

Double click iRespond shortcut icon on desktop.

To Login:

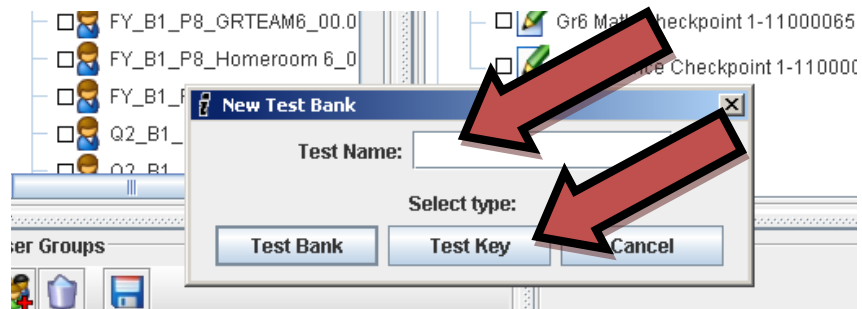
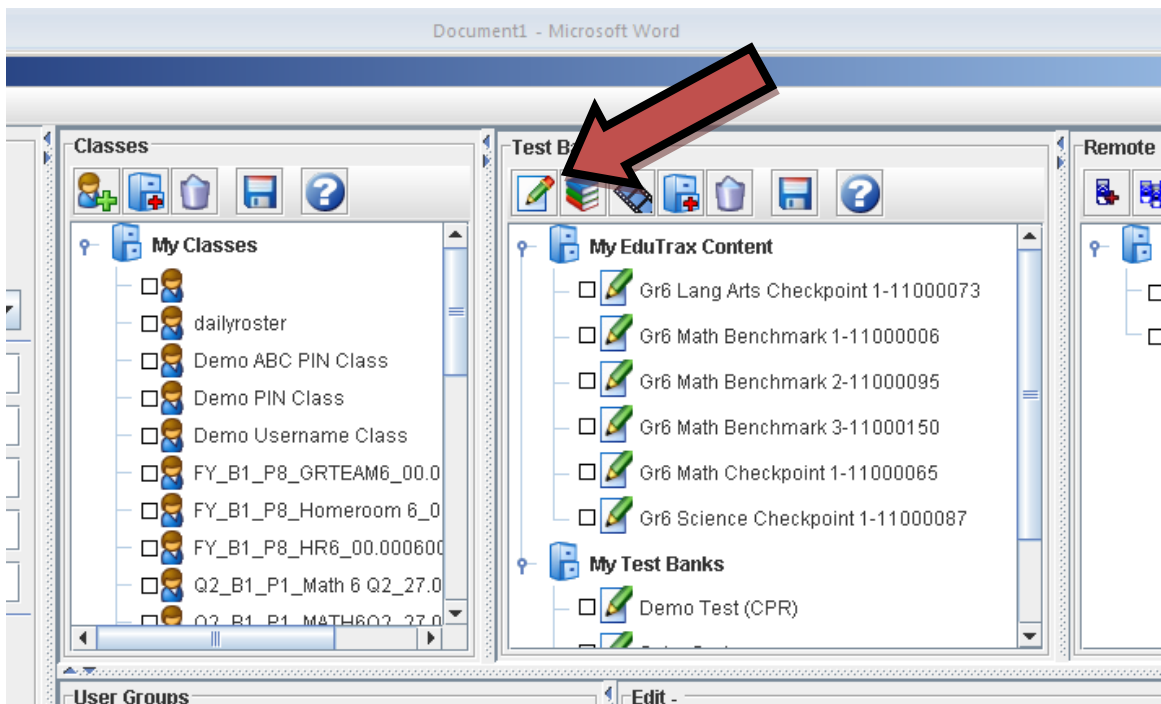
Username: **BADGE ID ALL CAPS**

