

TOPS Report Printing

RenPlace default settings allow TOPS Reports to be printed automatically each time a student takes an AR quiz. To adjust this preference:

- ✓ Log in to RenPlace
- ✓ Accelerated Reader tab
- ✓ Preferences
- ✓ There are 2 sections here; under **Classroom Preferences**, choose *Student Quizzing*
- ✓ *Edit Student Quizzing* (top of the page, blue letters, doesn't really look like a link)
- ✓ Under TOPS Report Printing, use the dropdown menu to choose *Classroom Settings*
- ✓ Use the check boxes in the 3rd column to turn off/on printing for the Passed/Failed options. The Quiz Type abbreviations correspond to the Quiz Type full names which are listed in the left column.