

# ***SMART Response Clickers***

Revised Spring 2012

**Response Gradebook Icon**



**Response Software Icon**



# **Installing the Software from the Website**

1. Go to [www.smarttech.com](http://www.smarttech.com)
2. Click "Resources" then "Downloads"
3. Scroll down and find SMART Response interactive response system
4. Click "Choose a product"
5. Click the first link, "SMART Response software for Windows"
6. Follow the screen prompts to install the software

Note: You will need your product key that you used to validate your Notebook software again because with the SMART Response installation the Notebook software installs again.

## **Activating SMART Response Software**

SMART Response software automatically activates when you plug in your SMART Response receiver. If the activation isn't successful, use the following procedure to find your license code and activate the software.

### ***To find the license code after the software is activated***

1. Click the SMART Response icon in the bottom right corner of the screen, and then select "About SMART Response"
2. Record the license code that appears on the "Description" tab.



# Setting Up SMART Response Teacher Gradebook

Before you can use the SMART Response software, you must:

1. Name your classroom and create a teacher file
2. Decide on the mode of operation
3. Start Sign-In Mode, or start in Anonymous mode

## ***Naming your Classroom***

To name the classroom and create a Teacher Gradebook file

1. Click the SMART Response icon in the Windows notification area or menu bar, and then click on the icon below Teacher Tools

The wizard for you to create a classroom name will begin.

***Classroom Name is the class that students will find on the clickers.*** Type a classroom name between one and eight characters in length, and then click "Save." The gradebook will then open with your name at the top.

Before starting a class, you must decide whether you want the system to operate in **Anonymous Mode, or Sign In Mode.**

## ***To start a class in Anonymous Mode***

**Note: A class list is not required to operate SMART Response software in Anonymous Mode.**

1. Open your Response Gradebook
2. Click "Anonymous Mode" in the left panel

The receiver's power LED flashes and then turns solid green. The receivers transmit LED flashes green. You can now ask the students to turn on and connect their clickers.

### ***To start a class in Sign In Mode***

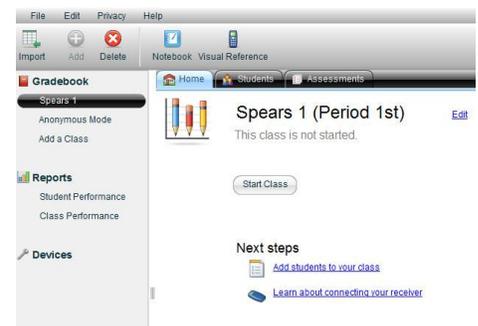
**Note:** In this mode, you must have a class list before you can start a SMART Response class and connect the clickers.

1. When your Response Gradebook is open, click the class you wish to start in the left panel and then click **Start a Class** in the main window.

## **Creating Class List in SMART Response**

### **To create a class list**

1. Click the **SMART Response** icon in the bottom right corner of the screen, and then select **Click Here to Start a Class**. SMART Response Gradebook starts. You can also open your Gradebook by double clicking your Gradebook icon. 
2. Click **Add a Class** in the panel on the left.
3. Type your class name and other details into the Class Information boxes, and then click **Add**. The **new class** appears in the left panel.
4. Click on the class name and click the **Students** tab at the top of the main window



5. Click an empty row in the table. The student properties window appears.
6. Type a student's name in the **Name** box. The last name and other information is optional.
7. Type a **unique** number between 1 and 15 digits into the **ID** box. The student information saves to the class list as you enter it. ***ALL of your students in your gradebook MUST have a unique ID, even if they are in different class periods.***
8. Repeat steps 5 to 8 for each student.

## Creating Class List in Microsoft Excel

### Importing a Class List from Microsoft Excel

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

### To create a class list in a Microsoft Excel spreadsheet

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

	A	B	C	D	E	F
1	ID Number	First Name	Last Name			
2	12345	John	Doe			
3	54321	Jane	Smith			
4	56789	Bob	Jones			
5	98765	Anne	Green			
6						
7						

### To import a class list from a Microsoft Excel spreadsheet

1. Start your Response Gradebook from your Gradebook icon or in the bottom right corner of the screen
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* dialog box appears.

6. Select the class 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 your CSV file appear in the *Students* page. You can now edit each student's properties, as required.

### Connecting to a Class

Students need to know the classroom's name and they must sign in with a unique ID number.

### To connect to a class in Sign-In Mode

Have your students follow these instructions, once you **Start Class** class begins.

1. Press the clicker's power button for one second. Students **join** the class or click **Find Class** to search for the correct class.
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 searches 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 message appears asking for an ID number. This is the number you assigned students in your gradebook.
4. Press the number buttons to enter your **ID** number, and then press **Enter**. A message appears requesting you to confirm your name. Tell students to make sure it is their name and not another student.
5. Press the **Enter** button to connect. A **welcome** message appears. Once your students are connected, you can start asking questions.

### **Adding Questions with the Insert Question Wizard**

#### **To add a question using the Insert Question Wizard**

1. **Open Notebook Software**
2. Select **Response>Insert Question** or click the **Insert Question icon on the top toolbar**
3. Click the desired question type, and then click **Next. At some point the wizard will ask if you want a Title**



**page. Choose “yes”. You always want a title page for your assessments. That is how they are identified in the gradebook.**

4. For **Yes** or **No**, and **True** or **False** questions, select the correct answer, or the Opinion option. For Number, fraction, decimal questions, type the correct answer. 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 answer or the **Opinion** option.
5. Assign the number of points the student receives if they answer the question correctly.
6. If you want to create more questions, click **Insert Another**, and then repeat steps 4 to 6. OR

If this is your last question, click **Finish**.

You can add images to your pages from the Gallery, web, or your own clip art.

Save the file in a folder called SMART Response Quizzes. They will be easy to find next time you need the quiz.