you do any of the following:

- Choose a different data folder that already has data. When you do this, you are no longer using the data you’ve been using up to now. Your original data folder is still there, and you can select it again later, but you are now using the student and assignment data in the new data folder. **Important:** You can select a data folder that someone else will also be using; however, only one person can use AccelTest with that data folder at a time.

- Create a new data folder to “start over.” There will be no students or assignments in this data folder until you add them or import them. You can switch back to your previous data folder at any time.

- Copy a data location somewhere else. The new data folder will have the same data as the previous folder. The previous copy of the data folder will not be removed, but it will also not be updated.

**Check Rights Before Choosing or Creating a Different Data Folder**

You must have certain rights to the data folder that you will be using with AccelTest. If you are not using the default location, check your rights to the folder you plan to select before changing your data location. You will need the rights described below.

**Rights Required for Network Data Folders**

- **Windows NT Networks:** Grant the Change Permission to the data folder, including all files. If you want to assign specific rights to the folder, make sure you include the Read, Write, and Delete permissions. If you will be using AccelTest with this data folder on both Macintosh and Windows computers, be sure to set the Macintosh permissions first; then, set the Windows permissions.
- **Windows 2000 Server and Windows Server 2003 Networks**: Grant the Modify Permission to the data folder on your network server, including all files. If you want to assign specific rights to the folder, make sure you include the Read, Write, and Delete permissions.

- **Novell Networks**: Grant the following rights to the data folder on your network server, including all files: [RWCEMF] (read, write, create, erase, modify, and file scan).

- **Unix/Linux Networks**: Grant the following permissions to the data folder on your network server, including all files: Read, Write and Execute (drwxrwxrwx) for the owner, group, and others. If you have a group created for students and teachers, you can grant the Read, Write and Execute permissions to the owner and to that particular group only (drwxrwx---).

- **AppleShare Networks**: Grant the following privileges to the data folder on your network server, including all files:
  - AppleShare 4.x: Check all nine boxes.
  - AppleShare IP 5.x and 6.x: Pencil and glasses (write and read).

- **OS X Networks**: Grant the following permissions to the data folder on your network server, including all files:
  - Read & Write for the Owner, Group, and Everyone. If you have a group created for students and teachers, you can grant the Read & Write permissions to the owner and to that particular group only.

**Rights Required for Data Folders on Windows 2000, Windows XP, and OS 10 Computers**

- **Windows 2000 Professional and Windows XP Computers**: If you put your data folder on your computer (but not in the default location), make sure you have full access to the folder.

- **OS X Computers**: If you put your data folder on your computer (but not in the default location), grant the Read and Write permissions for the Owner, Group, and Everyone. If you have a group created for students and teachers, you can grant the Read & Write permissions to the owner and to that particular group only.
How to Choose a Different Data Location

Follow these steps to change the data location using the Data Location preference:

1. Click the Preferences menu and choose Data Location.
2. The Data Location Preference Wizard will open. The first panel shows where your current data folder is A. First, click an option B to choose whether to use the default data location or a data location somewhere else. The first option isn’t available if you are currently using the default data location.

   ![Data Location Preference Wizard](image)

3. If you chose the default data location, go to step 4.
   If you chose a data folder somewhere else, a dialog box will open to allow you to select a different location. Find and open the folder where you want to store your AccelTest data. Then, click OK (Windows) or Choose (Macintosh).

4. If the folder that you chose already has AccelTest data in it, the program will ask whether you want to overwrite the existing data or just use the data that is already there. Important: If you overwrite the existing data, it cannot be recovered. Make sure you know what is in the existing data, and make sure no one needs the data before you choose to overwrite it. Click one of the options; then, click Next.

   ![Data Location Preference Wizard, option to overwrite](image)
If the folder you chose does not have data in it, you will be asked whether you want to copy your current data there or create a new empty data location (with no students, classes, or assignments). Click one of the options; then, click Next.

