

Smart Response System Set-up Instructions

- Preparation
 - Clickers
 - The screwdriver to open the clicker battery compartment is included in the kit.
 - Each of the clickers requires two AA batteries which are included in the kit.
 - Install a set of AA batteries in each clicker that you intend to use with your class.
 - Smart Response Receiver
 - This is the transmitter/receiver unit that communicates with the clickers.
 - It needs to be set in a high location located where it will be within direct visual contact range of the clickers.
 - It is powered by the computer and does not require batteries.
 - The USB cord which is attached to the Smart Response Receiver is plugged into a USB port on your computer.
 - The Smart Response Receiver has two lights on its front right surface.
 - The top light should display a solid green light.
 - The bottom light should display a blinking green light.
 - Smart Response Software
 - Smart Response software needs to be installed on the computer that will be used to control the Smart Board.
 - This software is in addition to the Notebook software that is used to operate the Smart Board.
 - Once this software is loaded onto the computer, a Smart Response (orange with white clicker symbol) icon will be installed on the taskbar near the clock (lower right) on your computer.
 - Right-click on the Smart Response icon to begin the process of setting up the rest of the Smart Response program for your class/classes.
 - Assigning a Class
 - Once the clickers, the receiver, and the software have been prepared and/or set up, you are now ready to assign a class to the receiver.
 - Assigning a Class
 - Right-click on the orange with white clicker icon on the lower right taskbar near the clock.
 - Left-click on Teacher Tools.
 - Enter the required information in the blank fields.
 - Left-click on Save to save your results with the name that you give the file. All Smart Response System documents will be saved (by default) to the My Documents folder on your computer. The My Documents folder on your computer may be accessed by left-clicking on Start and then left-clicking on My Documents. It is important to note that if you choose to save your Smart Response System files to another location, you will need to access them from this location unless you transfer the files back to the My Documents folder.
 - This loads a teacher file onto your computer.
 - Adding a Class
 - Now you are ready to add a class.
 - On the left side of the window, left-click on Add a Class.

- Enter the required information in the blank fields.
 - Left-click on Add to save your results.
 - Repeat this for each class that you wish to create.
- Adding Students to a Class
 - If you want to add students to a class manually, you may do this by following this procedure:
 - Look to the left column in Teacher Tools.
 - Under Gradebook, select the class name.
 - Click on the Students tab.
 - On the top toolbar, click on Add.
 - Type in the information for each student at the bottom.
 - Use a separate ID for each student or that student will be added from another list with at ID number.
 - Add, delete, or edit students as needed (click on the E-Mail line to activate these functions).
 - If you want to add students to a class by importing the students from a list, you may create the list in Comma Separated Values (CSV) format or use Excel 2010 for the class lists. Create and label individual class lists (in advance) for each group of students that you want to import.
 - Three fields are suggested.
 - ID Number (This field is required and must have “ID” in it!)
 - First Name
 - Last Name
 - Keep this list neat!
 - Create the list in Excel or in Comma Separated Values (CSV) format.
 - Save the file to the My Documents folder.
 - Import the Excel or CSV file into your class using the following procedure:
 - Select the class from the Gradebook list.
 - Select the Students tab.
 - Left-click on Add student to your class.
 - Left-click on Import students into:
 - Select the class to which you want the list of students to be enrolled.
 - Select Next.
 - Select Excel or Comma Separated Values (CSV).
 - Select Next.
 - Select your class list from the file list available (or browse to that list).
 - Select Open (the list will then be imported into the selected class).
 - Select OK.
 - The list should have been imported successfully at this point.
 - Click on the Students tab to verify that the list of students is correct for the class.
- Creating Assessments (Tests, etc.)
 - The assessments are located within the Notebook software.

- They are created in a file area and have the same look as Notebook files.
- Assessments should be created in advance of using the Smart Response units.
- Select the Create an assessment in SMART Notebook software link (or access the Notebook software by any other means).
- On the tool tab (usually located in a hovering bar to the left or right side of the screen), select the (orange and white) clicker icon.
- This opens the Smart Response Assessment software which is the primary tool for creating assessments.
- Create assessments using the following procedure:
 - Select the Title Page icon in the left column area (this is very important because problems may occur where there is no title page created).
 - Complete the information required in the Title Page window which you may edit using the Smart Board functions. Double-click on the brown word to make changes.
 - Click on the Add tab.
 - Now you are viewing the completed Title Page.
 - Select the (orange and white) clicker icon on the Smart Notebook Software floating toolbar.
 - In the left column, click on Add a question to the next page link.
 - The Insert Question window comes into view.
 - Select the type of question that you wish to insert into the assessment document.
 - Click Next.
 - Fill in the space provided for each question/item and its set of responses.
 - Complete each window by filling in your selection of information as appropriate.
 - Select Finish when you have completed each question/item.
 - Click on Add a question to the next page to add more questions/items to the assessment.
 - When you have completed the assessment, select the End<<Title>> here link in the left column—but wait, there’s more—you have to save the file!
 - Click on the disk icon (save) at the top of the window to automatically save the assessment to the My Documents folder by default (or wherever you want the file to be located).
- Using the Assessment
 - Now that the assessment has been created, you need to be able to access and use it with the clickers.
 - Select the class from the Gradebook list.
 - On the Home tab, Click on the Start Class tab.
 - Student tasks
 - Have the students start their clickers by pressing the white button at the top left of their clicker.
 - Have the students join the teacher class that you have created (have the teacher class name ready to give to the students for this). They may need to use the clicker arrows for this.

- Have the students select the class and press Enter.
 - Have the students key in their ID number that you have created for their use and press Enter.
 - Have the students confirm the sign in to the class if Yes and press Enter.
 - Confirm that all of the students are signed in by selecting the Students tab and checking that all of the Status indicators are green for the list of students.
 - Open the assessment file that you have created by locating it in the My Documents folder or via the Notebook software.
 - Open the Notebook software and select Yes at the Tools prompt.
 - Once the file has been located and the name highlighted in the window, click on the Open tab to open the file for use.
 - Click on the (orange and white) clicker icon in the tools tab on the left side of the window.
 - On the left side of the window, click on the Start this assessment now link.
 - The clickers will now register the questions and their response options for the students.
 - You may now progress through the assessment until you have provided the students with the time necessary to input their responses.
 - Once the students have completed the assessment, click on the Stop <<Title>> link on the left side of the window.
 - Now you are ready to view the assessment results.
- Viewing the Assessment Results
 - The students may view their response choices on their respective clickers.
 - Right-click on the clicker icon and select the Teacher Tools section.
 - Click on the Home tab.
 - Click on Stop the class.
 - Click on the Assessments tab.
 - Click on the name of the class whose performance results you wish to view.
 - In the left column, look for the Reports area.
 - Select either Student Performance or Class Performance.
 - Complete the window information as appropriate.
 - Create the reports that you wish by selecting the Create button to produce the *.pdf file report.