Setting up the SMART Response™ system

This document guides you through the initial set up of Teacher Tools. Before you begin, install SMART Response™ assessment software on the computer that you'll use to deliver SMART Response assessments.

Confirming your model of SMART Response system

When you or your system administrator first install SMART Response software, you select the model that your students will use to answer questions. This model determines the types of questions you can create and deliver. Use the *SMART Response Setup Tool* to confirm or change these settings.

To open the SMART Response Setup Tool

1. Close SMART Notebook™ collaborative learning software and Teacher Tools if they're open.
2. Click the **SMART Response** 📱 icon in the Windows® notification area or Mac Dock, and then select **Setup Tool**.

NOTE: You must have an active subscription to the SMART Response VE or CE system to select *SMART Response VE* or *SMART Notebook SE* respectively, or to include SMART Response VE in the same class as other devices.

Opening Teacher Tools

You can use Teacher Tools to organize your classes and to store results and student responses from SMART Response assessments. You can also use Teacher Tools to analyze these responses and create reports.

NOTE: You can create and deliver assessments in Anonymous mode without first setting up Teacher Tools. To get started right away, open SMART Notebook software and see the Creating SMART Response assessments quick reference guide for instructions.
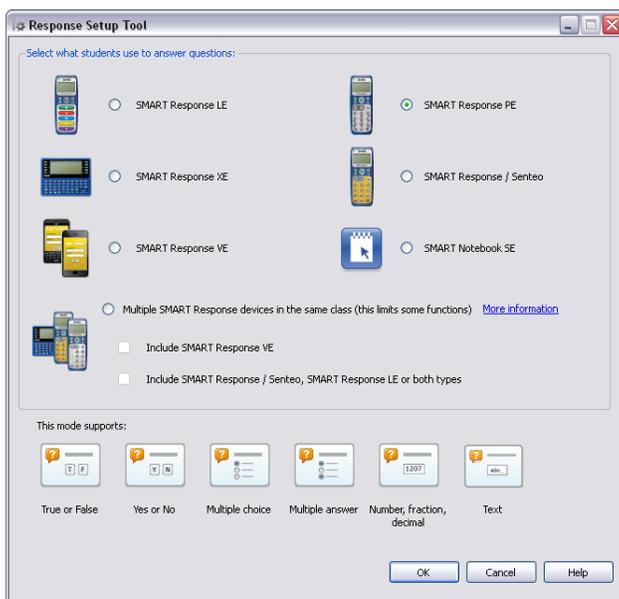
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To open Teacher Tools

1. Click the **SMART Response** 🗒 icon in the Windows notification area or Mac Dock.
2. Select **Click here to start a class!** under the *Teacher Tools* heading. The *Welcome to Teacher Tools* window appears.
3. Enter the information that you want to appear in printed reports.
4. Unless you're using the SMART Response CE or VE systems, type a classroom name. Your students will use this name to distinguish your receiver from others within range.

TIP: Choose a name that students will easily recognize as your class.

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5. Click **Save**.

NOTE: Save your .teacher file to the local drive of the computer that will be used to display questions, not a network or USB drive.

Adding a class

You can add classes to Teacher Tools in order to store and analyze responses associated with individual students.
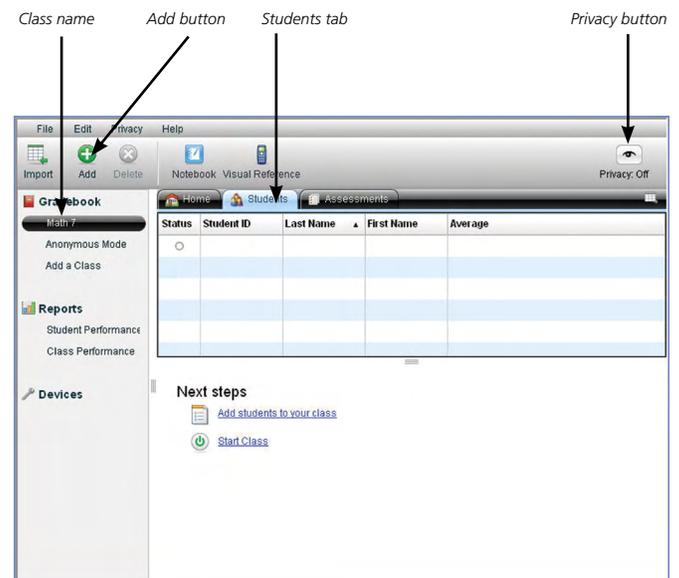
To add a class

1. Click **Add a Class** in the *Gradebook* side menu.
2. Type your class information into the fields.
3. Click **Add**. The class displays in the *Gradebook* list.

Creating a class list

You can manually enter student information for each class to create or update class lists in Teacher Tools.

To add student information to a class

1. Click the name of the class that you want to add students to.
2. Click the **Students** tab.
3. Click **Add**. The *Properties* area appears in the lower pane of the *Students* tab.
4. Type the student's information into the boxes. Press the TAB key to advance to the next box.

5. In the *Tags* box, type in terms that you want to associate with that student.

Microsoft Excel class list formatting

Tɪᴘ: 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.

Comma Separated Values (CSV) class list formatting
(ID Number, First Name, Last Name)

Importing a class list

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

Format your class lists according to the following guidelines before you import them.

Nᴏᴛᴇ: Senteo class lists don't require any formatting to import into SMART Response software.

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**.