

Renzulli[®] Learning

Total Talent Development



Renzulli Learning User Guide

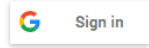
Teacher's Site

LOGGING IN

1. Type www.renzullilearning.com into the address bar of your internet browser and add this site as one of your bookmarks



Username	<input type="text"/>
Password	<input type="password"/>
Manager	<input type="text"/>
	<input type="button" value="Login"/>

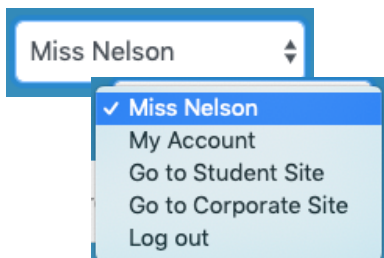


[Add New User](#) [Forgot Password](#) [Free Trial](#)

2. Login Options - pick one:
 - a. Select *Teacher* from the drop-down menu and login with your given Renzulli Learning username and password.
 - b. If your school has access, you can use the Clever or ClassLink Login buttons.
 - c. If your username is a Google account, you can use the Google Sign-in button.
 - d. If your school has an account but you are not registered, locate and click *Add New User*. You will need your school's *Teacher Access Code*. Click on the name of your school in the *Select Your School* box.

* Use the Control key (Command on a Mac) to select more than one school.

- e. If you are registered but do not know your password, use *Forgot Password* and you will receive an email with instructions.
3. If it is your first login, review the Renzulli Learning System End-User License Agreement and click the circle next to *I Accept* to continue the registration process.
 4. Enter the information requested. An "*" indicates that the information is required.
 - * If you teach more than one grade, select the highest grade you teach
 5. Verify that your email address is correct – it's used by the system to automatically retrieve your password if needed.
 6. If you are creating your username, we recommend using your email address as a unique identifier in the global Renzulli Learning System.
 7. Review the information you have entered and confirm that it is correct.
 8. Click *Submit*.



Need to update your information? Click your name at the upper right after logging in as a teacher and select *My Account*.

Switch Sites: Easily toggle between Teacher and Student views by using the drop-down menu with your name on it at the upper right, as well as to Manager for School Site and District Managers.

DASHBOARD

Enrichment for All Students - A Free On-Demand Course for You:

Access training in Renzulli Methodologies as well as step-by-step directions for Renzulli Learning with this free course. Click the big purple button to get started!

Getting Started in Five Easy Steps!

Get started right away with simple instructions. If your students were pre-registered by template or through a single-sign-on service, you can skip right over step 4.

Search:

Quick and easy search: Type a topic, click Go, and Renzulli will locate matching resources.

Favorites:

A few of your own saved favorite Renzulli web resources will appear on your dashboard in this box.

Featured Activity:

Our staff has curated all our activities and selected their favorites. Every time the page is refreshed, one of these activities is featured on the dashboard to help you become familiar with Renzulli's Best.

Cebeci Test of Creativity

Click to learn more about assessing creativity in your classroom!

Renzulli Learning Home Edition

All of our active Renzulli Learning teachers can use the Home Edition at no additional cost for their own family. Click to activate and access your free subscription!

Getting Started in Five Easy Steps!



1. How does it work?

[Watch the introduction video.](#)

Search Renzulli Resources

Favorites

- [Monterey Bay Aquarium Live Animal Cams](#)

★ Featured Activity



[Poetry Machine](#)

🎁 Cebeci Test of Creativity

We are pleased to offer you a preview of the Cebeci Test of Creativity.

🎁 Free Renzulli Home Edition

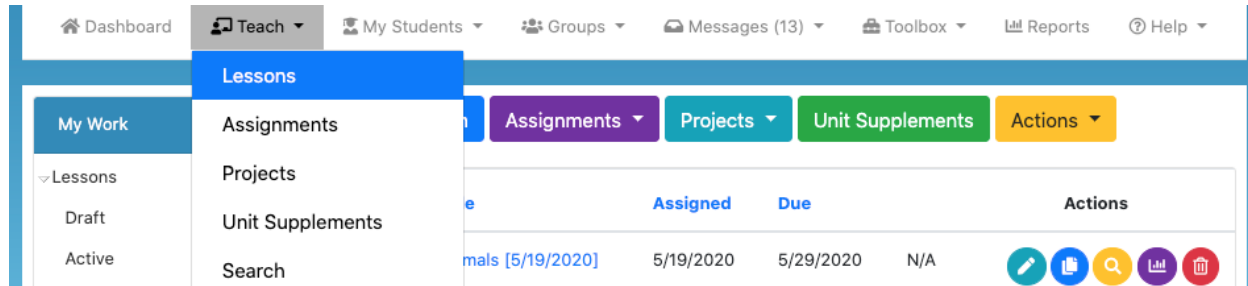
We are pleased to offer you a free subscription to the Renzulli Learning Home Edition to use with your family.

TEACH TAB

TEACH: LESSONS

Your Lessons Dashboard can be used to create new as well as manage existing and archived Lessons, Assignments, Projects, and Unit Supplements.

What's the difference?



- **Lessons:** Take advantage of the Differentiation Engine - Tell us what you're teaching, and we'll find resources that match each Student's Profile results.
- **Assignments:** Customize one of our Renzulli Assignment Templates, available for all grades and subjects, or start from scratch, providing selected resources from the Enrichment Database and step-by-step directions for your students.
- **Projects:** Students have edit access to Projects to truly individualize, bringing in choice and voice to their Project Based Learning experiences. Designing from scratch or utilizing a Super Starter Project, Students can launch a Project from the Student Site or Teachers can assign them directly to students.
- **Unit Supplements:** Arranged by subject and grade, Unit Supplements offer recommended resources available for specified topics to help you enhance and supplement your curriculum.