Password: **teacher**

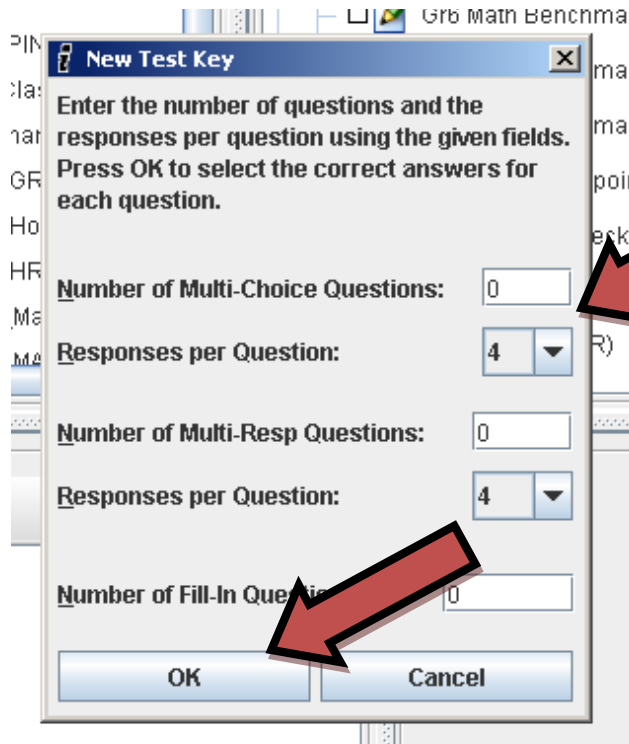
Click overwrite for each roster until setup window opens.

Create a student paced assessment:

Under Test Banks panel, click the pencil icon:

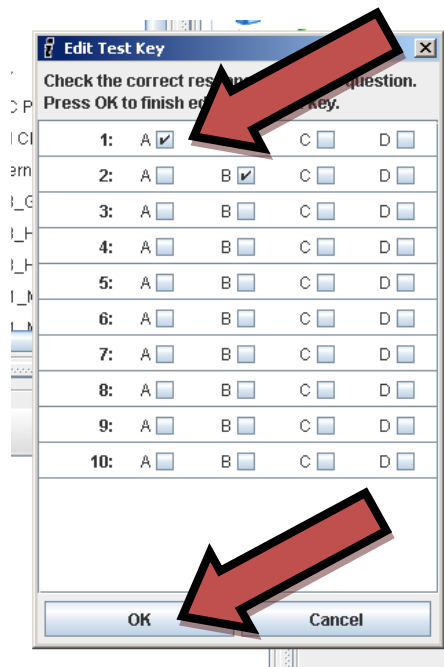


Type the Test Name in the box. If you have a printed multiple choice assessment, click "TEST KEY."



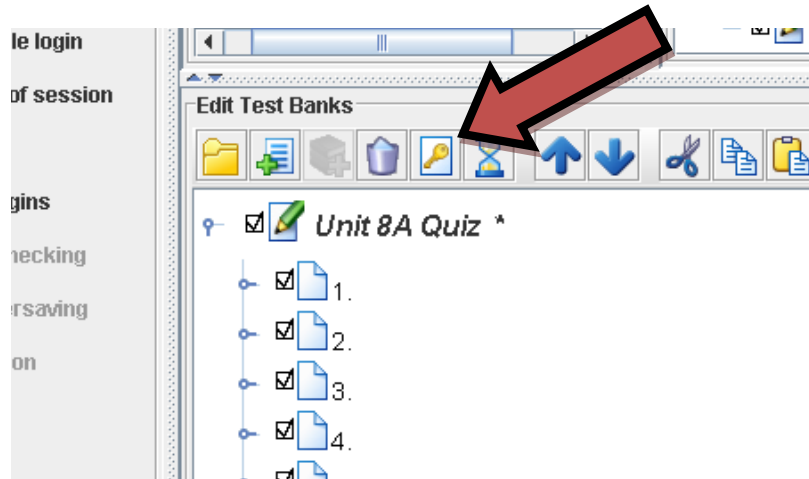
Enter the number of Multiple Choice Questions, Multiple Response Questions and Fill-in (for number answers instead of A, B, C or D) Questions, then select the number of answer choices and click OK.

Edit Test Key dialogue box will open, input the answers for each question by checking the correct response.



After answers have been entered, the edit test bank screen will appear.