5. If you chose to copy data or to overwrite existing data, the program will show you its progress copying the data.

6. The Summary panel will show you the data location you have chosen. Click Done.

Setting Reports Preferences

AccelTest has several Reports preferences that allow you to choose options for AccelTest reports. To select these preferences, click Preferences, choose Reports, and then choose the report that you’d like to set the preferences for.
Once you choose one of the Reports preferences, you can click the drop-down list and switch to the preference for another report. When you do this, any changes you chose for the first preference will still be saved when you click OK.

Follow these steps to change the report preferences:

1. Click the Preferences menu, choose Reports, and choose the report for which you want to change preferences. The Report Options window will open.

2. Click the Print/Preview drop-down list to choose what will happen when you choose the report:
   - Ask means the program will ask if you want to preview the report or print it every time you choose the report.
   - Always Preview means the program will always open the preview window when you choose the report. (You can print the report from this window.)
   - Always Print means the program will always print the report without showing you the preview window first.

3. Some reports have additional preferences in the Report Options window:
   - Assignment Analysis Report: Check the Display item details box if you want the report to include the number of students who chose each possible answer to each assisted-response question.
   - Assignment Results Report: Use the following options:
     Questions to display: Click this drop-down list and choose whether to list all questions or just missed questions. The list shows the possible points, the points the student earned, and the student’s answer (if possible).
     Show correct answers: Check this box if you want the list of missed questions to include the correct answers as well as the student’s answer.
     Auto print after student score: Check this box if you want the report to print automatically every time a student’s assignment is scored; this applies only when the assignment is scored using an AccelScan scanner.
     Print student assignment with report: Check this box if you want to print students’ assignments with the report.
     Batch print report: Check this box if, during scoring, you want the program to wait until all scoring is complete and print the reports for all students together instead of printing them one by one as each assignment is scored.
• **Assignments Report:** Click the **Sort Order** drop-down list and choose how you want to sort assignments on the report: by title, date changed, the total points the assignment is worth, or by whether the report has been assigned in a Gradebook.

• **Group Assignment:** Click the **Sort Order** drop-down list and choose how you want to sort assignments on the report: by student name, the number of points earned, or the percentage of possible points earned.

• **Student Record:** Check the **Page break after student** box if you want each student's information to start on a new page.

4. Click **OK** to save your changes.

### Setting Assignment Creation Preferences

AccelTest has several Assignment Creation preferences that allow you to choose options for AccelTest assignments, including default fonts, layout used, options for various question types, instructions, number of points, and the amount of answer space provided for free-response questions. To select these preferences, click **Preferences**, choose **Assignment Creation**, and then choose a preference.
Once you choose one of the assignment creation preferences, you can click the drop-down list and switch to another assignment creation preference. When you do this, any changes you chose for the first preference will still be saved when you click OK.

The following table tells you how to change each of the assignment creation preferences.

<table>
<thead>
<tr>
<th>Assignment Creation Preference</th>
<th>What It Does</th>
<th>How to Change It</th>
</tr>
</thead>
</table>
| Default Fonts                 | Sets the fonts that will be used by default when you create a new assignment. The fonts apply only to printed or projected assignments, and you can change the font used in a specific assignment by changing the assignment properties when you create or edit the assignment. See “Changing Assignment Properties” on page 66. | 1. Click the Preferences menu, choose Assignment Creation, and choose Default Fonts. The Assignment Creation Options dialog box will open.  
2. Use the drop-down lists to choose the font faces and point sizes for the fonts that will be used in the assignment title and in the body of the assignment (the instructions and questions).  
3. Click OK to save your changes. |
| Print Layout                  | Sets the default page margins and how or whether answer spaces should be printed. The settings apply only to printed and projected assignments, and you can change the options for a specific assignment by changing the assignment properties when you edit the assignment. See “Changing Assignment Properties” on page 66. | 1. Click the Preferences menu, choose Assignment Creation, and choose Print Layout. The Assignment Creation Options dialog box will open.  
2. Enter the top, bottom, left, and right margins in inches.  
3. Click one of the options for answer spaces. You can include space beside each question or on a separate sheet, or you can choose not to include answer spaces.  
4. Click OK to save your changes. |
### Assignment Creation Preferences

