USING SMART RESPONSE

The SMART Response interactive response system is an assessment tool that enhances learning. It facilitates summative and formative assessment by enabling you to pose a question before, during or after a lesson to find out whether students are on track. You can use the feedback to help shape the rest of your lesson.

This manual is designed to be a quick reference to some of the important topics in using Smart Response. For more detailed instructions see the Smart Response User manual. *Please note that that manual is 102 pages long so you won't want to print the entire thing. I will reference the page numbers as I discuss each topic. The page numbers are the PDF page numbers not the page numbers you see at the bottom of each page. You can download the manual from my Smart Board Training page* https://www.troy.k12.oh.us/~for/staff/smartboard.htm *or from the Smart Webpage* http://www.smarttech.com/us/Support/Browse+Support/Product+Index/Software+Products/SMART+Response+Software/2010

There are 4 main steps to using Smart Response in the classroom.
> **1. Create an assessment.**
> **2. Have the students log in to your teacher file class list.**
> **3. Have students answer the questions in the assessment.**
> **4. Analyze the data from the assessment.**

<u>CREATING AN ASSESSMENT</u>

There are three main ways to create an assessment using your Notebook software.

1. You can use the wizard and create the questions for the assessment in Notebook.

2. You can type your questions in Word and import them.

3. You can use a worksheet, workbook page, or other existing assignment and set up an assessment with just the type of questions and the answers.

You can also use the "Instant Question" option to ask questions one at a time as you are teaching.

Using the Wizard

Start by inserting a Title page. You can do this from the Response menu or the Response Tab. On your title page you need to add a title and make sure you have something in the "type". Changing the "type" doesn't have any effect on your assessment, but not having a "Type" can cause problem later. After the Title page appears then you need to decide the Feedback type. See below from page 71.

> **ℹ NOTES**
>
> ○ Select the **Remember names** check box if you want to identify students when reviewing results during the assessment.
>
> ○ Clear the **Remember names** check box if you want to display the SMART Notebook file on a SMART Board interactive whiteboard during the assessment but don't want students to see each other's results. (You can review, print and export the results after the assessment even if you clear the **Remember names** check box.)

6. From the *Show results to students* drop-down list, select one of the following options:

Feedback option	Description
After you stop collecting responses	The students can see how they answered and see their grade after you click **Stop**.
	If you select this option, you can also choose to show the correct answers with grades and show class average.
After all questions are answered	The students can see how they answered and see their grade after they finish answering all questions.
	If you select this option, you can also choose to show the correct answers with grades and show class average.
After each question is answered	The students can see how they answered each question and see their grade after they finish answering all questions.
	If you select this option, you can also choose to show the correct answers with grades and show class average.
Don't show grades on clickers	The students can't see how they answered or their grades.

Once you have a title page then you need to insert the questions. Through the Response menu or tab select insert question. The question wizard will appear. *If you have PE clickers you will see a sixth option, text.* See pages 44-47 for more details about the question types.
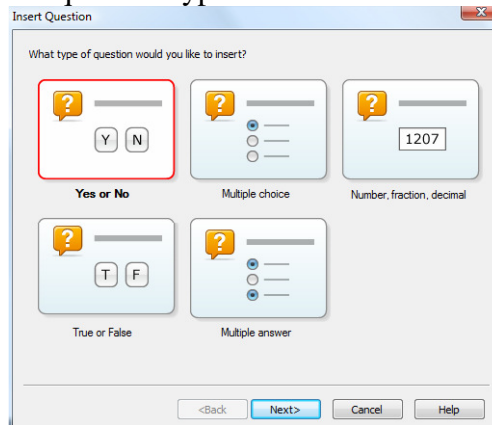
Choose the type of question you want. At the next menu type the question and change the format options. If it is multiple choice then you type the choices. The last screen you type the answer(s) and decide the point value. If you want to insert another question then click "Insert Another".

Importing Questions from Word
Another way to create you assessment is to import the questions from Word. In Word type your questions using the format examples below from pages 48-49

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1. According to the U.S. Census Bureau, the majority of poor children live in:
a. urban areas
b. suburban areas
c. rural areas

2. Can you fill a 10 L aquarium with five 2 L pitchers of water?
Yes
No

3. True or false: Half of all even whole numbers are divisible by 4.
True
False

4. Let x = 3. Compute y from the equation below.
y = 20 - 4x
Answer: _____

5. Which Native American group lived in the highlighted area on the map?
a. Kwakiutl
b. Sioux
c. Iroquois

Once you have your document created save and close it. In Notebook select Response > Import Question From > Microsoft Word. The Open dialog box appears. Browse to and select the Word document, and then click Open. A progress bar appears and closes when the conversion is complete. **Make sure on the title page to select a type.** Check to make sure the question imported correctly. You can set all of the answers at one time go to Response > Set All Answers.

