

SETTING UP RENAISSANCE PLACE™ HOME CONNECT™

Home Connect is a way for pupils, parents and guardians to actively monitor pupil progress from home. In order for them to do this, an administrator must set up Home Connect and activate it for your school.

Follow these steps to set up Home Connect:

1. In a Web browser, go to the address (URL) for Renaissance Place and log in.
2. Click Set Up Home Connect in the list of Home Connect tasks on the Home page
3. Your Fully Qualified Domain Name (FQDN) will be automatically completed for you. This needs to be completed for external access to Home Connect; in the Set Up Home Connect page.
4. Click Test Now to perform a diagnostic test.
5. Check the Make Home Connect available school wide tick box to make Home Connect available to all pupils.
6. Click Save. You are returned to the RP Home page where you will see that the Home Connect tab has two more links.
7. Click Activate Schools in the list of Home Connect tasks on the Home page.
8. Click Update Activations. Under each product column, check marks will appear for each program that now has access to Home Connect.
9. Click Done when you're finished.



Educating Teachers and Pupils About Home Connect

Teachers can click 'What Is Home Connect' to view the Home Connect tutorials to learn about Home Connect and prepare them to answer any questions pupils, parents and guardians may have about the program.

Teachers are encouraged to print the Informational Letter for their pupils to take home with them. It includes information about accessing Home Connect, including the Web address (URL) and each pupil's user name and password.

1. Click Informational Letter in the list of Home Connect tasks on the Home page.
2. On the Report Options page, select your school (if necessary) from the School drop-down list, and select the specific pupils or classes you want on the letter(s).
3. Click View Letter. The letter opens in Adobe® Reader®.
4. To print the letter(s), use the Adobe Reader print button, not the browser's print button. Macintosh: If the report opens in Preview, click the File menu and choose Print.