<table>
<thead>
<tr>
<th>Preference</th>
<th>What It Does</th>
<th>How to Change It</th>
</tr>
</thead>
</table>
| Projector Layout   | Sets the projector screen size for projected assignments so that they will display properly in the assignment editor when you create or edit the assignments. Note that this does not affect how the assignment will look when it is actually projected; the software will use your projector’s native screen size. | 1. Click the **Preferences** menu, choose **Assignment Creation**, and choose **Projector Layout**. The Assignment Creation Options dialog box will open.  
2. Click the drop-down list and choose the screen size that you are using at your computer.  
3. Click **OK** to save your changes. |
| Multiple Choice    | Sets the default options for multiple-choice items on assignments, including the instructions, the default point values, the default number of answer choices, and the default number of columns for answer choices. Please note that you can choose different options for each item as you create or change assignments. | 1. Click the **Preferences** menu, choose **Assignment Creation**, and choose **Multiple Choice**. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Use the **Choices** drop-down list to choose how many possible answers you want to include for each item by default. This can be changed for each item.  
5. Use the **Columns** drop-down list to choose the default number of columns you want to use for answer choices below the question. This applies to printed assignments; it can be changed for assignments.  
6. Click **OK** to save your changes. |
| True/False         | Sets the default options for true/false items on assignments, including the instructions and point values. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the **Preferences** menu, choose **Assignment Creation**, and choose **True/False**. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Click **OK** to save your changes. |
| Yes/No             | Sets the default options for yes/no items on assignments, including the instructions and point values. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the **Preferences** menu, choose **Assignment Creation**, and choose **Yes/No**. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Click **OK** to save your changes. |
<table>
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</table>
| Matching                       | Sets the default options for matching items on assignments, including the instructions, point values, the number of questions to be matched, and the number of possible matches. Please note that you can change the options for each item as you create or change assignments. | 1. Click the Preferences menu, choose Assignment Creation, and choose Matching. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each numbered matching item.  
4. Use the Choices drop-down list to choose how many matching choices you want to list on the right.  
5. Use the Questions drop-down list to choose the number of items you want to match to the possible choices.  
6. Click OK to save your changes. |
| Ranking                        | Sets the default options for ranking items on assignments, including the instructions, point values, and the number of items to be ranked. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the Preferences menu, choose Assignment Creation, and choose Ranking. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Use the Choices drop-down list to choose how many items you want students to rank in the questions. This is a default value; you can choose a different number as you create assignments.  
5. Click OK to save your changes. |
| Numeric Response               | Sets the default options for numeric response items on assignments, including the instructions, point values, and the amount of space for the answer. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the Preferences menu, choose Assignment Creation, and choose Numeric Response. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Enter the amount of space (in inches) that you want to leave below the question for the student’s answer on printed assignments.  
5. Click OK to save your changes. |
### Assignment Creation Preference

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</thead>
</table>
| Short Answer                  | Sets the default options for short answer items on assignments, including the instructions, point values, and the amount of space for the answer on printed assignments. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the Preferences menu, choose Assignment Creation, and choose Short Answer. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Enter the amount of space (in inches) that you want to leave below the question for the student’s answer on printed assignments.  
5. Click OK to save your changes. |
| Essay                         | Sets the default options for essay items on assignments, including the instructions, point values, and the amount of space for the answer. However, please note that you can change the options for each item as you create or change assignments. | 1. Click the Preferences menu, choose Assignment Creation, and choose Essay. The Assignment Creation Options dialog box will open.  
2. If you’d like to change the instructions that are used by default on printed assignments, edit the text in the Instruction field.  
3. If necessary, change the default number of points that students can earn for each item.  
4. Enter the amount of space (in inches) that you want to leave below the question for the student’s answer on printed assignments.  
5. Click OK to save your changes. |
ABOUT LIBRARIES

Your 2Know! classroom response system package includes libraries of items to help you easily create quizzes, tests, and other exercises. You can add items from these libraries to your assignments instead of writing the items yourself.

