

SMART Response[™] 2011

Interactive Response System

User's Guide

Extraordinary made simple[™] SMART_™



Product registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at smarttech.com/registration.

Keep the following information available in case you need to contact SMART Support.

Serial number:

Date of purchase:

FCC notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorientate or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
 Connect the equipment into a socket on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

IC RSS 210 notice

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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One or more of the following patents: US6320597; US6326954; US6741267; US7151533; US7757001; USD612396; USD616462; USD617332 and USD636784. Other patents pending.

July 2011

Important information

Safety information	i
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Before you use your SMART Response[™] interactive response system, please read and understand the safety warnings and precautions described in this guide. These safety warnings and precautions instruct you in the safe and correct operation of the system and its accessories so that you can prevent injuries to yourself and others or damage to the equipment. You must always ensure that the SMART Response system is being used correctly.

i note

If you own a SMART product other than a SMART Response system, refer to the user's guide that came with your product for relevant warnings and maintenance instructions.

Safety information

🔼 WARNING

- Failure to follow the installation instructions that are dispatched with the SMART product could result in personal injury or damage to the product.
- When using your SMART Response system with a SMART Board[™] interactive whiteboard and projector, do not stare into the beam of light created by the projector. Instruct children not to look in the direction of, or stare at, this beam of light.
- Ensure that any cables extending across the floor to your SMART product are properly bundled and marked to prevent a trip hazard.
- To reduce the risk of fire or electric shock, do not expose the components to rain or moisture.

CAUTION

 Use only the batteries provided or equivalent replacements. Do not attempt to recharge the batteries.

- Do not install batteries with the polarity (+/-) reversed.
- Do not dispose of batteries in a fire or incinerator.

Dispose of batteries according to the laws and regulations of your region. If you do not know the applicable rules for your region, consult the battery manufacturer.

- Do not use abrasive erasers or harsh chemicals when cleaning SMART Response system hardware.
- Do not open the receiver or clicker units to attempt repairs. Refer all service to authorised SMART service personnel.

IMPORTANT

- You must connect the USB cable that came with your SMART product to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL Mark(s) for CSA/UL 60950. This is for operating safety and to avoid damage to the SMART product.
- If your SMART product requires replacement parts, make sure that the service technician uses replacement parts specified by SMART Technologies or parts with the same characteristics as the original.

Compliance

ii

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

- 1. This device may not cause harmful interference, and
- 2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by SMART Technologies may void the user's authority to operate this equipment.

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Chapter 1 About the SMART Response system

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Introduction

The SMART Response interactive response system is an assessment tool that enhances learning. It facilitates summative and formative assessment by enabling you to pose a question before, during or after a lesson to find out whether students are on track. You can use the feedback to help shape the rest of your lesson.

Once you finish the lesson, create a question set with SMART Response assessment software to evaluate learning more formally. You can feel confident that the students have answered in the way that they intended, because they can verify and change their self-paced responses directly.

Teachers can easily add creativity to questions by combining text with images to make questions more dynamic. The SMART Response system comes with SMART Notebook[™] collaborative learning software and offers 6,000 learning objects that you can add to quizzes.

The SMART Response system also increases one-to-one interaction by enabling teachers to survey and engage students and to collect responses.

Integration with SMART Notebook SE (Student Edition) software

SMART Notebook SE software enables your students to connect to your class, take quizzes and assessments, respond to questions and submit their work. For more information on how students use SMART Notebook SE software with SMART Response CE interactive response software, see the SMART Notebook SE online Help.

Features

Feature	Description
Integration with SMART Notebook software	Open SMART Response software from a tab in SMART Notebook software. With SMART Notebook's Gallery of more than 6,000 items of graphic-rich content, you can add images and other multimedia content to your questions and/or assessments.
SMART Notebook Full Screen mode toolbar	When you put SMART Notebook software in Full Screen mode, SMART Response buttons for creating questions, running assessments and viewing results appear in the toolbar. You can use SMART Notebook software in Full Screen mode to reduce distractions whilst presenting your lesson.
SMART Notebook Transparent mode toolbar	When you put SMART Notebook software in Transparent mode, SMART Response buttons for creating questions, running assessments and viewing results appear in the toolbar. In Transparent mode you can use other applications and see supporting content whilst presenting your lesson.
Multiple assessment options	Compile questions for formative and summative assessment, prepare quizzes or exams in advance and ask spontaneous questions to gauge student comprehension at any point during a lesson.
Teacher Tools	Access, view and manage all assessment data in one location. This powerful tool enables you to create class lists and manage tests and quizzes.
Question variety	Teachers can ask different types of questions, including true or false, yes or no, multiple choice, multiple answer, numeric fraction or maths expression and text answer.
Familiar user interface	SMART Response software's intuitive software lets you create pages that have clear, contextual and concise information for users at any level of experience.
Maths expression questions and intelligent grading	When you create an expression question with a correct answer, you can choose which intelligent expression grading option that SMART Response uses to determine which mathematically equivalent answers you want to accept as correct.
Monitoring students during and after the test	You can monitor how much time is remaining for a quiz. Grades are immediately calculated after the test and displayed in graphical charts and numeric tables.

CHAPTER 1

About the SMART Response system

Feature	Description
Previewing results during an assessment	You can see what responses students have submitted during the assessment and get immediate feedback on how the class is doing.
Easy-to-view results	Display results in easy-to-view pie charts or graphs, which you can then insert on a SMART Notebook page for a closer view and to add your own notes in digital ink. You can also view results in detail, so that you can see exactly how each student has answered.
Add or change correct answers to completed assessments	Using Teacher Tools, you can choose to accept a submitted answer as correct in addition to (or instead of) the original correct answer. SMART Response software calculates the students' grades after the changes.
Multiple print options	Print assessments as handouts so that students can complete them at their own pace, or add comments to completed assessments that can be printed and used later as study guides.
Anonymous mode	Allows students to respond with complete anonymity. Students can use SMART Response software without signing in, or they can participate in an assessment using any clicker, allowing you to gauge the group's understanding.
Integration with third- party question bank	SMART Response software is compatible with commonly used file formats, so you can easily import questions from other applications, including Microsoft Word and PowerPoint®, PDFs and third-party question banks.
Integrated Gradebook	Through Teacher Tools Gradebook, you can build comprehensive student progress reports which can be as simple or as detailed as you need. Create high-level comparisons of class performance, specific reports based on tagged characteristics such as demographics or curriculum standards, or personalised reports on how individual students are doing.
Tagging	You can tag students and questions and automatically generate reports with comprehensive student and class performance breakdowns. You can also tag key words to describe various characteristics, correlate questions to curriculum standards and break down performance into a printable chart.

Hardware - clickers and receivers

Feature	Description
Radio frequency (RF) technology	RF technology provides a reliable wireless connection between the student clickers and the central receiver. You don't need a line of sight to the clickers, and the clickers and the receiver can connect within a 30m (100') range.
Ergonomic design	Designed to fit comfortably in young hands or to lie flat on a desk. Even young students find the durable handheld clickers easy to use and comfortable to hold. Responding to questions is quick and easy.
French language support	Students can switch the PE clicker displays to support English and French languages.
Ability to input maths expressions	XE clickers have dedicated buttons that enable students to enter complex maths and science expressions.
Ability to enter symbols as well as letters with diacritics	In XE mode, you can enter common maths and science symbols. You can also enter diacritics (letters with special symbols or accents).
LCD screen	The easy-to-read LCD screen has room to display several lines of text. Students can see whether responses have been sent and they can review the status of their clicker's battery power and network connection.
Descriptive icons	Icons on the LCD screen enable students to monitor the battery power and the network status of their clicker.
Extended battery life	Each clicker uses long-lasting AA or AAA batteries.
Easy connection	The receiver connects to a computer using a USB cable and it doesn't require an additional power adapter.
Flexible installation	The receiver weighs just under 165g (6oz) and is easily mounted onto walls, desks or tables.

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Using your SMART Response system

Using the SMART Response interactive response system, you can perform planned or spontaneous student assessments in the same software that you use to deliver your lessons—it integrates seamlessly with SMART Notebook collaborative learning software.

You can easily prepare exams in advance or spontaneously quiz students during a lesson and receive immediate responses from your class. Depending on the mode you're using, SMART Response software supports several different types of questions, including true or false, yes or no, multiple choice, multiple answer, text answers, and numerical fractions and expressions. You can import questions from third-party question banks, Microsoft® applications and other common programs.

Once students have submitted their answers, you can see the results by percentage in a graphical format, which gives an accurate representation of the whole class's performance, not just that of individual students.

Teacher Tools

Using Teacher Tools, you can access, view and manage all assessment data in one location. You can create class lists and set up, conduct and manage tests and quizzes. You can track each student's progress over several assessments and you can even tag questions with key words to evaluate test results and student performance in greater detail.

Teacher Tools makes it easy for you to keep everything organised. The easy-to-use management tool automatically files test results in the built-in gradebook. It also lets you manage your class lists and view performance reports and test scores.

The Teacher Tools Gradebook gives you quick access to test results, making it easy to prepare reports and conduct evaluations. Reports can be as simple or as detailed as you need. Create high-level comparisons of class performance, specific reports based on tagged characteristics such as demographics or curriculum standards, or personalised reports on how individual students perform. You can also create reports that show grades for the entire school year.

SMART Response system hardware

The SMART Response receiver and clickers use radio frequency technology to provide a reliable wireless connection between the student clickers and the central receiver. You don't need a line of sight to the clickers and the range is 30m (100'). The receiver verifies receipt of every signal and messages automatically re-send if they aren't received.

Students find the handheld clickers easy to use and comfortable to hold. Students can easily read several lines of text on the large display screen. They can see whether responses have been sent and can review the status of their clicker's battery power and network connection.

Using the interactive response system

You can purchase SMART Response interactive response system software for both Windows and Mac computers that meet the minimum requirements. See *Computer requirements* on the next page for information.

You can use SMART Response software's integrated SMART Notebook features on any computer, so you can take your laptop home to develop assessment questions without having to connect a receiver. You can then copy the assessment files to a classroom computer where you can run your assessments.

When you install SMART Response software, by default, the installation program installs SMART Notebook software, SMART Product Drivers and SMART Response software. SMART Response software includes Teacher Tools and menus that appear in the SMART Notebook software toolbar. You can use the software for free for 30 days after which you must activate the software.

Environmental requirements

Before installing or using your SMART Response interactive response system, review the following environmental requirements and compliance statements.

Temperature

SMART Response components can operate in the temperature range of 5°C to 35°C (41°F to 95°F). In addition, the product can withstand storage temperatures from -40°C to 50°C (-40°F to 120°F).

Humidity

SMART Response components can operate in up to 80% relative humidity, non-condensing.

Water and fluid resistance

SMART Response components are for indoor use only and don't meet any salt-spray or wateringress requirements. Don't pour or spray any liquids directly onto SMART Response components. These liquids can get into areas where they can damage sensitive electronic components.

Dust and scratching

SMART Response components are for use in office and classroom environments and are not for industrial use where heavy dust and pollutants can cause malfunctions or impaired operation. They

are designed for pollution degree 1 (P1) as per EN61558-1, which is defined as "No pollution or only dry non-conductive pollution."

Electrostatic discharge (ESD)

SMART Response components meet the requirements of EN61000-4-2 severity level 4 for direct and indirect ESD. No malfunction or damage up to 15 kV (both polarities) with a 330 ohm, 150 pF probe (air discharge). Unmated connectors meet 8 kV for direct (contact) discharge.

Conducted and radiated emissions

SMART Response hardware's narrowband radiated electric field meets the limits for Class B performance, as defined in EN55022/CISPR 22.

Computer requirements

Windows operating systems

- Pentium® 4 or later processor
- 512 MB of RAM (1 GB recommended)
- Free hard disk space:

Software	Space required
SMART Notebook software	277 MB
Gallery Essentials	549 MB
Lesson Activity Toolkit	111 MB
SMART Product Drivers	145 MB
SMART Responseassessment software	47 MB
SMART Sync™ Teacher software	37 MB
Common platform	62 MB
Total	1228 MB

- Windows® XP SP3, Windows Vista® SP2 or Windows 7 operating system
- Internet Explorer® Internet browser 6.0 or later
- Adobe®Flash® Player 10 Firefox® plug-in
- AdobeFlash Player 10 ActiveX[®] control for SMART Notebook software

- AdobeReader® 8.0 or later
- MicrosoftDirectX® technology 8.1 or later (required for SMART Video Player)

Mac OS X operating system software

- 1.5 GHz Intel® or later processor
- 1 GB of RAM
- Free hard disk space:

Software	Space required
SMART Notebook software	163 MB
Gallery Essentials	499 MB
Lesson Activity Toolkit	70 MB
SMART Product Drivers	203 MB
SMART Responseassessment software	65 MB
SMART Sync Teacher software	25 MB
Common platform	257 MB
Total	1282 MB

- Mac OS X 10.5.8 or later operating system software
- AdobeReader 8.0 or later
- Safari application program 4.0.2 or later
- Adobe Flash Player 10 or later

I NOTES

- $1 \text{ MB} = 1024^2 \text{ bytes}, 1 \text{ GB} = 1024^3 \text{ bytes}.$
- SMART Response assessment software runs on 32-bit and 64-bit operating systems.

Connecting hardware and activating SMART Response software

To send information to and receive information from SMART Response clickers, you must connect the SMART Response receiver to your computer. You can then check the receiver's status in Teacher Tools.

IMPORTANT

You must activate your SMART Response software within 30 days of installation. SMART Response software automatically activates when you connect the receiver. If the activation is not successful, use the manual procedure in this section to find your licence code and activate the software.

i NOTE

If you're using SMART Response software in CE or VE mode, which doesn't require a receiver, see *Activating SMART Response CE software* on page 15 for instructions.

Connecting the receiver

IMPORTANT

- Do not connect the receiver to your computer until you have installed SMART Response software.
- For operating safety and to prevent damage to the receiver, connect its USB connector only to a computer that has a USB compliant interface and that bears the USB logo. In addition, the USB source computer must be compliant with CSA/UL/EN 60950 and bear the CE mark and CSA and/or UL mark(s) for CSA/UL 60950.
- The receiver has a USB 2.0 full-speed peripheral interface that runs at speeds of up to 12 Mbps. The unit works with USB 2.0- and USB 1.1-compliant USB interfaces.

Recommended height for mounting the receiver

Unlike infrared devices, SMART Response receivers don't require an unobstructed line-of-sight transmission path, such as that required by infrared devices. You can operate SMART Response over longer distances if you minimise interference, signal reflections and the number and size of objects between the receiver and the clickers.

Choose a location for the receiver that's as high as possible and in plain view of the students' clickers. For permanent installations, use a USB extender to mount the receiver high on a wall. To minimise interference from other radio-frequency equipment, position the receiver away from other wireless products, such as 2.4 GHz routers and cordless telephones.

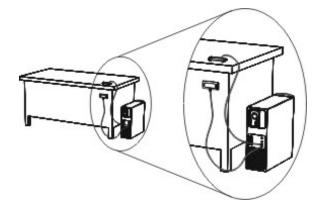
🔺 WARNING

To prevent product damage or personal injury, route the USB cable where it will not be stepped on or tripped over.

