# SMART Senteo/Response Interactive Response System

## Basic Training for Galesburg CUSD #205 Staff

# About this document:

This content is intended for use within Galesburg CUSD #205 classrooms only.

Much of the content within this document was compiled from online Quick Start Guides available from www.smarttech.com.

- "SMART Response PE User's Guide," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/sitecore/en/support/product/smartresponse/smartresponsepe/guides/SMARTResponsePEUsersGuidev30July10.pdf
- "SMART Response PE/XE Quick Start Guide," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/sitecore/en/support/product/smartresponse/smartresponsepe/other/990106920a0qsgresponsepexev26july10.pdf
- "SMART Quick Reference: Setting up the SMART Response system to collect and store student responses," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/services/quickreferences/pdf/english/2009_04_16_smartresponse_qr1_settingupyourclass.pdf
- "SMART Quick Reference: Creating an assessment with SMART Response assessment software," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/services/quickreferences/pdf/english/2009_04_16_smartresponse_qr2_creatinganassessment.pdf
- "SMART Quick Reference: Delivering an assessment with SMART Response assessment software," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/services/quickreferences/pdf/english/2009_04_16_smartresponse_qr3_deliveringanassessment.pdf
- "SMART Quick Reference: Evaluating your SMART Response assessment results," accessed 09/09/2010 at:
  http://downloads.smarttech.com/media/services/quickreferences/pdf/english/2009_04_16_smartresponse_qr4_evaluatingresults.pdf

# About SMART Response™

SMART Response interactive response system is an assessment tool that enables teachers to pose questions to find out whether students are on track.

This guide explains how to install SMART Response software and connect the receiver to your computer. Then you're ready to create a question in SMART Notebook software, start a class and connect students' clickers to the class so they can answer the question.

For more detail, see the *SMART Response PE User's Guide* or the *SMART Response XE User's Guide* on the SMART Response software DVD or on the SMART website.

After you install the SMART Response software, you can also consult the online Help system for information about SMART Response software's features.

# What's in the bag?

- A carrying case containing:
    - o 24, 32 or 40 clickers ("Senteo" brand, from SMART)
- AA batteries
- A receiver
- A Phillips® No. 1 screwdriver
- A software DVD containing:
    - o SMART Response interactive response software
    - o SMART Notebook™ collaborative learning software
    - o SMART Product Drivers
    - o User documentation

**Please note: Batteries were supplied initially from SMART.  Replacement of batteries is a building-level budget item.  See your building Principal for replacement batteries. Maintenance & installation of these batteries is subject to your building's procedures.**

## Installing the clicker batteries
1. Using the included screwdriver, remove the screw from the back of the clicker, and then remove the cover.
2. Insert the included batteries.
3. Replace the cover and the screw.
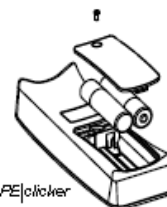
# Mounting and connecting the receiver

The receiver enables the students' clickers to wirelessly communicate with the teacher's computer.

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 minimize interference from other radio-frequency equipment, position the receiver away from other wireless products, such as 2.4 GHz routers and cordless telephones.
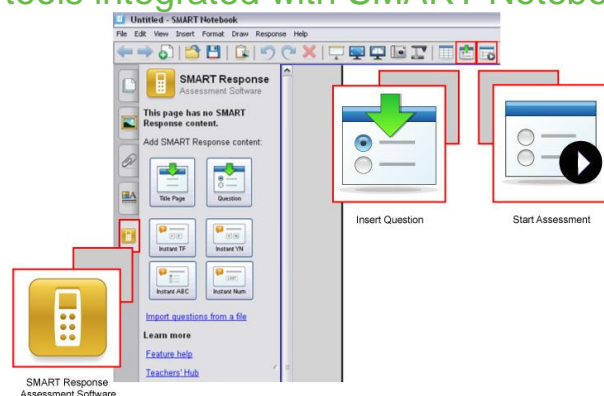
**To connect the receiver**

Connect the receiver's captive USB cable to an available USB interface on your computer. The Ready light on the receiver turns on to indicate the receiver is receiving power.

SMART Response software automatically activates when you connect the receiver.

## SMART Response tools integrated with SMART Notebook software

SMART Response integrates these tools into the SMART Notebook software interface:
- a *Response* menu item
- the *SMART Response* tab
- an *Insert Question* button
- a *Start Assessment* button

## Using SMART Response

Before you begin, make sure SMART Response software is installed on your computer and the receiver is connected.

**To create a question using the Insert Question wizard**
1. Click the **SMART Response** icon in the Windows notification area, and then select **Open Notebook Software**.
   *A blank SMART Notebook page appears.*
2. Click **Insert Question** on the toolbar, and then click the **Wizard** button.
   *The Insert Question dialog box appears, showing different question types.*
3. Select one of the options, and then click **Next**.
4. Type the question in the text box, and then click **Next**.
5. Select the correct answer or the **Opinion** option, and then click **Finish**.
6. If you want to save the question as a .notebook file, select **File > Save As**, browse to a folder, type a file name, and then click **Save**.