All library content will work with printed assignments, but some may not be suitable for projected questions or questions sent to the Responder. Matching, ranking and multiple choice with more than five distractors will not work for projected assignments. Some content items may be too large to fit on the screen, and some may contain graphics that are only legible when printed.

Installing Accelerated Math Libraries

If you own a desktop version of Accelerated Math (version 2.x), you can install your Accelerated Math libraries in AccelTest. As you follow the steps for installing libraries using the Libraries preference (see page 146), you will be asked to choose the location of the libraries that you want to install.

If you have downloaded the libraries from download.renlearn.com, open the folder where you saved the downloaded libraries. If you want to select the libraries that are already installed for your desktop version of Accelerated Math, open your Accelerated Math data folder, then the AccMath folder, and then the Library folder.

When you click OK (Windows) or Choose (Macintosh), AccelTest will find and install the Accelerated Math libraries.
OTHER RESPONDER FEATURES AND SETTINGS

Changing the Responder Font Size

How you change the font size depends on your Responder model. Look at the model number on the back of your Responder; then, follow the instructions for your model below.

Changing the Font Size on Responder Model RESP

1. Press the On/Off button.
2. If the Responder has been assigned a student owner and asks for the Student PIN, press ?. Select your server (Receiver) or press yes (True) and then Enter to stay connected to the current server. Enter the Administrator PIN (1234 is the default) and press Enter. Press any key to continue.
3. Press to scroll down to Settings; then, press Select.
4. Press to scroll down to Change Font Size; then, press Select.
5. Use the arrows to choose Small Font or Large Font; then, press Select.

Changing the Font Size on Responder Model RES-1001

If you are using a 1.x firmware version (see page 14), you can change the font size by choosing either the odd-numbered or even-numbered version of the firmware. Firmware versions that end in odd numbers display a small font; firmware versions that end in even numbers display a large font.

You cannot change the font size on Responders that are using a 2.x or 3.x firmware version.

Follow these steps to change your firmware version to select a different font size:

1. Press the On/Off button.
2. If the Responder has been assigned a student owner and asks for the Student PIN, press ?. Select your server (Receiver) or press yes (True) and then Enter to stay connected to the current server. Enter the Administrator PIN (1234 is the default) and press Enter. Press any key to continue.
3. Press to scroll down to Settings; then, press Select.
4. Press to scroll down to Firmware Update; then, press Select.
5. When the Responder displays the available update, scroll to choose the odd-numbered 1.x version if you want a small font or the even-numbered version if you want a large font; then, press Select.
6. Enter the Administrator PIN when the Responder asks you to do this (the default is 1234); then, press Enter.
7. The Responder will start updating the firmware. The program shows you its progress as it does the update. When the update is complete, the Responder will show you the new version number. Press any key to go to the Responder menu or the student PIN entry screen.

NEO 2 font changes are done in the Control Panel or via the NEO Manager software, but they do not affect the Responder SmartApplet. Font changes on NEO 2 affect AlphaWord Plus and some other SmartApplets.
Using the Calculator in the Responder

If you are using a 4.x or 1.x firmware version (see page 14), the Responder has a calculator that students can use for simple math operations. If you don’t want students to use this calculator, the teacher can disable the calculator for all students using the Renaissance Wireless Server Utility program; see page 161 for instructions. The calculator is not included on Responders using version 2.x or 3.x firmware.

Using the Calculator

Follow these steps to use the calculator in the Responder:

1. Press the On/Off button.
2. Press \( \downarrow \) to scroll down to Calculator; then, press Select.
3. If the program asks if you want to stay connected to the Receiver, press yes True and press Select.
4. Follow these instructions to enter calculations:
   - To enter numbers, use the number keys.
   - To add, press A (+).
   - To subtract, press B (–).
   - To multiply, press C (\( \times \)).
   - To divide, press D (\(/\)).
   - To calculate percent, press E (\( \% \)).
   - To clear an entry, press Clear.
   - To get an answer, press Enter (=).
5. To exit the calculator, press Menu.