To connect the receiver

- 1. Position the receiver in an unobstructed location away from other wireless products, such as 2.4 GHz routers and cordless telephones.
 - For temporary installations, place the receiver on top of your desk.
 - For permanent installations, mount the receiver on a wall or on the front of a piece of furniture using two screws (not provided).

Orientate the receiver with the long side or edge facing the class as shown.



2. Insert the receiver's captive USB cable connector into an available USB port on your computer.

The Ready light on the receiver turns on to indicate that the receiver is receiving power.

On Windows computers, the first time you connect the receiver, a balloon message appears from the notification area indicating that new hardware has been detected.

IMPORTANT

If the balloon message indicates that Windows is starting to try to locate a driver from the Microsoft website, stop the search. If Windows does not find the driver on your computer, you did not install SMART Response software. Install the software and repeat the above

3. See Checking the receiver's status below to verify that the receiver is working properly.

Extending the USB cable

If the 1.8m (6') USB cable provided attached to the receiver isn't long enough, use active USB extender cables, USB extenders or hubs.

This graphic shows the SMART active USB extension cable (Part No. USB-XT).

In some cases, you can use up to four cables to extend the length to about 25m (80'), which is the limit of the USB specification. Passive USB extension cables aren't supported.



Alternatively, USB extenders that use Cat 5 cabling can extend the range to approximately 100m (325') at a much higher cost. The more economical SMART USB extender pair (Part No. CAT5-XT) can extend the USB connection up to 36.6m (120') for Windows computers or 27.5m (90') for Mac computers using an RJ45 Cat 5 cable.



These units require that you use the 1.8m (6') cables provided or use cables and connectors that meet the same specifications. Impedance mismatches and poor connections can cause signal degradation and performance problems.

i NOTE

Some computers use internal active hubs to provide more USB receptacles. The computer's operating system could interpret these internal hubs as external devices, limiting the number of USB extenders you can use.

Checking the receiver's status

If you have connected the receiver, you're ready to start a class session. You can check the receiver's communication status at any time using the following procedure.

To check the receiver's status

1. Click the **SMART Response** icon 📒 in the Windows notification area or Mac menu bar.

A message appears below the *Configure Devices* heading indicating how many receivers are connected.

2. Click the icon below the Configure Devices heading.

Teacher Tools starts.

The Devices window appears showing a status message.

3. If a "Your SMART Response receiver is connected and working" message appears, the SMART Response receiver is connected and communicating with the SMART Response software. The receiver name appears below the *Devices* button.

Click **My Receiver** to display the classroom name and the make, model and hardware ID (MAC address) of the receiver.

OR

If a "Your SMART Response receiver is not connected" message appears, the SMART Response receiver is not connected or is not working properly. The receiver name does not appear below the *Devices* button.

Check the receiver connections or repeat the receiver installation. See *Connecting the receiver* on page 11.

Activating SMART Response software

You must activate your SMART Response software within 30 days of installation.SMART Response software automatically activates when you connect your receiver.

- If you are using SMART Responsesoftware in CE mode, see *Activating SMART Response CE software* on the next page.
- If you are using SMART Responses of tware in VE mode, see Activating SMART Response VE software on page 16.

I NOTES

- You must connect your computer to the Internet and connect the SMART Response receiver to your computer before you can activate the software.
- Once you have found your licence code, you don't need to connect the SMART Response receiver to the other computers that you want to activate SMART Response software on.

Once you have completed the following procedure to find your licence code, you can use the code to activate SMART Response assessment software on other computers, as outlined in the *Licence* tab in the *About SMART Response* dialogue box.

To find the licence code after the software is activated

- 1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **About SMART Response**.
- 2. Record the licence code that appears on the *Description* tab.

To activate SMART Response software on other computers

1. On the other computer, click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Check for Updates and Activation**.

The *SMART Product Update* dialogue box appears and displays the time remaining in your software's evaluation period.

Ι ΝΟΤΕ

If your SMART Response software is already activated, the *Status (Days Left)* column shows *Activated* beside SMART Response.

2. Click Activate.

If your 30-day evaluation period has expired, the *SMART Response Software Evaluation Expired* dialogue box appears. Click **Activate Now**.

If you are within the 30-day evaluation period, the *SMART Response Software Evaluation* dialogue box appears and displays the time remaining in your software evaluation period. Click **Activate Now**.

3. Type your licence code and email address and then click Next.

Your SMART Response software activates.

Activating SMART Response CE software

You must activate SMART Response software within 30 days of installation. Once you have installed the software, use the following procedure to activate it.

To activate SMART Response CE software

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Check for Updates and Activation**.

The *SMART Product Update* dialogue box appears and displays the time remaining in your software's evaluation period.

🚺 ΝΟΤΕ

If your SMART Response software is already activated, the *Status (Days Left)* column shows *Activated* beside SMART Response.

2. Click Activate.

3. Type your product key in the text box, select the I accept tickbox and then click Next.

Ι ΝΟΤΕ

If you don't have a software licence, contact your authorised local reseller through smarttech.com/where.

Activating SMART Response VE software

You must activate SMART Response within 30 days of installation.

To activate SMART Response VE software

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Check for Updates and Activation**.

The *SMART Product Update* dialogue box appears and displays the time remaining in your software's evaluation period.

I ΝΟΤΕ

If your SMART Response software is already activated, the *Status (Days Left)* column shows *Activated* beside SMART Response.

- 2. Click Activate.
- 3. Type your product key in the text box, select the I accept tickbox and then click Next.

Ι ΝΟΤΕ

If you don't have a software licence, contact your authorised local reseller through smarttech.com/where.

Selecting how students answer questions

Students can answer questions using one of these options:

- SMART Response / Senteo clickers
- SMART Response PE clickers
- SMART Response LE clickers
- SMART Response XE clickers
- SMART Notebook SE software on student devices
- SMART Response VE using Internet enabled devices
- Multiple SMART Response devices, optionally including SMART Response VE

Each of these options has a corresponding mode in SMART Response software. The first time you start SMART Response software, it prompts you to select the operating mode. Subsequently, you can select the appropriate mode for the devices in your classroom using the SMART Response Setup Tool.

I NOTES

- If you have more than one type of SMART Response responding device in your classroom, you can choose Multiple SMART Response devices mode, or you can choose the mode that matches the type of device you're using, and then use only that type of device while in that mode.
- Some question types aren't available in all responding modes. See *About question types* on page 46 for more information.
- Students can use SMART Response PE, SMART Response LE or SMART Response XE clickers, SMART Notebook SE (SMART Response CE) or Internet enabled devices (SMART Response VE) while SMART Response is in Multiple SMART Response devices mode, but there are some limitations. See *Multiple SMART Response devices mode limitations* on page 19 for more information.

To open the SMART Response Setup Tool on a Windows computer

- 1. Close SMART Notebook software and Teacher Tools if they're running.
- 2. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Setup Tool**.

The SMART Response Setup Tool window opens.

To open the SMART Response Setup Tool on a Mac computer

- 1. Close SMART Notebook software and Teacher Tools if they're running.
- 2. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Setup Tool**.

The SMART Response Setup Tool window opens.

To select how students answer questions

- 1. Open the SMART Response Setup Tool.
- 2. Select one of the following options:
 - SMART Response LE
 - SMART Response XE
 - SMART Response VE
 - Multiple SMART Response devices
 Include SMART Response VE

I NOTES

- Classes that are running stop automatically.
- The SMART Notebook SE option isn't currently available for Mac OS X operating system software.
- 3. Click OK.

A message appears stating that your setup has changed. If you switch to SMART Response VE or Multiple SMART Response devices mode, a message appears asking you to accept the terms of use. Click **I Accept**.

When you start SMART Response software, your students can answer questions using the device(s) you selected in step 2.

- SMART Response PE
- SMART Response / Senteo
- SMART Notebook SE

Multiple SMART Response devices mode limitations

In addition to using any available SMART Response clickers, students can use SMART Notebook SE software (SMART Response CE) or Internet enabled devices (SMART Response VE) while SMART Response is in Multiple SMART Response Devices mode. This can be particularly useful if you have a variety of responding devices in your class.

IMPORTANT

You must be licensed to use all the devices that you want to use in Multiple SMART Response Devices mode. See *Activating SMART Response software* on page 14.

Why don't I use Multiple SMART Response devices mode all the time?

When in Multiple Devices mode, SMART Responses of tware features are limited to those that all modes share.

The following are examples of limitations when in Multiple SMART Response devices mode:

- Students are unable to answer text questions.
- Students are unable to answer SMART Response XE maths expression questions.
- Students can only answer the first question of an assessment when they use SMART Response LE clickers.
- Students are unable to answer multiple answer or mathematics questions when they use SMART Response LE clickers.

Starting SMART Response LE software the first time

You can use SMART Response LE in two modes: Anonymous mode and Sign-in mode. See *About Sign In and Anonymous modes* on page 63 for information about the operating modes..

Before you can use SMART Response LE in your classroom in Anonymous mode, you must

- assign a classroom name to the receiver, which you can do by creating a .teacher file, or by starting an assessment in SMART Notebook software.
- pair the students' clickers with the SMART Response receiver.

To use SMART Response LE in Sign-in mode, in addition to the above, you must

- assign clicker IDs to each student's clicker (which you can do when you pair the clickers with the receiver).
- create a class with a class list containing the clicker IDs.

I NOTES

- You're unable to assign a classroom name whilst you install SMART Response software. You can create a classroom name only after the software is installed and Teacher Tools starts for the first time.
- If you created a .teacher file on another computer, you can copy it to your computer and open it instead of creating a new file.

Pairing student clickers

IMPORTANT

You must connect the receiver and start a class before you can pair the clickers with the receiver.

To pair clickers with the SMART Response receiver

1. If a class isn't running, start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

2. Select Anonymous Mode and then click Start Class.

The receiver's Power light flashes and then turns solid green. The receiver's Transmit light flashes green.

3. Press the clicker's Power and Menu buttons simultaneously for two seconds.

Teacher Mode appears on the screen.

4. Using the clicker's **Up** and **Down** buttons, select **Scan & Pick** and then press **Enter**.

The clicker searches for available classrooms.

- Use the clicker's Up and Down buttons to select your class from the list and then press Enter.
 If your connection is successful, a "Paired With RCV" message appears.
- 6. Use the **Up** and **Down** buttons to select **Exit**, or hold down the clicker's **Power** button to turn off the clicker.
- 7. Repeat steps 3 to 6 for the rest of your clickers.

You're now ready to start a class and ask questions in Anonymous mode. See Asking instant *questions* on the next page to ask single questions, or see Adding questions using the Insert *Question wizard* on page 48 to create assessments.

Assigning clicker IDs

Before your students can connect and use their clickers, you must program each student's clicker with a unique clicker ID number. When your students connect to a class, SMART Response software checks their clicker ID's against the class list to determine whether they are valid members of the class.

If their clicker IDs aren't in the class list, the clickers don't connect.

To program clicker IDs into the clickers

- 1. If the clicker is turned on, press the clicker's **Power** button to turn it off.
- 2. Press the clicker's **Power** and **Menu** buttons simultaneously.

Teacher Mode appears on the clicker's screen.

3. Use the Up and Down buttons to scroll to Clicker ID and then press Enter.

4. Use the **Up** and **Down** buttons to select a unique number between 1 and 199 and then press the **Menu** button.

IMPORTANT

Each clicker's ID must be unique and must correspond to the student's clicker ID in your class list. See *Creating a class list* on page 28 for information.

5. Use the Up and Down buttons to scroll to Exit and then press Enter.

The clicker starts and is ready to use.

6. Repeat steps 1 to 5 for every clicker in your class.

Asking instant questions

Use the Instant Question feature to introduce the SMART Response interactive response system to your students. Instant questions are individual questions that you ask spontaneously—they are not part of an assessment. When you use the Instant Questions feature, you are unable to type a question or assign a correct answer.

You can ask an instant question verbally, write or type it on an interactive whiteboard and add objects directly onto the SMART Notebook page.

Ι ΝΟΤΕ

Ensure that you start your class and that all students are connected before you ask an instant question.

To ask individual questions using the Instant Question feature

1. Click the **SMART Response** icon in the Windows notification area or the Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Click the **Insert Question** icon an the toolbar.

🚺 TIP

If Insert Question isn't on the toolbar, you can right-click the toolbar and add it.

3. Click one of the Instant Question buttons.

The *Instant Question* dialogue box appears asking whether you want to insert the question on this page or on a new page.

4. Select one of the options.

TIP

If you want to use the same option by default, select the **Always perform this action** option. You can change the default in the *Preferences* menu.

A SMART Notebook page appears showing the possible answers to the question. The *Response* tab changes to *Single Question* and the *Progress* button is selected.

The question starts automatically and appears on the student's display.

🚺 ΝΟΤΕ

If you haven't started a class, a message appears asking you to select a class. Select a class and then click **Start Class**.

- 5. Present your question to the class.
- 6. Once all the students have answered the question, click Stop this question.
- 7. To save the results, click **Save** 💾.

To add another question without clearing the results of the previous question, don't click **Clear** and then repeat steps 2 to 6.

Setting up Teacher Tools

With Teacher Tools, you can

- check the status and performance of the receivers, clickers and students.
- select Sign In mode or Anonymous mode of operation.
- manage class lists.
- start classes so that students can sign in.

When you open Teacher Tools for the first time, you create a SMART Teacher file. You can later edit the SMART Teacher file and adjust the privacy options.

Starting Teacher Tools

When you start Teacher Tools for the first time, it opens to the *Welcome to Teacher Tools* view where you can create a SMART Teacher file, manage class lists, generate class or student performance reports and perform many other tasks.

• If this is the first time that you're starting SMART Response software in LE mode, see *Starting SMART Response LE software the first time* on page 20 for information.

To start Teacher Tools

Click the **SMART Response** icon 🧾 in the Windows notification area or Mac menu bar and then select the icon below the *Teacher Tools* heading.

Teacher Tools appears in Gradebook view.

i note

If SMART Notebook software is open, you can also start Teacher Tools by selecting **Response > Teacher Tools**.

Starting Teacher Tools in CE mode using SMART Sync Class List Server

When SMART Response software is in CE mode (using SMART Notebook SE software) and connected to a SMART Sync Class List Server and you start Teacher Tools, a *Welcome* dialogue box appears. You can select one of the teacher names in the dialogue box to load the Administered Teacher's class information into Teacher Tools. See *Using SMART Sync Class List Server class lists* on page 35 for more information.

Creating a SMART Teacher file

If you want to save all of your class lists and assessment results, you need to create a SMART Teacher file. Your SMART Teacher file also enables your students to find and connect to your classes when they connect in Sign In mode.

If you need to, you can create additional SMART Teacher files once you have created the initial one.

To create a SMART Teacher file the first time you use SMART Response software

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select the icon below the *Teacher Tools* heading.

The Welcome to Teacher Tools wizard appears.

Ι ΝΟΤΕ

The wizard appears only if you haven't created a SMART Teacher file.

- 2. Type your name and other information in the text boxes. The *Save* button is unavailable until you provide all the required information.
- 3. Click Save.

A Save As dialogue box appears.

4. Type a file name and then click **Save**.

The .teacher file saves and the Gradebook window appears displaying the teacher's name.

