

Enrolling Students and Assigning Personnel in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #4849610)

Before you edit classes, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes are tied to an individual school year.

Follow these steps to assign a teacher to a new class:

- 1) Click “Courses and Classes” in the list of Renaissance Place tasks on your home page.
- 2) If you see a School drop-down list, choose the school you want to work with.
- 3) Click the name of the course you want to work with.
- 4) On the View Course page, click the name of the class you want to view, then click “Edit Class Personnel”.
- 5) Search for the teacher(s) that you want to assign. To do this, type all or part of the first and/or last name in the appropriate blank fields. (You may not need to enter both.) If you want to search for all teachers in the school, leave both names blank.
- 6) Click [Search] to see the results.
- 7) In your search results, check the box next to each teacher that you want to assign to the class and click [Assign].
- 8) Once you’ve assigned teachers, check the boxes for each program that the class will use and click the drop-down list to choose one lead teacher for each program. If you assign more than one teacher, additional teachers must have the Team role.
- 9) Click [Save] to save the new teacher assignments.

Continue with these steps to enroll one or more students in a single class.

- 1) Click “Edit Class Enrollment” on the View Class page.
- 2) Search for the students you want to enroll. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. Only students in this school will be found.
- 3) In your search results, check the box next to each student that you want to enroll in the class. To select all students in the list, check the Student box at the top of the list.

- 4) Click [<Add] to enroll the checked students in the class. The students will be added to the list on the left, but their names will be in bold so you can tell which ones will be added to the class when you save your changes.
- 5) If the list of students in the search results is long, it will be split into multiple pages. Click [Next>>] to go to the next page or [<<Previous] to go back.
- 6) Click [Save] to save your changes to the class enrollment.

Follow these steps to enroll an individual student in one or more classes:

Use these steps if you have already set up your classes and enrolled students, but need to make changes to a single student's class enrollments.

- 1) Click "Personnel, Students, and Parents" on your Home page.
- 2) Click "View Students".
- 3) Search for the students you want to enroll. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. If you are a school user, only students in your school will be found.
- 4) Click [Select] next to the student whose information you want to edit.
- 5) Click "Edit Class Enrollment" on the View Student page. The Edit Student Class Enrollment page lists the classes this student is already enrolled in, for the current year as well as previous years.
- 6) To enroll a student in a new class, click the name of the school where the class is held. (Only this student's schools are listed.) Click the course, and then click the class that you want to enroll the student in within that course. The class will be added to the list at the top of the page.
- 7) Click [Save] when you've finished changing the student's classes.