New Lesson

Provide differentiated resources based on curriculum topics and Students' Profile results.

1. To create a new differentiated Lesson, click *New Lesson* from the Teach: Lessons Dashboard.
2. Select the criteria for the topic you would like to teach from the drop-down menus.

3. By default, each student will receive 7-10 resources that match his or her Renzulli learning profile (preferred interests, learning styles, and expression styles) — thus making them “Differentiated Resources.” The minimum and maximum resource numbers can be changed using the text boxes, to as few as 1 or as many as 20 resources. In this example, we used 15 to 20 resources for each student. Click “Next.”

Resources to Differentiated Resources per Student

Resources to Differentiated Resources per Student

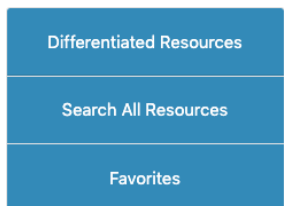
4. A message displays the total number of resources found for all students, for this topic:

60 Differentiated Resources for Improper Fractions/Mixed Numbers

5. Select *Customize* to review the resources and assign questions, or you can select *Assign Now* to skip to Step 10.

Customize ~ After Step 5 in New Lesson

6. Search and filter web resources from three left menu accordions:



7. Require or exclude resources for all students by selecting *Require* or *Exclude* for each individual resource:
...or process multiple resources by clicking their check boxes and then selecting *Require Selected* or *Exclude Selected*:



8. Click *Next* to add Assessment Questions if you wish:
- No Questions
 - KWL
 - Choose from a list
 - Write your own
9. Click *Next* again to continue with the Finalize directions under *Assign Now*, Step 10.

Assign Now ~ After Step 5 in New Lesson

10. Finalize creating your lesson with:
- Lesson name (Click the Pencil next to the title.)
 - Directions for Students
 - Start & end dates
 - File attachments
 - Student selections - can filter by Groups
11. Finishing:
- You can *Preview* to see how it looks
 - *Save for later* in your Lessons Drafts
 - Click *Assign* and you're done! You can *Review* your completed Lesson or click *Done*.

Your Lesson Appears on the Teach Tab

Success!

Improper Fractions/Mixed Numbers [10/18/2019] has been assigned.



You will be able to see your created lessons on the Teach: Lessons Dashboard under My Work, either as a Draft, Active, or Archives.

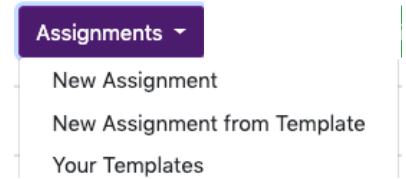
Assignments

Students receive the same resources and specific, step-by-step instructions.

Create a New Assignment ~ Customize from a Template or Build from Scratch

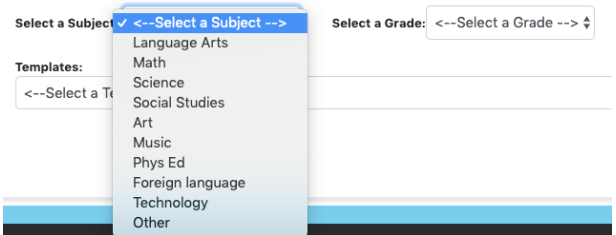
Start with an Assignment Template:

1. On the Teach: Lessons Dashboard, click the Assignments button and select New Assignment from Template.
2. In the Quick Template Lookup drop-down menu, select a template.



Teacher Tip: To narrow the search, select a subject and grade level filter. Then select a template to view from the Templates drop-down menu.

Quick Template Lookup:



3. Scroll down to preview the template.
4. If you want to use it, click *Use This Template*.
5. You are taken to the Assignment, where you may edit as necessary using the steps from Create a New Assignment from Scratch below, starting at Step 1 Name It, or use it as is and skip to Step 5, Assign It.

Teacher Tip: Do not Share templates a second time unless significant changes have been made and are to be shared for other teachers. Rename the template appropriately, so duplicates do not appear in the template list.

Start an Assignment from Scratch:

On the Teach: Lessons Dashboard, click the *Assignments* button and select *New Assignment*.

1. **Name It:** Enter an Assignment Name. Click Save and Continue.

Note: If you have defined at least one Collaborative Group, an additional option will be on the first page. To make the assignment collaborative, where multiple students can work on it together and coordinate their work, select Yes for "Will this be a Collaborative Assignment?"

2. **Describe It:** Select the subject areas and grade levels and write a description of the assignment. Click *Save and Continue*.

Subject Area: (Select all subject areas that apply)

Language Arts
 Science
 Art
 Phys Ed
 Technology
 Other
 Math
 Social Studies
 Music
 Foreign language

Grade Levels: (Select all grades that apply)

K
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12

3. **Locate/Attach Resources:** Click *Search Activities* to search for resources to add to the Assignment. Once an activity is located, click *Attach to Assignment/Project* and then click *Attach to Assignment: (Assignment Name)*. Select one of the following options:

Save and Return to Assignment/Project — Saves the activity to the Assignment and returns to continue the process of building the remainder of the Assignment.

Save and Return to Search Results — Saves the activity to the Assignment and allows the user to return to the list of search results to add additional resources to the Assignment.

