

Understanding and Editing Capabilities in Renaissance Place™

Renaissance Place™ provides powerful reporting because it stores student data from all Renaissance Learning™ applications in one central database. To ensure that users see and work with only the data that is appropriate for them, Renaissance Place allows you to set permissions that we call capabilities.

By setting capabilities, administrators can grant users the right to perform specific tasks (such as adding classes, teachers, and students) and to see district, school, or classroom data. For example, capabilities ensure that teachers see only data from their own classrooms while district users can review data from students in all schools.

Renaissance Place Assigns Capabilities Automatically

All you need to do is assign a title to each person in the district who uses Renaissance Place. (In the software, we call a title a “primary position.”) You assign the primary position when you add the person or edit the person’s personal information. The program does the rest by assigning each person to a user group based on their title and applying the appropriate capabilities to the people in each group. The seven user groups are:

- District User Groups
 - district administrators
 - district staff
 - parents
 - students
- School User Groups
 - school administrators
 - school staff
 - teachers

To see the titles and default capabilities for each user group, see the Renaissance Place Software Manual. Descriptions of default capabilities start on page 4 of this document.

How to Edit Capabilities

Although the default capabilities will work well for most users, you may wish to add or restrict capabilities for certain groups or individuals. For example, you might want to provide the School Level Access capability to Reading or Math Renaissance Coordinators so they can generate schoolwide reports.

By default:

District administrators and school administrators can all edit capabilities for individuals.

District administrators and school administrators can edit capabilities for user groups for existing users (those who are already in Renaissance Place) and new users (those who will be added after

the original default capabilities are changed). Note that school administrators can only edit capabilities for school groups, not district groups.

Edit Capabilities for Individuals

1. On the Renaissance Place Home page, click **Users**.
2. Click **View Personnel**.
3. Enter an individual's name in the fields or click **Search** to see all active personnel. **Note:** Individuals are listed twice if they are (or were) assigned to more than one school or to both a school and the district. For example, a teacher who is assigned to two schools is listed twice. You need to change the teacher's capabilities for both assignments.
4. Find the individual in your search results and click **Select**.
5. Click **Edit Capabilities for Personnel Record**. Only district and school administrators and district staff see this link.
6. You see the capabilities that are currently granted to this individual and a list of available capabilities that you could grant. Scroll to see the complete list. Check the box next to each capability you want to add. Remove the check mark from capabilities you want to remove.
7. Click **Save**.
8. Click **Done** on the Confirmation page.

Edit Capabilities by User Group for Existing Users

1. On the Renaissance Place Home page, click **Product Administration**.
2. Click **Define User Capabilities**.
3. Click **Edit Existing Settings** next to District or School User Capabilities. (School administrators see only School User Capabilities.)
4. This page lists the different user groups that you can edit. Click the user group for which you want to change the capability set.
5. This page shows a list of the capabilities that you can grant to users in this group. Your choices are:
 - Leave as is (Users in this group who already have this capability keep it, and those who don't are not granted the capability.)
 - Add to all users
 - Remove from all users
6. Click **Save**.
7. Click **Done** on the Confirmation page.

Edit Default Capabilities by User Group for New Users

1. On the Renaissance Place Home page, click **Product Administration**.

2. Click **Define User Capabilities**.
3. Click **Edit Default** next to District or School User Capabilities. (School administrators see only School User Capabilities.)
4. This page lists the different user groups that you can edit. Click the user group for which you want to change the default capability set.
5. The Edit Default Capability Set page lists the capabilities that are currently granted to this user group and the other available capabilities that you could grant to them. Scroll to see the complete list. Check the box next to each capability you want to add. Remove the check mark from the capabilities you want to remove.
6. Click **Save**.
7. Click **Done** on the Confirmation page.

