

Add a Reading Practice Quiz Record

- > open RenPlace
- > Accelerated Reader tab
- > Class Record Books
- > Reading Practice Quizzes
- > name of student for whom you want to add the record
- > Add Reading Practice Quiz Record (left column)
- > select the name of the book
- > enter the number of questions correct
- > choose TWI
- > enter date quiz was originally taken
- > Save

If you are adding the record because the student took the quiz under someone else's name (maybe they had the same last name and first initial, etc.), you also need to do three more things:

1. Before you can even enter the student record for your student, you'll need to make sure you know the number of questions your student answered correctly on the quiz. You may need to log back in on the "wrong" student account to get this information.
2. Let the teacher of the other student know to delete the quiz from the "wrong" student's record.
3. Teach your students to check for the name of the person in whose account they are logged in (top right of window, gray bar).