Return to Search Results — Cancels the function to add the activity to the Assignment and allows the user to return to the search results to browse additional items.

- Click the up and down arrows in the activity list to change the order of the activities.
- Click "Upload Files" to browse for and upload a file if necessary.

Note: The maximum file size is 5 MB per file. Helpful assignment uploads may include offline resources, rubrics, worksheets, graphic organizers, checklists, etc.

In this step you may attach resources to your assignment. You may click "Save & Continue" to bypass this step.

Enrichment Activities:
Click "Search Activities" to locate and attach RLS enrichment activities to this assignment.

To change the display order, please click the associated up or down arrows (▲ ▼).


[Search Activities](#)

		Name (Click to view website)		
	▼	Volcanoes	View Description	Remove
▲	▼	Watch a Volcano Erupt!	View Description	Remove
▲		Vivid Volcanoes	View Description	Remove

- List additional resources in the Other Resources box. These may include URLs of websites not in the Renzulli database (using the hyperlink icon circled below), recommended reading lists, materials, etc. Click *Save and Continue*.

Enter the name and location of any additional resources in the box below.

Other Resources:

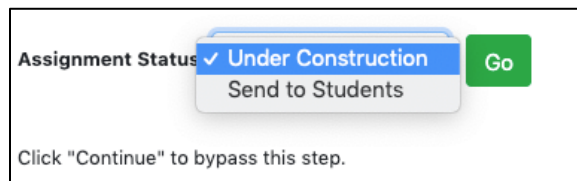


4. **Provide Student Directions:** Be clear and specific, including what you expect students to do with each assigned resource. Click *Save and Continue*.

5. **Assign It:** Select a Due Date if desired. You can filter the list of students by Grade, School, or Groups. Check the names of specific students or click *Check All*. Click *Save and Continue*.
6. **Notes to Students:** Enter any notes as needed to students. Click *Save and Continue*.
7. **Review It:** Review the assignment. Click *Edit* next to a section to make additional changes. Click *Save and Continue* when ready.

Teacher Tip: To stage an assignment to allow student access later, leave the Assignment Status set to Under Construction. When ready to assign to students, follow the directions for Assign the Template without Changes.

8. **Submit It:** Change the Assignment Status from *Under Construction* to *Send to Students* and click *Go*.



9. **Share It:** If you would like to Share this Assignment as a Template for all Teachers in your School (or District, depending on your District settings), enter the name for the Template and click *Share as a Template*. Remember not to duplicate the name of a current Template so as not to cause confusion.

Note: The school/district may establish a standardized naming protocol for Assignment Templates. Templates are listed alphabetically, and the creator's name will appear after the Template name.

View and Edit Your Templates

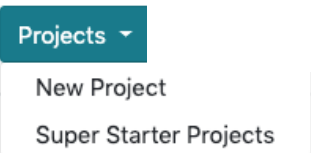
Use this feature to manage your own Assignment Templates previously created and published.

1. On the Teach: Lessons Dashboard, click the *Assignments* button and select *Your Templates*.
2. You can Edit a Template by clicking on it and completing necessary edits.
3. To remove an Assignment from the *Quick Template Lookup* list, click *Unpublish*. You can edit it as needed and then click *Share as Template* when you are ready to Share again.
4. You can Delete one of your Templates by clicking *Delete*.

Assignment Name	Date Last Viewed	Status	Delete
Using Critical Thinking with Fractions and Geometry 2	10/16/2019	Share as Template	Delete
Reviewing Multiplication with Arithmagon Puzzles	10/18/2019	Unpublish	Delete
The Comedic Lens: Analyzing a Society through Its Use of Comedy 2	2/20/2019	Unpublish	Delete