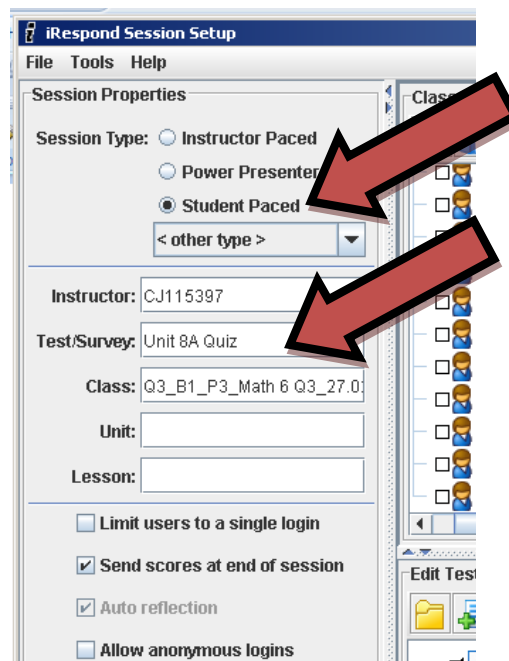
To change a wrong answer, click the key icon:



To administer student paced response assessment:

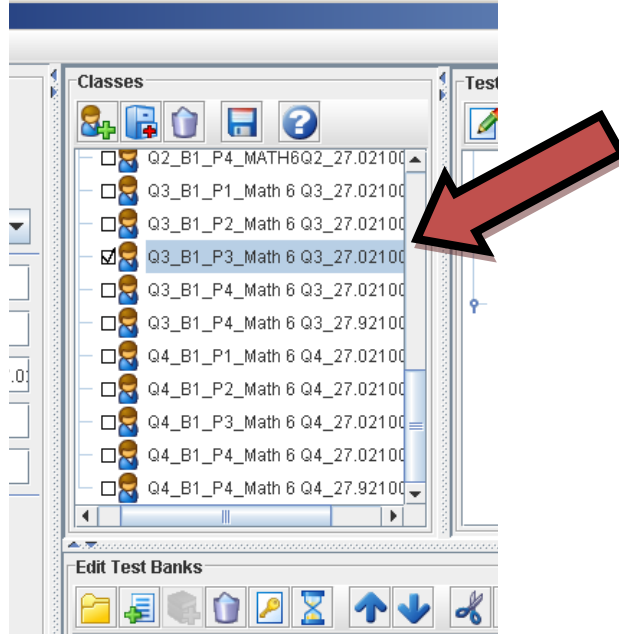
Session Properties:

- Select Student Paced
- Name the test in the box marked Test/Survey if there is no name.



Classes:

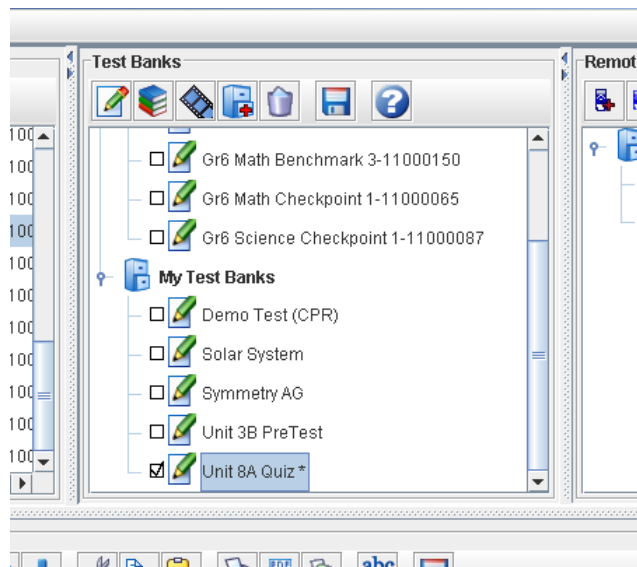
-Select roster(s) for the session. (If co-taught class, hold the CTRL or SHIFT key to select more than one class.) Make sure the correct quarter roster is selected.



