



QUICK START GUIDE



Use the **Add/Edit Students** feature to ensure that students are not registered in the Renzulli Learning System, **PRIOR** to mass-registering new students.

1. From the Teacher homepage, locate the **EZ-Path** box.
2. Click **Register a Student**.

My Students Lesson Planning & Differentiation Activities Manager Teacher Resources

Welcome Linda

EZ-Path Where would you like to go today?

- Complete Your Own Learning Profile
- Find and Send Activities to Students and Teachers
- Create a Student Assignment
- View Your Students' Work
- Register a Student**

My Inbox

There are no new items.

View Archives Send

3. Click **Teacher Mode**.

***** Important Note *****

To use this feature you must have "authorized" teacher status in the Renzulli Learning System. If the "Teacher Mode" button does not appear contact your Renzulli School Site Manager or Principal to be "authorized".

EZ-Path: Register a Student

Welcome to the "Register a Student" EZ-Path.

This process has two (2) modes of operation.

1. **Demonstration Mode** - shows how students can register themselves
2. **Teacher Mode** - allows you to register students yourself

In **Demonstration Mode**, you can follow the steps students use to register themselves. This demonstration may also be displayed with a projector to guide groups of students through the registration process.

In **Teacher Mode**, you can actually register one or more students yourself. You can then print and distribute each student's registration report - including User Names and Passwords - so students can Login to Renzulli Learning. This feature is only available to authorized teachers.

Please select either **Demonstration** or **Teacher mode**.

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4. The Renzulli district code will be automatically displayed in the **District Code** box.
5. Click the **school name**.

EZ-Path: Register a Student

Welcome to the "Register a Student" EZ-Path.

You may register students who have not been registered previously.

After you enter registration information for all desired students, please print the report that provides the system-assigned user name and password for each student. Students will need this information to Login to Renzulli Learning.

District code: 4

Select school: 5

6. Type the student's **First Name**.
7. Type the student's **Last Name**.
8. Select the student's **grade level**.
9. Select the student's **gender**.
10. By default, the system will affiliate the student with the teacher who is registering him or her.
11. To connect the student to additional teachers, click **Select Additional Teachers**.

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District code:

Select school:

6 First Name:

Last Name:

8 Grade Level:

Gender:

Teachers Selected: Kraft, Linda 10

11 [\(Select Additional Teachers...\)](#)

12. Click the names of the teachers you wish to affiliate with the student.

*Note: Click **Show Selected Teachers...** to view teachers who are affiliated with the student.*

[\(Show Selected Teachers...\)](#)

Select teacher(s):

<input checked="" type="checkbox"/> Bachinski, Jenna	<input type="checkbox"/> Beman, L
<input type="checkbox"/> Bernardo, Wendy	<input type="checkbox"/> Bonanno, Daniel
<input type="checkbox"/> Bradbury, Nanette	<input type="checkbox"/> Branch, Barbara
<input type="checkbox"/> Bright, Monique	<input type="checkbox"/> Castle-Good, Marie
<input checked="" type="checkbox"/> Cheney, Robert	<input type="checkbox"/> Cheney, Jackie
<input type="checkbox"/> Cohen, Caroline	<input type="checkbox"/> Condit, Julie
<input type="checkbox"/> Cruise, Penelope	<input type="checkbox"/> Daversa, Mike
<input type="checkbox"/> Dempsey, Leigh Anne	<input type="checkbox"/> Dempsey, Megan

13. Click **Next**, to register additional students.

Press "Next" to save this registration and register another student.
Press "Finish" to save this registration and see a list of all registrations.

14. After registering the last student, click **Finish** to complete the registration process.

QUIT » 15 FINISH » 14 NEXT » 13

15. Click **Quit**, to cancel the registration process. This will only cancel the registration of the current student whose information is being entered into the system. Previous student registrations, that were completed, will remain in place.

To Review or Print ALL:

1. Click this link: [Prepare Report](#) - it builds an information report for each listed student in PDF form.
2. Click the [Admin](#) link and [Print](#) to print all user registrations for distribution.

DON'T PRINT

QUIT » « BACK

Since the mass registration process automatically assigns random usernames and passwords, Shen teachers are advised to QUIT and NOT print the individualized registration reports available at the end of the mass registration process.

16. From the main teacher page, click [My Students](#) then click **Usernames & Passwords**.

[Main](#) | [Manage Groups](#) | [Create Student Reports](#) | [Usernames & Passwords](#) | [Add/Edit Students](#) | [Inbox](#)

Click the **Edit** button for each student and change the username and password to match the student's standard SHENet username (generally 1st 4 letters of last name + 1st 4 letters of first name) and password (123456 for K-4 students). Click **OK**. Repeat as needed for other students.