

# Accelerate Reader: A Guide for New Volunteers

**Thanks for volunteering!** This is a very easy but rewarding job. We are there to open up the lab and assist students as they take their AR tests. There is a notebook in the lab with reading requirements by grade level, usernames and passwords, etc. Everything you will need should be in that notebook.

**Step 1: Go to the computer lab.** Come onto campus and head to the computer lab. If you arrive after the 2:45 bell rings, you don't need to sign in at the office. If you are a little early, go on and sign in. The computer lab should already be unlocked.

**Step 2: Turn on some computers.** The lab is not as packed as during Summer AR. You don't need to turn on all the computers. I usually turn on around six.

**Step 3: Click on the shortcut on the desktop that says AR.** The program is internet-based, so a browser should open up and go to the AR site.

**Step 4: Set out the Sign In Notebook.** There are two AR notebooks located on the counters immediately to the right of the entrance. One is for sign in and one has passwords, etc. Open up the sign in notebook and leave it there for the students.

**Step 5: Put the "Quiet Please" signs out.** They are in the AR notebook with some magnets. This lets any kids waiting outside know that you are ready for testing to begin.

**Step 6: Assist the students.** They may need help logging in or finding their book tests. See details in next section.

**Step 7: Log off the computers.**

# Helpful Hints and Details

1. Mrs. Clement helps with dismissal but will usually be back in her office in the library towards the end of AR testing if you need help.
2. **Remind the students to sign in.** Even the older kids forget sometimes.
3. **A lot of what we do is help the students find their books in the system so they can take their tests.** Reasons a student may not be able to find their book include but aren't limited to:
  - Misspelled words in the title. If the child made a simple typo like "teh" instead of "the" they won't be able to find their test in the system.
  - Searching by series name instead of individual book title. For example, if a student types in *39 Clues* and not the title *The Maze of Bones*, they may not be able to find their test.
  - The system is picky...if you type in "The Cat And the Hat" instead of "The Cat In the Hat" it will tell you no quiz exists. You have to get the title exactly right.
4. **Use [www.arbookfind.com](http://www.arbookfind.com) to help the student find their book title.** Sometimes a student will not remember the name of the book they read. Or they may sort of know the title and be able to recognize it by it's cover. If that is the case, you can search on [arbookfind.com](http://arbookfind.com) to more quickly help them find their book. You can also double check the spelling of an author's name there. **If you are having trouble finding a test it is usually faster to just open up [arbookfind.com](http://arbookfind.com) and search there. Then you will see exactly what the book title is.**
5. **If a student tries to login a couple of times and keeps inputting the wrong password, the system will lock them out. If that happens, you will need to get Mrs. Clement from her office to help fix it.**
6. **Record any issue that may require an admin login so Mrs. Clement can help us straighten them out.** Examples include:
  - A new student who doesn't appear to have a username or password
  - A student who has accidentally started taking the wrong test and realizes a few questions in. Have them answer "A" for everything and then let us know so Mrs. Clement can delete the test from the system.
7. **Not every book under the sun has an AR test.** If a book is really new, there may not be a test for it. Or there may be tests for different versions or translations (think *Arabian Nights*) but the version the student read doesn't have a test. If it's not in the system, we can't do anything. Remind them to check [arbookfind.com](http://arbookfind.com) before reading a book for an AR test.
8. **Try to help minimize distractions in the lab.** Some of these test count as grades for the students. If there is talking among students, excessive noise at the sign in notebook, gently remind them that silence is appreciated!