

# Quick Sheet-iRespond

## Login



Click on the iRespond icon on desktop.

A screenshot of the iRespond Login window. It has a title bar with standard Mac OS window controls (red, yellow, green buttons) and the text 'iRespond Login'. Inside the window, there are two text input fields. The first is labeled 'Username :' and contains the placeholder text 'Enter APS username'. The second is labeled 'Password :' and contains the text 'teacher'. Below the password field are two buttons: 'Login' and 'Cancel'.

## The Dashboard

A screenshot of the iRespond Session Setup dashboard. The window has a title bar with standard Mac OS window controls and the text 'iRespond Session Setup'. Below the title bar is a menu bar with 'File', 'Tools', and 'Help'. The dashboard is divided into four main sections: 
 

- Session Properties:** Contains radio buttons for 'Instructor Paced', 'Power Presenter', and 'Student Paced', a dropdown menu for '< other type >', and text input fields for 'Instructor: Edog', 'Test/Survey:', 'Class:', and 'Unit:'.
- Classes:** A list box titled 'My Classes' containing four items: 'Default Class', 'Demo ABC PIN Class', 'Demo PIN Class', and 'Demo Username Class'.
- Test Banks:** A list box titled 'My Test Banks' containing one item: 'Demo Test (CPR)'.
- Remote Devices:** A list box titled 'My Remote Devices' containing two items: 'Default Remotes \*' and 'iRespond App'.

 Each section has a toolbar with icons for adding, deleting, and other actions.

### Session Properties

Choose what type of session you would like to run:  
ex. Instructor paced, Power Presenter, Student paced (using paper test)  
Check boxes  
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.)

### My 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.

### 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.

### 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

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Create a test in the Test Bank: (With questions with standards and answers)



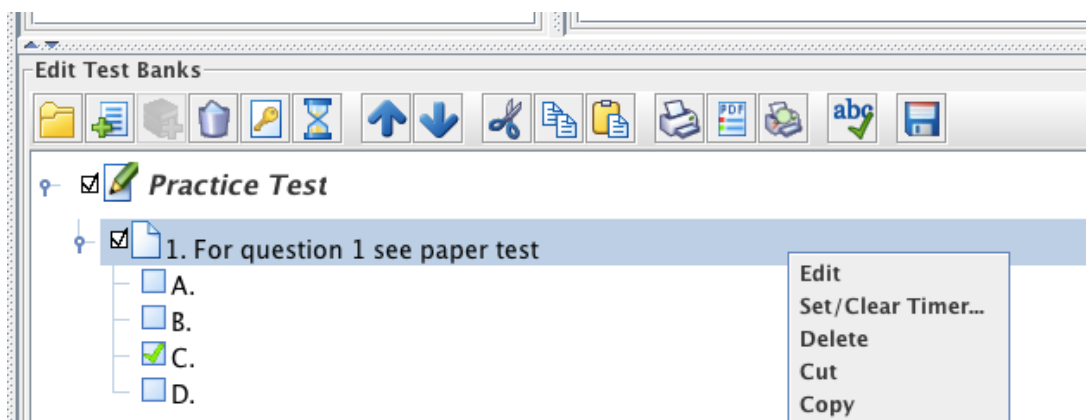
1. Create a test by selecting the green pencil in the Test Bank
2. Enter a name for the test

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. **Life 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.

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7. If you need to edit a question, right click on that question:



## **Create 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.

## **Create 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.

## Remote Set up:

1. Click on little remote guy 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
10. Click finish

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**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)

## **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
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

## **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

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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.

## Helpful Hints for 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