**To start a class**
1. Click the **SMART Response** icon in the Windows notification area, and then select **Open Notebook Software**.
2. Select **Response > Start Class > Anonymous Mode**.
   *You can now ask the students to connect to the class.*

**To connect clickers to the class using SMART Response**
1. Press the clicker's **Power** button for one second.
2. 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.*
3. Press the **Up** and **Down** buttons to select the correct class, and then press **Enter**.
   *A connecting message appears.*

Once your students are connected, you can start asking questions.

**To ask the question**

1. Click **Start Assessment** on the toolbar.
   *The question number appears on the clicker displays, and the Response tab opens beside the question page.*
2. Ask the students to answer the question using their clickers.

3. After all students answer the question, click **Stop Assessment** .
   *The results appear in the Response tab.*

## Question types

Using SMART Notebook software with SMART Response software, you can ask six types of questions, either individually or as question sets (if you include a title page). You can also add notes to any question type that appears when you print the question results.

| Question type | Description |
| --- | --- |
| Yes or no | Students use the green **Y** or red **N** button to answer the question. You can also choose the **Opinion** option to allow either answer. |
| True or false | Students use the **True** or **False** button to answer the question. You can also choose the **Opinion** option to allow either answer. |
| Multiple choice | Students use a single button, **A** through **J**, to answer a question. Select from 2 to 10 answers for a question. You can also choose the **Opinion** option to allow any answer. |
| Multiple answer | Students use the **A** through **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. |
| 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 questions and a 140-character limit on opinion questions. |
| 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. |

# Setting up the SMART Response system to collect and store student responses

*This Quick Reference guides you through the initial setup of Teacher Tools software. This guide assumes that you've installed SMART Response assessment software but haven't yet performed the initial setup of Teacher Tools software. Before you begin, make sure that you install SMART Response assessment software on the computer that you want to use to deliver SMART Response assessments.*

## Loading Teacher Tools software

You can use Teacher Tools software to organize your classes and store results and student responses from SMART Response assessments. You can also use Teacher Tools to analyze the responses and create reports.

**To load Teacher Tools software**

1. Click the **SMART Response Software** icon in the Windows notification area
2. Select **Click here to start a class!** under the Teacher Tools heading. The Welcome to Teacher Tools window appears.
3. Type a classroom name for your receiver
   **Note:** *The classroom name appears on the student clickers. Choose a name that students will easily recognize as your class.*
4. Click **Begin**

## Creating a SMART Teacher File

The SMART Response system saves your students' responses to a Teacher File so that you can easily access these responses from any computer with SMART Response software installed. Use Teacher Tools software to create a teacher file.

**To create a Teacher File**

1. Click **Create a new SMART Teacher File and set up your class lists** from the Teacher Tools screen. The Gradebook Information window appears.
2. Type your classroom information into the fields. This information will appear in reports printed from Teacher Tools software.
3. Click the **Browse** button to specify a save location for your SMART Teacher file
   **Note:** *Your SMART Teacher file contains all of your student information, assessment results and grades. To keep this information accessible from multiple computers, you may want to save it to your school's network or a USB drive.*
4. Click **Done**. The Anonymous Mode window appears.

You're now ready to deliver assessments using the SMART Response assessment system in Anonymous mode. Anonymous mode allows students to enter responses to questions but doesn't store student results. To store student results you must create a class in Teacher Tools software.

# Adding a class

You can add classes to the Teacher Tools software that will enable you store and analyze responses associated with individual students.

**To add a class**
1. Switch to Gradebook view
2. Click **Add a Class** in the Teacher Tools side menu
3. Type your class information into the fields
4. Click **Add.** The class displays in the Gradebook list.

# Creating a class list

You can enter student information for each class manually to create or update class lists in Teacher Tools.

**To add student information to each class**
1. Click the **Students** tab at the top of the window
2. Click **Add** or select **Edit > Add**. The Properties window appears below the table.
3. Ensure that the **Privacy** is set to Off
4. Type the student information into the fields. Press TAB on your keyboard to advance to the next field.
5. In the **Tag** field, type in terms that you want to associate with that student

> *Tip: Tag students with keywords to track specific characteristics of a student. You can use these characteristics to measure and analyze student performance in greater detail.*
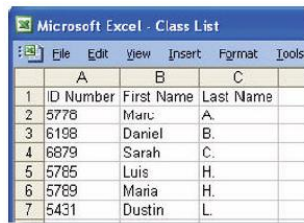6. To add another student, repeat steps 2 – 5
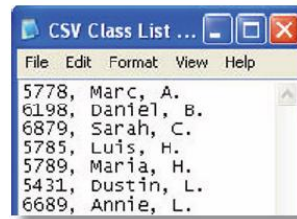
# Importing a class list

If you've already created class lists in Microsoft® Excel® spreadsheet software, in Senteo 1.0 assessment software or as Comma Separated Values (CSV), you can import them into SMART Response assessment software without having to re-enter student information.