Disabling the Calculator Function

The calculator is enabled by default in this release of AccelTest. Follow these steps to disable (or re-enable) the calculator:

1. Open the Renaissance Wireless Server Utility:
   - Windows computers: Right-click the \( \mathbb{R} \) icon in the lower right corner of your computer screen and choose Manage from the menu. You can also click Start  Programs  Renaissance Wireless Server  Renaissance Wireless Server Utility. (Click Start in the program to start the server if necessary.)
   - Macintosh computers: If you see the \( \mathbb{R} \) icon in the dock, click it to start the utility. You can also open the Applications folder on your hard drive, open the Renaissance Wireless Server folder, and double-click Renaissance Wireless Server Utility.
2. Type 1234 and click OK to log in. (This is the default password. If you have changed the password, enter your new password.)
3. Click the Device Settings tab.
4. Check or uncheck the box next to Calculator. When the box is checked, students are allowed to use the calculator on their Responders.
5. Click Update Device Settings.
6. Click OK when the settings have been updated.
INDEX

Numerics
1 to 10 grading scale, 99
2Know! classroom response system
  how it works, 1
  programs, 3
  setup tasks, 9
  using with Renaissance Place programs, 3
2Know! Toolbar, 3

A
About AccelTest, 3, 7
Accelerated Math libraries, 159
AccelScan
  connecting, 5
  scoring assignments, 90
Adding assignments to the Gradebook, 77
Adding classes, 18
Adding items to assignments, 62
  from libraries, 62
  from other assignments, 63
Adding score keys, 50
Adding standards to the database, 32, 33, 34, 35, 146
Adding students, 18
Administrator PIN, 11
  changing, 11
Aligning items on an assignment to standards, 57
Answer Key Report, 138
Answer space, 155
Answering questions on Responders or NEO 2s, 133
Assigning a name to a Receiver, 10
Assigning an owner to a Responder, 12
Assigning assignments to students, 83
Assignment Analysis Report, 138
Assignment creation preferences, 154
  Default fonts, 155
  Essay, 158
  Matching, 157
  Multiple Choice, 156
  Numeric Response, 157
  Print layout, 155
  Projector layout, 156
  Ranking, 157
  Short Answer, 158
  True/False, 156
  Yes/No, 156
Assignment editor, 44, 61
Assignment properties, 66
  answer spaces, 67
  fonts, 66
  layout, 67
  margins, 67
  options (show points), 67
  subject, 66
  title, 66
Assignment Results Report, 139
Assignment Standards Report, 139
Assignment subject, 66
Assignments, 37
  adding equations, 46
  adding graphics, 45
  adding items, 62
  adding items aligned to standards, 42, 64
  adding items from other assignments, 63
  adding plots, 48
  adding to the Gradebook, 77
  aligning items to standards, 57
  answer spaces, 67
  assigning to students, 83
  categories, 38
  changing, 60
  changing mode, 67
  completing, 87
  completing for AccelScan, 88
  completing for manual scoring, 89
  completing with the Responder or NEO 2, 87
  copying, 71
  creating, 39
  creating score keys, 50
  default fonts, 155
  deleting, 75
  editing, 60
  editor, 44, 61
  Essay item preferences, 158
  existing and AccelTest, 2
  exporting, 74
  exporting results, 102, 104
exporting scoring data, 102, 104
fonts, 66
importing, 59
in-class, 2
layout, 67
library items, 41
margins, 67
Matching item preferences, 157
mode, 67
moving items, 66
Multiple Choice item preferences, 156
Numeric Response item preferences, 157
preferences, 38, 154
previewing Responder and NEO 2 assignments, 73
Print layout preference, 155
printing for students, 84
printing one copy, 72
properties, 66
Ranking item preferences, 157
removing from the Gradebook, 107
Report, 139
reprinting, 84
scoring, 89
scoring manually, 91
scoring options, 40
scoring with AccelScan scanner, 90
scoring with NEO 2, 89
scoring with Responder, 89
Short Answer item preferences, 158
showing points, 67
subjects, 38, 66
template, 41
title, 66
True/False item preferences, 156
unassigning, 105
viewing, 37
Yes/No item preferences, 156
Assignments Report, 139
Auto Update preference, 145
Automatic updates, 6

