NVUSD
NAPA VALLEY UNIFIED SCHOOL DISTRICT

Data & Assessment Services

Rabinder Mangewala
Assistant Superintendent, Business Services

Peter Abboud, Ed.D.
Director of Data & Assessment Services

Star Assessments - Teacher Instructions/Resources

Thank you for taking the time to administer the Star Assessments to your students! See below for which assessments are required of which grade levels.

Assessments Required of Each Grade Level

Grade	Star Reading	Star Math
Kindergarten	Not Required (take mClass)	Not Required
1st	Not Required (take mClass)	Required
2nd through 12th	Required	Required (12th graders not taking a math class do not need to complete the assessment)

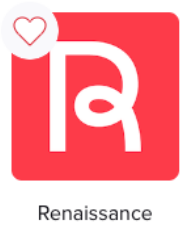
If you want to experience what a Star Assessment looks like for students, click here for a demo site. Once you arrive at the demo site, click "I'm a Student". Choose one of the usernames listed below followed by a number from 1 through 30 (i.e. York17). The password is abc123 and the monitor password is admin

Kindergarten students are **Finn**
1st grade students are **Lauton**
2nd grade students are **Wiles**
3rd grade students are **Hill**
4th grade students are **Howard**
5th grade students are **York**
6th grade students are **Alvin**
7th grade students are **Bronte**
8th grade students are **Callen**
9th grade students are **Porton**
10th grade students are **Keyes**
11th grade students are **King**
12th grade students are **Rickards**

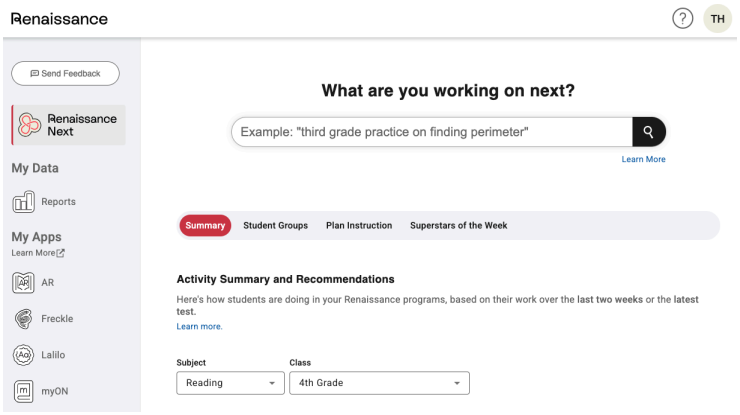
Star Early Literacy
This assessment is no longer required, but if you are choosing to administer it anyway, we recommend showing students these introductory videos ahead of time so that they know what to expect.
Chromebook - English
Chromebook - Spanish
Tablet - English
Tablet - Spanish

Accessing Your Star Assessments Teacher Account and Setting Up Accommodations:

1. Log into your Clever portal and look for the “Renaissance Learning” app.



2. Once you are in the app, you should see a screen that looks like this



- Click on your name in the upper right hand corner and then click on “edit preferences”. Then, scroll down and click where it says “Accommodations”. From here, you will be able to choose accommodations for your classes as a whole or for individual students.
- You can read about the different accommodations available in Star by clicking here.
- Instructions pages for specific accommodations
    - How to configure extended question time limits
    - How to configure unlimited time (Not Applicable to STAR EL) and other accommodations
    - How to configure audio
    - **Important: If the student’s pause test button does not appear on the upper right corner, press Ctrl + Shift + M to trigger pausing the assessment.**
    - Please work with your site’s education specialists and counselors to ensure that all of your students with IEPs and 504s have access to the supports that they need.

Prior to Launching the Assessment:

Give the students a “pep talk” and include the following points:

- Thank the students and ask them to do their best. Explain that the assessment is designed to measure their reading/math skills and that the data will be used to help teachers help the students this year.
- Some of the questions will be harder and some will be easier (remember that it’s computer adaptive). It’s OK if you don’t get every question correct.
- Tell students that they shouldn’t have any extra windows or tabs open on their device and to put their phone away. If students are taking the Star Math test, they can have scratch paper and a pencil/pen nearby. Calculators are not allowed, unless they’re available in the test itself.
- Give students instructions on what to do when they are finished with the assessment.

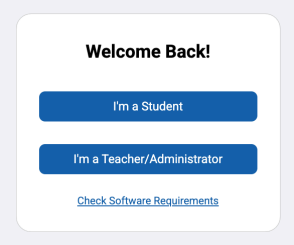
Click here for a sample script to read to students, if you prefer.

