***Creating an Instructional Planning Report for Your Class and Then Getting Suggestions from the Learning Progressions for Each Group of Your Students Based on the Median STAR Scale Score of the Group: Step by Step***

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**Assigning Students in Your Class to Instructional Groups**

1. Log in to Renaissance Place
2. Select ***Reports***under either Star Reading or Star Math
3. From the list of available reports, select ***Instructional Planning – Class****.*
4. Your name should appear in the Teacher box
5. If you have multiple classes or groups assigned to you in Renaissance Place, a drop down box will appear and you need to select the class or group for which you want to create the Instructional Planning Report.
6. The students in the class will appear in the list below with their scale score, percentile score, and color code. They will be in descending order based on their most recent STAR test score.
7. Look at the box labeled Testing End Date. Scores which will be displayed are only those that have been earned during the 30 days prior to the date in the Testing End Date window. If you need to use scores that are more than 30 days old, you will need to put an earlier date in the Testing End Date window. (i.e. It is November 15 and I need to use the scores from our screening which was completed on October 1. I will need to change the Testing End Date to a date closer to October 1 to capture the scores from our screening. I might put the Testing End Date as October 1 if I want Star to pick up scores earned in all of September if that is when you did your screening.)
8. Now, look at the list of your students and notice that you have a choice to create 4 groups. If you want to create any number of groups (from 2-5), use the drop down box which follows Instructional Groups on your screen and select your desired number of groups.
9. Assign students to the groups as desired using the Star data and any other information you have for your students. If you click the circle beside the student’s name in the desired numbered group column, you have assigned that student to the selected group. You can change this by clicking a different button on the line by the student’s name and scores. Note that the skills for each group are based on those skills which are connected to the median scale score of the group. Groups with smaller ranges of scale scores will have skills more closely aligned to each student’s needs.
10. When all students have been assigned to groups, click ***Next*** at the bottom of your screen and you will see a screen that tells you the median scale score of each of you groups and that allows you to select the number of skills you want displayed under each domain. The default is 5 skills for each domain for each group and that is a good place to start until you become more experienced in using this report. Click ***View Report***on this screen to allow the computer to generate your Instructional Planning Report.
11. The Instructional Planning Report will list skills in each of the domains included in the assessment with circles appearing before each Focus or Core Skill in reading and in mathfor the related grade.
12. The Instructional Planning Report is set to be printed with each group’s skills on separate pages to facilitate small group instruction.

**Now, to the Learning Progressions and examples of activities for skills!**

1. Choose a skill listed for one of your groups by clicking and dragging over the skill (It is best to select a focus or core skill but be careful not to include the circle in what you are copying). Copy this skill to the clipboard. (Holding the control key and letter c simultaneously is a way to copy or you may choose to right click with your mouse and select copy.)
2. Look at the top of your screen and click ***View Learning Progressions***. The Learning Progressions window will open.
3. Click the tab ***Keyword****.*
4. Click in the search box and paste the skill you copied into this box. (Holding the control key and the letter v is a way to paste or you may choose to right click and select paste)
5. Click the ***Search*** button
6. The skill will appear and you will see a plus before the skill. Click the ***plus sign*** and information will appear specific to teaching this skill. You may see icons on the right side of the screen which can be clicked to reveal sample activities and sample STAR test questions.