


The Testing Password Preference (a classroom preference) lets you decide whether a monitor password is required at the start of each STAR test; the preference also allows you to set the monitor password.

WHO CAN DO THIS?

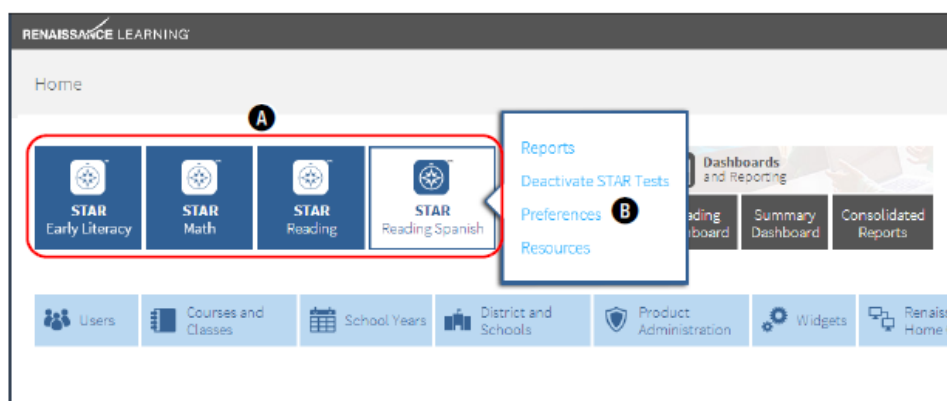
District Administrators, School Administrators, Teachers

The procedure for setting the preference starts on the Preferences page. There are two ways to reach that page; use whichever method you prefer, then go to step 1 on page 3:

 *If a STAR class is copied into the current school year from the prior school year, the settings for that class's Testing Password Preference are also carried over into the new school year.*

Method 1—From the Renaissance Place Home Page

1. Select **STAR Early Literacy**, **STAR Math**, **STAR Reading**, or **STAR Reading Spanish** on the Home page **A**; then select **Preferences** **B**.



2. On the Preferences page, select your school and class from the drop-down lists in the Classroom Preferences section if necessary **A**.

A School:

A Class:

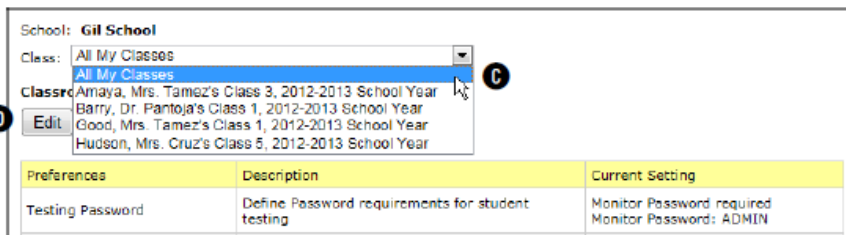
Classroom Preferences

D

Preferences	Description	Current Setting
Testing Password	Define Password requirements for student testing	Monitor Password required Monitor Password: ADMIN B

The current setting for the Testing Password Preference will be shown in the Current Setting column of the table **B**. (Default settings: the monitor password is ADMIN, and it is required for all classes.)

- Teachers can only view or change this preference for their own classes. On the Preferences page, the **Class** drop-down list will allow them to choose **All My Classes** or a specific class that they are the teacher for **C**.

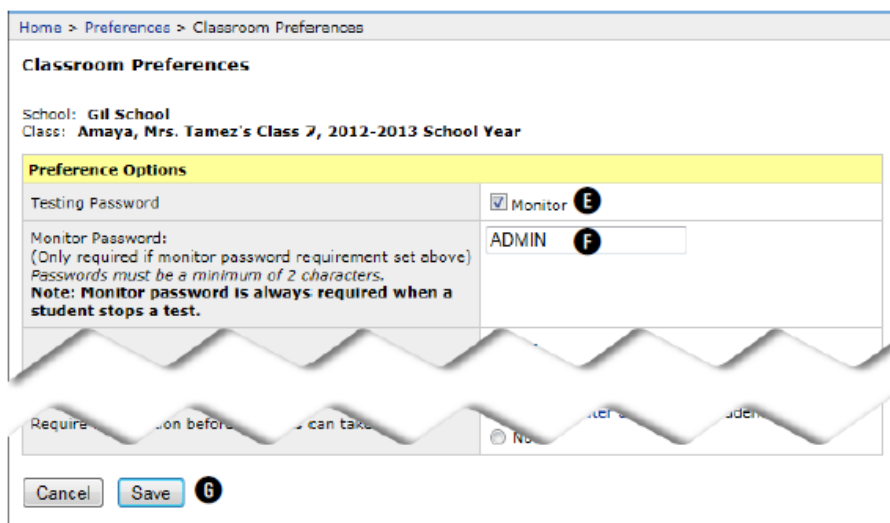


- ▶ If **All School Classes** (or **All My Classes**) is chosen from the **Class** drop-down list, the current monitor password will only be displayed in the Current Settings column if it is the same for all classes.

3. Under Classroom Preferences, click **Edit** **D**.

Change the preference settings.

- ▶ Check the **Monitor** box **E** if you want the test monitor to enter a password before a student can start a test. The monitor password is meant to be used by the person who is supervising students as they take the test. By entering the monitor password, the test monitor confirms that the students should be allowed to test and that the student has not accidentally logged in as another student.
- ▶ If you require a monitor password, you can change the default monitor password (**ADMIN**) **F** to one that you want to use. A testing password defined by a district or school administrator will always override one defined by a teacher.



4. Select **Save** **G**.

Note:

- ▶ If you are requiring the monitor password, make sure all test monitors know the password.
- ▶ You cannot substitute another password (such as your Renaissance Place password) during the test.
- ▶ Even if a monitor password is not required to *start* a test, it is always required to stop or resume a test.