Using Existing Questions
The easiest Assessment to create is to use questions that have already been written in a textbook, workbook, or worksheet. If the students have the questions in front of them you don't need to retype the questions. Set up a title page and one question in the same format as the questions on the student's page. For example, if the student page has 5 multiple choice questions then create one multiple choice question. Then in the page Sorter tab go to the page with the question and Clone that page however many times as you have questions. When you are done use you answer manual and the Set All Answers menu to program all of the answers. If you want to refer back to the questions after the assessment then scan the page(s) and place them on an empty page in the Notebook document.

Instant Questions
The following is from the Instant Questions section on pages 27-28:

Asking instant questions

Use the Instant Question feature to introduce the SMART Response interactive response system to your students. Instant questions are individual questions you ask spontaneously—they aren't part of an assessment. When you use the Instant Questions feature, you're unable to type a question or assign a correct answer.

You can ask an instant question verbally, write or type it on an interactive whiteboard and add objects directly onto the SMART Notebook page.

ℹ NOTE

Make sure that you start your class and that all students are connected before you ask instant questions.

▌ To ask individual questions using the Instant Question feature

1. Click the **SMART Response** icon 📱 in the Windows notification area or the Mac menu bar, and then select **Open Notebook Software**.

   A blank SMART Notebook page appears.

2. Click **Insert Question** 📋 on the toolbar.

   💡 TIP

   If *Insert Question* isn't on the toolbar, you can right-click the toolbar and add it.

3. Click one of the **Instant Question** buttons.

   The *Instant Question* dialog box appears asking whether you want to insert the question on this page or on a new page.

4. Select one of the options.

> **TIP**
>
> If you want to use the same option by default, select the **Always perform this action** option. You can change the default in the *Preferences* menu.

A SMART Notebook page appears showing the possible answers to the question. The *Response* tab changes to *Single Question*, and the *Progress* button is selected.

The question starts automatically and appears on the student's display.

> **NOTE**
>
> If you haven't started a class, a message appears asking you to select a class. Select a class, and then click **Start Class**.

5. Present your question to the class.

6. After all students answer the question, click **Stop this question**.

7. To save the results, click **Save** 💾.

To add another question without clearing the results of the previous question, don't click **Clear**, and then repeat steps 2 to 5.

STUDENT LOG INTO CLASS

If you want to be able to see the responses for each student you will want to set up a class list in the teacher file with each student's ID, first name, and last name. If you want to be able to import their grades directly into ProgressBook you will want to use the student's official "District Student ID". Read pages 31-33 in the manual or watch Smart Response Training video "#3 Setting up the Teacher File".

Before students can log in you need to start the class. Go to Response > Start Class > Choose the class you want to start. You will see flashing green lights on the receiver when it is ready. Tell the students to log in. You can check to see how many students are logged in my clicking the response button in your system tray or by opening the class list and looking for the green dots by their name.

If you don't need to see student specific responses, but just want a quick picture of what the class can do then you would want to start in "Anonymous Mode. The chart on the next page from page 57 explains the differences between the two modes.

Sign In mode	Anonymous mode
Teachers use a class list that identifies each student by name and ID number.	Teachers can operate the system without a class list.
Students can connect to the class, but they must sign in with their assigned ID number.	Students can connect to the class without identifying themselves.
Teachers can control when students can sign in by locking a class.	Teachers can't control when a student can sign into their class.
Under the teacher's control, students can see their own grades, but they can't see any other students' grades.	Under the teacher's control, students can see their own grades, but they can't see any other students' grades.
If the *Remember names* check box is selected, teachers can identify individual students as they connect to the class.	Teachers can see how many students are connected.
Teachers can use Gradebook to save and analyze student and class performance over time.	Teachers are unable to save and analyze student and class performance over time.
Teachers can generate student and class reports.	Teachers are unable to generate student or class performance reports.
Teachers can see, export and print the total class grade.	Teachers can see, export and print the total class grade.
Teachers can see, export and print total scores for each question.	Teachers can see, export and print total scores for each question.
Teachers can see, export and print each student's grade for each question and for the whole assessment.	Teachers are unable to identify student names or individual grades.
Teachers can review results during the assessment in the *Response* tab for the class as a whole and for individual students (if the *Remember names* check box is selected).	Teachers can view results for the class as a whole during the assessment in the *Response* tab.

Once everyone is logged in then you need to start the assessment. You can do this by going to Response >Start Assessment or go to the Title page and the Response Tab and click "Start This Assessment Now".
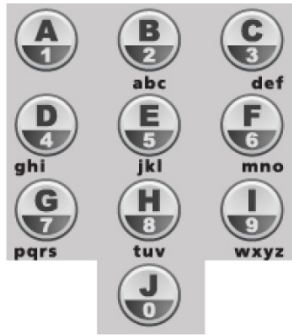
STUDENTS ENTER ANSWERS

Pages 64 - 69 gives instructions on how to answer questions. Here are a few less obvious tips.

🟩 **To enter a mixed fraction**

1. Enter the whole number

2. Press ⊗ .

3. Enter the numerator.

4. Press ⊗ .

5. Enter the denominator.

Answering text answer questions

Students can answer text questions using the following buttons on their clickers:

Responding to text answer questions on a SMART Response PE clicker is similar to texting on a cell phone.