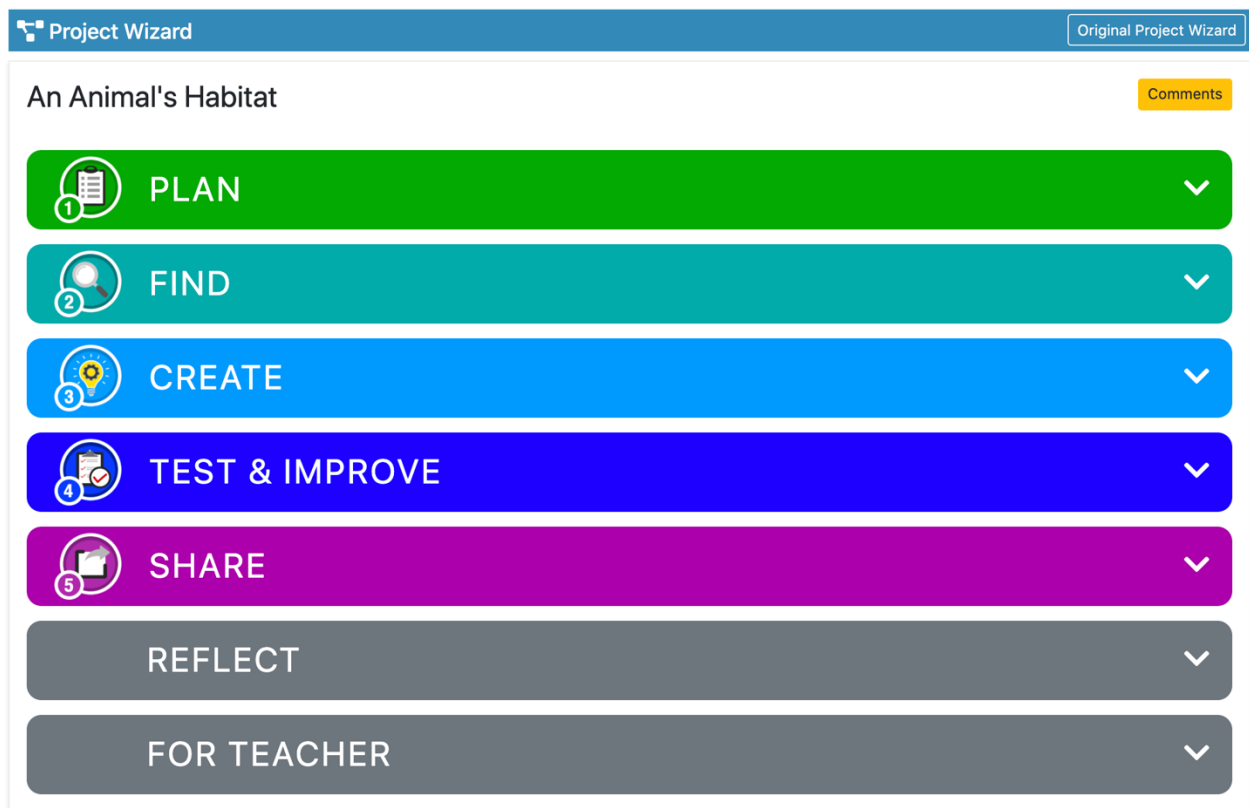
Projects

Offer Project Based Learning experiences that are open-ended and student driven. Students have edit access to the Project Wizard, even when assigned by the Teacher. Build from scratch or Customize from a Super Starter Project Template.



Create a New Project:

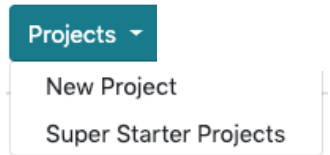
1. On the Teach: Lessons Dashboard, click the *Projects* button and select *New Project*.
2. Enter a Project name. Click *Save and go to Wizard*.
3. The Project steps are exactly as you would see them on the Student Site for Projects. Fill out each one with as much detail as you wish to provide students. You may offer choices along the way, for example suggest multiple Products for Students to select from.



4. You can view Students' *Notes* under *Find* as well as view and respond to *Comments* using the button in the upper-right.
5. Under *For Teacher*, Teachers can add standards associated with this Project, and when viewing a live Student's Project, can access the Student's Self-Assessment as well as Evaluate the Project using the *Renzulli & Reis Student Product Assessment Form (SPAF)*.

Use a Super Starter Project ~ Start from a Template

1. On the Teach: Lessons Dashboard, click the *Projects* button and select *Super Starter Projects*.
2. Scroll down the list of projects or select a filter to narrow the results.
3. Click *Preview* to view project details.
4. Click *Add to your Project List* to work with the Project.
5. You are taken to the Project, which you may edit as necessary using the steps as identified above.



★ **Africa: A Super Starter Project**

This eight-week project surveys the geography and history of this diverse continent. Learn about slavery, colonialism, and apartheid, as well as recent challenges and proposed solutions in agriculture, health, government, and economics. Along the way, you will investigate whether maps present a distorted view of Africa, participate in a class discussion concerning the effects of colonialism, write an inaugural speech as the first president of a newly independent African nation, and draft a proposal for a microfinance loan. As a final product, decide where in Africa you would choose to live, and find a creative way to explain your selection. A Teacher's Guide and a rubric are available for this project.

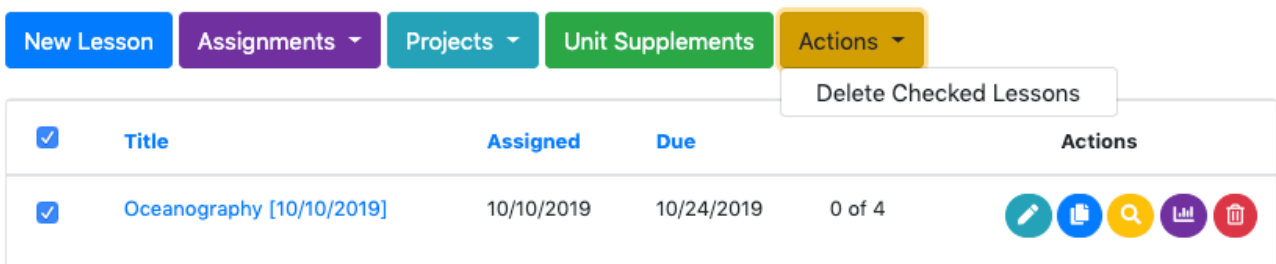
Grade Levels: 6-9, 10-12

Uploaded Files:
[217 Africa SSP Rubric.doc](#)
[217 SSP Africa TeachersGuide.doc](#)

Add to My Projects
Assign to...
Preview

View and Manage Lessons, Assignments, or Projects

1. Navigate to the Teach: Lessons Dashboard.
2. In the My Work box at left, under Lessons, Assignments, or Projects, select a folder:
 - Draft** — Items not yet sent to students.
 - Active** — Items sent to students.
 - Archived** — Items filed for later use.
3. Click the Lesson, Assignment, or Project name to view details and edit any editable fields. You can also assign the Lesson, Assignment, or Project to additional students.
4. Click the icon to: Edit, Copy, Preview, View Report, or Delete.



Teacher Tip: To delete multiple items from one folder, click their check boxes, click the *Actions* button, and select *Delete Checked Lessons*.