To create an additional SMART Teacher file

1. Start Teacher Tools. See Starting Teacher Tools on the previous page.

Teacher Tools appears.

2. Select File > New.

The Gradebook Information screen appears.

- 3. Type your information in the text boxes and then click Save.
- 4. Browse to where you want to save your SMART Teacher file and then click Save.

Editing your SMART Teacher file

The first time that you started SMART Response Teacher Tools, you created a SMART Teacher file to let your students find and connect to your class. See *Creating a SMART Teacher file* on the previous page.

You can use the following steps to change the information in your SMART Teacher file.

To edit your SMART Teacher file

1. Start Teacher Tools. See Starting Teacher Tools on the previous page.

Teacher Tools appears.

Ι ΝΟΤΕ

You're unable to edit your classroom name if a class is running.

2. Click **Edit** beside the Gradebook name.

CHAPTER 2 Getting started

The Edit Gradebook Information window appears.

3. Edit the information and then click Done.

Adjusting privacy and alert options

You can set the level of student information that appears on your display and define whether you want student sign-in and sign-out alerts to appear.

Using Privacy mode

By default, SMART Response software displays student information such as ID numbers and grades. If you don't want to display sensitive information in front of your class you can turn Privacy mode on.

To hide private information

Click the **Privacy: Off** button in the upper right-hand corner of the screen.

To display private information

Click the **Privacy: On** button **manual** in the upper right-hand corner of the screen.

Changing alerts

You can set SMART Response software to display an alert message on your screen when students sign in or out.

i note

Alerts appear only when the SMART Response Desktop menu is running.

To set sign-in and sign-out alerts

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

 Select Edit > Preferences (Windows computers) or Teacher Tools > Preferences (Mac computers) from the menu bar.

The SMART Response Preferences dialogue box appears.

- 3. Click the Alerts tab.
- 4. Select or clear the tickboxes for the alerts that you want to display or hide, and then click OK.

Applying encryption methods

You can set SMART Response CE software to use SSL or Diffie-Hellman encryption. SSL encryption allows other programs to access SMART Response CE software. Diffie-Hellman encryption (the default method) doesn't allow other programs to access SMART Response CE software.

NOTE

The system administrator can override this setting.

To apply an encryption method

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

Select Edit > Preferences (Windows computers) or Teacher Tools > Preferences (Mac computers) from the menu bar.

The SMART Response Preferences dialogue box appears.

- 3. Click the Encryption tab.
- 4. Select Diffie Hellman or SSL Digital Certificate from the Method drop-down list.

If you selected SSL Digital Certificate, additional options appear:

- Select Automatically generated certificate if you want SMART Response CE software to generate and use a security certificate.
- Select Imported certificate and then browse to and select the certificate that you want to import, to use an existing certificate.
- 5. Click **OK**.

Configuring service ports

You can specify the ports SMART Response CE software uses for the file data channel and encrypted data channel, or set the software to use random ports.

To specify the service ports

1. Start Teacher Tools. See Starting Teacher Tools on page 24

Teacher Tools appears.

Select Edit > Preferences (Windows computers) or Teacher Tools > Preferences (Mac computers) from the menu bar.

The SMART Response Preferences dialogue box appears.

- 3. Click the Networking tab.
- 4. Clear the **Randomise** tickboxes beside the *Encrypted data channel* and *File data channel* boxes if they're selected and then type the port numbers that you want to use.
- 5. Click OK.

To use random service ports

1. Start Teacher Tools. See Starting Teacher Tools on page 24

Teacher Tools appears.

Select Edit > Preferences (Windows computers) or Teacher Tools > Preferences (Mac computers) from the menu bar.

The SMART Response Preferences dialogue box appears.

- 3. Click the Networking tab.
- 4. Select the Randomise tickbox beside the Encrypted data channel or File data channel boxes.
- 5. Click OK.

Creating a class list

Before you can start a class in Sign In mode, you must have a class list. You can use Teacher Tools to create a list, or you can import one from a Microsoft Excel® or comma separated values (CSV) file.

i NOTE

You don't need to create a class list if you're starting the class in Anonymous mode. For more information, see *About Sign In and Anonymous modes* on page 63.

Creating a class list in Teacher Tools

To create a class list

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Click Add a Class in the Gradebook area on the left.
- 3. Type a name for your class (for example, Maths), add any optional details in the *Class Information* boxes and then click **Add**.

After a short delay, the new class's window appears and the class name appears in the *Gradebook* area.

- 4. Click the **Students** tab at the top of the window.
- 5. Click Add on the toolbar.

The *Properties* window appears below the table.

6. If you are using SMART Response LE clickers, type a unique number between 1 and 199 in the *Clicker ID* box.

Ι ΝΟΤΕ

The clicker IDs in the class list must correspond with the IDs programmed into the student clickers.

- 7. Type a unique 1 to 15 digit ID in the Student ID box.
- 8. Type a student's name in the *Name* boxes. The student's email address and tags are optional. You can also type name and ID information directly in the table.

I NOTE

You can use tags to categorise the students in custom groupings that SMART Responsesoftware uses when you create student reports.

The student information is saved to the class list as you type it.

9. Repeat these steps for each student.

Importing a class list from Excel®

IMPORTANT

This feature is supported by SMART Response software for Windows operating systems only.

If you use Microsoft Excel to maintain class lists, you can import an .xls or .xlsx file into Teacher Tools to create a SMART Response class list. You might find it easier to copy the list of names in your current Excel document into a new spreadsheet.

Creating class lists for all modes except LE

Use the following procedure to create class lists for classes that don't use LE clickers.

To create a class list in an Excel spreadsheet

- 1. Open the Excel spreadsheet that contains your students' names.
- 2. Insert a blank row at the top of the spreadsheet if it doesn't already have one.
- 3. Type ID Number in the first cell (A1).
- 4. Type First Name in the first cell of the second column (B1).
- 5. Type Last Name in the first cell of the third column (C1).
- 6. Move the first and last names into the columns directly below the headings.
- 7. In column A, type a unique 1 to 15 digit ID number for each student.

EXAMPLE

	Α	В	С
1	ID Number	First Name	Last name
2	1234	David	Jones
3	6789	Jane	Doe
4	5678	John	Swartz
5	3456	Mary	Smith

8. Save the spreadsheet.

Creating class lists for LE mode

Use the following procedure to create class lists for classes that use LE clickers.

To create a class list in an Excel spreadsheet

- 1. Open the Excel spreadsheet that contains your students' names.
- 2. Insert a blank row at the top of the spreadsheet if it doesn't already have one.
- 3. Type ID Number in the first cell (A1).
- 4. Type Clicker ID in the first cell of the second column (B1).
- 5. Type First Name in the first cell of the third column (C1).
- 6. Type Last Name in the first cell of the fourth column (D1).
- 7. Move the first and last names into the columns directly below the headings.
- 8. In column A, type a unique 1 to 15 digit ID number for each student.
- 9. In column B, type a unique clicker ID from 1 to 199 for each student's clicker.

EXAMPLE

	Α	В	С	D
1	ID Number	Clicker ID	First Name	Last name
2	12345	1	David	Jones
3	67890	2	Jane	Doe
 4	56789	3	John	Swartz
5	34567	4	Mary	Smith

I NOTES

- The clicker ID must match the ID programmed into the student's clicker. See *Assigning clicker IDs* on page 21.
- If you don't include a *Clicker ID* column in the spreadsheet, SMART Response software will insert sequential Clicker IDs into the class list. You must then match the clicker IDs to the clickers either by editing the class list or by re-programming the clickers.
- 10. Save the spreadsheet.

Importing the class list

To import a class list from an Excel spreadsheet

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Click Add a Class in the Gradebook area on the left.
- 3. Type a name for your class, add any optional details to the *Class Information* boxes and then click **Add**.

After a short delay, the new class's window appears and the class name appears in the *Gradebook* area.

- 4. Click the **Students** tab at the top of the window.
- 5. Click the Import button at the top of the window and then select Students.

The Import dialogue box appears.

- 6. Select the class that you want to import the student list into and then click Next.
- 7. Select Microsoft Excel from the Import from list and then click Next.
- 8. Browse to and select the .xls or .xlsx file containing the class list and then click **Open**.

After a short delay, the names and IDs from the spreadsheet appear in the *Students* page. You can now edit each student's properties, as required.

Importing a class list from a CSV file

If you use a database or spreadsheet program to maintain class lists, you may be able to export class lists as comma separated values (CSV) files. Refer to your database or spreadsheet program's Help or user's guide for more information.

Creating class lists for all modes except LE

Use the following procedure to create class lists for classes that don't use LE clickers.

To create a class list in CSV format

After exporting your class list as a CSV file, format your file in a text editor so that the first three values are **ID Number**, **First Name** and **Last Name** as shown below.

EXAMPLE

ID Number,First Name,Last Name, 12345,John,Doe, 54321,Jane,Doe, 56789,Bob,Jones, 98765,Barb,White

For more information, see CSV file formatting on the next page.

Creating class lists for LE mode

Use the following procedure to create class lists for classes that use LE clickers.

To create a class list in CSV format

After exporting your class list as a CSV file, format your file in a text editor so that the first four values are **ID Number**, **Clicker ID**, **First Name** and **Last Name** as shown below.

EXAMPLE

ID Number,Clicker ID,First Name,Last Name, 12345,1,John,Doe, 54321,2,Jane,Doe, 56789,3,Bob,Jones, 98765,4,Barb,White

For more information, see CSV file formatting on the next page.

To import a class list from a CSV file

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Click Add a Class in the Gradebook area on the left.
- 3. Type a name for your class, add any optional details to the *Class Information* boxes and then click **Add**.

After a short delay, the new class's window appears and the class name appears in the *Gradebook* area.

- 4. Click the **Students** tab at the top of the window.
- 5. Click the Import button at the top of the window and then select Students.

The Import dialogue box appears.

- 6. Select the class that you want to import the student list into and then click Next.
- 7. Select Comma Separated Values (CSV) from the Import from list and then click Next.
- 8. Browse to and select the CSV file containing the class list and then click **Open**.

After a short delay, the names and IDs from your CSV file appear in the *Students* page. You can now edit each student's properties, as required.

CSV file formatting

Tips for formatting CSV files for importing class lists

The following is the general format that you should use for CSV files:

The order of the columns is not important, but the first row must contain the column headings identifying what is in each column.

- You must have a column with the heading ID Number.
 - You must put a single space between ID and Number.
 - In place of ID Number, you can use ID, Student ID or Number.
 - If you don't use a correct column name for the ID Number, the software is unable to import the list.
- Specify student first and last names in separate columns.
 - For the student's given name, use First Name for the column heading.
 - For the student's family name, use Last Name for the column heading.
 - You must put a single space between First (or Last) and Name.
 - In place of First Name, you can use Given Name.
 - In place of Last Name you can use Last, Family Name or Surname.

- You can also use the heading **Full Name** to import a single value that combines the first and last names.
 - You must put a single space between Full and Name.
 - In place of Full Name, you can use Full or Name.
 - If you use Full Name, the software checks to see whether the first and last names are separated by a comma (Last, First). If there isn't a comma, it separates the names with a space (First Last).
 - If you put three or more names with spaces between them, the software uses the last word as the last name and joins all of the first words to form the first name. For example, "Michael John Smith" is split with the last name as Smith, and the first name as Michael John.

Ι ΝΟΤΕ

If your spreadsheet or database software automatically inserts quotation marks around the comma separated values, the software ignores them and the import works correctly.

Using SMART Sync Class List Server class lists

When you use SMART Response software in CE mode, you can use class list information from a SMART Sync Class List Server instead of using a class list you created using Teacher Tools. Teachers using SMART Sync can create class list information and store it on their SMART Sync Class List Server. When you start SMART Response Teacher Tools, you can then select which teacher's class information to use for your class.

Alternatively, teachers using SMART Sync software can start a SMART Response class using their class information.

Editing a class list

Once you have created a class list, you can use Teacher Tools to edit it.

I NOTES

- You're unable to edit a class list or remove students from it if a class is running. However, you can add students and import class lists once a class has started.
- When you use SMART Response in CE mode whilst connected to a SMART Sync Class List Server, you can't make changes to the class list information stored on the server.

Editing student information

i note

You're unable to edit student information if a class is running.

To edit student information

1. Start **Teacher Tools**. See *Starting Teacher Tools* on page 24.

Teacher Tools appears.

- 2. Select the class from the *Gradebook* area on the left.
- 3. Click the Students tab.

The class list appears.

4. Select the student whose information you want to edit.

The Properties tab appears below the class list.

- 5. Type the changes into the *Properties* boxes.
- 6. Repeat steps 4 and 5 for each student.

Adding students to a class list

To add a student to a class list

- Start Teacher Tools. See Starting Teacher Tools on page 24.
 Teacher Tools appears.
- 2. Select the class from the Gradebook area on the left.
- 3. Click the **Students** tab.

The class list appears.

4. Click **Add** on the toolbar.

The Properties tab appears below the class list.

5. Type a unique number of 1 to 15 digits in the Student ID box.

I NOTES

- If you are using SMART Response in CE mode, you can use up to 40 alphanumeric characters in the *Student ID* box.
- Students with alphanumeric IDs or IDs of more than 15 characters can't sign in using a clicker or Internet-enabled devices (VE mode).

The student information is saved to the class list as you type it.

6. Type a student's name in the *Name* boxes. The student's email address and tags are optional. You can also type name and ID information directly in the table.

🚺 TIP

You can use tags to categorise the students in custom groupings that SMART Response software uses when you create student reports. See *Tagging students* on the next page.

7. Repeat steps 4 to 6 for each student.

Removing students from a class list

i note

You're unable to remove students from a class list if a class is running.

To remove a student from a class list

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Select the class from the Gradebook area on the left.
- 3. Click the **Students** tab.

The class list appears.

4. Select the student who you want to remove and then click **Delete** on the toolbar.

A message appears asking you to confirm the deletion.

5. Click Yes.

Tagging students

You can use tags to identify groups or categories of students. SMART Response software uses the tags to sort student results when you generate class performance reports. For example, if you assign the tags "Senior" and "Junior" to the students, SMART Response software adds a chart to the report, with one bar for each of the two tags.

You can assign multiple tags to a student by separating the tags with a semicolon (;), for example "Senior; Honours" and "Junior; Honours". In this case, SMART Response software adds a chart to the report, with three bars (one each for "Senior", "Junior" and "Honours").

You can also create tag subcategories by separating the tags with a colon (:). An example would be "Gender:Male" and "Gender:Female". In this case, SMART Response software generates a single report section for "Gender" showing data grouped in "Male" and "Female" subcategories.

Changing a class's pass grade

When you create a class list, you define the pass grade for the class. You can change that grade later if you want.

To change a class's pass grade

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Select the class from the Gradebook area on the left.
- 3. Click Edit beside the class name.

The Edit Class Information window appears.

4. Edit the Passing Grade value and then click Done.

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About SMART Notebooksoftware

Use SMART Notebook collaborative learning software to save notes written on a SMART interactive product or at your computer as a series of pages. You can use SMART Notebook software to create a presentation full of colourful clip art, graphics, text and Adobe Flash Player compatible files. Then you can present that SMART Notebook file, keeping your audience's attention as you move and interact with these objects. When your audience provides comments and suggestions, write their input on a page using the pen tray tools or the pen buttons in SMART Notebooksoftware.