EXAMPLE

To respond "iron", a student would do the following:

1. Press **ghi** three times to enter *i*.

2. Press **pqrs** three times to enter *r*.

3. Press **mno** three times to enter *o*.

4. Press **mno** two times to enter *n*.

☞ **IMPORTANT**

Text answers are case sensitive. If the only acceptable answer to a text answer question is "Iron", students must enter "Iron" and not "iron" or "IRON". To change to uppercase, students press on their clickers.

■ **To enter a space**

Press .

During the assessment you can see the number of students who have answered, a list of "Who Isn't Finished", and a real time graph of the student's results. Keep in mind that you won't want to students to see this information so you should load the question on the screen and use your Smart Board Remote to freeze the screen while you monitor the results. When the students are finished typing their answers click on Stop Assessment on the Response Tab.

ANALYZING THE RESULTS

Once the students are done you will immediately see a graph for each question. You have the option to see a pie chart or a bar graph. You can insert it into Notebook to make it larger or copy and paste it into another program.

Another way to see the data is to print the results from Notebook. Go to File > Print.
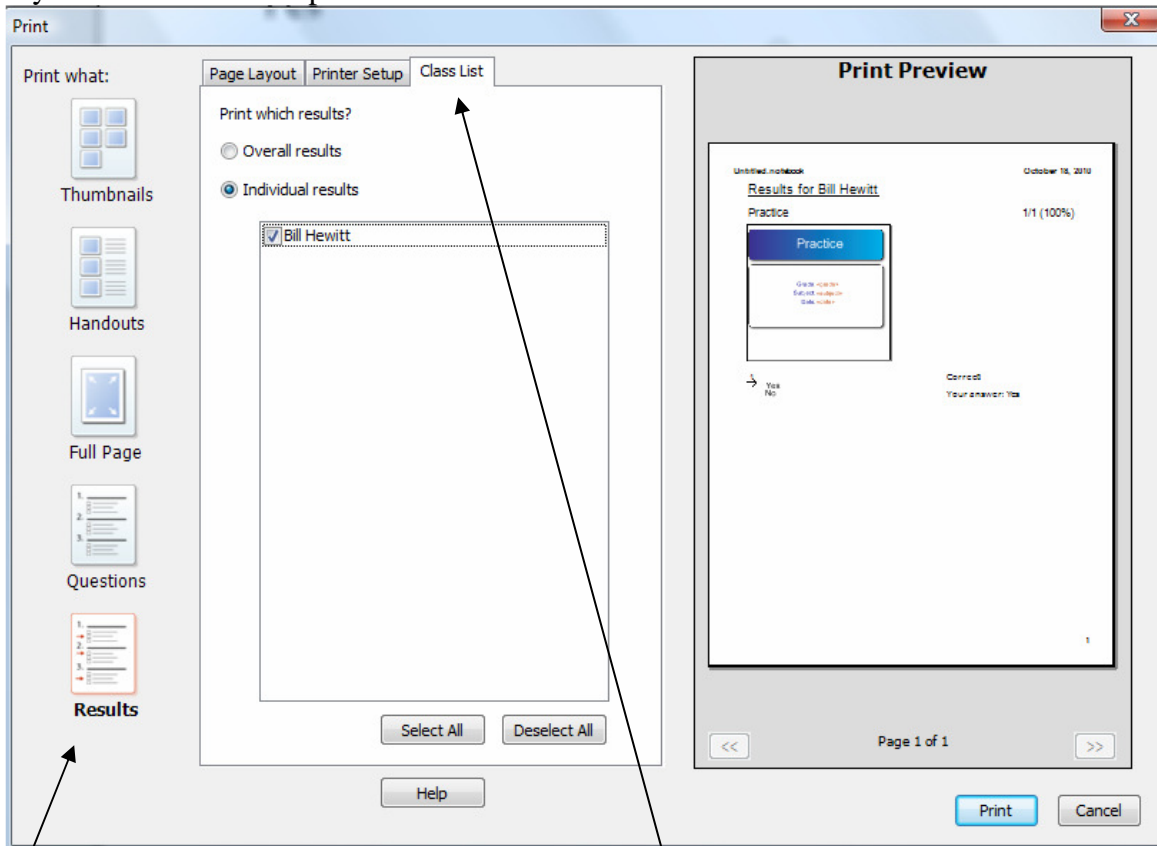
Click the Results option on the left side. Then go to the Class List tab. Here you can chose to print Overall Results or a specific individual's results. The print off will give each question with an arrow point to the correct answer and with the Overall Results a breakdown of how many students answered each question.

The most comprehensive way to analyze the results is to export the results to Excel. In SMART Notebook, select Response > Export results to > Microsoft Excel. This will give you a list of every student who took the assessment, what each student answered on each question and the overall results for each student and each question.

If you want to export the results into Progress Book then watch Smart Response Video Tutorial "10. Export to ProgressBook".

Other areas you might want to read about in the user manual:
Overall Features of Smart Response = pages 10-11
Tagging students - page 37
Tagging questions - page 55
To monitor clickers and identify a clickers MAC address - page 62
Maintaining SMART Response - pages 89-93