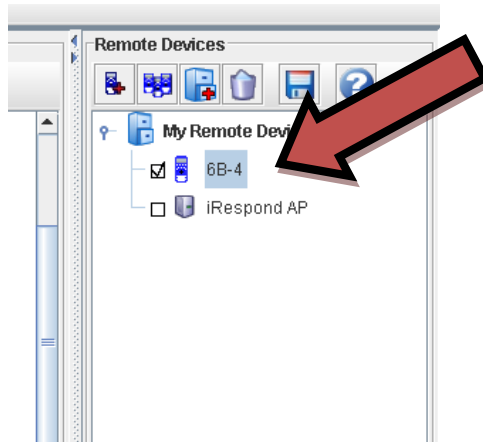
If more than one class roster is selected, click the class below to unselect.

Test Banks:

Select the assessment you created for this session.

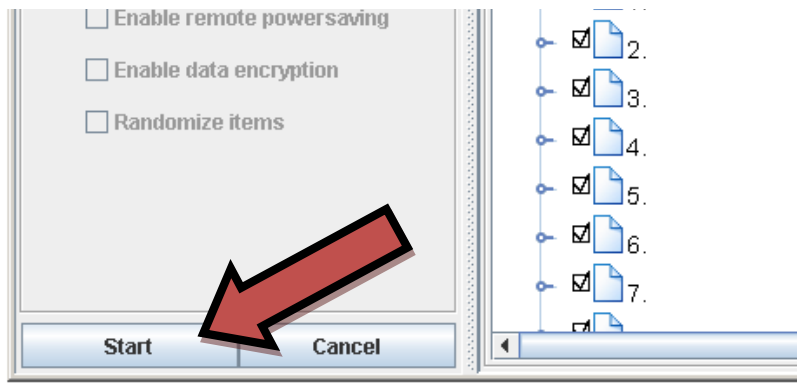


Selecting Remote Devices:



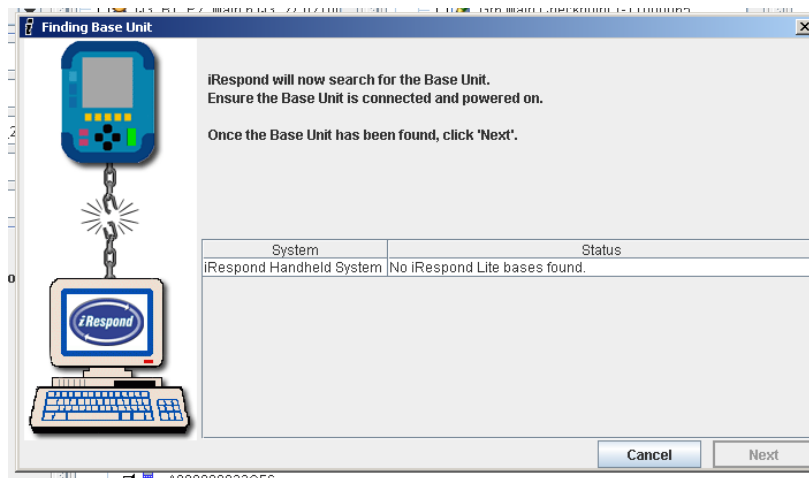
Select your remotes. (This will be named accordingly with your setup.)

To begin session, Click START in the bottom left of your iRespond dashboard.

