

Quick Sheet-iRespond

Dashboard. (4 boxes)

Box 1: Session Properties

Choose what type of session you would like to run:

ex. Instructor paced, Power Presenter, Student paced (using paper test)

Check boxes

-*limit users to a single log in*- allows students to only log in once during a session.

-*send scores at the end of session*- iRespond will send the user's score to the remote unit before shutting down. It only shows for 10 seconds (Teacher preference- Do you want your student to know exactly what they got as soon as the test is over?)

-*auto reflection*- Students will be able to view class performance on a single question, and compare their performance with other students in the class. (This feature is not available during student paced sessions.)

- *allow anonymous logins*- When checked, it allows user to log on without password.- good for surveys. Don't ever use for a test.

Box 2: My Classes

See "How to create class roster" to set up your classes.

You can adjust the way you see your students' names. Got to the top left side of the dashboard and select Tools, properties, user display format, select the desired display option, then accept.

Box 3: Test Banks

My Test Banks- This will be where tests you create are placed. If you create a test and it does not show up here you can find it in the filing cabinet.

Box 4: Remote Devices

This is where you would go to sync your devices. You only need to do this once. Check to see if your devices are link. If not, raise your hand. I will show you how to sync after the training.

- ? Question mark- if you ever get stuck click here and use the search box. You can usually find all the answers to your questions.* example: how to run a power point

How to create a class roster

1. In the classes' box, click the child with the green plus sign.
2. Enter Class Name (ex.. Briggs Class, Period One, etc..)
3. Choose the middle box, the Light remote
4. Uncheck the "create random logins" unless you want iRespond to assign each student a pin number
5. Click Ok
6. Select Yes, to "Do you wish to add students now"
7. Enter a Pin number for each student, typically student ID
8. Enter Students Last name and first name
9. Continue by selecting next user
10. Click Finish when all students have been entered.

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How to create a test in the Test Bank:

(With questions and answers)

1. Create a test by selecting the green pencil in the Test Bank
2. Enter a name for the test
3. Select Test Bank. You will use test bank when you want to create a test with both the questions and answers. This can be used in instructor paced or student paced mode.
4. Do you wish to add the question now? Choose Yes.
5. In the new question window, there are six different types of questions to choose from: multiple choice, multiple response, fill-in, essay response, content item and doodle response. Lite remotes will only allow you to create multiple choice, multiple response and fill-in style questions.
6. After you have finished the question, select Next Question. When you are done entering questions, select Finished.

Creating a Multiple Choice question:

- Go to "Type" drop down box and choose Multiple Choice
- Type your question into the question box.
- In order to submit answers, you must click on the number of multiple choice responses you will be using.
- Enter your answers into the boxes
- Checking a response twice marks it correct. The check mark will turn green.

Creating a Multiple Choice question: Yes/No or True/False:

- Go to "Type" drop down box and choose Multiple Choice
- Go to the template drop down box and choose Yes/No or True/False
- Type your question into the question box
- Checking a response twice marks it correct. The check mark will turn green.

Creating a Multiple Response question:

- Go to "Type" drop down box and choose Multiple Response
- Type your question into the question box
- In order to submit answers, you must click on the number of multiple choice responses you will be using.
- Enter your answers into the boxes
- Check the responses that are correct. The check marks will turn green.

Creating a Fill-In the blank question: (Limited to numerical answers only.)

- Go to "Type" drop down box and choose Fill-In
- Type your question into the question box. Use _____ for the blank. IRespond suggest six underscores.
- In order to submit an answer, click on A
- Use the "S" box to put in up to three correct responses
- Enter your answer(s) into the boxes.

How to run an Instructor Paced Session:

1. Work left to right in the iRespond dash board.
2. Select Instructor Paced under Session Type.
3. Select your roster from Classes.
4. Select the test you want to run from the Test Bank.

