

Accelerated Reader Instructions

For adding students to the database and setting up classes

To add new students to the Accelerated Reader database:

1. Open AR Management
2. Enter password: Admin
3. Click on **School**
4. Click on **Students**
5. To add new students, click on **Add...** on the left side of the screen
6. Enter appropriate information for each student: First name, last name, password (the initials of their first and last names), grade, and gender.
7. Click OK

To enroll students in your class:

1. Open AR Management
2. Enter password: Admin
3. Click on **School**
4. Click on **Classes**
5. Highlight your name
6. Click **Enroll...** on the left side of screen
7. Highlight the names of the students you want to add to your class. You can add multiple students at once if you hold down the control key on the keyboard and then click on the names with the mouse.
8. Click OK

Note: If you are a new teacher to the school, before you enroll students, you should click on **Add** and then add your name to the list of classes.