Because SMART Notebook software works on many platforms, you can share files created on a Windows computer with people who use a Mac computer. You can also export your SMART Notebook file as a cross-platform HTML or PDF file, or as a series of image files.

SMART Notebook with SMART Response software

The integration of SMART Response software with SMART Notebook software means that you can create question sets, import questions from Microsoft Word or XML files and start and stop question sessions directly from SMART Notebook software. You can export the class's and individual students' results to a Microsoft Excel file or an HTML page. Using SMART Response software's printing feature, create handout materials, copies of the questions and graded results pages for each student and for the class. This section introduces the SMART Response software features in SMART Notebook software. For more information about using other SMART Notebook features, refer to SMART Notebook's online Help or the SMART website.

Setting SMART Response preferences in SMART Notebook software

You can customise the default behaviour of some of SMART Notebook software's SMART Response features.

To define how SMART Response software inserts instant questions

- 1. Select Response > Preferences from the SMART Notebook menu bar.
- 2. If you want the *Insert Question* button to insert the question on a SMART Notebook page that already has notes or images on it, select **Insert on the current page when possible**.

If you want to create a new page containing your question, select **Always insert on a new page**.

If you want SMART Response software to ask you each time, select **Always ask before inserting** (default setting).

To define the Response tab options

- 1. Select **Response > Preferences** from the *SMART Notebook* menu bar.
- 2. Select **Pie Chart** or **Bar Chart** In the *Default chart type for tab results* drop-down list to define the type of results chart that you want to display by default.
- 3. If you want to display the *Response* tab immediately after you start an assessment so you can immediately monitor the progress of the assessment, select **Show the Response tab when you start an assessment**.

If you want to display the *Response* tab immediately after you stop an assessment so you can immediately display the assessment results, select **Show the Response tab when you stop an assessment**.

Creating assessments

You can use SMART Notebook software to create assessments.

Creating an assessment

By creating assessments, you can collect results for each question and for the entire assessment at the same time. You can define feedback options that show whether students answered correctly, what the correct answer was and how the class performed on the question or the entire assessment.

You can install SMART Response software on any computer to create question sets that you can later copy to and run on the computer system in your classroom.



You're unable to run assessment files on a computer with standard SMART Notebook software installed. You must have SMART Notebook software that includes SMART Response software.

To create an assessment

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Click the Response tab.

TIP

On Windows computers, you can clear the **Auto-hide** option to keep the options visible whilst you work on your assessment.

3. Click Title Page.

The Insert Title Page dialogue box appears.

- 4. In the top text box, type a title for your assessment.
- 5. Select the type of assessment you want to create and then click **Add**. Optionally, you can type Subject and Topic information.

Title page information appears on the SMART Notebook page and the *Response* tab displays several options that enable you to customise your assessment.

To edit the assessment title page and description

- 1. On the SMART Notebook page, double-click the title, grade, subject or date text to change its properties or edit the text.
- 2. Click the Response tab.
- 3. In the Description area, edit the options that you defined when you created the assessment.

Ι ΝΟΤΕ

If you edit the SMART Notebook page, the *Description* information doesn't change. Similarly, if you edit the *Description* information, the SMART Notebook page doesn't change.

To add question and content pages to your assessment

See Adding questions to the assessment on page 46 and Adding content pages to the assessment below.

To save your assessment

1. Click Save 💾.

A Save As dialogue box appears.

2. Browse to a folder, type a file name and then click Save.

Adding content pages to the assessment

You can add content pages anywhere in your assessment to introduce questions or provide background information.

To add a content page

- 1. Create your assessment. See *Creating an assessment* on the previous page for more information.
- 2. Click the Page Sorter tab and then select the page that you want to insert a content page after.
- 3. Click the **Response** tab.
- 4. Click the Next Steps tab.
- 5. Click Make the next page a content page.

A blank page appears.

Using SMART Response software

6. Use SMART Notebook's tools to add text, images or Adobe Flash Player compatible files from the Gallery.

Defining feedback options

Feedback options allow you to show your students their individual grades, the correct answers and the class average.

I NOTE

The feedback options available vary depending on the SMART Response mode.

Feedback option	Description
Once you have stopped collecting responses	The students can see how they answered and see their marks once you click Stop .
	If you select this option, you can also choose to show the correct answers with marks and show class average.
Once all questions are answered	The students can see how they answered and see their marks once they have finished answering all questions.
	If you select this option, you can also choose to show the correct answers with marks and show the class average.
Once each question is answered	The students can see how they answered each question and see their marks once they have finished answering all questions. If you select this option, you can also choose to show the correct answers with marks and show class average.
Don't show students their marks	The students can't see how they answered or their marks.
Don't allow students to save assessment	Students using SMART Notebook SE software can't save the assessment to their binders once they have finished.

To define feedback options

- 1. Create your assessment. See Creating an assessment on page 43 for more information.
- 2. On the *Response* tab for the assessment's title page, select one of the options described in the previous table from the *Show results to students* drop-down list.

Adding questions to the assessment

SMART Response supports up to seven question types depending on the device that students use to answer questions.

You can add questions to the assessment using the Insert Question wizard or by importing questions from a Microsoft Word document, XML file, SQZ file, PDF file (Mac only) or ExamView® HTML file.

Once you have created a question, you can add choices to it or tag it.

About question types

Using SMART Response software, you can ask the following types of questions either individually or as question sets. You can also add notes to any question type that appears when you print the question results.

I NOTES

- Opinion questions do not have a correct answer and are not worth points.
- If you include a question of a type that isn't supported in the SMART Response mode you're using, the question appears with an *Unsupported Question Type* icon (1) in the *Page Sorter* tab in SMART Notebook software.

Question	Description	Students can answer with							
type		Std.	PE	LE	NBSE	XE	VE	Multi	
Yes or no	Students use the Y (green on LE clickers) or N (red on LE clickers) button to answer a question. You can also choose the Opinion option to allow either answer.	~	~	~	~	~	~	v	
True or false	Students use the True (green on LE clickers) or False (red on LE clickers) button to answer a question. You can also choose the Opinion option to allow either answer.	~	~	~	~	~	~	~	

CHAPTER 3

Using SMART Response software

Question	Description	Students can answer with						
type		Std.	PE	LE	NBSE	XE	VE	Multi
Multiple choice	Students use a single button, A to J , to answer the question. Select from 2 to 10 answers (2 to 5 answers for LE clickers) for a question. You can also choose the Opinion option to allow any answer.	V	V	¥	~	~	¥	V
Multiple answer	Students use the A to J buttons to select the correct combination of answers to the question. Select from 2 to 10 answers for the question. You can also choose the Opinion option to allow any combination of answers.	V	V		~	~	V	*
Number, fraction or decimal	Students use the number buttons to answer questions with numeric answers using whole numbers, fractions or decimals. You can also choose the Opinion option to allow any answer.	~	~		~	~	~	~
Text answer	Students type the answer to the question. You can choose the Opinion option to allow any answer. There is a 20-character limit on text answer questions.		~		~	~	~	
Number, fraction or expression	Students use maths symbols and numeric values to answer the question. There is a 30-character limit on expression answers.					~		

Adding questions using the Insert Question wizard

With SMART Notebook software, you can ask your students questions and collect their answers.

To add a question using the Insert Question wizard

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Click Insert Question on the toolbar.

🔽 TIP

If Insert Question isn't on the toolbar, you can right-click the toolbar and add it.

The Insert Question wizard appears.

- 3. Click the thumbnail of the question type that you want to add and then click Next.
- 4. Type the question in the text box.
- 5. If you use tags to create categories in your reports, type them in the *Tags* box using the examples and then click **Next**.
- 6. For yes or no and true or false questions, select the correct answer or the **Opinion** option.

For number, fraction or expression questions, type the correct answer or select the **Opinion** option.

For multiple choice or multiple answer questions, select the number of answers, type the answers in the text boxes, click **Next** and then select the correct answers or the **Opinion** option.

For text answer questions, type one to four acceptable answers or select the **Opinion** option. See Note 1 below.

For number, fraction or expression questions, use the expression editor to create the expression question and then use the editor to create a correct expression answer. See Note 2 below.

7. Type the number of points the student receives for a correct answer.

TIP

The value can be a whole or decimal number.

8. If you want to create more questions, click **Insert Another** and then repeat steps 2 to 7.

- 9. Click Finish.
- 10. Optionally, use SMART Notebook's tools to add images or Adobe Flash Player compatible files from the Gallery.

I NOTES

- 1. Text answer questions are case-sensitive. You can enter up to four answers to support different capitalisations (for example, "iron", "Iron" and "IRON").
- 2. SMART Response XE software's intelligent expression grading feature compares the student responses to the correct expression answer to determine whether it is equivalent based on the **Intelligent Grading** settings you define. See *About intelligent expression marking* below for more information.

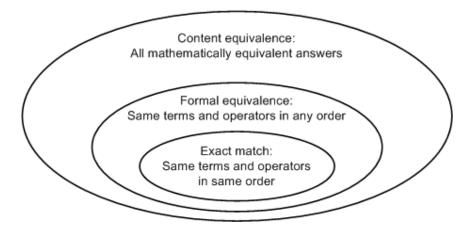
About intelligent expression marking

When you create an expression question and correct answer, intelligent expression marking accepts multiple representations of that answer expression as correct.

A student's answer is always marked correct if it:

- matches the question's correct answer exactly.
- has a different representation, but is mathematically equivalent and uses the same terms and operators in the same order as the question's correct answer.

You can use intelligent marking options to decide which other mathematically equivalent answers to accept as correct. The following graphic shows the three levels of equivalency that you can define for your questions.



Teacher's correct answer	3x	$\frac{x-1}{3}$	x ²	\sqrt{x}	3.0×10 ²
Exact match	3(x) 3*x 3×x	(x-1)/3 $(x-1) \div 3$			3.0*10 ² (3.0)(10 ²)
Formal equivalent	x3 x×3	$\frac{-1+x}{3}$ $(-1+x)/3$			3.0×10^{2} 3.00×10^{2}
Content equivalent	(-3)(-x) 3x + 1 - 1	$\frac{x}{3} - \frac{1}{3}$	x × x	x ⁰⁵ x ^{1/2}	3.0×10×10 300

The following table shows examples of how SMART Response software's intelligent expression marking compares expression answers to the question's correct expression answer.

The following table shows examples of how student answers would be marked depending on which equivalency option you chose.

Teacher's correct answer	Student's answer	Exact match	Formal equivalent	Content equivalent
	(x-1)*(x+3)		M	M
	$(x-1) \times (x+3)$	M		
(x-1)(x+3)	(x+3)(x-1)	×		
	(x-1)(3+x)	×		
	$x^2 + 2x - 3$	×	×	
	5.0 * 10 ²			
	5.00×10 ²	×	M	
5.0×10 ²	5×10 ²	×	M	
	0.5×10 ³	×	×	
	500	×	×	
	$(-b\pm\sqrt{b^2-4ac})/(2a)$			
	$(-b\pm\sqrt{b^2-4ac})\div(2a)$	M	M	M
$\frac{-b\pm\sqrt{b^2-4ac}}{2a}$	$\frac{-b\pm\sqrt{-4ac+b^2}}{2a}$	X	M	M
2a	$\frac{\pm\sqrt{-4ac+b^2}-b}{2a}$	X	M	M
	$\frac{-b}{2a} \pm \frac{\sqrt{b^2 - 4ac}}{2a}$	X	×	M

Creating answer keys

If you already have a quiz or assessment in another format, such as in a hardcopy format, or in a multimedia file, you can create an answer key for that assessment to record the assessment's progress and student's marks. You can then use SMART Response tools to generate, export and print assessment and student reports.

When you create an answer key you create a SMART Notebook file containing a series of SMART Response question pages showing possible answers to your assessment questions but without question content. When you start your assessment, students can use SMART Response devices to answer the questions at their own pace.

NOTE

The question options available when you create your answer key change depending on which SMART Response operating mode you are using. See *Selecting how students answer questions* on page 17.

To create an answer key

1. Click Response > Create Answer Key.

The Create Answer Key dialogue box appears.

- 2. Type a title in the **Title** box.
- 3. Select an option from the Type drop down list.
- 4. Select the thumbnail for the type of question that you want.

The correct answer options available depend on the question type that you select.

- 5. Select or type the correct answer, or the **Opinion** option for this question.
- 6. Adjust the points value and create tags for this question, if required.
- 7. If you selected *Multiple answer*, *Text* or *Number, fraction, expression* questions in step 4, click **Add**.

The Questions table updates showing your selection.

- 8. Repeat steps 4 to 7 for each question.
- 9. Click Create.

SMART Notebook software adds pages for each question, preceded by a title page.

10. Click File > Save As, type a file name and then click Save.

You can now start the assessment and ask the students to respond to the questions. Refer to *Starting and connecting to a class* on page 63 for information. You can edit your answer key using the same procedures found in *Adding questions to the assessment* on page 46.

Importing questions from a Word document

IMPORTANT

This feature is supported on SMART Response software for Windows computers only.

When you import questions from a Microsoft Word document, SMART Response software's conversion utility uses a variety of techniques to identify which paragraphs are questions, which paragraphs are possible answers and what type of question to create from the given information. Its most basic technique is to interpret the numbering of the paragraphs. The software also searches for key words when parsing the paragraphs. The software then converts the paragraphs into SMART Notebook assessment pages. See *Example Word document question formats* on the next page for more information.

Ι ΝΟΤΕ

SMART Response software is unable to provide the correct answers to imported questions.

To import questions from a Word document

1. Click the **SMART Response** icon in the Windows notification area and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Select Response > Import Question From > Microsoft Word.

The Open dialogue box appears.

3. Browse to and select the Word document and then click Open.

A progress bar appears and closes when the conversion is complete.

- 4. In the Page Sorter tab, select the thumbnail for the title page.
- 5. Optionally, edit and customise the title page and description.
- 6. In the *Page Sorter* tab, select the thumbnail for the first question page and check it carefully to verify that the conversion process was successful.
- 7. Repeat step 6 for all questions in the assessment.

Once you have imported the questions, see Setting answers for imported questions on page 61.

Example Word document question formats

The following list of questions is an example of how to format your Word document before you import it into SMART Response software.

Ι ΝΟΤΕ

Some SMART Response modes don't support all of the following example question types. See *Selecting how students answer questions* on page 17 for more information.

- 1. According to the US Census Bureau, the majority of underprivileged children live in:
 - a. urban areas
 - b. suburban areas
 - c. rural areas
- 2. Can you fill a 10 L aquarium with five 2 L pitchers of water?

Yes

No

3. True or false: Half of all even whole numbers are divisible by 4.

True

False

4. Let x = 3. Compute y from the equation below.

y = 20 - 4x

Answer:

- 5. Which Native American group lived in the highlighted area on the map?
 - a. Kwakiutl
 - b. Sioux
 - c. Iroquois

i note

Ensure that you format the questions in your Word document like the ones in these examples before you import the file. In most cases, the import utility ignores headers and footers in the Word document.