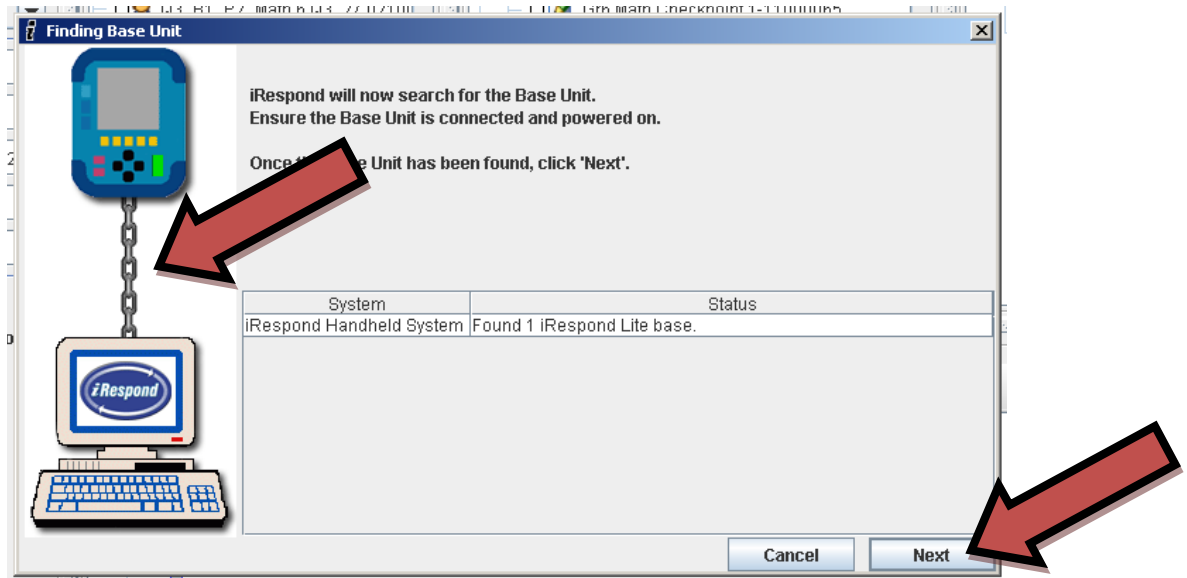


If Unsaved Changes have been made, select YES to save changes.

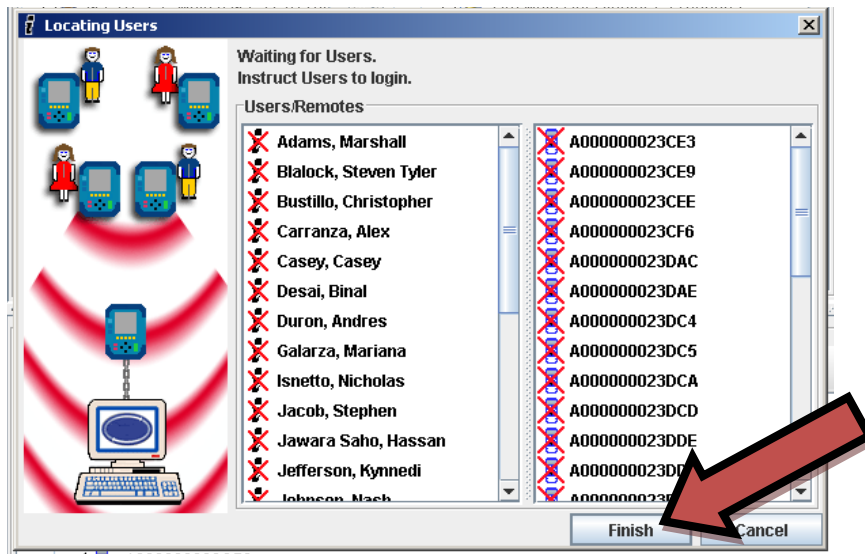
You will be prompted to plug-in and power on the base unit.



Once your base is connected and powered on, the broken link will connect and you will click NEXT.



You can prompt students to login at that time or start the session and they can login when they are ready. Click Finish to start the session. As students power on their remotes and login, the red X will disappear from the icon next to their name.



Student PIN: lunch id number

Press SEND.

Using the hard paper copy provided by the teacher, students will begin putting in their answers.

The top of the remote will read the question number on the left and the number of questions on the right. Example: Question 1 out of 10 will show:

1	10
---	----

Student will enter the response and press the SEND button.

After all questions are sent, the screen will show:

Logout?
no

Students will press the right arrow button:

Yes will appear:

Logout?
Yes

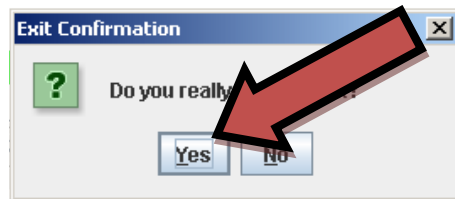
Press SEND and the score will appear.

Have students press and HOLD power key to shutoff. Hold the power key until it powers off.