C
Calculations for grades, 98
Calculator in Responder, 161
disabling, 161
Cartesian plots, 48
Categories preference, 145
effect on grades, 99
Category weights, 99, 145
Cells in the Gradebook, 140
Changing a class name, 27
Changing a student’s PIN, 13
Changing assignment dates in the Gradebook, 85
Changing assignment mode, 67
Changing assignments, 60
Changing items on assignments, 64
Changing notes, 110
Changing score keys, 69
Changing student IDs, 28
Changing student names, 28
Changing the password for AccelTest, 147
Changing the Receiver name, 10
Checking for updates to the software, 6
Class Standards Report, 140
Classes, 17
adding, 18
changing the name, 27
deleting, 29
enrolling students, 19
importing from Renaissance Place, 21
removing students, 20
tab, 17
unenrolling students, 20
viewing, 17
Closing AccelTest software, 8
Comma separated value (CSV) files, 23
Completing AccelScan assignments, 88
Completing assignments, 87
Computer requirements, 3
Connecting the AccelScan scanner, 5
Connecting the Renaissance Receiver, 5
Copying assignments, 71
Creating assignments, 39
CSV files, 23

B
Book files, 146
INDEX

D
Data Location preference, 145, 149
Database, 145
Default Fonts preference, 155
Default password, 6
Default Student PIN, 13
Deleting a class, 29
Deleting assignments, 75
Deleting libraries, 146
Deleting notes, 110
Deleting standards from the database, 36
Deleting students, 31
Desktop programs, 24
Determining grades, 160
Devices preference, 145
Displaying a student's PIN, 14
Downloading standards, 146
Duplicate students (when importing), 25

E
E (Essay), 39, 98
Editing a class name, 27
Editing assignments, 60
Editing items on assignments, 64
Editing notes, 110
Editing score keys, 69
Editing student IDs, 28
Editing student names, 28
Ending a scanning session, 91
Enrolling students in a class, 19
Equations in assignments, 46
Essay, 39
Essay preference, 158
Exam grades and overall grades, 98, 99
Exams preference, 146
  effect on grades, 99
Exiting AccelTest software, 8
Exporting assignment results, 102, 104
Exporting assignments, 74
Exporting score keys, 74
Exporting scores, 102, 104
Exporting student information, 30
Extra credit, 100

F
Final grades, 98
Firmware versions for Responders, 14
Fonts on assignments, 43, 66, 155
Forgotten student PIN, 14
Form Numbers Report, 140
Free Response Grading Worksheet, 140
Free-response items
  scoring, 91

G
Grade calculations, 98
Gradebook, 76
  adding assignments, 77
  assigning assignments, 83
  assignment properties, 85
  cells, 140
  changing assignment dates, 85
  exporting assignment results, 102
  mean, 97
  median, 97
  note history, 110
  overriding scores, 94
  removing assignments, 107
  scoring assignments, 89
  scoring assignments manually, 91
  sending notes to students, 108
  show entire school year, 97
  showing scores as percentages, 97
  showing scores as points, 97
  showing term, 97
  unassigning assignments, 105
  viewing, 76
  viewing scores, 96
Gradebook Summary by Term, 141
Grades, 98
  and Categories preference, 99
  and Exams preference, 99
  and preferences, 99
  category weights, 99
  exam, 99
  exam grade percentage, 98
  extra credit percentage, 100
  final, 98
  semester, 98
  term, 98
Grading scale, 99, 146
- outstanding/satisfactory/unsatisfactory, 99, 146
- pass/fail, 99, 146
- preference, 146
- standard, 99, 146

Graphics in assignments, 45
Group Assignment Report, 141

M
- M (Matching), 39, 98
- Manuals, 4
- Margins, 155
- Matching, 39
  - preference, 157
- MC (Multiple choice), 39, 97
- Mean, 97
- Median, 97
- Models for Responders, 14
- Moving items on assignments, 66
  - Multiple choice, 39
  - preference, 156