Importing questions from an XML or SQZ file

SMART Response software includes an import feature for converting questions from ExamView format XML files or SMART Sync software SQZ files into question sets. SMART Response software uses the tags in the XML and SQZ files to extract questions, answers and correct responses, and then converts the information into assessment pages.

IMPORTANT

You must have or create an ExamView formatted XML text file or a SMART Sync software SQZ file before you can perform this procedure. Binary ExamView formatted files are not supported.

To import questions from an XML or SQZ file

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Select Response > Import Question From > XML.

The Open dialogue box appears.

3. Browse to and select an XML or SQZ file and then click Open.

A progress bar appears, followed by the title page for the new question set.

- 4. In the Page Sorter tab, select the thumbnail for the first question page.
- 5. Add a title page to the assessment and then customise the page and description as desired.
- 6. Edit and customise the first question page as desired.

Check the question carefully, including the correct answer (see below), to verify that the conversion process was successful.

- 7. Repeat step 6 for all questions in the set.
- 8. Click Save 💾.

A Save As dialogue box appears.

9. Browse to a folder, type a name for the file and then click Save.

Once you have imported the questions, see Setting answers for imported questions on page 61

Importing questions from a PDF file

IMPORTANT

This feature is available only with SMART Response for Mac computers.

When you import questions from a PDF file, the SMART Response conversion utility interprets the numbering of the paragraphs. The software also recognises key words when parsing the paragraphs. The software then converts the paragraphs into SMART Notebook assessment pages.

IMPORTANT

Ensure that you format the questions in your PDF file like the ones in *PDF document formatting* on the next page before you begin this procedure.

To import questions from a PDF file

1. Click the SMART Response icon in the Mac menu bar and then select Open Notebook Software.

A blank SMART Notebook page appears.

2. Select Response > Import Question From > PDF File.

The Open dialogue box appears.

3. Browse to and select the PDF file and then Click Open.

A progress bar appears and closes when the conversion is complete.

- 4. In the Page Sorter tab, select the thumbnail of the title page.
- 5. Edit and customise the title page and description.
- 6. Edit and customise the first question page.
- 7. Check the question carefully to verify that the conversion process was successful.
- 8. Repeat steps 6 and 7 for all questions in the assessment.

Once you have imported the questions, see Setting answers for imported questions on page 61

PDF document formatting

The text below shows examples of multiple choice questions formatted so that SMART Response software can easily convert them to question pages.

- 1. How is the boy involved in the dog's care?
 - a. He feeds the dog twice a day.
 - b. He walks the dog once a day.
 - c. He cleans up the dog's messes.
 - d. He gives the dog a lot of affection.
- 2. What percentage of the US Government budget goes to welfare and Social Security?
 - a. 25% to welfare and 25% to Social Security
 - b. less than 1% to welfare and 20% to Social Security
 - c. 20% to welfare and 1% to Social Security
 - d. less than 1% to welfare and less than 1% to Social Security

I NOTES

- You can import only multiple choice questions.
- Remove headers and footers from your PDF file because the import utility will attempt to convert them into questions.
- Introduction, background or source information not related to questions should be on separate pages.
- Text and graphics that the import utility can't convert into questions are imported to a SMART Notebook page as a graphic.

Importing questions from ExamView HTML

You can import ExamView 5.2.0 and 6.2.1 HTML question files into a SMART Response assessment. See *Exporting ExamView tests* on the next page for information about exporting HTML question files from ExamView.

i note

SMART Response is unable to identify the correct answers to imported questions. You must set the correct answers after you import the questions. See *Setting answers for imported questions* on page 61.

To import questions from an ExamView HTML file

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Select Response > Import Question From > ExamView HTML.

The Open dialogue box appears.

3. Browse to and select the HTML file and then click Open.

A progress bar appears and closes when the conversion is complete.

- 4. In the Page Sorter tab, select the thumbnail for the title page.
- 5. Optionally, edit and customise the title page and description.
- 6. In the *Page Sorter* tab, select the thumbnail for the first question page and check it carefully to verify that the conversion process was successful.

See *About ExamView HTML question importing* on page 60 for information about how ExamView questions are converted to SMART Response questions.

7. Repeat step 6 for all questions in the assessment.

Once you have imported the questions, see Setting answers for imported questions on page 61.

Exporting ExamView tests

You can export ExamView 5.2.0 and 6.2.1 online tests as HTML documents.

To export an HTML test document from ExamView 5.2.0

1. In ExamView Test Generator 5.2.0, select File > Publish Online Test.

The Publish Online Test dialogue box appears.

- 2. In Step 1, type a title for the assessment.
- 3. In Step 2, select the **Save test as an HTML document to your hard drive** option and then click **Next**.
- 4. In Step 3, select the Publish a study guide option and then click Next.

IMPORTANT

If you do not select the *Publish a study guide* option, you must manually add answer information to the questions.

🚺 TIP

You can also select the **Show Rational**, **Show Feedback** and **Show Reference** options. SMART Response converts any notes in the rational, feedback and reference boxes to SMART Notebook notes.

5. Type a file name for the HTML file and then click OK.

ExamView creates the HTML file and a **_files** folder containing all the image files used in the test.

To export an HTML test document from ExamView 6.2.1

1. In ExamView Test Generator 6.2.1, select File > Export to HTML.

The Export to HTML dialogue box appears.

2. Type a title for the assessment, select the Export as study guide option and then click OK.

🚺 TIP

You can also select the **Show Rational**, **Show Feedback** and **Show Reference** options. SMART Response converts any notes in the rational, feedback and reference boxes to SMART Notebook notes.

3. Type a file name for the HTML file and then click **OK**.

ExamView creates the HTML file.

About ExamView HTML question importing

The following table shows how SMART Response software imports ExamView HTML question files.

This ExamView question type	Imports as this SMART Response question type
True or false	True or false
Modified true or false This is a two-part question: if the answer is false, the student modifies the question to make it true.	True or false
Multiple choice	Multiple choice
	Choice labels import in uppercase letters. Custom choice labels don't import.
Multiple answer	Multiple answer
	Choice labels import in uppercase letters. Custom choice labels don't import.
Yes or no	Yes or no
Numeric response	If the original answer is a decimal or fraction value, it imports as a Numeric, decimal, fraction question.
	If the original answer is a maths expression, it is imported as an Opinion Numeric, fraction, expression question.
Short answer or text answer	Text answer
	Only the first 20 characters of the answer are imported.
Matching	Content page
Problem	Text answer
	Only the first 20 characters of the answer are imported.
Essay	Text answer
	Only the first 20 characters of the answer are imported.
Case	Text answer
	Only the first 20 characters of the answer are imported.
Other	Text answer
	Only the first 20 characters of the answer are imported.

Setting answers for imported questions

Once you have imported questions, you can set or change the answers to your assessment questions.

To set the answers for imported questions

- 1. In the Page Sorter tab, select the thumbnail for the first question page.
- 2. Select Response > Set All Answers.

The Set All Answers dialogue box appears.

- 3. Type or select the correct answers from the options for all questions and then click Done.
- 4. Click Save 💾

A Save As dialogue box appears.

5. Browse to a folder, type a file name and then click Save.

You can run the question set on this computer or copy the SMART Notebook file to any computer that has SMART Response software installed.

Adding choices to a question

Once you have created a question, you can add choices to it.

To add a choice to a question

- 1. Click the Page Sorter tab.
- 2. Select the thumbnail of the question page that you want to add a choice to.
- 3. Response > Add Choice
- 4. Follow the on-screen instructions.
- If you have to change the correct answer for the question, select Response > Set All Answers and then make the changes.

🚺 ΝΟΤΕ

If you add choices to a true/false, yes/no, number/fraction/decimal or text answer question, the question changes to multiple choice.

Tagging questions

Using the Insert Question wizard, you can add tags to the questions that you create in SMART Notebook software. You can also add or change the tags to questions once you have finished creating an assessment.

You can use tags to identify groups or categories of questions. SMART Response software uses the tags to sort responses to questions when you generate Student Performance and Class Performance reports. For example, if you assign the tags "Difficult" and "Easy" to the questions, SMART Response software creates a chart in the report for questions with "Difficult" and "Easy" tags.

You can assign multiple tags to a question by separating the tags with a semicolon (;), for example, "Science;Nature" and "Science;Astronomy". SMART Response software then generates one chart with three bars for "Science", "Nature" and "Astronomy".

You can also create tag subcategories by separating the tags with a colon (:), for example, "Science:Basic" and "Science:Advanced". In this case, SMART Response software generates a single report section for "Science" showing data grouped into "Basic" and "Advanced" subsections.

To add or change tags in existing questions

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

2. Select File > Open and then select your assessment file.

The SMART Notebook file appears displaying the title page.

3. Select the thumbnail for the question page that you want to add tags to.

The question page appears.

- 4. Click the SMART Response tab and then select the Properties tab.
- 5. If the Tags box isn't visible, click Show beside the Answer Key heading.
- 6. Type your tags in the Tags box. When you finish, click the page.
- 7. Press Page Up or Page Down to select other questions as required and then repeat step 6.
- 8. Save your assessment.

Starting and connecting to a class

To use SMART Response interactive response system in your classroom, you must start a class and allow students to connect to it. You can monitor the student connections during the class and disconnect them when the class is over.

Before class begins

Safety tips for teachers

When using SMART Response with a SMART Board interactive whiteboard and a projector:

- Tell students not to look directly at the light beam from the projector. Instead, encourage them to keep their back to the projector when working at the interactive whiteboard. Before they turn to face the class, they should take a big step (or two) sideways.
- Make sure you don't look directly into the light beam from the projector. Keep your back to the class when you write over a projected image. Step to the side of the interactive whiteboard before you turn to face the class.
- Tell your students not to touch the projector, because it can become extremely hot during normal operation.
- Don't use a chair to increase a student's reach. If your students can't reach the top of the
 interactive whiteboard, lower it. You may need to remount a wall-mounted unit to a lower
 position. If your interactive whiteboard is mounted on a floor stand, lower it with the help of
 another adult.
- Tell students not to run in the vicinity of the floor stand, because they could trip over the floor stand's feet.

Starting a class

You can start a class in Sign In mode or Anonymous mode.

About Sign In and Anonymous modes

Before you start a class session, you must decide whether you want the system to operate in Sign In mode or Anonymous mode. This table summarises the characteristics of each mode.

Sign In mode	Anonymous mode
Teachers use a class list that identifies each	Teachers can operate the system without a class
student by name and ID number.	list.

Sign In mode	Anonymous mode
Students can connect to the class, but they must sign in with their assigned ID numbers.	Students can connect to the class without identifying themselves.
Teachers can control when students can sign in by locking a class.	Teachers can't control when students using clickers can sign in to their class.
Under the teacher's control, students can see their own grades, but they cannot see any other students' grades.	Under the teacher's control, students can see their own grades, but they cannot see any other students' grades.
If the <i>Remember names</i> tickbox is selected, teachers can identify individual students as they connect to the class.	Teachers can see how many students are connected.
Teachers can use Gradebook to save and analyse student and class performance over time.	Teachers are unable to save and analyse student and class performance over time.
Teachers can generate student and class reports.	Teachers are unable to generate student or class performance reports.
Teachers can see, export and print the total class grade.	Teachers can see, export and print the total class grade.
Teachers can see, export and print total scores for each question.	Teachers can see, export and print total scores for each question.
Teachers can see, export and print each student's grade for each question and for the whole assessment.	Teachers are unable to identify student names or individual grades.
Teachers can review results during the assessment in the <i>Response</i> tab for the class as a whole and for individual students (if the <i>Remember names</i> tickbox is selected).	Teachers can view results for the class as a whole during the assessment in the <i>Response</i> tab.

Starting a class in Anonymous mode

You don't need a class list to operate SMART Response software in Anonymous mode. See *About Sign In and Anonymous modes* on the previous page for more information.

To start a class in Anonymous mode

In SMART Notebook software, select **Response > Start Class** and then select **Anonymous Mode**.

- If students are using clickers, the receiver's Ready light flashes and then turns solid green, and the receiver's Transmit light flashes green.
- If SMART Response software is in CE mode, the name of the SMART Teacher file and class information appears in the student's SMART Notebook SE *Quick Links* tab.

You can now ask the students to connect.

I NOTES

• You can start a class and the assessment at the same time in SMART Notebook software by selecting **Response > Start Assessment**.

If you don't have a class list, the class starts in Anonymous mode. If you do have a class list, a list of classes appears where you can select Anonymous mode.

- You can also start a class in Teacher Tools.
- If the students are already signed in to a class using clickers or SMART Notebook SE software and you select *Anonymous Mode*, the software switches to Anonymous mode.
- If the students are connected in Anonymous mode and you start a class that requires sign-in, the students are signed off and then asked to sign in.

Starting a class in Sign In mode

When you use SMART Response software in Sign In mode, you can monitor each student's responses and create reports on student and class performance. For more information, see *About Sign In and Anonymous modes* on page 63.

i note

Before you can start a class and get students to connect in Sign In mode, you must have a class list. If you don't have a class list, you can create or import one. See *Creating a class list* on page 28.

IMPORTANT

Before you can use SMART Response LE software in LE mode, you must

- assign clicker IDs to each student's clicker. See Pairing student clickers on page 20.
- create a class with a class list containing the clicker IDs. See *Creating a class list in Teacher Tools* on page 29.

To start a class in Sign In mode

In SMART Notebook software, select **Response > Start Class** and then select **Sign In Mode**.

- If students are using clickers, the receiver's Ready light flashes and then turns solid green, and the receiver's Transmit light flashes green.
- If SMART Response software is in CE mode, the name of the SMART Teacher file and class information appears in the student's SMART Notebook SE *Quick Links* tab.

You can now ask the students to connect.

Ι ΝΟΤΕ

You can also start a class in Teacher Tools.

Monitoring clickers

You can use Teacher Tools to see if a clicker is logged on or if it's in Anonymous mode. If the clicker is logged on, you can also see the student's name. You can see each clicker's hardware ID (MAC address) and identify which logged-on student is using it.

The display shows the signal strength of each clicker, as measured by the receiver. If the signal level is low for one or more clickers, and they are having communication problems, you can reposition the receiver or remove signal path obstructions.

To monitor clickers

1. Start a class and get your students to connect their clickers.

The SMART Response receiver indicator lights are green.

2. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

3. Click the Devices button in the left column.

The *Devices* window appears with the message "Your SMART Response receiver is connected and working". The receiver name appears below the Devices button.

🚺 ΝΟΤΕ

If the "Your SMART Response receiver is not connected" message appears, the SMART Response receiver isn't connected or isn't working properly. Check the receiver connections or repeat the receiver installation.

4. Click My Receiver and then click the Clickers tab at the top of the window.

The *Clickers* window appears and displays a table of all connected clickers. Each row of the table shows one clicker's signal strength, battery condition, student name and hardware ID (MAC address).

Ι ΝΟΤΕ

If students' clickers are connected anonymously, the *Student Name* field displays *Anonymous*.

Connecting to the class

Once you have started a class, you can tell your students to connect to the class.

How the students connect to the class depends on SMART Response software's current mode. In addition, you can prevent students from signing in.

Connecting in Anonymous mode

You must start a class in Anonymous mode before your students connect. See *Starting a class in Anonymous mode* on page 64.

