



## 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.

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.

**Class Information**  
Create class lists to save assessment results and track performance.

Name:  This is a required field.

Period:


Location:

Passing grade:  % \*

## 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

**Rachelle A.** Properties Performance Results

Student ID:  \*

First name:  \*

Last name:  \*

E-mail:

**Tags:**

Use a semicolon (;) to separate tags  
e.g., Honors; IPP

Use a colon (:) to create categorized tags  
e.g., Gender: Female; Gender: Male; Previous School:  
Westwinds Elementary

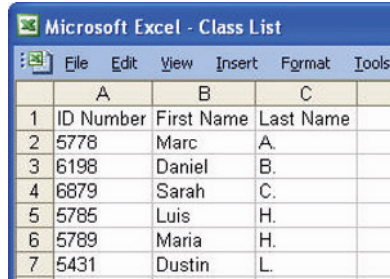
**Tip:** Tag students with keywords to track specific characteristics of a student. You can use these characteristics to measure and analyze student performance in greater detail.

- 6 To add another student, repeat steps 2 – 5

## Importing a class list

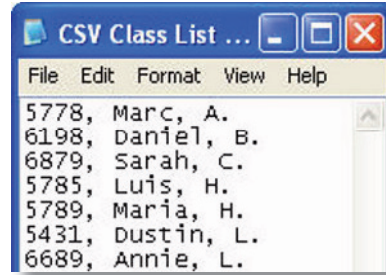
If you've already created class lists in Microsoft® Excel® spreadsheet software, in Senteo 1.0 assessment software or as Comma Separated Values (CSV), you can import them into SMART Response assessment software without having to re-enter student information.

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



	A	B	C	
1	ID Number	First Name	Last Name	
2	5778	Marc	A.	
3	6198	Daniel	B.	
4	6879	Sarah	C.	
5	5785	Luis	H.	
6	5789	Maria	H.	
7	5431	Dustin	L.	

*Microsoft Excel class list formatting*



File	Edit	Format	View	Help
5778,	Marc,	A.		
6198,	Daniel,	B.		
6879,	Sarah,	C.		
5785,	Luis,	H.		
5789,	Maria,	H.		
5431,	Dustin,	L.		
6689,	Annie,	L.		

*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**