Format your class lists according to the following guidelines before importing them



Microsoft Excel class list formatting



Comma Separated Values (CSV) class list formatting (ID Number, First Name, Last Name)

**Note:** Senteo 1.0 class lists don't require any formatting to import into SMART Response.

**To import a class list**
1. Select **File > Import > Students**. The Import window appears.
2. Select the class that you want to import the class list into
3. Select the file type of your class list file
4. Browse to and select the file
5. Click **Open**

# Creating an assessment with SMART Response assessment software

This *Quick Reference* provides the information that you need to design an assessment using SMART Notebook software and SMART Response assessment software. Before you begin, make sure that you install SMART Notebook software and SMART Response assessment software on your computer.

## Opening SMART Notebook

SMART Notebook software is the student-facing part of the SMART Response system. You can use it to create and deliver digital lessons with SMART Response activities or assessments.

**To open SMART Notebook software**

1 Click the **SMART Response Assessment Software** icon 📱 in the notification area
2 Select **Ask Questions**. SMART Notebook opens.
3 Click the **SMART Response** tab 📱 in SMART Notebook

The SMART Response tab displays options for you to create question sets in your SMART Notebook file.

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**TIP:** Clear the **Auto-hide** check box to keep the SMART Response assessment software tab open while you're working with the SMART Notebook file.

## Creating your assessment

To label the assessment and group your questions you must first create a title page.

1 Click the **Title Page** button in the SMART Response tab. The *Insert Title Page* window appears.
2 Type your assessment information into the fields
3 Click **Add**. The title page for your assessment appears in the SMART Notebook work area.
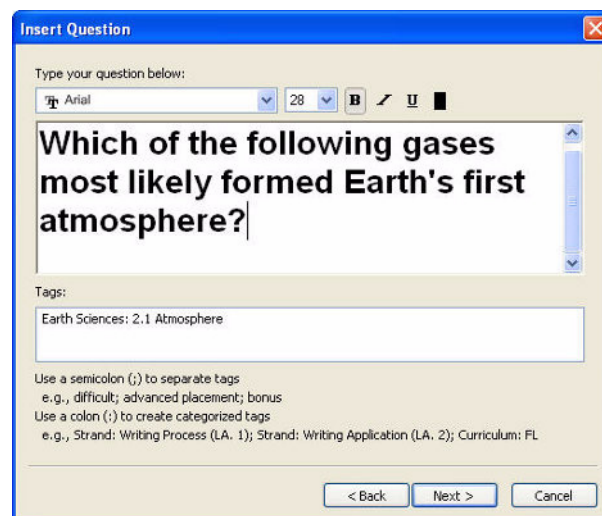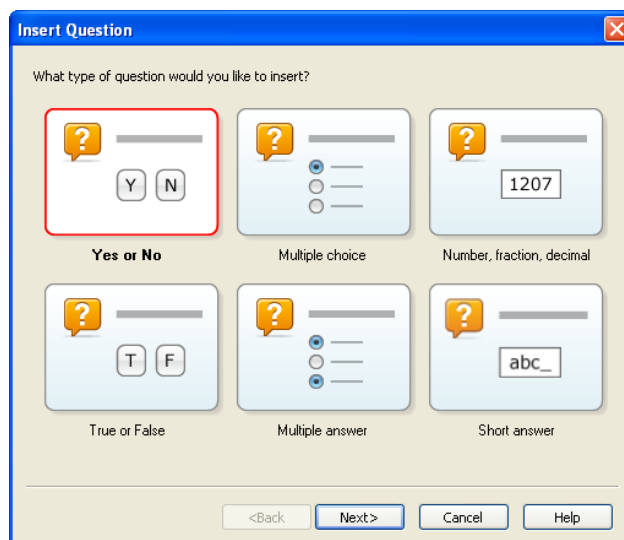4 Click **Next Steps** in the SMART Response tab.

The **Next Steps** area in the SMART Response tab displays options for you to create the next page of your SMART Notebook file.

# Adding questions

SMART Response assessment software allows you to create six different types of questions. You can select *Yes or No*, *Multiple Choice*, *Number, fraction, decimal*, *True or False*, *Multiple answer, and Short answer*.