Launching the Assessment:

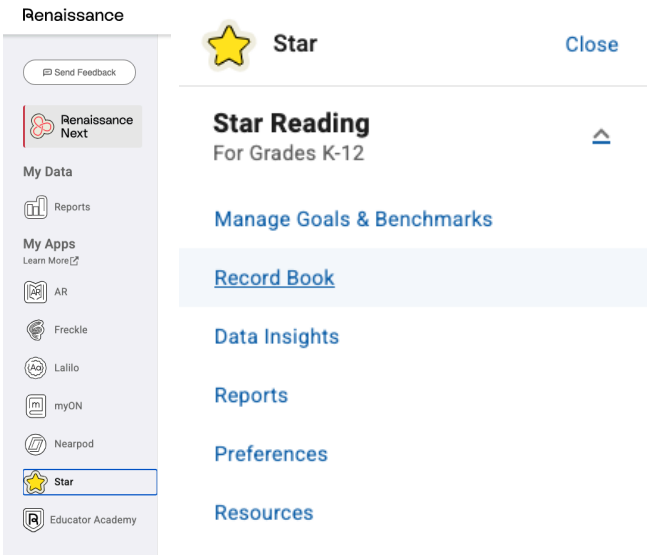
- Tell students to log into Clever as they normally would and look for the “Renaissance Learning” app.
- From there, they will need to select the assessment that you are giving them.
- They will be prompted to choose the class they are in. For elementary students, they will most likely have one option. Secondary students will see all of their classes. If they choose the wrong class, it’s OK. Have them move forward with taking the assessment.
- If students are prompted for a monitor password, it is napa for elementary students and Nvu$d for secondary students.

Tips/Tricks:

1. Make sure the student is logged in through Clever and accessing the Renaissance app from there.
2. Make sure the student clicks on the correct assessment (some of the tiles look similar)
3. Make sure the student is correctly entering the monitor password. This is napa for elementary sites and Nvu$d for secondary sites. If you need to change your monitor password, follow these instructions.
4. Make sure the students choose the correct test, otherwise they will need to cancel the test and it will take them back to the Renaissance Learning home page (see screenshot below) which they won’t be able to log into. They will need to close out the tab and go back to Clever and start over. The most common problem is the student does not carefully read the different tests and accidentally chooses a test in Spanish.



5. We encourage you to share with students this instructions page with screenshots for accessing the assessments.
6. When the students are finished, it will take them back to the Renaissance Learning log in page. They don’t need to do anything else at that point.
7. Students *can* take the assessment a second time as long as it’s not on the same day as the first time they took it. If they need to take it twice in one day, you’ll need to submit an Incident IQ ticket with the data and assessment department to have the test reset.
8. Make sure students click on the “next” button at the bottom of the screen after answering each question. In some cases, students have needed to scroll down to see that button.
9. Students *can* pause the test and finish it at a later time. They just need to click on the “stop test” button in the upper right of the window and enter the monitor password. They will then see three options: Resume Later, Stop Test, and Cancel. “Resume Later” will save their progress, and the next time they open the test they will begin where they left off. “Stop Test” will end the test without saving any of their progress. “Cancel” will return them to their current test.
   If the “Stop Test” button is not visible, press ctrl+shift+m to open the pause/stop window.
10. Students can’t currently see their scores from their own Renaissance Learning account.
11. To determine if a student has completed the test, click “Star” from the home screen and then on “record book” (see the screenshot below). You can also access various reports by clicking on the “reports” link . We recommend starting with the Star Summary Report, Star Screening Report and the Star Diagnostic Report.



12. What if the student cannot pass the practice? The practice session is primarily meant to gauge the student's ability to work with the program's interface, to see if the student understands how to select and enter an answer. If a student fails to answer enough practice questions correctly, the student may show up as untested on certain reports. In this case, have the student start another test. The teacher can help the student pass the PRACTICE questions only. Once they have gotten past the practice questions, have the student take the test independently. This will give them a score.

If you run into any technical issues during the test administration that you can't solve on your own, feel free to call our Star Assessments help line at the Data & Assessment Services office at (707) 227-3477. A member of our support team will answer the phone and help you. We will be available from 7:00am to 3:30pm. You can also use Renaissance's help documents by clicking on the "help" icon in the upper right hand corner of your screen or by clicking here. They also have a great live chat resource.