Descriptions of Capabilities

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-------------------|--|---|----------------|----------------|--------------|--------------|---------|
| Renaissance Place | Change Data Editing Preference | Located under Product Administration in Renaissance Place, this preference restricts data editing or warns users who are updating data from a third-party data source, such as a school information system. | ✓ | + | – | – | – |
| | District Reports | View reports that contain district, school, teacher, class, and student data. | ✓ | ✓ | – | – | – |
| | District-Level Student Export | Export information for any student in the district. Perform this task if a student is transferring to another school that is using Renaissance Learning products. | ✓ | + | – | – | – |
| | District-Level Student Import | Import information for any student in the district. | ✓ | + | – | – | – |
| | District-Level View of Student and Personnel Information | User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information. | ✓ | ✓ | ✓ | + | + |
| | Filter Reports by Characteristics | Generate reports that show results for students with common characteristics. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Filter Reports by Ethnicity | Generate reports that show results for students of the same ethnicity. | ✓ | ✓ | ✓ | ✓ | ✓ |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-------------------|-------------------------------------|---|----------------|----------------|--------------|--------------|---------|
| Renaissance Place | Manage Courses and Classes | Edit course and class information, such as creating courses and classes, copying classes from a previous year, assigning teachers, and enrolling students. | ✓ | ✓ | ✓ | ✓ | + |
| | Manage Data Consolidation | Set up a consolidation schedule and run data consolidation. | ✓ | + | + | + | + |
| | Manage Default Capabilities | Edit the capabilities (the right to perform specific tasks) assigned to each user group: district and school administrators, district and school staff, and teachers. | ✓ | + | ✓ | + | + |
| | Manage District | Edit district information, such as name, address, phone number, and URL. | ✓ | + | – | – | – |
| | Manage District Preferences | This capability permits an individual to edit district-level preferences. | ✓ | + | – | – | – |
| | Manage Marking Periods and Days Off | Edit marking periods or days off by school, add marking periods or days off to multiple schools within existing school year, or delete marking periods or days off. Marking periods are used in applications and must be defined before teachers can set goals in Accelerated Math™ or Accelerated Reader™. | ✓ | ✓ | ✓ | ✓ | + |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-------------------|---------------------------|---|----------------|----------------|--------------|--------------|---------|
| Renaissance Place | Manage Parents | Add, edit, or delete parent information, such as name, password, and children. | ✓ | ✓ | ✓ | + | + |
| | Manage Personnel | Add, edit, or delete personnel information, such as name, user name, password, and primary position. The primary position determines an individual's user group and capabilities. | ✓ | ✓ | ✓ | + | + |
| | Manage Reporting Periods | Add, edit, or delete reporting periods, which are used in Renaissance Place reports. | ✓ | + | ✓ | + | + |
| | Manage School Enrollment | District users can enroll students in any school in the district; school users can only enroll students in their school. | ✓ | ✓ | ✓ | + | + |
| | Manage School Preferences | Permit an individual to edit school-level preferences. | ✓ | + | ✓ | + | + |
| | Manage School Year | Add, edit, or delete school years. | ✓ | ✓ | – | – | – |
| | Manage Schools | Add, edit, or delete schools in the district. Required fields are school name and grade range. | ✓ | ✓ | – | – | – |
| | Manage Student Data | Permanently remove and recover student records. | ✓ | ✓ | + | + | + |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-------------------|---------------------------------------|--|----------------|----------------|--------------|--------------|---------|
| Renaissance Place | Manage Students and Class Enrollments | User can add students, enroll students in classes, edit student information and characteristics, manage custom characteristics in the database, and delete students from the database. | ✓ | ✓ | ✓ | + | + |
| | Merge Students | Merge two or more student names into a single student record. | ✓ | + | ✓ | + | + |
| | Parent Reports | View parent and student reports that are available from individual applications and the School-to-Home Report in Renaissance Place. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | School Reports | View reports that contain school-level data as well as data on teachers, classes, and students. | ✓ | ✓ | ✓ | ✓ | + |
| | School-Level Student Export | Export information for any student in schools the user can access. | – | – | ✓ | + | + |
| | School-Level Student Import | Import information for any student in schools the user can access. | – | – | ✓ | + | + |
| | Teacher-Level Student Export | Export information for any students enrolled in classes the user can access. | – | – | ✓ | + | + |
| | Teacher-Level Student Import | Import information for any students enrolled in classes the user can access. | – | – | ✓ | + | + |
| | Teacher Reports | View reports containing teacher, class, and student data. | ✓ | ✓ | ✓ | ✓ | ✓ |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-------------------|-------------------------------------|--|----------------|----------------|--------------|--------------|---------|
| Renaissance Place | View Courses and Classes | View course and class information, such as name, teacher assigned, and enrolled students. | ✓ | ✓ | ✓ | ✓ | + |
| | View Default Capabilities | View the list of default capabilities for user groups. | ✓ | ✓ | ✓ | ✓ | + |
| | View District Preferences | This capability permits an individual to view district-level preferences. | ✓ | + | – | – | – |
