

Smart Response System

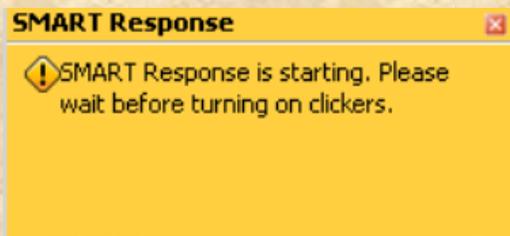
Reference Guidelines

What is needed for system to work?

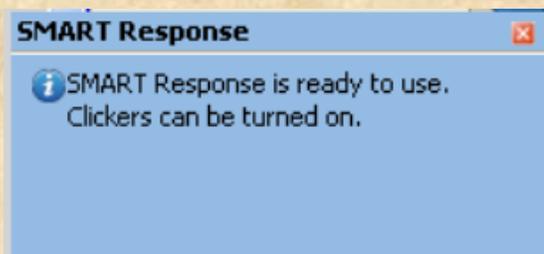
1. Transmitter (green light- comes on when software is turned on)
2. Software (Notebook Lesson)
3. (Teachers tools - Anonymous mode- normally always on)

Once turned on the following two icons will appear in the lower right corner of your screen

First Icon that should come on



Second Icon that will appear



To find Teachers tools

1. Located at the lower right is an orange Icon with a click image.
2. Go to Notebook and click on tab called Response then teachers tools

To create a class (Must be in Teachers Tools)

1. Click on New
2. Type in your name and also the name of the class
3. Save this document somewhere so you can find it. Extension is called teacher with your name on it example (Smith.teacher)
4. Once this is done you will be able to add classes
 1. Add A class
 2. Example Name of class (Edison-1
 3. Adjust the percentage from 50% to what you want
 4. Click on Add

5. **Adding Students (On the screen you need to look for the name of your class you just typed in. By click on that you will now have a new window allowing you to enter in your students names.**
 1. **Click on the name of the class located in the upper left corner**
 2. **You have several options on how to enter in names (1. Excel 2. On the screen)**
 3. **You can add your names on the screen or you may have typed them in an excel spreadsheet.**
 - i. **If you placed them in an excel spreadsheet the first row much contain Id number, First name and Last name in the first three columns**
 4. **If you are going to type them in on the screen**
 - i. **Click on the tab called students**
 - ii. **Click on the first row (blue and white rows) and a window will appear below allowing you to type in the information needed.**
 - iii. **When you have typed in the information needed for that one student you must click on the (blue and white row above) This will place the information you have just typed and it will be posted and and new row will appear.**
 - iv. **Click on that (Blue and white row) and you may now enter in the next student. Repeat this for all students. (Every student must have an id number that is unique)**
 - v. **When done Click on HOME**
6. **Creating an quiz or test**
 1. **Under Next step**
 2. **Click create an assessment using Smart Notebook or**
 3. **Open up a test that you have crated before.**
7. **Click on Start Class when you are ready for the students to log in and start taking your quiz or test**
8. **Student will now turn on his smart control unit and click on FIND CLASS**
 1. **Click on your class and then enter in their id number and join and answer yes if it is the correct person**
 2. **Once the teacher clicks on “Start this assessment now” from the Smart Notebook. The device will automatically start to down load the questions and wait for the teacher to place the individual questions on the screen.**
 - 3.
9. **Taking the Quiz**
 1. **Teacher must click response icon and then click “Start this assessment now”**
 2. **The teacher will click on the first page and every page after that contains the questions.**

- 3. Student will choose the correct answer on the left button and top right to submit their answer.**
- 10. Student's answers are submitted after you stop the assessment and then they will see the results. A student may go back and make changes to their answer prior to you clicking stop this assessment.**