N
- NEO 2
  - completing assignments, 87
  - previewing assignments, 73
  - scoring assignments, 89
  - student feedback, 78
- Network name, 10
- New class, 18
- New student, 18
- Notes
  - changing, 110
  - deleting, 110
  - history, 110
  - reading on Responders, 110
  - resending, 111
  - sending to students, 108
- NR (Numeric Response), 39, 98
- Number line plots, 49
- Numeric Response, 39
  - preference, 157

O
- Outstanding/Satisfactory/Unsatisfactory grading scale, 99
- Overdue, 96
- Overdue Assignments Report, 141
Overlay for Responders, 134
Overriding scores in the Gradebook, 94
Overview of AccelTest, 2
Owners for Responders, 12
resetting, 14

P
Pass/Fail grading scale, 99
Password, 6
changing, 147
preference, 147
Past sessions, 135
Pending, 96
Percentages, showing in Gradebook, 97
Permissions, 149
Personal Identification Number (PIN)
   administrator, 11
   student, 13, 14
PIN
   administrator, 11
   student, 13, 14
Plots in assignments, 48
Points on assignments, 67
Points only assignments, 80
   scoring, 94
Points, showing in Gradebook, 97
Polar plots, 49
Port for scanner, 148
Preferences, 144
   Assignment creation, 154
   Auto Update, 145
   Categories, 145
   Data Location, 145, 149
   Devices, 145
   Exams, 146
   Grading Scale, 146
   Libraries/Standards, 146
   Password, 147
   Registration Information, 147
   Reports, 152
   Responder, 147
   Scanner Settings, 148
   School Year, 148
   Subjects, 149
   using, 144
Preferences that affect assignments, 38
Preferences that affect grades, 99
Previewing Responder and NEO 2 assignments, 73
Print layout preference, 155
Printing assignments before assigning them, 72
Printing assignments for students, 84
Printing reports, 137
Program Information Report, 142
Programs, 3
Projector layout preference, 156
Projector screen size, 156
Properties for assignments, 66
   fonts, 66
   layout, 67
   options (show points), 67
   title, 66
Publisher libraries, 146

Q
Question types, 39
Questions
   answering using Responders or NEO 2s, 133
   changing on assignments, 64
   moving on assignments, 66
Quitting AccelTest software, 8

R
R (Ranking), 39, 98
Ranking, 39
   preference, 157
Reading notes on Responders, 110
Receiver, 1
   changing the name, 10
   connecting, 5
Registration Information preference, 147
Removing assignments from the Gradebook, 107
Removing students from a class, 20
Renaissance Place classes, importing, 21
Renaissance Place programs and the 2Know! classroom
   response system, 3
Renaissance Receiver, 1
   changing the name, 10
   connecting, 5
Renaissance Responder, 1
Renaissance Wireless Server Utility, 3, 147
Report descriptions, 138
Reports, 137
    Answer Key, 138
    Assignment Analysis, 138
    Assignment Results, 139
    Assignment Standards, 139
    Assignments, 139
    Class Standards, 140
descriptions, 138
    Form Numbers, 140
    Free Response Grading Worksheet, 140
    Gradebook Summary by Term, 141
    Group Assignment, 141
    Overdue Assignments, 141
preferences, 152
    previewing, 137
    printing, 137
    Program Information, 142
    Student Grade, 142
    Student ID, 142
    Student Record, 143
    Student Standards, 143
Reprinting assignments, 84
Resending notes, 111
Resetting the owner of a Responder, 14
Responder, 1, 160
    and homework, 87
    assigning a student owner, 12
calculator, 161
    changing a student’s PIN, 13
    completing assignments, 87
disabling the calculator, 161
    displaying a student’s PIN, 14
    firmware versions, 14
font size, 160
models, 14
    preference, 147
previewing assignments, 73
reading notes, 110
resetting the student owner, 14
scoring assignments, 89
short answer questions on, 134
    student feedback, 78
    support for owned Responders, 147
    updating the firmware, 14
Rights, 149

