

Importing Student Information into the Database

See “Managing Data Imports” on page 217 for instructions on how to import student information into the database.

Getting Students’ User Names and Passwords

Who Can Do This?

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers

Learn more about capabilities on page 56.

Follow these steps to get a list of your students’ user names and passwords:

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. Use the search fields to choose which students to search for **A**. For detailed search instructions, see page 89.
4. Select **Search B**.

The screenshot shows the 'View Students' interface. At the top, there's a navigation bar with 'Home > Personnel, Students, and Parents > View Students'. Below that, a search section titled 'Search For Students' contains several dropdown menus and text boxes for filtering students. A 'Search' button is labeled 'B'. Below the search section are two tabs: 'Class Enrollment' and 'Passwords', with the 'Passwords' tab selected and labeled 'C'. To the right of the tabs are 'View PDF' (labeled 'F') and 'Print Page' (labeled 'E') buttons. A table below shows a list of 497 students, with the first few rows visible. The table has columns for Student, ID, Grade, User Name, Password, and Neo 2™ or Responder PIN. The first row is for Mary Abell, ID 4182, Grade 4, User Name mabell, Password AA, and PIN 142-192-834. The second row is for Maurizio Abeyta, ID 5826, Grade 2, User Name mabeyta, Password AA, and PIN 142-197-512. The third row is for Konrad Abrego, ID 5645, Grade 4, User Name kabrego, Password AA, and PIN 142-197-089. The fourth row is for Danika Acevedo, ID 4859, Grade 4, User Name dacevedo, Password AA, and PIN 142-194-038. At the bottom right of the table, there are navigation arrows and a page indicator '1 of 10' labeled 'D'.

 **The NEO 2 or Responder PIN is for students who are using MathFacts in a Flash to do offline practice on Responders or NEO 2s and who want to send their results to Renaissance Place.**

5. If results are found, select the **Passwords C** tab. This tab lists each student’s ID, grade, user name, password, and NEO 2 or Responder PIN. (To see birth dates, select **View PDF** as described below.)

If the list of search results is long, it will be split into multiple pages. Select **▶** to go to the next page of results or **◀** to go back **D**. You can also select **▶▶** to go to the last page of results or **◀◀** to go back to the first page.

You can print the page of results that you are viewing by selecting **Print Page E**. (If you have more than 50 results, only the page of results that you are viewing will print.)

 **For security and data integrity reasons, we do not recommend printing out user names and passwords.**

If you want to print all results and choose grouping and sorting options, select **View PDF** **F** instead. Then, follow these steps:

- a. Choose the options you prefer and select **View Report**.

The screenshot shows the 'Report Options' page in Renaissance Place Real Time. The breadcrumb trail is 'Home > Personnel, Students, and Parents > View Students > Reports'. The report is for 'Gamez School' and 'Passwords'. There are 'Cancel' and 'View Report' buttons. Below is a 'Customization Options' section with a table of settings:

Customization Options	
Group By	<input checked="" type="radio"/> Class <input type="radio"/> Grade <input type="radio"/> Teacher <input type="radio"/> Do Not Group
NEO 2/Responder PIN	<input checked="" type="checkbox"/> Print NEO 2/Responder PIN
Page Break Not valid if 'Do Not Group' is selected	<input checked="" type="checkbox"/> Page Break after each group
Sort By	<input checked="" type="radio"/> Last Name <input type="radio"/> ID
Print Report Options	<input checked="" type="checkbox"/> Print selected report options on the report

At the bottom of the customization section are 'Cancel' and 'View Report' buttons.

- b. When the list opens, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom center of the document or press **F8**.