IMPORTANT

In all modes except VE mode, students must know the class name.

To connect PE clickers in Anonymous mode

When the "SMART Response is ready to use" balloon message appears, tell your students to follow this procedure.

1. Press the clicker's Power button for one second.

A message appears asking whether you want to join the last class the clicker was connected to or find a different class.

Students using LE clickers see a "Hello" message appear on their clicker's display.

2. Press the Enter button to join the last class.

OR

Press the Down button to select Find a class and then press Enter.

The clicker scans for classes and then displays a list of classes within range. Press the **Up** and **Down** buttons to select the correct class and then press **Enter**.

3. Press the Enter button to connect.

To connect XE clickers in Anonymous mode

When the "SMART Response is ready to use" balloon message appears, tell your students to follow this procedure.

Using SMART Response software

- 1. Press the clicker's Power button for one second.
- 2. Use the soft keys to join the last class.

OR

Use the soft keys to find a class and then to select the class.

To connect LE clickers in Anonymous mode

Tell the students to press their clicker's Power button for one second.

A "Hello" message appears on the clicker display.

To connect SMART Notebook SE users in Anonymous mode

Tell your students to follow the steps described in the SMART Notebook SE online Help system.

I NOTES

- If you selected the *Lock Sign In* option, the student sees a "Fail to login" message. If this occurs, unlock Sign In and then tell the students to reconnect.
- When all of your students are connected, you can start asking questions. Refer to *Creating* assessments on page 43 for information about using SMART Notebook software to ask questions and create assessments.

Connecting in Sign In mode

You must start a class in Sign In mode before your students connect. See *Starting a class in Sign In mode* on page 65.

IMPORTANT

When students use PE clickers, XE clickers, or SMART Notebook SE software to connect to a class in Sign In mode, they must know the class name. They must also sign in with a unique ID number.

To connect PE clickers in Sign In mode

Once you have started a class, tell your students to follow this procedure.

1. Press the clicker's Power button for one second.

A message appears asking whether you want to join the last class the clicker was connected to or find a different class.

Using SMART Response software

2. Press the Enter button to join the last class.

OR

Press the **Down** button to select **Find a class** and then press **Enter**.

The clicker scans for classes and then displays a list of classes within range. Press the **Up** and **Down** buttons to select the correct class and then press **Enter**.

A connecting message appears, followed by a message asking for an ID number.

3. Press the number buttons to enter your ID number and then press Enter.

If the ID is valid, a message appears asking you to confirm your name.

Ι ΝΟΤΕ

If the teacher selected the *Lock Sign In* option, a message appears on the clicker indicating that the student can't sign in at this time and then a *Retry* option appears.

4. Press the Enter button to connect.

A welcome message appears.

To connect XE clickers in Sign In mode

Once you have started a class, tell your students to follow this procedure.

1. Press the clicker's Power button for one second.

A message appears asking whether you want to join the last class the clicker was connected to or find a different class.

2. Use the soft keys to join the last class.

OR

Use the soft keys to find a class and then select the class.

A connecting message appears, followed by a message asking for an ID number.

3. Press the number buttons to enter your ID number and then press the soft key to sign in.

If the ID is valid, a message appears asking you to confirm your name.

Ι ΝΟΤΕ

If the teacher selected the *Lock Sign In* option, a message appears on the clicker indicating that the student can't sign in at this time and then a *Retry* option appears.

4. Press the soft key to connect.

A welcome message appears.

i NOTE

If a student attempts to sign in using an ID that another student is already using, a message appears indicating that they're unable to sign in and lets them retry.

To connect SMART Notebook SE in Sign In mode

Once you have started a class, tell your students to sign in by following the procedure described in the SMART Notebook SE online Help system.

To connect LE clickers in Sign in mode

Tell your students to press their clicker's **Power** button for one second.

A "Hello" message appears on the clicker display.

When all of your students are connected, you can start asking questions. Refer to *Creating assessments* on page 43 for information about using SMART Notebook software to ask questions and create assessments.

Manually connecting to a class

IMPORTANT

You can perform this procedure only if SMART Response software is in CE mode.

Once you have started a class, students can connect to it automatically by following the steps in the SMART Notebook SE online Help system. Students can also connect manually by entering your class's Internet Protocol (IP) address and port number.

The following procedure explains how to find this information so that you can provide it to your students.

To find your class's IP address and port number

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. Ensure that your class has started.
- 3. Click Connect students manually on the Home tab.

The *Manual Connection Information* screen appears and displays your class's IP address and port number.

Locking sign-in

You can block students from signing in to your class. Select the **Lock Sign In** button to block students from signing in before you're ready or to block late students from signing in. When you start a class, sign-in is unlocked by default. If you stop and restart SMART Response software or open a new class list, sign-in unlocks.

I NOTES

- In PE, LE and XE modes, you can lock sign-in only in Sign In mode.
- In CE mode, you can lock sign-in in Sign In and Anonymous modes.
- You are unable to lock sign-in in VE mode.

To block students from signing in

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. If a class isn't already started, select a class in the Gradebook area and then click Start Class.
- 3. Click Lock Sign In.

Students are unable to sign in.

i note

If students disconnect from your class when sign-in is locked, they're unable to sign in again until you click **Unlock Sign In**.

Disconnecting students from a class

You can disconnect students from a class in three ways. You can disconnect them simultaneously. disconnect individual clickers using Teacher Tools or get your students to manually disconnect their clickers.

Disconnecting all students

You can disconnect all students simultaneously.

To disconnect all students by stopping the class

Select Response > Stop Class in the SMART Notebook menu bar.

- All clicker-connected students disconnect and a message appears on their clickers indicating that the class is over and that the clickers are turning off. The Transmit and Receive lights on the receiver turn off and the Ready light turns red.
- All SMART Notebook SE software-connected students disconnect from the class and a message appears stating "All students are signed out".

Disconnecting individual clickers using Teacher Tools

i note

This option is available only if the students are connected to a class in Sign In mode.

To disconnect individual clickers using Teacher Tools

- 1. Start Teacher Tools. See Starting Teacher Tools on page 24.
- 2. Select the active class in the Gradebook area.
- 3. Click the Students tab.
- 4. Select the row of the student you want to disconnect.

The Properties window appears below the student list table.

Click **Disconnect Clicker** at the top-right-hand corner of the window.
 The Log Off Student dialogue box appears.

Using SMART Response software

6. Click OK to disconnect the student.

Ι ΝΟΤΕ

The student can log back on immediately.

OR

If you don't want the student to be able to log on for a while, select **Also ban this student** for, select the number of minutes and then click **OK**.

Students disconnecting manually

Students with SMART Response clickers can disconnect them by pressing the **Power** button for one to two seconds.

If signed-in students turn off their clickers when a question set is started, they can turn on the clickers, sign in with the same ID and join the assessment in progress without losing any previous answers. If students are connected anonymously, they lose any previous answers when they reconnect.

To disconnect after connecting to the wrong class

Students using PE or LE clickers

Tell students to log off by pressing the **Menu** button, selecting **Sign out** and then pressing the **Enter** button.

Students using XE clickers

Tell students to log off by pressing the **Sym** button, pressing the spacebar and then selecting **Log Out**.

They can then connect and sign in to the correct class without turning off their clickers.

Students using SMART Response CE software

Tell students to sign out by clicking **Disconnect** and then sign in to the correct class.

🚺 TIP

For more information on how students connect to SMART Response CE classes using SMART Notebook SE software, see the SMART Notebook SE online Help.

In Sign In mode, if students disconnect during an assessment, they can sign in with the same ID to join the assessment without losing the answers that they previously entered. In Anonymous mode, students lose any previously entered answers when they reconnect.

Using clickers

Once students have connected their clickers to your class, they can use their clickers to complete assessments.

In addition, students using SMART Response PE or XE clickers can ask questions using their clickers and change their clicker settings.



Changing SMART Response PE clicker settings

Students can press the Menu button at any time to log off the session or to modify the clicker's settings. These options are available in the menu:

Option	Description	
Sign out	Press to log off a class without turning off the clicker.	
Language	Not supported at this time.	

Option	Description
Contrast	Press to brighten or darken the clicker's LCD display. Use the selection buttons to increase or decrease the contrast.
Device info	Press to display the clicker's MAC address and firmware version.
Advanced	You must have a valid security code to open this menu. Your customer support representative can provide the code to help troubleshoot clicker problems.

Answering yes or no questions

Students can answer yes or no questions using the following two buttons on their clickers:



i note

These are the same buttons that students use to answer true or false questions.

Answering true or false questions

Students can answer true or false questions using the following two buttons on their clickers:

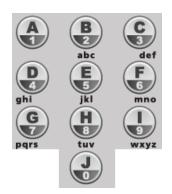


i NOTE

These are the same buttons that students use to answer yes or no questions.

Answering multiple choice questions

Students can answer multiple choice questions using the following buttons on their clickers:



Using SMART Response software

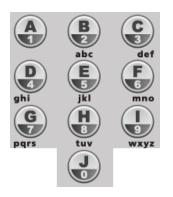
EXAMPLE

To answer C, a student would press

Answering multiple answer questions

Students can answer multiple answer questions using the following buttons on their clickers:

С



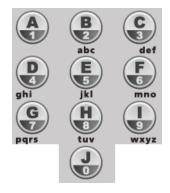
EXAMPLE

To answer A and C, a student would press



Answering number, fraction or decimal questions

Students can enter numbers using the following buttons on their clickers:



To enter a decimal number

1. Enter the numbers to the left of the decimal point.



3. Enter the numbers to the right of the decimal point.

Using SMART Response software

To enter a fraction

1. Enter the numerator.

2. Press

3. Enter the denominator.

To enter a mixed fraction

1. Enter the whole number.



3. Enter the numerator.

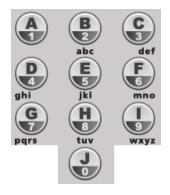
4. Press

- 5. Enter the denominator.
- To change a number from positive to negative (or vice versa)



Answering text answer questions

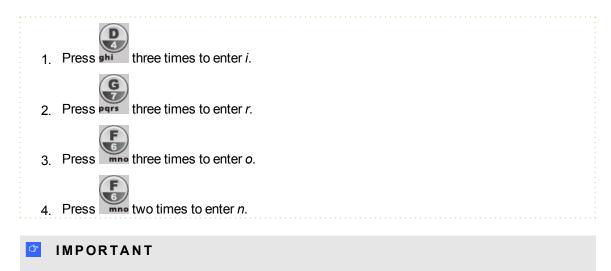
Students can answer text questions using the following buttons on their clickers:



Responding to text answer questions on a SMART Response PE clicker is similar to texting on a mobile phone.

EXAMPLE	 	
To respond "iron", a student would do the following:		

Using SMART Response software



Text answers are case sensitive. If the only acceptable answer to a text answer question is "Iron",

students must enter "Iron" and not "iron" or "IRON". To change to uppercase, students press on their clickers.

To enter a space



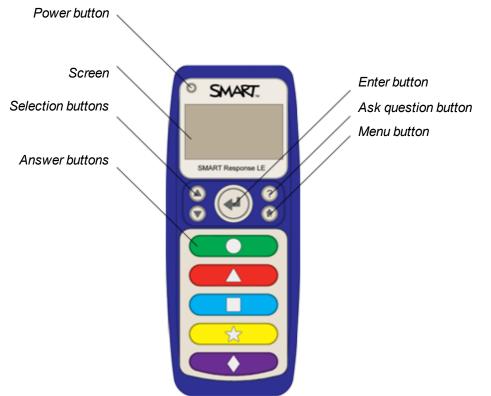
To make a change

- 1. Use the arrow buttons to move the cursor to the character that you want to change.
- 2. Press the Delete button to delete the character.
- 3. Enter a new character.

About SMART Response LE clickers

The students use only the Power, selection and answer buttons. The other buttons are for Teacher mode.

Clicker buttons



Clicker button	Description	
Power Press for one second to turn on the clicker. Press for one to two to turn off the clicker.		
Selection	Scroll through option lists.	
Enter Make or confirm a selection.		
Ask Question	Displays the clicker ID.	
Menu	Press with the Power button to open the clicker menu in Teacher mode See Using the Teacher mode menu on the next page.	
Answer	Five coloured buttons with geometric shapes to answer questions.	

Using the Teacher mode menu

To put SMART Response LE clickers into Teacher mode

Press the **Power** and **Home** buttons simultaneously.

I NOTE

You can press the Home button by itself without any effect.

Press the **Enter** button to make your selections. Press the **Home** button to return to the primary menu.

The following options are available in the Teacher mode menu:

Option	Description
Scan & Pick	Pair the clicker with your receiver during setup.
Show Rcv PID	Display the current Pan ID.
Clicker ID	Set the Clicker ID.
Contrast	Lightens or darkens the clicker's LCD display. Use the up and down arrows to increase or decrease the contrast.
Device Info	Display the clicker's MAC address and firmware version.
Restore Default	Restore the clicker's factory default settings.
Exit	Exit Teacher mode to connect to the class.

About SMART Response XE clickers



Button/key name	Key	Function
Power button		Press and hold to turn clicker on or off.
Soft keys		Press to select functions displayed on the LCD display. The functions depend on the clicker's mode.
		Press to answer multiple choice, multiple answer, true/false and yes/no questions.
Letter and number Press to insert lowercase value.		Press to insert lowercase value.
keys		Press whilst holding the Shift key to insert an uppercase value.
		Press and hold a , e , i , o , u , y , c or n keys to select other character variations.
Symbol key	Sym	Press and release to select green key functions.
		Press and hold to display a menu where you can select symbols.

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Using SMART Response software

Button/key name	Key	Function
Spacebar/Menu	menu	Press to add a space in text or mathematical expressions.
button		Press after pressing the Sym key to display a menu where you can select Raise hand , Symbols or other functions depending on clicker mode.
Directional		Press to navigate menu options or navigate text and
keypad		mathematic expression content.
Shift key	Shift	Press and then press a letter key to enter an uppercase
		character.
Maths expression	-	Press to insert fractional values in an expression.
keys-fraction		
Maths expression		Press to insert a square root value in an expression.
keys-root		Press after pressing the Sym key to insert a radicand.
Maths expression	$x^{n} x_{n}$	Press to insert a superscript value in an expression.
keys-		Press after pressing the Sym key to insert a subscript value
superscript/subscript		in an expression.

Asking questions

At any time during a class, students using SMART Response PE or XE clickers can request the teacher's attention.

- Students using SMART Response PE clickers can press the Ask Question button.
- Students using SMART Response XE clickers can press the **Sym** button, press the spacebar, and then select **Raise hand**.

Teacher Tools displays the number of students who have questions on the *Home* tab beside the *Questions* heading.

To identify students with questions

1. Click the **Students** tab in *Teacher Tools Gradebook* to show the list of student names and IDs.

In the Status column, you might see one or more rows with a question icon ??.

2. If you've answered a student's question, select the row that displays the student's name, and then click the **Clear Question** icon in the top-right-hand corner of the *Properties* window.

Completing assessments

Once you have created an assessment, you can start it in SMART Response software. Students then complete the assessment. During the assessment, you can view results.