SA (Short Answer), 39, 98
Saving assignments with a new name, 71
Scanner
    connecting, 5
    port, 148
    preferences, 148
    scoring assignments, 90
    sensitivity, 148
Scanner settings, 56, 148
Scanning cards for scoring, 90
Scanning correct answers for a score key, 56
Scanning session
    ending, 91
    starting, 90
School name, 147
School year, 148
    preference, 148
    showing in Gradebook, 97
Score keys
    aligning items to standards, 57
    creating, 50
    editing, 69
    exporting, 74
    for Responder or NEO 2 assignments, 50
    for scanner assignments, 53
    scanning correct answers, 56
Scores
    as percentages in Gradebook, 97
    as points in Gradebook, 97
    in the Gradebook, 96
    overriding in Gradebook, 94
Scoring assignments, 89
    AccelScan, 90
    free-response items, 91
    manually, 91
    NEO 2, 89
    points only assignments, 94
Responder, 89
    scanner, 90
Semester grades, 98
Semesters, 148
Sending notes to students, 108
Sensitivity of scanner, 148
Sent, 96
Serial number, 147
Serial number for AccelTest, 7
Server settings, 161
Sessions, 112
  definition, 112
  student-paced, 131
  teacher-paced, 113, 114, 118, 121, 124
  viewing results for past sessions, 135
Setting a student’s PIN, 13
Setting the Administrator PIN, 11
Setting up assignments, 37
Setting up the 2Know! classroom response system, 9
Setting up your data, 8
Short answer, 39
  on Responders, 134
  preference, 158
Show entire school year, 97
Show term in Gradebook, 97
Slash between scores, 94
Software updates, 6
Standard grading scale (A+ to F), 99
Standards, 32
  adding, 32, 33, 34, 35, 146
  aligning assignment items to, 57
  deleting, 36
Starting a scanning session, 90
Starting AccelTest software, 5
Student feedback on Responder or NEO 2 assignments, 78
Student Grade Report, 142
Student ID Report, 142
Student names, exporting, 30
Student PIN, 13, 14
  changing, 13
  displaying, 14
Student Record Report, 143
Student Standards Report, 143
Student-paced sessions, 131
Students, 17
  adding, 18
  changing a name, 28
  changing IDs, 28
  completing AccelScan assignments, 88
  completing assignments, 87
  completing assignments for manual scoring, 89
  completing Responder or NEO 2 assignments, 87
  deleting, 31
  enrolling in a class, 19
  exporting assignment results, 102
  exporting names and IDs, 30
  importing from a file, 23, 24
  importing with classes from Renaissance Place, 21
note history, 110
  reading notes, 110
  removing from a class, 20
  sending notes to students, 108
  unassigning assignments, 105
  unenrolling from a class, 20
Subjects, 66, 149
Subjects preference, 149
System requirements, 3

T
Tab-delimited export files, 102
Tabs in AccelTest, 7
Teacher name, 147
Teacher-paced sessions, 113
  existing assignments, 113
  projected assignments, 114
  verbal questions, 121
Template for Responders, 134
Term grades, 98
Terms, 148
  showing in Gradebook, 97
Text files for import, 23
TF (True/False), 39, 98
Title of assignment, 66
True/False, 39
  preference, 156

U
Unassigning assignments, 105
Unenrolling students from a class, 20
Updates, 6
Updates for AccelTest software, 6
Updating Responder firmware, 14
Using AccelTest for assignments you already have, 2
Using AccelTest for in-class assignments, 2
Using AccelTest to create, assign, and score assignments, 2

V
Verbal questions and teacher-paced sessions, 121
Version of AccelTest, 7
Viewing a class Gradebook, 76
Viewing assignments, 37
Viewing classes, 17
Viewing past session results, 135
Viewing scores by item, 97
Viewing scores in the Gradebook, 96

W
Waiting, 96

Y
Yes/No, 39
    preference, 156
YN (Yes/No), 39, 97