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5. Select your remotes from Remote Devices.
6. Select Start.
7. Turn on the base station and when found, select Next.
8. Instruct students to turn on remotes and enter their pin number.
9. Under the session progress, click on the magnify glass, and then click on the lightning bolt with arrow.
10. You can adjust your question to make it larger and cover up the student's information.
11. Students will now be able to complete the question. Students will press the correct answer(s), then press send. Once they are all done, a bar graph will appear to show the results of the class.
12. To go to the next question, click on the lightning bolt with the arrow.

Text Message

1. Select the desired student(S) under Users
2. Select Send Message under Users (mail with a green arrow-second icon from the left)
3. Type in message
4. Select OK

Send Score

1. Select the desired student(S) under Users
2. Select Send Score under Users (red arrow with a percent sign- third icon from the left)

Reports:

You can bring up the students' test results by selecting Report from the drop down box under Session Type. Click the session that you want a report on and select start on the bottom left of the screen. You can generate reports for each individual student. The reports can be printed out or saved as a pdf file for parents and students to view. To quickly view a test click the print preview icon on the top.(last printer picture on the right.

Suggested Reports:

Student Test Results - Depicts the detailed performance of an individual student in the session. This report includes each session question along with the selected and, if applicable, correct responses for an individual student.

Test Analysis - Depicts the performance of ALL participants over the entire testing session. This report includes each question in the session and the corresponding performance of the participants on that question.

Test Results - Depicts the final evaluation for all students in the session.

How to create a test KEY in the Test Bank:

(Without questions – answers only)

1. Create a test by selecting the green pencil in the Test Bank
2. Enter a name for the test

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3. Select Test Key. You will use test key when you want to create a test with the answers only.
4. Input the number of question on the test as well as the total number of responses per question. (If you have A, B, C, D – then you have four responses.)
5. Select OK
6. Submit the answer key by checking on the appropriate boxes
7. Select OK

How to run a Student Paced Session

(Students will need a hard copy of the assessment.)

1. Work left to right in the iRespond dash board
2. Select Student Paced under Session Type
3. Select your roster from Classes
4. Select the test you want to run from the Test Bank
5. Select your remotes from Remote Devices
6. Select Start
7. Turn on the base station and when found, select Next
8. Instruct students to turn on remotes and enter their pin number
9. Once they are all logged in, select Finished. You will now see the iRespond session dashboard.
10. Students will now be able to complete the assessment at their own pace from their desk. Students will press the correct answer(s), and then press send.
11. Since we are not projecting the test (as we do in Instructor Paced), teachers will monitor the progress of the test on their computer. Student's scores can be viewed in real time as the students take the test.
12. Be sure to save your Session (Test)

Helpful Hints for the students:

1. If you want to change an answer
 - If it's a letter answer, hit the letter again to get rid of the wrong answer
 - If it's a number answer, move your curser to the left to get rid of the wrong answer
 - Put in the correct answer
2. If you want to skip a question and go back to it later
 - Hit the "flag" button
3. When you are ready to go back to the question(s) you skipped
 - Hit the "go" button, then the "flag" button
4. If you are NOT ready to 'Log Out'
 - It should say NO
 - Hit send
5. If you ARE ready to 'Log Out'
 - It should say NO
 - Cursor to the right
 - It should say YES
 - Hit send
6. To turn off your remote
 - Hold down power key until it turns off

How to create an iRespond question in PowerPoint:

New questions can be added inside your PowerPoint Presentation by:

1. Open a PowerPoint and go to the slide you want in front of your question slide

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2. Select the Add-Ins tab
3. Select the new question button from the iRespond Tool Bar (upper left). It's a green plus sign.
4. The iRespond question box will open. This will allow you to enter the question information and allow you to choose between multiple choice, multiple response and fill-in type questions. Lite remotes will not allow you to create essay response or content item style questions.
5. After you have finished the question, select finish. iRespond has created the question for you in PowerPoint using the same background and font as the rest of your PowerPoint.
6. The iRespond Icon now appears in the upper left corner indicating this is a slide created in iRespond. This icon will not show up when you present your question.