Starting an assessment

When you use SMART Notebook software to ask questions, SMART Response uses the options that you set in Teacher Tools to control how students interact with the teacher. If students are using clickers, before starting a SMART Response assessment, check that the receiver is connected and ready. If you don't have a SMART Notebook assessment file, you must create one. See *Creating an assessment* on page 43 for more information.

To open and set assessment options

1. Click the **SMART Response** icon in the Windows notification area or Mac menu bar and then select **Open Notebook Software**.

A blank SMART Notebook page appears.

- 2. Select File > Open.
- 3. Select the SMART Notebook file containing your questions and then click Open.

The assessment file's title page appears.

- 4. Click the Response tab and then click Properties if it isn't already selected.
- 5. Select the **Remember names** tickbox to display student names in the *Response* tab during the assessment.

OR

Clear the **Remember names** tickbox to hide student names in the *Response* tab during the assessment.

I NOTES

- Select the **Remember names** tickbox if you want to identify students when you review results during the assessment.
- Clear the Remember names tickbox if you want to display the SMART Notebook file on a SMART Board interactive whiteboard during the assessment but don't want students to see each other's results.

- You can review, print and export the results after the assessment even if you clear the Remember names tickbox.
- 6. Select one of the following options from the Show results to students drop-down list:

Ι ΝΟΤΕ

The feedback options available vary depending on the SMART Response mode.

Feedback option	Description
Once you have stopped collecting responses	Students can see how they answered and see their grades once you have clicked Stop .
	If you select this option, you can also choose to show the correct answers with marks and show the class average.
Once all questions are answered	Students can see how they answered and see their grades once they finish answering all questions.
	If you select this option, you can also choose to show the correct answers with marks and show the class average.
Once each question is answered	Students can see how they answered each question and see their grades once they finish answering all questions.
	If you select this option, you can also choose to show the correct answers with marks and show the class average.
Don't show students their marks	Students can't see how they answered or see their grades.
Don't allow students to	Students using SMART Notebook SE software can't save the
save assessment	assessment to their binders once they have finished.

To start an assessment and ask questions in PE, XE and CE modes

- 1. Start a class now, if you haven't already done so.
- 2. Ask your studdents to connect to the class, if they haven't already done so.
- 3. Select Response > Start Assessment.

The Response tab opens with the Progress button selected.

If you're displaying the questions on a screen, you can control the students' progress by selecting each question page in turn.

4. Use the Forward 🖻 or Back 🔄 buttons on the the menu bar to open a question page.

OR

Click the **Page Sorter** tab and then select the thumbnail of a question page.

- 5. Click Response > Stop Assessment in the menu bar to end the session.
- If you chose to show results to students, select Response > End Review Mode when the students have finished reviewing their results.
- 7. Click Save 💾 to save the results.

To start an assessment and ask questions in LE mode

- 1. Start a class now, if you haven't already done so.
- 2. Ask your studdents to connect to the class, if they haven't already done so.
- 3. Select **Response > Start Assessment**.

The Response tab opens with the Progress button selected.

If you're displaying the questions on a screen, you can control the students' progress by selecting each question page in turn.

Use the Forward or Back buttons on the the menu bar to open a question page.
 OR

Click the **Page Sorter** tab and then select the thumbnail of a question page.

5. Select **Response > Start Question**.

The Response tab opens with the Progress button selected.

- 6. Ask your students to answer the question with their clickers.
- 7. When the "*All the students have answered*" message appears in the *Response* tab, select **Response > Stop Question**.

A chart showing your students' results and several options appears in the *Response* tab. Select the options that you want.

8. Repeat steps 4 to 7 for each question in your assessment.

Ι ΝΟΤΕ

You must stop the current question before you can ask another question.

- 9. Click Response > Stop Assessment in the menu bar to end the session.
- 10. If you chose to show results to students, select **Response > End Review Mode** when the students have finished reviewing their results.
- 11. Click **Save** 💾 to save the results.

To start an assessment and ask questions in VE mode

- 1. Start a class, if you haven't already done so.
- 2. Select Response > Start Assessment.

The Assessment Started dialogue box appears displaying the URL and Assessment ID that the students need to connect to the assessment.

The Response tab opens with the Progress button selected.

3. Tell your students to browse to **response.smarttech.com** and then enter their Student IDs and the Assessment ID.

The assessment appears on their browsers.

- 4. When all your students are connected, click **OK** to close the *Assessment Started* dialogue box.
- 5. Use the **Forward** or **Back** buttons on the the menu bar to open a question page. OR

Click the Page Sorter tab and then select the thumbnail of a question page.

- 6. Click Response > Stop Assessment in the menu bar to end the session.
- 7. Click **Save** 💾 to save the results.

Collecting question responses

i note

Make sure that you start your class and that all the students using clickers are connected before you ask questions.

To collect question responses

1. Select Response > Start Assessment.

If you haven't started a class, a message appears asking you to select a class. Select a class and then click **Start Class**.

A message appears on the clickers asking the students to respond.

Using SMART Response software

2. Once all students have answered the questions, select Response > Stop Assessment.

Ι ΝΟΤΕ

SMART Notebook software stores the results in your document. Remember to save your document once you have collected responses.

3. If you want to save the questions as a SMART Notebook file, select File > Save (or Save As).

A Save As dialogue box appears.

4. Browse to a destination folder, type a file name and then click Save.

Reviewing results after an assessment

You can use SMART Response software to collect and display results instantly after you run an assessment. You can use assessments as an interactive learning tool and as a way to give students continual feedback on what they're learning.

To display instant class assessment results

- 1. Once all students have answered the questions, return to the assessment's title page.
- 2. Click SMART Notebook's Response tab if it isn't already open.
- 3. Select Progress > Stop this assessment.

The *Progress* button changes to *Results*. A summary of the class's performance appears, including a chart showing the class's responses to each question.

4. If you want to view more detailed class results, click Show beside Details.

A list of students, their grades and the duration of the assessment appears.

IMPORTANT

Use discretion when displaying sensitive grade information to all class members. If you started the class in Sign In mode, consider clearing the **Remember names** tickbox before you start the assessment to hide student names in the *Response* tab. (You can later review, print and export the results in Teacher Tools.)

Ι ΝΟΤΕ

If you start the class in Anonymous mode or clear the *Remember names* tickbox before you start the assessment, student names display as *Anonymous-1*, *Anonymous-2*, and so on.

To display instant results for each question

- 1. Once all students have answered the questions, return to the assessment's title page.
- 2. Click SMART Notebook software's Response tab if it isn't already open.
- 3. Select Progress > Stop this assessment.

The *Progress* button changes to *Results*. A chart representing the class's performance appears.

- 4. Click the **Page Sorter** tab and then select a question.
- 5. Click the **Response** tab.
- 6. Click Results.

A summary of the class's responses to the question appears, including a chart showing the number of responses to each possible answer.

- 🚺 TIPS
 - You can change the type of chart displayed by selecting **Show bar chart** or **Show pie chart**.
 - You can insert the chart into the question page by clicking Insert chart into Notebook.
- 7. Click Show beside Details.

A list showing each student's submitted response appears, including the time that it took to respond.

IMPORTANT

Use discretion when displaying sensitive grade information to all class members. If you started the class in Sign In mode, consider clearing the **Remember names** tickbox before you start the assessment to hide student names in the *Response* tab. (You can later review, print and export the results in Teacher Tools.)

Ι ΝΟΤΕ

If you start the class in Anonymous mode or clear the *Remember names* tickbox before you start the assessment, student names display as *Anonymous-1*, *Anonymous-2*, and so on.

Previewing results during an assessment

You can use SMART Response software to display results instantly whilst you run an assessment. You can use assessments as an interactive learning tool and a way to give students continual

Using SMART Response software

feedback on what they're learning.

IMPORTANT

You must have two or more students participating in your assessment to use this feature.

To preview class assessment results

- 1. Start your assessment, if it isn't already running.
- 2. Display the question using the Page sorter or the left and right arrows.
- 3. Click SMART Notebook software's Response tab and then select the Progress button.
- 4. Click Show beside Results Preview.

A chart showing the class's current responses to the question appears.

I NOTES

- The chart changes as students answer the question and changes as students change their answers.
- Select the assessment's title page to preview a summary of the progress of all the assessment's questions. You can use this chart to see how much of the assessment the class has completed.

Chapter 4 Reviewing, printing and exporting assessment results

The Teacher Tools Gradebook gives you quick access to test results, making it easy to prepare reports and conduct evaluations. Reports can be as simple or as detailed as you need. You can create high-level comparisons of class performance, specific reports based on tagged characteristics such as demographics or curriculum standard and personalised reports on how individual students perform. You can also create reports that show grades for the entire school year.

You can display results and generate reports to review during an assessment or after you run an assessment. In addition, you can print or export questions and assessment results.

i NOTE

Assessment results for students aren't saved in Anonymous mode.

Importing assessment results

You can import the results of an assessment that you performed without using your SMART Response system. You can then generate reports that combine the results from your assessments with the imported results.

You can import results using either comma separated values (CSV) files or Microsoft Excel files (Windows operating systems only).

i note

The ID numbers that you use in the list you import must match the ID numbers assigned to the students in the class list that you're using.

Formatting the results files for importing

You must use the headings **ID Number** and **Marks** when you format the CSV, XLS or XLSX file for importing. If you're using information from another program, copy it to a new file and then format it as shown in *CSV and XLS file formatting* on the next page.

Importing a class results file

You can import a class results file using Teacher Tools.

To import a class results file

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

- 2. In the Gradebook area, select the class that you want to import the results to.
- 3. Click Import on the menu bar and then select Assessments.
- 4. Click the target class and then click Next.
- 5. Type the title and then select the type of the assessment. Optionally, type the subject and topic information.
- 6. Select the Percentage or Raw values score formats and then click Next.
- 7. Select the file type and then click **Next**.

Reviewing, printing and exporting assessment results

8. Browse to and select the file and then click **Open**.

The student results information appears in the *Students* and *Assessments* tabs. You can also generate reports that include the imported scores.

CSV and XLS file formatting

EXAMPLE

Comma separated values (CSV) file

ID Number, Marks
8781,33
8727,32
8534,18
2504,22
8759,29
8753,35
8815,25
8811,28
8716,26

EXAMPLE

Excel spreadsheet (XLS) file

	Α	В
1	ID Number	Marks
2	8781	33
3	8727	32
4	8534	18
5	2504	22
6	8759	29
87	8753	35
8	8815	25
9	8811	28
10	8716	26

Reviewing assessment results

Once you have run and stopped an assessment, Teacher Tools records the class results and each student's results. At any time after you run an assessment, you can review the student, question or assessment results and performance. If you ask a series of questions consecutively, their results are aggregated so that you can review them as a single assessment.

i NOTE

Use discretion when displaying sensitive information to all class members. To hide sensitive information, click the **Privacy: Off** indicator before you display student or assessment results. See *Adjusting privacy and alert options* on page 26 for more information.

To display student results

- 1. If a class is running, stop it.
- 2. In Teacher Tools, select the class name in the Gradebook area.

The class window appears with the Home tab selected.

3. Click the Students tab.

After a short delay, a table of results appears. If you previously turned on Privacy mode, the student IDs and average scores appear as grey shapes in the table.

4. If Privacy mode is on, click the Privacy: On indicator Privacy: On .

The columns of the table of class results show the student names, ID and average score for all the assessments that each student has participated in.

0

To display detailed results for each student

1. Complete the above procedure and then select the student's row.

The student's information appears in the lower pane.

2. Click the Performance tab.

An Assessment Results over Time graph appears showing the student's results compared to the class average for all assessments since the first assessment was run.

Ι ΝΟΤΕ

The graph is hidden when Teacher Tools is in Privacy mode.

3. Place your pointer over the graph to display details about the specific assessment.

Reviewing, printing and exporting assessment results

4. Click the **Results** tab.

A table appears showing detailed information about each assessment that the student has participated in, including the date and the score that the student achieved. If the student's score is below the passing grade that you defined when you created the class, the score appears in red. See *Changing a class's pass grade* on page 38 for information.

To display class assessment results

- 1. If a class is currently running, stop it.
- 2. In Teacher Tools, select the class name in the Gradebook area.

The class window appears with the Home tab selected.

3. Click the Assessments tab.

After a short delay, a table of results appears listing all assessments that the class has participated in, including the class average score for each assessment. If the class average score is below the passing grade you defined when you created the class, the score appears in red. See *Changing a class's pass grade* on page 38 for information.

To display detailed results for each assessment

1. Complete the previous procedure and then select the assessment's row.

The lower pane of the window displays the assessment's properties.

2. Click the Performance tab.

A *Student Achievement per Question* graph appears showing the student responses to each question.

I NOTE

The graph is hidden when Teacher Tools is in Privacy mode.

- 3. Place your pointer over the graph to display details about the specific questions.
- 4. Click the **Results** tab.

A table appears showing the mark that each student received for the assessment. If the student's score is below the passing grade that you defined when you created the class, the mark appears in red.

To display and change results for each question in an assessment

- 1. If a class is running, stop it.
- 2. In Teacher Tools, select the class name in the Gradebook area.

The class window appears with the Home tab selected.

3. Click the Assessments tab.

After a short delay, a table of results appears listing all assessments that the class has participated in.

- 4. Select the row for the assessment that you want to display.
- 5. Click the **Questions** tab.

A list of the assessment's questions appears showing the student responses to each question.

6. If you want to change an answer to be graded as correct or incorrect, select the question that you want to change and then select or clear the **Correct** tickbox.

The student grades and the class average change.

Flagging results

You can add a blue flag it to a student's results as a visual reminder to follow up for any reason, for example, if a student requires remedial work. You can also clear the blue flag from the student's results.

I NOTE

If students are disconnected during an assessment, a *Disconnected Student* icon appears beside their names. To clear this flag, see *Importing student responses* on page 1.

To add a follow-up flag

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

2. Select the class the student belongs to in the Gradebook class list.

The class information appears.

- 3. Click the Students tab.
- 4. Select the student's name in the list.

The student's information appears in the lower pane.

Reviewing, printing and exporting assessment results

- 5. Click the Results tab.
- 6. Select the assessment result that you want to flag in the list.
- 7. Click the **Set flag** icon above the results list.

A blue flag appears in the Mark column.

To clear a follow-up flag

- 1. In the Results tab, select the assessment result with the flag that you want to clear.
- Click the Clear flag icon not above the results list.

The flag disappears.

Generating student performance reports

You can generate student performance reports at any time once your assessments are complete. You can tailor the reports to include all classes or select classes. You can also create reports for individual students or for all students in the selected classes at one time.

To generate a student performance report

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

2. In the *Reports* area, click **Student Performance**.

The Student Performance Report window appears.

3. In the Class drop-down list, select the class that you want a report for.

OR

Select All classes for a report on all classes.

4. In the Student drop-down list, select the student whom you want a report for.

OR

Select All students for a report on all students.

- 5. Define the **Report Period** if you want a report for a specific range of dates.
- 6. In the Include drop-down list, select Selected assessment types or All assessment types.
- 7. If you chose **Selected assessment types**, select the types that you want a report for from the check list that appears.

Reviewing, printing and exporting assessment results

8. Browse to the location where you want to save the report file and then click Create.

SMART Response software creates one or more reports as PDF files that appear in your default PDF viewer. The files are named using the student name and ID and the date when the files were created.