Shutoff?

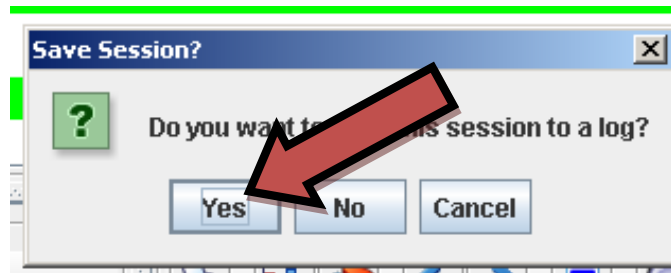
To save a report:

Exit iRespond and you will see "Do you really want to exit?":



Click YES.

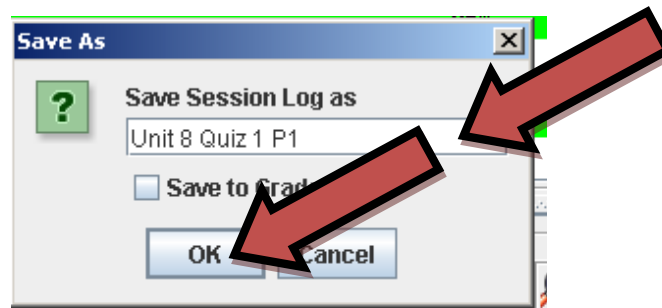
Next, you will see “Do you want to save this session to a log?”



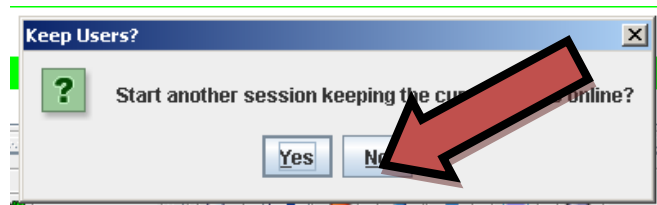
Click YES.

Type in the name of the log as you want it to appear. Click OK.

Save to Gradebook is not available at this time.



You will see “Start another session keeping the current users online?”

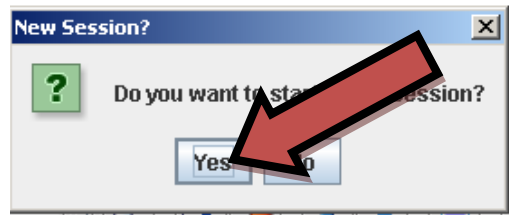


Select NO.

You will see “Powering down remotes.” The base will send a signal to ALL remotes to power off.



Finally you will see “Do you want to start a new session?” To open iRespond for the next class period, select YES.



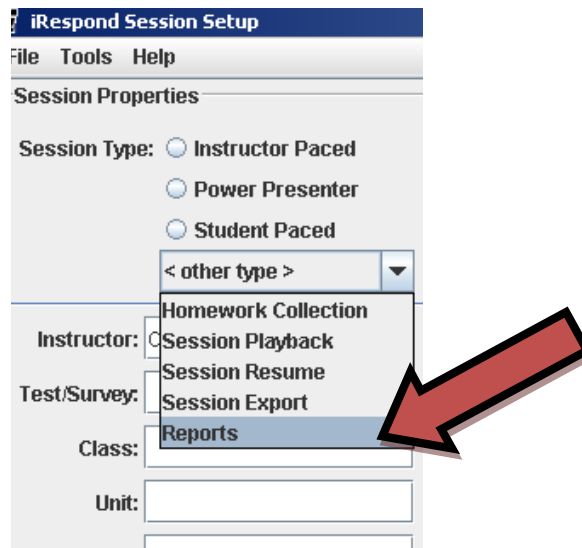
Go through the procedure again with selecting the new class information.

To View and Print a report:

In the Sessions Properties box,

Select the drop down menu labeled <other type>

Then select Reports.