Unit Supplements

Unit Supplements are designed as a teacher resource to supplement and enhance, but not replace, a lesson plan or unit of study. Each Unit Supplement includes Introduction resources, Thinking Skills, Research suggestions and Project Ideas, as well as Example Keywords and Differentiation keys.

- Integrate activities from a Unit Supplement into classroom lessons where timely and appropriate.
- Unit Supplements are most effective when spread over multiple days or class periods, instead of during one computer session.
- Unit supplements can be used in multiple instructional settings (i.e. whole group, small group, individually).
- Use to introduce, review, reinforce, and support curriculum units of study.

Use a Unit Supplement

1. On the Teach: Lessons Dashboard, click the *Unit Supplements* button.
2. To narrow the Unit Supplement list by a specific grade range, choose a Grade Range from the drop-down menu and click *Submit*.
3. Select a Subject Area tab to browse the Unit Supplements for that subject area.
4. Click the View icon for details of a specific Unit Supplement. Click the title of the activity to open the resource. If you wish to locate the activity again easily, click *Add to Favorites*. Click *Share with Students/Teachers* to send an activity to your students or colleagues. The activity will appear in their Renzulli Inbox.



Helpful Unit Supplement Features

Differentiation Keys — Details Interest Areas, Learning Styles, Expression Styles and Challenge Levels of the featured activity.

Example Keywords — Have students conduct their own searches for resources on the unit topic.

Thinking Skills

Developing Student Thinking Skills

Enrichment Activity Type: Research Sites
Resources: [Chronicle of the Revolution](#) Imagine yourself in America during the Revolutionary War. No radio. No television. No telephone. No e-mail or Internet. But there were newspapers, and that is how most people learned how the war was going. This site rewrites the events of the period as a series of newspaper stories, so that you can experience the excitement and uncertainty of the colonists. This is a great way to relive history!

[Add to Favorites](#) [Share with Students/Teachers](#) [Attach to Assignment/Project](#)

Teacher Tip: Instruct students to explore this site for information on the American Revolution. When they are ready, they can click the link at the upper right to play "The Road to Revolution Game."

Differentiation Key

Interests: History & Social Studies & Reading
Learning Styles: Programmed Instruction, Simulation, & Technology
Expression Styles: Oral, Technological, & Written
Challenge Level: Intermediate

Enrichment Activity Type: Online Activities
Resources: [The Patriot Spy](#) What if you were the one who had to sneak past enemy soldiers to deliver a message to Paul Revere? Could you do it? Watch out for the Loyalists! Click the link and get started on your dangerous adventure! You will need Adobe Flash Player for this game.

[Add to Favorites](#) [Share with Students/Teachers](#) [Attach to Assignment/Project](#)

Differentiation Key

Interests: History & Social Studies, Social Action, & Technology
Learning Styles: Discussion, Games, & Independent Study
Expression Styles: Audio-Visual/Display, Oral, & Written
Challenge Level: Beginner

Teacher Tip: Use Introduction activities in a whole class setting with a projector or Interactive whiteboard. Use the Thinking Skills, Research, and Project Ideas in small groups or individually with students. Use projects to provide additional rigor and challenge.

TEACH: SEARCH

Discover multiple ways to search the Renzulli Learning Enrichment Database for Resources.

Search

1. On the Teach tab, click *Search*.
2. Enter a keyword(s) in the Search Resources field.
3. As needed, select *Grade*, *Ability*, *Interest Areas*, *Learning Styles*, *Expression Styles*, and *Resource Types*.
4. Click *Search* to view results.
5. Click the *Actions* button to save your Search, or to attach specific Resources to a Lesson, Assignment, or Project.
6. Try putting quotation marks around search terms to enable an exact phrase search.
7. Click on a Resource to view the details. Here you can access online Resources, Report resource issues, mark it as a Favorite, and Share a Resource with Students and Teachers.

The screenshot shows a search interface with the following elements:

- Search Resources** (header)
- Search term: **solar system**
- Grade & Ability Levels** (expanded):
 - PreK
 - K-2
 - 3-5
 - 6-9
 - 10-12
 - Low
 - Medium
 - High
- Interest Areas** (expanded):
 - Athletics
 - Business
 - Fine Arts
 - Foreign Language
 - History & Social Studies
 - Mathematics
- Search** (button)
- Search As Student** (button)

Search as a Student:

You can search as any of your students who have already completed his or her Renzulli profile.

1. On the Teach: Search page, click *Search As Student* at lower left.
2. Enter keyword(s) and select a student.
3. Click *Search* to view results.
4. You have the same options as above.

Search by Standards

1. On the Teach tab, click *Search by Standards*.
2. From the drop-down menu, select a state or *Common Core Standards*.
3. Select a Subject, then Grade, then Standard.
4. Click plus signs to expand the list and select more precisely.
5. Click the check boxes of standards for which you wish to find resources.
6. Click *Search* to view results.
7. Click an Enrichment Category link to go directly to activities in that Category.
8. Click *View Activity* to see the resource description and analysis, as well as a link and the ability to *Report* it, *Add to My Favorites*, *Share* with Students/Teachers. Any standards correlated to the activity will also be listed at the bottom.
9. Click *Attach to Assignment/Project* to quickly add to an existing or start a new Assignment/Project.

Saved Searches

After search results are displayed, you can use the *Actions* button to *Save this Search*.

