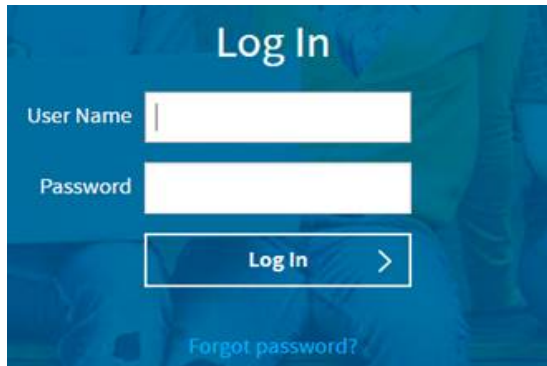


RENAISSANCE

Setting Your Screening Dates

Setting up the dates of your screening window will allow your student's test results to appear on the Star Screening Report.

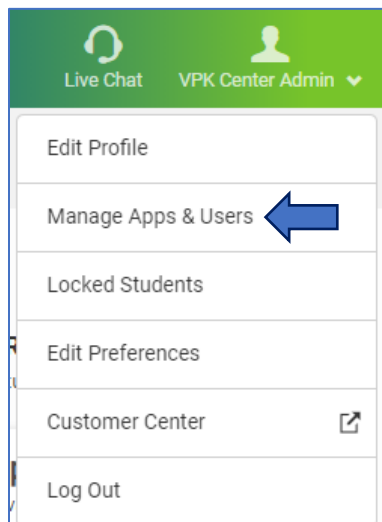
1. Log in to Renaissance with your school administrator account.



2. On the Home page, select your account name in the upper-right corner



3. In the drop-down list, select **Manage Apps & Users**.



4. On the Manage Apps & Users page, select **School Calendar**.

Manage Apps & Users

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Management Tasks
School Year: **2020 - 2021**

Users
Students and personnel you have access to

Classes & Courses
Manage classes and courses for your district

School Calendar
School year, marking periods, days off, and Star screening windows

5. On the School Calendar page, select the **Screening Windows** tab.

School Calendar

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School Years Marking Periods Days Off **Screening Windows**

6. In the row for the screening window you want to update, select **Edit**.

School Years **Marking Periods** **Days Off** **Screening Windows**

Use screening windows to report on Star tests taken during a specific date range.

District Screening Windows Create District Screening Window

District screening windows are used for district-level reporting.

AP1 – 07/01/2021 - 10/29/2021	5 schools assigned	Edit
AP2 – 01/03/2022 - 02/04/2022	5 schools assigned	Edit
AP3 – 04/01/2022 - 06/30/2022	5 schools assigned	Edit

7. In the date range field next to your school's name, update the date range to include your center's testing dates for the specified window.

Edit Screening Dates
District screening windows are used for district level reporting ⓘ

District Window Name *
AP1

Date Range *
7/1/2021 – 10/29/2021

Schools

Select All/None Find a school...

Zone 50 RD 4 School 2 8/2/2021 – 9/3/2021

8. Select **Save Changes**.

Edit Screening Dates
District screening windows are used for district level reporting ⓘ

District Window Name *
AP1

Date Range *
7/1/2021 – 10/29/2021

Schools

Select All/None Find a school...

Zone 50 RD 4 School 2 8/2/2021 – 9/3/2021

9. Select **Yes, Save My Changes**

