

STAR Teacher Quick Tips

Students must have a 100 sight word vocabulary knowledge before taking the STAR test.

Enrolling Students:

- Double click on the STAR Management Icon.
- Put in your password.
- Click on classes.
- Click on enroll.
- Click on grade.
- Put in your grade and click okay.
- Choose students by holding down the CTRL key and clicking on the names.
- Click on OK when finished.

Unlocking Students:

- Click on classes.
- Click on clear all locks.

Viewing and Printing Student Performance:

- Click on go.
- Click on reports.
- Click on the type of report and a brief description will appear at the bottom of the screen.
- Click on the report you want and click on PREVIEW. Once you have previewed the report and you know it is what you want click on print.
- The "custom" button allows you to only pick specific students from your class to run reports on.

Common Reports are:

- Diagnostic - This is a good summary for each individual student.
- Growth - Compares two specific periods to show gains.
- Parent Letter - Addressed to the parent and explains STAR and students reading level.
- Reading Range - Gives the teacher each students reading range for assigning levels (dots) in Accelerated Reader.

- ☑ Summary - A brief summary of reading levels of all students in the class on one sheet of paper.
- ☑ Test Record - Good for the permanent record at the end of the year. It shows all tests taken during the year and the scores on it. It prints one sheet per child.

To Take a Test:

- ☑ Double click on the STAR icon.
- ☑ Choose the teacher name.
- ☑ Click on OK.
- ☑ Click on the student name.
- ☑ Students put in their last 4 digits.
- ☑ Click on OK.
- ☑ Then teacher puts in their password.
- ☑ Click on OK.
- ☑ The test will begin.
- ☑ The first 3 questions on the test is practice and students must get the correct answers on these to continue (you can help them here).
- ☑ After the test begins DO NOT help the students with any of the words.