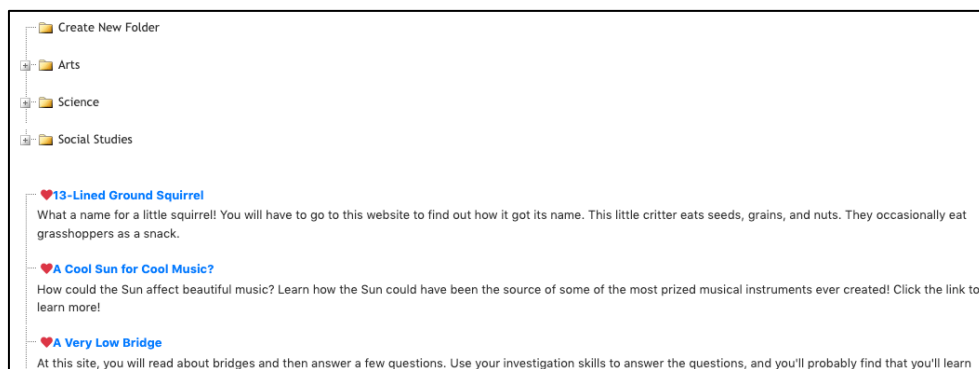
To locate saved searches:

1. On the Teach tab, click *Saved Searches*.
2. Click the title in the *Search Name* column to repeat the search.

Favorites

Items that are Favorites can be viewed and organized here. Renzulli Favorites are associated with your login, not with a particular browser or computer.

1. On the Teach tab, click *Favorites*.
2. Click a title to view the Resource.
 - **To create a new folder:**
Double-click *Create New Folder*, name it, and press the Enter key. A new folder will appear in your list.
 - **To create a new subfolder:**
Right-click one of your existing folders and select *Create New Folder*. A subfolder titled *New Folder* appears – double-click it, name it, and press the Enter key.
 - **To move favorites into a folder:**
Click and drag an activity to the correct folder or sub-folder and drop it.
 - **To delete a folder:**
Right-click an existing folder and select Delete. Note: Sub-folders are also deleted, and activities are moved back to the general Favorites list.
 - **To edit the name of a folder:**
Double-click an existing folder. Type the new name.
 - **To manage favorites:** Right-click an activity to view details, copy it (so that it can be placed in multiple folders), Delete it, Share it, or Attach it to an Assignment or Project.



Social Emotional Needs

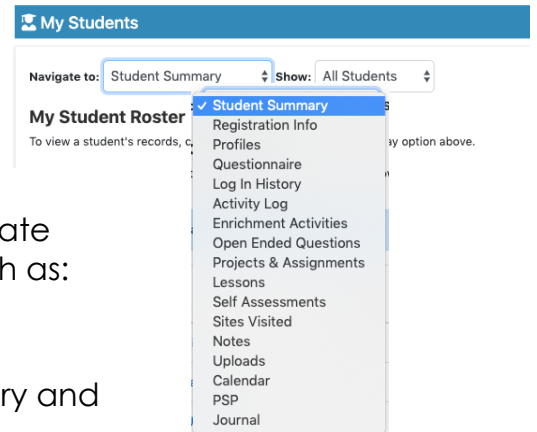
We have begun to tag and categorize our resources for social-emotional learning. Please check back in this section often for new resources!

MY STUDENTS TAB

MY STUDENTS: MY ROSTER

View students already affiliated with you as a teacher.

1. Click a name to view details concerning a student.
2. Filter student names using the *Show* drop-down menu, to view a specific School, Grade, or Group.
3. Use the *Navigate To* drop-down menu choices to navigate to any section of the Students' Total Talent Portfolio, such as:
 - Access and edit Registration Information
 - Print Profiles in a variety of languages
 - Access student Profiler Questionnaires, Login History and Activity Log, Enrichment Activities
 - Check Students' work on Assignments, Projects, and Lessons
 - View Students' Self-Assessments on Enrichment Activities
 - View and respond to Students' Journal entries



MY STUDENTS: LIVE STUDENT ACTIVITY TICKER

1. You will see current and historical activity for your Students, most recent activity first.
2. Filter by *Activity Type*, *Student*, or *Date*.
3. *Print* a page of data.
4. To view more detail about an activity, click on the specific activity.

Teacher Tip: Display this on your whiteboard while Students are working - they love seeing their name pop-up!

MY STUDENTS: MANAGE STUDENTS

Register a Student:

Students can be mass registered by sending a completed Student Upload Template to Renzulli Learning. You can also manually register students on the Teacher Site. Alternatively, you can use the Student Access Code function to have students self-register. If your school uses a Single Sign On (SSO) service (such as Clever or ClassLink), your student data will be managed by the SSO.

1. To manually register a Student(s), select *Register Students*.
2. Select the School, then enter the Student's registration information
 - Suggestion: Use email address as both Student ID and Username
 - Click *Select Additional Teachers* if the student should be assigned to additional teachers
 - Clicking "Quit" will cancel only the current entry.
3. Click *Finish* to complete and print or *Next* to complete and add another student.

To View and Print Students' registration information, click [View Log](#):

1. Select a date range.
2. If needed, select the box for *Show All Affiliated Students* instead of just the ones you have registered by hand.
3. Select students or click *Check All and Next*.
4. Review your list and click *Create Report*.
5. You can now print out individual pages for Students with their registration information and directions for logging in.

Update Student Roster

1. Click *Update Student Roster*.
2. Click the *Show* drop-down menu to filter by *Grade* or *School*.
3. Check applicable students and click *Submit* at the bottom of the page.

Note: To view your student roster, go to *My Students: My Roster*

Username and Passwords

- View and Print a list of your Students with Usernames and Passwords.
- Filter by *Grade*, *School*, and *Group* as needed.

