



QUICK START GUIDE

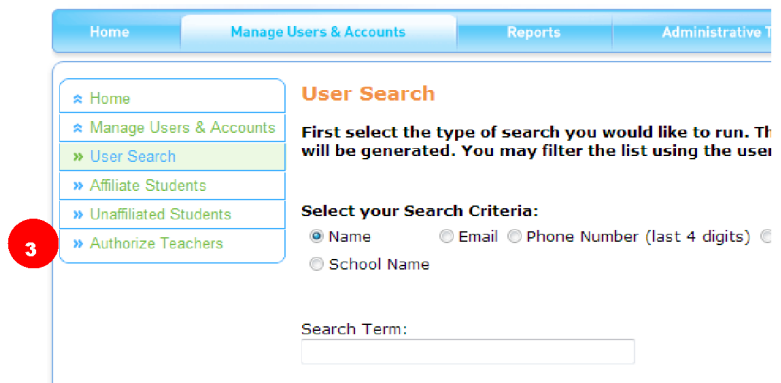
What does this do?

- ✦ Allows teachers who have been “authorized” in the system to add and remove registered students from their class list.
- ✦ Allows teachers who have been “authorized” in the system to mass-register new students in the Renzulli Learning System. This feature will automatically generate usernames and passwords for each student registered.

1. Click **Manage Users and Accounts**.
2. Click **Users**.



3. Click **Authorize Teachers**.





Before “authorizing” a teacher, please verify the registration information for each registered teacher as a security measure.

- Review the name and email address of each teacher to verify their identity and confirm that each is an actual member of your school’s faculty.
- Click the box next to the teachers’ name that you want to authorize.
- Click **Submit**.

Authorize Teachers

Use this process to authorize (approve) or *de*-authorize teachers within a selected school.

Narrow the list by School:

	School Name	District Name	City	State
Select	Sample Elementary School	Sample School District	Los Angeles	CA

Below is a list of teachers at your school(s). To "authorize" a teacher so that she or he may affiliate with and/or register students independently, click ('check') the box next to the teacher's name and then click the "Submit" button at the bottom of the page.

Before authorizing a teacher, please validate that person's identity and email address to ensure she or he is a bonafide member of your school's faculty.

To "De-Authorize" a previously authorized teacher, simply click ('un-check') the box next to the appropriate name and click the "Submit" button at the bottom of the page.

Clear All

	Name	Email	Username	Password	Schools
<input checked="" type="checkbox"/>	Aguilar, Allison	aaguilar@sampledistrict.org	aaguilar	brown01	Sample School
<input checked="" type="checkbox"/>	Bachecki, Kristen	kbachecki@sampledistrict.org	kbacheski	green01	Sample School
<input checked="" type="checkbox"/>	Bangs, Mirabai	mbangs@sampledistrict.org	mbangs	bluebear	Sample School
<input checked="" type="checkbox"/>	Delanoy, Stephanie	sdelanoy@sampledistrict.org	sdelanoy	charlie05	Sample School
<input checked="" type="checkbox"/>	Hartman, Elizabeth	ehartman@sampledistrict.org	ehartman	dodgers77	Sample School
<input checked="" type="checkbox"/>	Kirske, June	jkirske@sampledistrict.org	jkirske	red04	Sample School
<input checked="" type="checkbox"/>	Sullivan, Siobhan	ssullivan@sampledistrict.org	ssullivan	purplebug	Sample School

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- Teachers who are “authorized” in the system will have an “A” in the “Status” column of the registered user roster.

Teachers:
of Teachers: 25
Legend: A = Authorized Teacher

Last Name	First Name	User Name	Password	Grade	Date Registered	Last Activity Date	Affiliated Students	Status
Aguilar	Allison	aguilara	gunnar	4	9/19/2007	4/2/2008	29	A
Bachecki	Kristen	bachecki	kristen	5	10/17/2007	4/2/2008	33	A
Bangs	Mirabai	MirabaiBangs	Mitzi	3	10/17/2007	4/2/2008	0	A
Delanoy	Stephanie	stef7272	cory20801	2	10/17/2007	6/15/2008	21	A

The following pages illustrate the use of system features only available to “authorized” teachers. These features are accessible from the Teacher site.

Add/Edit Students Feature for “Authorized Teachers”

Once a teacher has been “Authorized” they may update their class list using the “Add/Edit Student” feature on the Teacher site.

1. From the Teacher site, click **My Students**.
2. Click **Add/Edit Students**.
3. The school roster of all students who are registered in the Renzulli Learning System will appear.
4. **Adding Students:** Check the box next to the students’ names to be added to the class list.
5. **Removing Students:** Uncheck the box next to students’ names to be removed from the class list.
6. When finished, scroll to the bottom of the page and click **Submit**.

1 My Students | Lesson Planning & Differentiation | Activities Manager | Teacher Resources | My Portfolio

Main | Manage Groups | Create Student Reports | Usernames & Passwords | **2** Add/Edit Students | Inbox

Add/Edit Students Search Activities

RETURN

Show All Students

Below is a list of students in your school(s). Students that are currently checked off are already affiliated with you as their teacher.

Click the "Show" menu above to request a display of students by specific grade or school instead.

Modify your class roster by checking or unchecking the box next to the name of any student, and then click "Submit."