1 Click **Add a question to the next page**.
The *Insert Question* window appears.

2 Click the type of question that you want to insert and click **Next**

3 Type your question in the field provided

4 Add any tags that you want to associate with the question and click **Next**

5 Type your answers in the field provided and click **Next**.

6 Select the correct answer and assign a point value to the question

7 Add any notes that you want to include in printed results

8 Click **Finish**. The question appears in SMART Notebook.

To add another question to your assessment, click **Add a question to the next page** and follow the steps above.
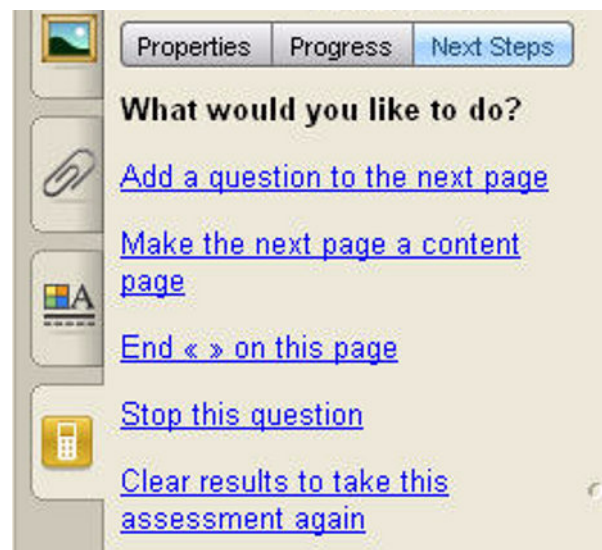
# Preparing the assessment for delivery

Once you have added all of the questions that you want to include in your assessment, indicate the last page as the end of the assessment.

**To indicate the end of the assessment**

1 Click **Next Steps** in the SMART Response tab

2 Click **End << >> on this page**

# Delivering an assessment with SMART Response assessment software

This *Quick Reference* provides the information that you need to deliver an assessment using SMART Notebook software and SMART Response assessment software. Before you begin, make sure that you install SMART Notebook and SMART Response assessment software on your computer.

## Starting your class

Before you start your assessment in SMART Notebook software, you need to start your class in SMART Response software to allow the clickers to receive and respond to questions.

**To start your class**

1  Click the **SMART Response Assessment Software** icon in the notification area

2  Click **Ask Questions**. SMART Notebook opens.

3  Open the .notebook file that contains the assessment you want to deliver

4  Select **Response > Start Class** in the main menu bar

5  Select the class that you want to deliver the assessment to

   **NOTE**: You can select *Anonymous* if you don't want SMART Response to record the results in the Teacher Tools Gradebook
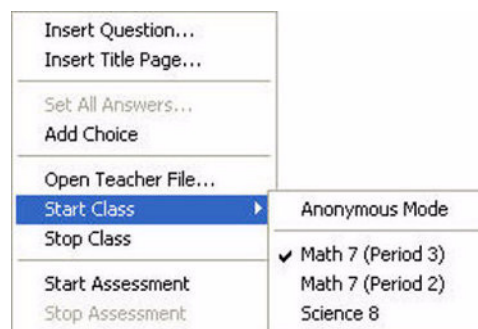
6  The *Class Started* notification window appears

Students can now answer questions using the clickers, and Teacher Tools software stores the results.

## Turning on the clickers

Once you have started the class, your students can turn on and log-in to the clickers.

**To turn on the clickers**

1  Press and hold the **Power** button on the clicker for about one second. A welcome message appears.

2  Press the **Up** and **Down** buttons to scroll through the list of classes in range

   **NOTE**: If your class is not listed, select **Find a class** to refresh the list of classes within range.

3  Select the class that you want to join, and then press **Enter**

4  Type the Student ID using the numeric keys on the clicker

5  Press the **Y** (Yes) or **N** (No) button on the clicker to confirm the correct Student ID

   **NOTE:** If the students respond **N** (No), they have to re-enter a Student ID number.

## Starting your assessment in SMART Notebook

Start the assessment when you're ready for your students to enter responses to questions.

**To start the assessment**

1  Navigate to the first page of the assessment. This is the title page.
2  Press the **SMART Response** tab
3  Press **Properties** in the SMART Response tab
4  Ensure that the information in the Description fields is accurate. If it isn't, make the required edits.
5  Select the appropriate student feedback option from the **Show grades to students** drop-down menu
6  Press **Start this assessment now**

## Delivering your assessment

After you start the assessment in SMART Notebook software, students can start responding to questions using their clickers.

1  Press the **Next Page** button on the SMART Notebook toolbar to navigate to the first question of your assessment
2  Have students select the correct response to the question on their clickers, and then press **Enter**
3  Press **Progress** in the SMART Response tab to monitor how many students have answered the question
4  Press the **Next Page** button when all students have answered the question to advance to the next page
5  Press **Stop this assessment** when the final question has been answered

**TIP:** Open the SMART Response tab and use the options provided at any point during your assessment. To keep these options open during the assessment, ensure that you clear the **Auto-hide** checkbox.