Bypass Profiler:

- By default, PK-1 Students will be set to Yes automatically Bypass the Profiler, which puts them right into the system with all age-appropriate resources.
- If you want any PK-1 Students to take the Profiler, select *No* and click *Submit* at the bottom.
- You can set them all to *Yes* or *No* using the buttons at the top of the list of names.

Bypass Profiler	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/> Yes	<input checked="" type="radio"/> No

Reset Student Profiles

- If you wish to start Students over with a fresh start, so you can set them to *Yes*, Reset the Profiler. Click *Submit* at the bottom.
- Alternatively, you can invite students to walk through their Profile "as is" and reconsider their responses.

Reset Profiler	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="radio"/> Yes	<input checked="" type="radio"/> No

Teacher Tip: This is a common practice at the beginning of a new school year. To view previous Profiles, select Profile History.

MY STUDENTS: STUDENT ACCESS CODE

Your students can self-register themselves with Student Access Code. Provide this Access Code for students to enter under the New User Link, and then teachers accept students' request to be in the class.

Sign Up Requests

Approve Selected

Delete Selected Messages

GROUPS TAB

LOCAL GROUPS

Groups are helpful for organizing students by class, grade, subject, learning style ... there are many possibilities! *Groups* provides flexible grouping options to enable instructional differentiation on the fly! Design *Custom Groups* according to your schedule or let Renzulli Learning create groups based on Students' Profile information!

Create a Custom Group

1. On the My Students tab, click *Manage Groups*.
2. Click *Create New Group*.
3. Select *Design a Custom Group* from the drop-down menu.
4. Name your Group.
5. Choose if this Group is:

- **Basic** - Only you can see the group
- **Collaborative** - Students will get a shared workspace and message board. You will be directed to the Group Overview page for additional set up.

Note: For more information on Collaborative Groups, hover over "What is this?"

6. Use the *Show* drop-down menu to filter your Student list:
 - **All Students** — Displays all Students on the Teacher's class roster
 - **All Students Not in a Group** — Displays all Students who do not belong to a group
 - **Grade and School** — Displays by selected grade and school

Show:

7. Check the names of the students that you would like included in the Group or select *Check All* to include all the Students displayed.
8. Click *Submit* at the bottom of the screen.

Create New Group

Create a Group
 You can create a basic group or collaborative learning group by common interest area students.
 Select an Option:
 Design a Custom Group
 Group by Interest Areas
 Group by Learning Styles
 Group by Expression Styles

Create a Group by Profiler Criteria: Interest Areas, Learning Styles, or Expression Styles

1. On the My Students tab, click *Manage Groups*.
2. Click *Create New Group*.
3. Select one of the following from the drop-down menu:
 - **Group by Interest Areas** — Groups students by a specific Interest Area based on their individual Renzulli profile results.
 - **Group by Learning Styles** — Groups students by a specific Learning Style based on their individual Renzulli profile results.
 - **Group by Expression Styles** — Groups students by a specific Expression Style based on their individual Renzulli profile results.

4. Select ONE Interest Area, Learning Style, or Expression Style.

5. Select one of the following from the drop-down menu:

- **First Choice** — Shows only Students with that criteria as their first choice.
- **First or Second Choice** — Shows only Students with that criteria as their first or second choice.
- **First, Second, or Third Choice** — Shows only Students with that criteria as one of their top three choices.

6. Click *View Students*.

7. Name your Group.

8. Choose if this Group is:

- **Basic** - Only you can see the group
- **Collaborative** - Students will get a shared work- space and message board. You will be directed to the Group Overview page for additional set up.

Note: For more information on Collaborative Groups hover over "What is this?"

9. Check the names of the students that you would like included in the Group or select *Check All* to include all the Students displayed.

10. Click *Submit* at the bottom of the screen.

11. Your Groups will be displayed on the next page. Click *View* next to a group to view and edit Group Details.

Create a Sub-Group

1. On the My Students tab, click *Manage Groups*.
2. In your Manage Groups list, click *Add Sub-Group* next to the Group you wish to create it under.
3. Define your criteria. The choices are the same as in the Create a Group section above, for either Custom Groups or define groups by Profiler criteria.
4. Name your Group.
5. Select Students.

6. Click *Submit*.

Grade 8	Collaborative	Active	Add Sub-Group	9/1/2019	View
Sub-Group Name					
Grade 8 Math Interest Area			Add Sub-Group	9/1/2019	View
Sub-Group Name					
Gr 8 Math - Technology LS				10/18/2019	View
Grade 8 Business			Add Sub-Group	10/18/2019	View

7. To view Sub-Groups, click the little arrow next to a Group name in your Manage Groups list.

Teacher Tip: You may add a Sub-Group within a Sub-Group using the same procedure. For example, you can create a Group for 8th graders, then a Sub-Group for the 8th graders who are interested in Math, and then those that have a Technology Learning Style.

GLOBAL COLLABORATION

Global Collaboration enables teachers to connect their students both locally, across the district, and globally to engage students in collaborative Assignments and Projects with a shared message board and workspace.

Under Global Collaboration - Manage Groups, select *Join a Global Group* to view open Global Groups currently looking for partners. Send Request to an open Global Group that you are interested in OR click *Create New Group* to start designing your own!

Groups you created: [Join a Global Group](#) [Create New Group](#)

Group Name	Date Created	View/Edit
No records to display.		