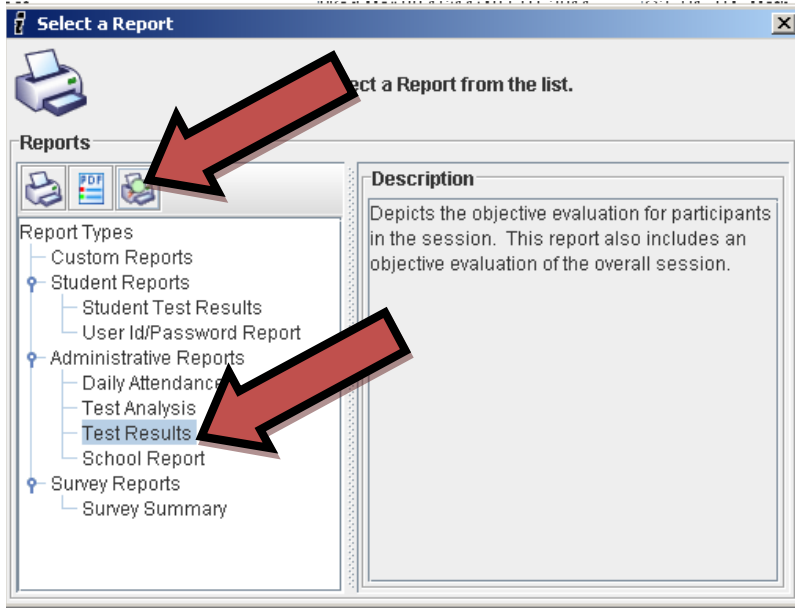
Select the report you wish to View/Print.

Click START.

It is recommended viewing one report at a time.

Select	Logfile Name	Date	Class	Instructor
<input type="checkbox"/>	Unit 8 Quiz 1 P2	Fri Mar 11 11:09:59 EST 2011	Q3_B1_P2_Math 6 Q3_27.021001...	CJ115397
<input type="checkbox"/>	Most Recent Session(CJ115397@...	Fri Mar 11 11:09:42 EST 2011	Q3_B1_P2_Math 6 Q3_27.021001...	CJ115397
<input checked="" type="checkbox"/>	Unit 8 Quiz 1 P1	Fri Mar 11 10:27:44 EST 2011	Q3_B1_P1_Math 6 Q3_27.021001...	CJ115397
<input type="checkbox"/>	test	Wed Mar 09 16:11:48 EST 2011	Q3_B1_P4_Math 6 Q3_27.021001...	CJ115397
<input type="checkbox"/>	Symmetry period 4	Fri Jan 07 13:53:57 EST 2011	Q3_B1_P4_Math 6 Q3_27.921001...	CJ115397
<input type="checkbox"/>	Symmetry Period 3	Fri Jan 07 13:19:23 EST 2011	Q3_B1_P3_Math 6 Q3_27.021001...	CJ115397
<input type="checkbox"/>		Mon Nov 08 14:11:57 EST 2010	Q2_B1_P4_MATH6Q2_27.021000...	CJ115397
<input type="checkbox"/>	Unit 3B Pretest period 2	Mon Nov 08 11:39:27 EST 2010	dailyroster, Q2_B1_P2_MATH6Q2_...	CJ115397
<input type="checkbox"/>	Unit 3B Pretest Period 1	Mon Nov 08 10:33:56 EST 2010	Q2_B1_P1_Math 6 Q2_27.021000...	CJ115397
<input type="checkbox"/>	Unit 4 Period 4	Mon Nov 01 14:26:11 EDT 2010	Q2_B1_P4_MATH6Q2_27.021000...	CJ115397
<input type="checkbox"/>	Unit 4 Review Period 3	Mon Nov 01 13:23:55 EDT 2010	dailyroster, Q2_B1_P3_MATH6Q2_...	CJ115397
<input type="checkbox"/>	Unit 4 Review Period 2	Mon Nov 01 11:26:14 EDT 2010	Q2_B1_P2_MATH6Q2_27.021000...	CJ115397
<input type="checkbox"/>	Unit 4 Period 1	Mon Nov 01 10:24:56 EDT 2010	Q2_B1_P1_MATH6Q2_27.021000...	CJ115397

Select Test Results and you will want to preview before printing.



A PDF file will open with the report.

Select PRINT.