4 Check All - Clear All

- Alexander, Sarah (Grade: 6)
- Arnold, Benedict (Grade: 7)
- Benjamin, Franklin (Grade: 1)
- Bernardi, Stacey (Grade: 7)
- Bo, DanielJ (Grade: 3)
- Bo, Steve (Grade: 1)
- Jane, Smith (Grade: 7)
- Jenkins, Adam (Grade: 1)
- Jones, Junie (Grade: 1)
- Kid, Test (Grade: 4)
- Knudsen, Emily (Grade: 7)
- Knudsen, Katie (Grade: 7)
- Lancaster, Chris (Grade: 6)
- Louys, Emma (Grade: 8)
- Marie, Ani (Grade: 3)
- McKenn, Daniel (Grade: 4)
- McKenna, Daniel (Grade: 2)
- McKenna, Daniel (Grade: 4)
- Mcknight, Darla (Grade: 5)
- McLaughlin, Liam (Grade: 6)
- Mcleod, Scott (Grade: 2)
- McShane, Lilli (Grade: 7)
- Watson, Kirsten (Grade: 9)
- Wilson, Jon (Grade: 12)

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6 SUBMIT >>

7. The changes will be automatically updated on the **My Students** tab.

Click **My Students** to view the updated class list.

7 My Students | Lesson Planning & Differentiation | Activities Manager | Teacher Resources | My Portfolio

Main | Manage Groups | Create Student Reports | Usernames & Passwords | Add/Edit Students | Inbox

Show All Students Display Student Summary

My Students Search Activities


To view a student's records, click a name below or choose a Display option above.

Name	Grade	School	Group Affiliation	Last Logged In	Profile Complete	Last Viewed Enrichment Activities	Projects	Assignments
Alexander, Sarah	6	American Enrichment School	Test Group 1	6/5/2008	Y	4/3/2008	7	4
Benjamin, Franklin	1	American Enrichment School	Test Group 1	7/15/2008	Y	7/14/2008	24	4

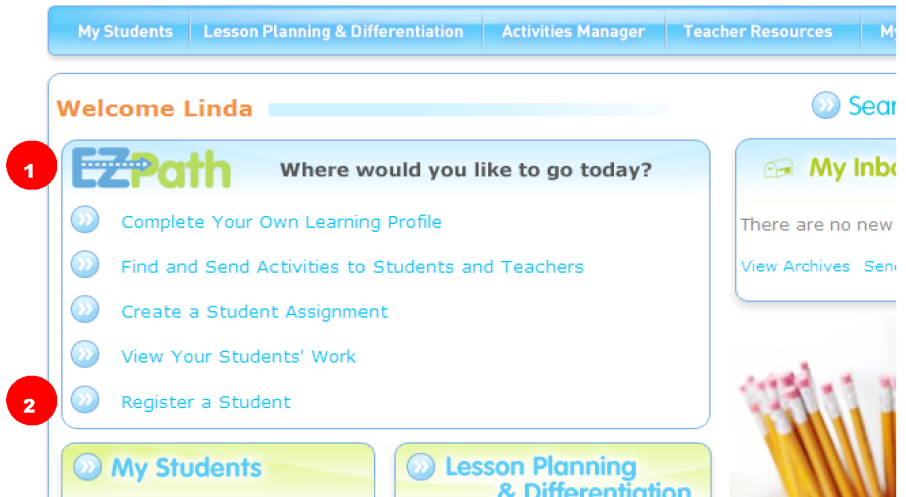
Mass-Registering Students from Teacher Site

“Authorized” teachers may also mass-register students. This feature allows the teacher to enter the students information and then generates a randomly assigned username and password for the student.

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

 **WARNING**

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



3. Click **Teacher Mode**.

Note: If the teacher is not “authorized” the “Teacher Mode” button will not appear.

***** 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**.



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: 7

8 Grade Level:

Gender: 9

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.

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

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.
14. After registering the last student, click **Finish** to complete the registration process.
15. Click **Quit**, to cancel the registration process.

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

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Printing Student Registration Report

After you click **Finish**, the following screen will appear, listing all students who were registered.

1. Click **Prepare Report** to create a PDF file of individual student directions containing the username and password information for each child.
2. Click the Adobe **Print** command to print all usernames and passwords for individual distribution to students.


EZ-Path: Register a Student

To Review or Print one student:

Click any **Student Name** in the list below to print or review that child's user registration information.

To Review or Print ALL:

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1. Click this link: **Prepare Report** - it builds an information page for each listed student in PDF form.
2. Click the Adobe **Print Command**  to print all user registrations for distribution.

Student Name	User Name	Password
Jackson, Anna	AJackson804	AJ54374

QUIT »

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Sample Student Registration Report



Renzulli Learning
Proven differentiation™

Student Registration Report

July 28, 2008

School Name: American Enrichment School

Student Name: Jackson, Anna

User Name: AJackson804

Password: AJ54374

Teacher Name(s): Jenna Bachinski, Linda Kraft, Robert Cheney

You are now able to use the Renzulli Learning System.
Please visit www.RenzulliLearning.com and follow the steps below.

1. Click the **Student** button at the bottom-left of the Renzulli Learning home page.
2. Type your **Username** and **Password** (see above) and click the **GO** button.
3. Look at the information displayed and make sure it is correct.
4. Click the **I Confirm** button at the bottom.
5. Read the Welcome page and click the **Renzulli Profiler** picture in the orange area (upper-middle) of the page.
6. Click **puzzle piece #1** in the middle of the page to begin taking your Renzulli Learning Profile.
7. Finish all four (4) puzzle pieces and then click **My Enrichment Activities** to see all the interesting activities selected for you.

Have fun using Renzulli Learning!