Creating a Multiple Choice question:

- Go to "Type" drop down box and choose Multiple Choice
- Type your question into the question box
- In order to submit answers, you must click on the number of multiple choice responses you will be using.
- Enter your answers into the boxes
- Checking a response twice marks it correct. The box will turn green.

Creating a Multiple Choice question: Yes/No or True/False:

- Go to "Type" drop down box and choose Multiple Choice
- Go to the template drop down box and choose Yes/No or True/False
- Type your question into the question box
- Checking a response twice marks it correct. The box will turn green.

Creating a Multiple Response question:

- Go to "Type" drop down box and choose Multiple Response
- Type your question into the question box.
- In order to submit answers, you must click on the number of multiple choice responses you will be using.
- Enter your answers into the boxes
- Check the responses that are correct. The check marks will turn green.

Creating a Fill-In the blank question: (Limited to numerical answers only.)

- Go to "Type" drop down box and choose Fill-In
- Type your question into the question box. Use _____ for the blank. iRespond suggest six underscores.
- In order to submit an answer, click on A
- Use the "S" box to put in up to three correct responses
- Enter your answer(s) into the boxes

How to run an Instructor Paced Power Presenter Session:

1. Open up your PowerPoint Presentation
2. Next, open up iRespond
3. Work left to right in the iRespond dash board
4. Select Power Presenter under Session Type
5. Select your roster from Classes
6. Select your remotes from Remote Devices
7. Select Start
8. Turn on the base station and when found, select Next
9. Instruct students to turn on remotes and enter their pin number
10. Begin slideshow

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11. Students will now be able to complete the questions. Students will press the correct answer(s), and then press send. As they complete each question, a bar graph will appear to show the results of the class.
12. To go to the next question, just proceed as you would in PowerPoint
13. Be sure to save your Session (Test)

Converting a Word Document to iRespond- Parsing

1. Open your Word Document
2. Select Parse Question (Wand with star on the end)
3. Label (as appropriate in both of the drop down boxes)
4. Select OK
5. Select the answer and select Next Question for each slide - When you are at the end of the slides, Select Finished
6. Select Export iRespond Test Bank (It's the button two away from the wand with the star)
7. Name your Exam
8. Select your Export location
9. Select Save
10. Select Export
11. It will say...Export has completed successfully...select OK
12. Open iRespond
13. Select File
14. Select Import
15. Select iRespond Test Bank
16. Find the test in its saved location by selecting Other
17. Select Open

Converting an Existing PowerPoint – Parsing

1. Open up your PowerPoint (Your slides need to be in question/answer format)
2. Click on the Parse Question (Wand with star on the end)
3. Select Question Type, Select OK
4. Select Response Labels, Select OK
5. The new question box should appear, Select the correct answer
6. Select Finished
7. Continue with each slide
8. Save PowerPoint as you normally would save a PowerPoint

Sharing Tests in iRespond

You'll first need to find your test:

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1. Click on My Documents
2. Click on iRespond
3. Click on Test Banks
4. Right click on the test you are wanting to share
5. Select Copy

Now you will need to save it on your staff drive:

6. Open your Staff Drive (t) – I would recommend creating folders to store your test on iRespond. (Ex. Elementary School – by grade level, then subject. Middle School/High School –by subject then courses.)
7. Paste your test you want to share

Now you will need to import it to iRespond:

8. Open iRespond
9. Select File
10. Select Import
11. Select iRespond Test Bank
12. Find the test in its saved location by selecting Other
13. Select Open
14. Select Open

Session Playback – Allows you to view a test already given or edit answers after giving a test

To view a test:

1. Under Session Properties, select Session Playback from the drop down menu
2. Select desired test from your Available Sessions
3. Select Start

To edit an answer:

1. Right click on a problem under Session Progress
2. Select Edit Question Answer
3. Choose new answer, select OK
4. You will need to resave your test (file-save session log)

Session Resume – Allows students to go back and finish test or make-up any tests (Recommended for Student Paced)

Under Session Properties, select Session Resume from the drop down menu

1. Select desired test from your Available Sessions
2. Select Remotes
3. Check Allow Anonymous Logins

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4. Select Start
5. Turn on your base
6. Select Next
7. Allow needed students to turn on remotes, enter password, then select send. At this time, students may begin the test.
8. You will need to resave your test

iRespond NOW:

1. Open iRespond NOW (Username/Password same as in iRespond)
 - i. Username:
 - ii. Password:
2. Select your Class, then Select Next
3. Select your Remotes, then Select Next
4. Connect your base, turn the base on, then Select Next
5. Have your students log in to their remotes
6. You can open up an existing document or orally ask questions
7. Select the Green Down Arrow to mark the type of Question and the Correct Response (This step is optional)
8. Select the Play Button
9. Have your students select their answer on their remote, then Select Send
10. Select Session, Select Show Users to see how your students responded to each question

Teacher Remote: (Will allow you to enter answers without students seeing the correct answers. Do not need dual monitor/extended desktop.)

1. Turn on your remote and enter 1234, hit send
2. Select F1
3. Select answer
Hit Send

Anonymous Logins:

1. Set up desired session and test on dashboard
2. Choose Anonymous Log-in on dashboard
3. Have students turn on remotes
4. Select send (Do NOT enter a pin)

Remote Set up:

1. Click on (the cute) remote in the bottom right corner
2. Click "set-up"
3. Click "set up remotes"
4. Click "next"
5. Name remote set (Ex. Briggs' Remotes) and choose "lite remotes" – click next
6. Turn on base – click next
7. Wait for connection
8. Turn on all remotes – wait for each connection until you see all 24 (Elementary) 32 (Middle/High) remotes connected
9. Click next or done – 24 or 32 remotes will 'X' out and turn off automatically

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10. Click finish

Dual Monitors

1. Right Click on your Desktop
2. Select Graphic Properties
3. Select Basic Mode
4. Select Multiple Displays
5. Go to Operating Mode and change from "Clone Display" to "Extended Desktop"
6. Select Primary – Monitor
7. Select Secondary – Built in Display
8. Select Apply
9. Select OK
10. Select OK

To Return to Single Monitor

1. Right Click on your Desktop
2. Select Graphic Properties
3. Select Basic Mode
4. Select Multiple Displays
5. Go to Operating Mode and change from "Extended Desktop" to "Clone Display"
6. Select Apply
7. Select OK
8. Select OK

Games:

1. Select Instructor Paced from under Session Properties
2. Select your class from under Classes
3. Select your test from under Test Banks
4. Select your remotes from under Remote Devices
5. Select Start
6. Turn on your base
7. Select Next
8. Have students turn on their remotes and send their pin
9. Select Games under Session Progress (Looks like an Atari joy stick)
10. You can either choose Banner or Gray Matters
11. Select OK
12. Select Game Properties as you choose, select OK
13. Select Next
14. Select Next Question (Advance to Next) under Test Banks (Lightning bolt with arrow)
15. Continue until someone has won the game

Filter – Instructor Paced

To see which student is getting the CURRENT question correct:

5. Select the question under the Session Progress Section
6. Right Click
7. Select User Scoring Filter
8. Select Set Filter

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9. Under the Users Column, you will see which students are getting the questions correct

User Groups:

1. Select your class from under Classes
2. Highlight your class from under User Groups
3. Select New Group
4. Name New Group (Boys)
5. Highlight your class from under User Groups
6. Select New Group
7. Name New Group (Girls)
8. Click and drag your students to appropriate group from under Edit Classes (make sure you're dragging and letting go in the highlighted user group name)