| | View Parents | View parent information, such as name and children. | ✓ | ✓ | ✓ | ✓ | + |
| | View Personnel | View personnel information, such as name, location, and primary position. Primary position determines an individual's user group and capabilities. | ✓ | + | ✓ | ✓ | + |
| | View School Preferences | Permits an individual to view school-level preferences. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View Schools | View information on all schools in the district, such as school name and grade range. | ✓ | ✓ | – | – | – |
| | View Students and Class Enrollments | View student information, such as name, user name, grade, and class enrollment status. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Multiple Products | Manage Classroom Activities | Manage classroom activities in individual applications, such as scoring student assignments, setting goals, and producing classroom reports. | ✓ | + | ✓ | + | ✓ |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|--------------------|--|--|----------------|----------------|--------------|--------------|---------|
| | Manage Content | Perform tasks relating to Accelerated Reader quizzes, Accelerated Math libraries, and Fluent Reader™ levels. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | School-Level Access | Perform teacher-level tasks in all classes in all products, such as printing reports, generating student work, setting goals and modifying student quiz records. | ✓ | ✓ | ✓ | ✓ | + |
| | View Classroom | View classroom-level information, such as student assignments, goals, and classroom reports. | ✓ | + | ✓ | + | ✓ |
| | View Content | View content that is installed on the district server, such as Accelerated Math libraries and Accelerated Reader quizzes. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Accelerated Math | Create District Accelerated Math Objective Lists | Create Accelerated Math objective lists for use throughout the district. | ✓ | ✓ | + | + | + |
| | Create School Accelerated Math Objective Lists | Create Accelerated Math objective lists for use in a school. | ✓ | ✓ | ✓ | ✓ | + |
| | View Accelerated Math Team Data on Reports | View team data for classes in a school or district. | ✓ | ✓ | ✓ | ✓ | + |
| Accelerated Reader | Manage Book Level Settings | Edit book level settings, alternate book level names, and change ATOS™ settings. | ✓ | + | ✓ | + | + |
| | Manage Quiz Availability | Manage availability of quizzes at individual schools. | ✓ | + | ✓ | + | + |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|----------------------------|--|--|----------------|----------------|--------------|--------------|---------|
| | Take a Sample Quiz | Preview an Accelerated Reader Quiz in the Manage Quizzes pages. | ✓ | ✓ | ✓ | ✓ | ✓ |
| STAR Early Literacy™ (SEL) | Manage STAR Early Literacy Preferences | User has the ability to modify STAR Early Literacy preferences including testing password and testing options. | ✓ | + | ✓ | + | ✓ |
| | Manage STAR Early Literacy Screening, Progress Monitoring & Intervention | User can view screening and progress monitoring scores, and set goals for RTI in STAR Early Literacy for ALL students in the school. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View STAR Early Literacy Preferences | User has the ability to view STAR Early Literacy preferences including testing password and testing options. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View Student's Historical STAR Early Literacy Assessments | View data for past student assessments. | ✓ | + | ✓ | + | + |
| STAR Math™ | Manage STAR Math Preferences | Edit preferences including testing password, test type, test registration and student's estimated MIL or extended question time limit. | ✓ | + | ✓ | + | ✓ |
| | Manage STAR Math Screening, Progress Monitoring & Intervention | User can view screening and progress monitoring scores, and set goals for RTI in STAR Math for ALL students in the school. | ✓ | ✓ | ✓ | ✓ | ✓ |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|-----------------------|---|--|----------------|----------------|--------------|--------------|---------|
| | View STAR Math Preferences | View preferences including testing password, test type, test registration and student's estimated MIL or extended question time limit. | ✓ | + | ✓ | + | + |
| | View Student's Historical STAR Math Assessments | View data for past student assessments. | ✓ | + | ✓ | + | + |
| STAR Reading™ | Manage STAR Reading Preferences | Edit preferences including testing password, test type, test registration and student's estimated IRL or extended question time limit. | ✓ | + | ✓ | + | ✓ |
| | Manage STAR Reading Screening, Progress Monitoring & Intervention | User can view screening and progress monitoring scores, and set goals for RTI in STAR Reading for ALL students in the school. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View STAR Reading Preferences | View preferences including testing password, test type, test registration and student's estimated IRL or extended question time limit. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View Student's Historical STAR Reading Assessments | View data for past student assessments. | ✓ | + | ✓ | + | + |
| STAR Custom™ | Full Access | User has access to all functionality. If this is not selected, the user will have access to reports only. | ✓ | ✓ | ✓ | ✓ | ✓ |
| STAR Reading Spanish™ | Manage STAR Reading Spanish Preferences | Edit preferences including testing password, and student's estimated SP IRL or extended question time limit. | ✓ | ✓ | ✓ | ✓ | ✓ |

| Product | Capability | Description | District Admin | District Staff | School Admin | School Staff | Teacher |
|---------|--|--|----------------|----------------|--------------|--------------|---------|
| | View STAR Reading Spanish Preferences | View preferences including testing password, and student's estimated SP IRL or extended question time limit. | ✓ | ✓ | ✓ | ✓ | ✓ |
| | View Student's Historical STAR Reading Spanish Assessments | View data for past student assessments. | ✓ | + | ✓ | + | + |