If you generate one report, the report opens automatically. If you generated multiple reports, the reports' folder location appears in Windows Explorer or Mac Finder.

Generating class performance reports

You can generate class performance reports at any time once your assessments are complete. You can tailor the reports to include all classes or select classes. You can also create reports on all assessment types or on specific types of your choice.

To generate a class performance report

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

2. In the Reports area, click Class Performance.

The Class Performance Report window appears.

3. In the Class drop-down list, select the class that you want a report for.

OR

Select All classes for a report on all classes.

- 4. Define the Report Period if you want a report for a specific range of dates.
- 5. In the Include drop-down list, select Selected assessment types or All assessment types.
- 6. If you chose **Selected assessment types**, select the types that you want a report for from the check list that appears.
- 7. Browse to the locations where you want to save the report file and then click Create.

SMART Response software creates one or more reports as PDF files that appear in your default PDF viewer. The files are named using the class name and ID and the date when the files were created.

If you generate one report, the report opens automatically. If you generated multiple reports, the reports' folder location appears in Windows Explorer or Mac Finder.

Printing and exporting questions and results

Using SMART Notebook software's *Response* menu, you can create hard copies of questions, handouts and student results. You can also export questions and student results to an Excel spreadsheet, a comma separated values (CSV) file or an HTML webpage.

Printing from SMART Notebook software's Response menu

You can print a variety of information from the *Response* menu in SMART Notebook software. You can create and include header, footer and date information, and select a page range to print.

Print option	Description	
Thumbnails	On one page, print up to six full-colour, reduced images of SMART Notebook pages. You can include page numbers, image borders and page titles.	
Handouts	On one page, print up to three full-colour, reduced images of SMART Notebook pages, with ruled lines for notes. You can include page numbers, image borders and page titles.	
Full page	On one page, print a full-colour image of a SMART Notebook question page. You can include page numbers.	
Questions	Print several questions on a page. If the question page doesn't have any objects or images, only the text appears. If there are objects on the question page, a full-colour thumbnail of the question appears. You can include page numbers.	
Results	NOTE This option is available only after you stop your assessment.	
	Print several questions on a page. If the question page doesn't have any objects or images, only the text appears on the page. If there are objects on the question page, a full-colour thumbnail of the question appears. In the <i>Print Preview</i> view, you can click the question to toggle from thumbnail to text-only format.	
	The correct answer and the student's response appear beside each question and the total score appears at the top of the first page. You can include page numbers.	
	You can print a summary of the results for all students in the class list or for selected students.	

To print questions or results

Select Response > Print and then select the print option that you want.

OR

For other options, select **Response > Print > More Print Options** to open SMART Response software's print window.

i NOTE

The *Questions and Results* print options are available only if the SMART Notebook file includes SMART Response questions and saved results information. If the assessment is still running, or if it stops before any student answers a question, no results are saved.

Exporting results

If you save your SMART Notebook file after you ask questions, or after you run an assessment, you can open the SMART Notebook file at any time to view the results.

You can export the results to an Excel spreadsheet (Windows only), to an HTML page for viewing on a web browser or to a comma separated values (CSV) file that you can import into many spreadsheet and database applications. See *CSV and XLS file formatting* on page 93. You can also export the results to a third-party gradebook in one of the predefined formats, or you can create a custom format.

Ι ΝΟΤΕ

You can export results only after you stop the assessment. If you clear the results after you stop, the results are permanently deleted and you're unable to print or export them. Once you have saved and close the SMART Notebook file, you can open the file and print or export the results.

To export results from Teacher Tools

1. Start Teacher Tools. See Starting Teacher Tools on page 24.

Teacher Tools appears.

2. Select **File > Export** from the menu bar.

The Export dialogue box appears.

3. In the list, select the class with the results that you want to export and then click Next.

Reviewing, printing and exporting assessment results

- 4. Select one of the following options:
 - Select the **By student** option if you want to export results for your entire class (the default selection) or for an individual student. If you want to export results for an individual student, also select the student's name from the drop-down list.
 - Select the **By assessment** option if you want to export the results of a class assessment or all assessments that the class has taken.
 - Select the **To another gradebook format** option if you want to export the results to a third-party gradebook.

Ι ΝΟΤΕ

If you select the CSV file format, you can customise the format to be compatible with your third-party gradebook. SMART Response software saves the customised format so that you don't have to customise the format each time you export the results.

- 5. Click Next.
- 6. Select the format that you want to export the results in and then click Next.

The Save As dialogue box appears.

7. Browse to a folder, type a name for the file and then click Save.

The results export and open in your computer's default file viewer.

To export results from SMART Notebook software

1. Stop the assessment if it's running.

IMPORTANT

Do not clear the results.

- 2. In SMART Notebook software, select one of the following options:
 - Response > Export results to > Microsoft Excel.

Ι ΝΟΤΕ

Exporting to Excel isn't available on Mac computers.

- Response > Export results to > Webpage (HTML).
- Response > Export results to > Comma Separated Values (CSV).

The Save As dialogue box appears.

3. Browse to a folder, type a name for the file and then click **Save**.

Either Excel or your default web browser opens showing the exported file.

Chapter 5 Maintaining your SMART Response system

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Preventing component damage

🔼 CAUTION

- Do not use sharp or pointed objects, such as ballpoint pens or pointers, to press the clicker buttons.
- Do not use abrasive erasers or harsh chemicals to clean the receiver or clickers.
- Avoid setting up and using your system in an area with excessive levels of dust, humidity or smoke.

Cleaning the receiver and clickers

With proper care, your SMART Response hardware will provide years of trouble-free performance. Follow these cleaning tips to maintain your SMART Response system:

- Remove dust with a damp cloth before you use a cleaner.
- Clean the unit's surface with a household glass cleaner, such as Windex®, daily, weekly or as required.
- Do not spray cleaner directly onto the clicker. Instead, spray a small amount of cleaner onto a cloth and then gently wipe the clicker.

Transporting SMART Response hardware

If you need to transport your SMART Response hardware, repack it with as much of the original packaging as possible. If you prefer to use your own packaging materials, make sure that you adequately protect the product.

Changing the clicker batteries

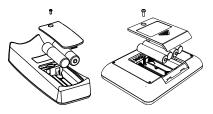
Under normal operating conditions, the clicker batteries can operate for up to 200 days. When you replace them, use new batteries of the same type and quality, and change all of them at the same time.

CAUTION

- Do not install batteries with the polarity (+/-) reversed.
- Do not attempt to recharge the batteries.
- Do not dispose of batteries in a fire or incinerator.
- Dispose of batteries according to your region's laws and regulations. If you don't know the applicable rules for your region, consult your battery manufacturer.

To change the clicker batteries

- 1. If the clicker is on, turn it off.
- 2. Using the Phillips screwdriver included, remove the screw from the back of the clicker and then remove the cover.
- 3. Remove all of the exhausted batteries and dispose of them according to local regulations.



- 4. Insert new batteries.
- 5. Replace the cover and replace screw.

Resetting clickers

If a clicker isn't operating as expected, you might need to reset it. Perform the following steps to reset your clicker.

To reset a clicker

- 1. If the clicker is on, turn it off.
- 2. Using the Phillips screwdriver included, remove the screw from the back of the clicker and then remove the cover.
- 3. Remove the batteries.
- 4. Press and hold the **Power** button for at least five seconds.
- 5. Replace the batteries.
- 6. Replace the cover and replace screw.

Receiver indicator lights

Receivers have the following indicator lights:

- Ready light
- Transmit light
- Receive light

The Ready light is in the upper right-hand corner of the receiver. The Ready light indicates the operational state of the receiver module. The Transmit and Receive lights flash green to indicate transmit and receive activity between the receiver and the clickers.

The following table shows the Ready light's normal states. If the light's behaviour doesn't match a state listed here, refer to *Troubleshooting the receiver* below.

Ready light state	Description
Off	The receiver is disconnected from the computer.
Solid red	The receiver has power, but either it isn't communicating with the computer or no class is started.
Solid green	The receiver is receiving power and communicating successfully with SMART Response software.

Troubleshooting the receiver

CAUTION

Do not open the receiver or the clicker units to attempt repairs. Refer all service inquiries to authorised SMART service personnel.

Resetting the receiver

If your SMART Response system behaves erratically (possibly because of a static discharge or power fade), you might be able to restore normal operation by resetting the receiver.

Reset the receiver completely by disconnecting and then reconnecting the USB cable.

Interpreting the receiver indicator lights

If you experience a problem with your receiver, you can use its indicator lights to troubleshoot it.

Ready light	Transmit light	Receive light	Receiver state
Red, green, yellow	Green	Green	The receiver is starting up. Lights flash in sequence.
Flashing green	Off	Off	The receiver is scanning radio channels.
Flashing green	Any state	Any state	The receiver is accepting commands from the computer.
Green	Constant flashing	Flashes when it receives data from a clicker	Receiver has power and is communicating with the computer, but it isn't receiving commands.
Yellow	Off	Off	The receiver has power, but communication circuits have failed.
Flashing red	Flashing	Flashing	Manufacturing tests are running and the receiver isn't operational. All lights flash together.
Flashing yellow	Any state	Any state	The receiver software checksum failed.
Flashing yellow	Flashing	Flashing	The receiver has a software failure.

Troubleshooting SMART Response CE connection issues

If students using SMART Notebook SE software are disconnected during an assessment, they can still complete the assessment offline and save their responses to a USB storage device from which you can import their answers. See *Importing assessment results* on page 92.

If your students are disconnected from your class and aren't able to reconnect, try the following tips.

• Ensure that the student's network cable is properly connected to the student's device. If it's connected, disconnect it and then reconnect it.

- Ensure that your own network cable is properly connected to your computer. If it's connected, disconnect it and then reconnect it.
- Use the Windows network connection repair utility. See your operating system's Help system for more information.
- If your students can't see your class in SMART Notebook SE software, try connecting them manually. See *Manually connecting to a class* on page 70.
- Contact your system administrator for help.

Importing student responses

If students are disconnected during an assessment, SMART Notebook SE software automatically attempts to reconnect to the class. If the software is unable to reconnect, students can still complete their assessments offline and save their responses to a USB drive from which you can import their answers. Disconnected students will be prompted to save their responses once they have clicked **Finish** in SMART Notebook SE software.

To import student responses

1. Start **Teacher Tools**. See *Starting Teacher Tools* on page 24.

Teacher Tools appears.

- 2. Connect the student's USB drive to your computer.
- 3. Select **Import > Student Responses** from the toolbar.

The Select Unsent SMART Response Files dialogue box appears.

4. Browse to and select the unsent response (.unsent) file and then click **Open**.

The Import dialogue box appears and displays a progress bar.

5. When the import is complete, click **OK**.

Finalising disconnected students' results in Teacher Tools

If students are disconnected from your class during an assessment before they submit their responses, a **Disconnected Students** icon appears beside their names in the *Assessments* tab, indicating that their marks aren't final. If you import a disconnected student's responses or edit a disconnected student's mark, the **Disconnected Students** icon disappears.

If you want to manually clear the icon and set the marks as final, follow the instructions below.

To set a disconnected student's mark as final

- Start Teacher Tools. See Starting Teacher Tools on page 24.
 Teacher Tools appears.
- 2. Select the class the student belongs to in the *Gradebook* class list.

The class information appears.

- 3. Click the **Students** tab.
- 4. Select the student's name in the list.

The student's information appears in the lower pane.

- 5. Click the **Results** tab.
- Select the row of the student whose mark you want to set as final and then click the Clear flagicon

The icon disappears.

Other troubleshooting tips

Symptom/observation	Action/remedy
When you export SMART Response question set results from a SMART Notebook file using the CSV command, fractions change to dates.	In your exported results, change the exported dates to fractions, add a space before each fraction and convert the month to its numerical value. The converted month is the fraction's numerator and the day is the denominator.
Your computer doesn't recognise SMART Response software and the receiver's Status LED light remains solid red.	Remove the SMART Response hardware drivers on your computer, and then reconnect the receiver following the instructions in <i>The SMART Response System Receiver Doesn't Work</i> (smarttech.com/kb/115401).
The receiver's Status LED flashes red when SMART Response software is in CE or VE mode.	This is normal. When SMART Responsesoftware is in a mode that doesn't require a receiver, the software doesn't start the hardware drivers.
Responses from students don't appear in SMART Notebook reports.	Wait for at least 10 seconds after the last student responds before you stop a question set.
Additional SMART Response receivers don't connect to the network when you install more than one receiver on your computer.	Disconnect the additional receiver's USB plug to resume normal operation. Disconnect and reconnect the first receiver's USB plug if it doesn't work, or if the Status light turns red.
receiver on your computer.	I NOTE
	Installing more than one receiver affects your computer's performance and doesn't increase your reception.

Appendix A Hardware environmental compliance

SMART Technologies supports global efforts to ensure that electronic equipment is manufactured, sold and disposed of in a safe and environmentally friendly manner.

Waste Electrical and Electronic Equipment Regulations (WEEE directive)

Waste Electrical and Electronic Equipment regulations apply to all electrical and electronic equipment sold within the European Union.

When you dispose of any electrical or electronic equipment, including

SMART Technologies products, we strongly encourage you to properly recycle the electronic product when it has reached end of its life. If you require further information, please contact your reseller or SMART Technologies for information on which recycling agency to contact.

Restriction of Certain Hazardous Substances (RoHS directive)

This product meets the requirements of the European Union's Restriction of Certain Hazardous Substances (RoHS) Directive 2002/95/EC.

Consequently, this product also complies with other regulations that have arisen in various geographical areas and that reference the European Union's RoHS directive.

Batteries

Batteries are regulated in many countries. Check with your reseller to find out how to recycle used batteries.

There are special regulations that must be met when transporting a product that has a lithium ion battery packaged with the product or transporting a lithium ion battery. When returning a

SMART Technologies product which contains a lithium ion battery or returning a lithium ion battery, call SMART Technologies RMA for information on these special transportation regulations:

- +1 866 518 6791, Option 4 (US/Canada)
- +1 403 228 5940 (all other countries)

Packaging

Many countries have regulations restricting the use of certain heavy metals in product packaging. The packaging used by SMART Technologies to transport products complies with applicable packaging laws.

Covered electronic devices

Many US states classify monitors as covered electronic devices and regulate their disposal. Applicable SMART Technologies products meet the requirements of the covered electronic devices regulations.

China's Electronic Information Products regulations

China regulates products that are classified as EIP (Electronic Information Products).SMART Technologies products fall under this classification and meet the requirements for China's EIP regulations.

USConsumer Product Safety Improvement Act

The United States has enacted the *Consumer Product Safety Improvement Act* which limits the lead (Pb) content in products used by children.SMART Technologies is committed to complying with this initiative.

California Air Resources Board – Airborne Toxic Control Measure

California has enacted a law to restrict the emissions of formaldehyde from composite wood products. The SMART Technologies products that contain composite wood products comply with this regulation.

Restriction of Certain Chemicals (REACH directive)

The European Union has enacted the EU REACH Directive which restricts the use of certain chemicals in products.SMART Technologies is committed to complying with this initiative.

SMART Technologies

smarttech.com/support smarttech.com/contactsupport