Fourth Grade Pen Pals

Group Invitation:

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Language for group:
 Grade Level(s):
 Subject area:
 Anticipated Timeline:
 Describe your purpose and goal for this collaborative group in order to invite other schools to join you.

MESSAGES TAB

Note: The Renzulli Inbox is used to manage internal messages between Students and Teachers or between Teachers.

View Messages

1. Click *Inbox*.
2. Current, incoming messages are displayed. You can select *Flagged*, *Archived*, *Sent* and *All* to view additional messages.
3. To read a message, click the title.

Manage Messages

1. In the Inbox, select a message(s) to manage. You can also use the links to select All messages, all Read messages, and so on.
2. In the *Select Action* drop-down menu, select one of the following:
 - Mark as Read** — Changes the status of the message(s) to Read.
 - Mark as Unread** — Changes the status of the message(s) to Unread.
 - Add Flag** — Adds a Flag to message(s).
 - Remove Flag** — Removes a previously added flag.
 - Archive** — Moves messages to the Archive folder. Messages will no longer appear in the main view of the inbox.
 - Delete** — Deletes selected messages.
3. Click *Go* to complete the Action.
4. Use the *Sort By* drop-down menu to arrange messages by date or by sender name.

Send a Message

1. On the Inbox tab, click *Send a Message*. Enter a Subject and type your Message.
2. Use the "Usertype" filter to narrow the list of recipients by Students or Teachers. To narrow the list to a specific group, select the group name from the drop-down menu.
3. Select the name(s) of the message recipient(s) or click *Check All*.
4. Click *Submit* to send the message.

TOOLBOX TAB

Top Rated Activities

1. On the Toolbox tab, click *Top-Rated Student Activities*.
2. *Select Level: Elementary, Middle, High School, or Specialties*.
3. *Select Title* (subject areas), then if available: *Topic, Subtopic* to narrow the list.
4. To view an activity, click its name from the alphabetical list below.
5. You have several available options:
 - *Add to Favorites* to add an activity to your Renzulli Favorites List.
 - *Share with Students/Teachers* to share an activity.
 - *Add to Assignment/Project* to add an activity to an existing or newly created Assignment or Project.

Calendar

1. On the Toolbox tab, click *Calendar*.
2. Click *Add Event*.
3. Enter the Event Title, Date, Time, and Event Description.
4. Assign the event to yourself (your calendar) or to selected students (their calendars).
5. Click *Submit*.
6. To view Events, click the Event and it will appear below the Calendar. You can view all Events for the month by clicking the link above the Calendar.

Notes

These are your own Notes, not Students' Notes.

1. On the Toolbox tab, click *Notes*.
2. Click *Add Note* to begin a note.
3. Enter the *Subject* (Title) and text for the Note.
4. Click *Submit*.
5. Your Notes list is arranged chronologically and from here you can click the icons to Edit or Remove (delete) a Note.

Upload Files

1. On the Toolbox tab, click *Upload*.
2. Click the *Upload* button.
3. Check the box if the file already exists in your Uploads list and you wish to replace it.
4. Enter a Title for the file you wish to upload.
5. Click *Choose File*, locate a file on your computer, and click the file name.
6. Click *Open*.
7. Enter a description if desired.
8. Click "Submit".

PSP

The Renzulli Personal Success Plan (PSP) was designed to help young people, especially middle school students, to think critically about their interests, heroes and career aspirations – and then create tangible goals and plans for achieving those dreams.

1. On the Toolbox tab, click "PSP".
2. Navigate through the sub-menus across the top:
 - a. *Overview*: Provides general information about the PSP. Here, teachers can also create their own Personal Success Plan.
 - b. *Subject Area Starters*: A breakdown by subject, this provides tips and ideas for creating a PSP focusing on certain areas.
 - c. *Quickstart*: Guides students through the PSP process.
 - d. *PowerPoint Introduction to the PSP*: A slideshow that may be used to introduce students to the PSP concept.
 - e. *School Action Planner*: This planning tool provides schools with various topics to discuss prior to implementing a PSP program.

Sites Visited

1. On the Toolbox tab, click *Sites Visited*.
2. From the drop-down menu, select a date range to narrow the list.
3. Options:
 - *Add to Favorites* to add an activity to your Renzulli Favorites List.
 - *Share with Students/Teachers* to share an activity.
4. *Add to Assignment/Project* to add an activity to an existing or newly created Assignment or Project.

Submit Resources

Have a good website to share or looking for particular content?

1. On the Toolbox tab, select *Submit Resources*, then click *Submit a Resource*.
2. Enter the Title of the page, copy and paste the URL, then add a brief description and what you like about the resource. Alternatively, tell us what content you'd like us to build up for you!
3. Click *Submit*. Thank you for helping us build up the Enrichment Database!

REPORTS TAB

Run Reports to analyze the data gathered from Student Renzulli Profiles. You can Print and Export Reports as spreadsheets.

1. Click *Reports*.
2. Select One – by Grade Level/School or by Groups.
3. Select a Report - as listed in the drop-down menu:
4. Report criteria will display, depending on the choice in the drop-down menu. Complete all sections and click *Submit*.
5. The Report data appears on the next screen, where you can *Print* or *Export to Excel*.

Teacher Tip: Selecting Students by Common Interest Areas, Learning Style, Expression Style, or by Any Combination will also offer the option to build a Group based on data on the final screen.

HELP TAB

This section houses practical support for teachers using the Renzulli Learning Platform. Including, conceptual resources for the teacher who is attempting to differentiate instruction, including Professional Development information, SEM-R information, and videos about Renzulli.