SMART Response™ CE
User's Guide

Extraordinary made simple™ | **SMART**™

Product Registration

If you register your SMART product, we'll notify you of new features and software upgrades.

Register online at www.smarttech.com/registration.

Keep the following information available in case you need to contact SMART Technical Support.

Serial Number: _____

Date of Purchase: _____

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Chapter 1
Introduction

About SMART Response™ CE

SMART Response CE assessment software enables you to deliver planned or spontaneous student assessments. It integrates with SMART Notebook™ and SMART Notebook SE (Student Edition) collaborative learning software, so you can deliver your lessons and assessments with the same software your students use to connect to your classes and submit their answers.

Integration with SMART Notebook

SMART Notebook is software you can use with SMART Response CE to create questions, assessments and presentation files, and then present them to your students. For more information, see *Using SMART Response CE with SMART Notebook* on page 31.

Integration with SMART Notebook SE

SMART Notebook SE is software your students can use to connect to your class, take quizzes and assessments, respond to questions and submit their work. For more information on how students use SMART Notebook SE with SMART Response CE, see the SMART Notebook SE online Help (http://onlinehelp.smarttech.com/english/windows/help/notebookse/1_6_0/Index.htm).

System Requirements

Pentium® III 750 MHz or later processor
512 MB RAM (1 GB recommended)
750 MB of free hard disk space for minimum installation
(2150 MB for full installation with Gallery collections)
Windows® XP, Windows Vista® or Windows 7 operating system
Internet Explorer® Internet browser 6.0 or later
Adobe® Flash® Player 10 plugins for Internet Explorer Internet browser and Firefox® web browser (provided with SMART Response)
Adobe Reader® 8.0 or later
Microsoft DirectX® application programming interface 8.1 or later
(required for SMART Video Player)

NOTES

- 1 MB = 1024² bytes, 1 GB = 1024³ bytes.

- SMART Response assessment software runs on 32-bit operating systems only.

- You're unable to use SMART Response software with Intel Itanium® processors.

Activating SMART Response CE

You must activate your SMART Response CE assessment software within 30 days after installation. After you install the software, use the following procedure to find your product key and activate the software.

To activate SMART Response CE

1. Click the **SMART Response** icon 🔶 in the notification area, and then select **Activate SMART Response**.

   NOTE
   If the option doesn't appear or is grayed out, you don't need to activate the software.

   The *SMART Software Activation: SMART Response* dialog box appears.

2. Click **Activate License**.

3. Follow the on-screen instructions to enter the product key and activate the software.

   NOTE
   The product key is printed on an insert inside the SMART Classroom Suite 2009 disc case.

Contacting SMART Technologies

Visit the SMART Support website at www.smarttech.com/support to check for software upgrades, including SMART Notebook software and SMART Response assessment software. You'll find installation and user's guides, how-to and troubleshooting articles, SMART product solutions, and answers to your questions. Use the SMART Support website to contact Technical Support.

Selecting How Students Answer Questions

Students can answer questions using one of four available devices:

• SMART Response PE clickers

• SMART Response clickers

• SMART Response LE clickers

• SMART Notebook SE software on student computers

Each of these devices has a corresponding mode in SMART Response. When you or your system administrator first installed SMART Response, you selected the appropriate mode for the devices in your classroom. You can change the mode after installation using the SMART Response Setup Tool.

> **NOTE**
>
> • You must have administrative privileges on your computer to use the SMART Response Setup Tool.
>
> • Different question types may be available to different student devices.

To select how students answer questions

1. Stop any running classes, and close SMART Notebook and Teacher Tools if they're running.

2. Select **Start > All Programs > SMART Technologies > SMART Response > Setup Tool**.

   The *SMART Response Setup Tool* window opens.

3. Select one of the following options:

   – **SMART Response PE clickers**

   – **SMART Response clickers**

   – **SMART Response LE clickers**

   – **SMART Notebook SE**

4. Click **OK**.

   A message appears stating that your setup has changed.

5. Click **OK**.

   When you start SMART Response, your students can answer questions using the device you selected in step 3.

Chapter 2
Using Teacher Tools

About Teacher Tools

Using Teacher Tools, you can access, view and manage all student data in one location. You can create class lists, and set up, conduct and manage assessments. You can track each student's progress over several assessments and you can even tag questions with keywords to evaluate test results and student performance in greater detail.

Teacher Tools makes it easy for you to keep everything organized. The easy-to-use management tool automatically files test results in the built-in Gradebook. It also lets you view performance reports and test scores, and manage your class lists.

This chapter covers the steps involved in setting up Teacher Tools.

Setting Up Teacher Tools

Before you can use SMART Response CE, you must:

- Create a SMART Teacher (.teacher) file.

- Create a SMART Response class.

- Start Teacher Tools in *Gradebook* view.

- Start a SMART Response class, or start in Anonymous mode.

NOTES
- You can safely close Teacher Tools while students are connected and an assessment is running.

- You can restart Teacher Tools at any time by clicking the **SMART Response** icon in the notification area and selecting **Click here to start a class**, or by selecting **Response > Teacher Tools** in the SMART Notebook menu bar.

Creating a SMART Teacher File

The first time you start SMART Response CE, you need to create a SMART Teacher file where you save all of your class lists and assessment results. Your SMART Teacher file also enables your students to find and connect to your classes by displaying your title and last name (for example, Mrs. Jones) in SMART Notebook SE.

To create a SMART Teacher file

1. Click the **SMART Response** icon in the notification area, and then select **Click here to start a class**.

   The *Welcome to Teacher Tools* wizard appears.

   NOTE
   The wizard appears only if you haven't created a SMART Teacher file yet.

2. Type your information in the fields provided.

   NOTE
   The name you type here is the class name your students will see and connect to in SMART Notebook SE.

3. Click **Save**.

   A *Save As* dialog box opens.

4. Browse to the folder where you want to save your SMART Teacher file, and then click **Save**.

Creating a New SMART Teacher File

If you've already created a SMART Teacher file but you want to create a new one, follow the instructions below.

To create a new SMART Teacher file

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select **File > New**.

   The *Gradebook Information* window appears.

3. Type your information in the fields provided.

   NOTE
   The name you type here is the class name your students will see and connect to in SMART Notebook SE.

4. Click **Save**.

    A *Save As* dialog box opens.

5. Browse to the folder where you want to save your SMART Teacher file, and then click **Save**.

Editing Your SMART Teacher File

The first time you use SMART Response CE, you create a SMART Teacher file that lets students find and connect to your classes in SMART Notebook SE by displaying your title and last name (for example, Mrs. Jones).

You can use the following steps to change the name your SMART Teacher file displays in SMART Notebook SE.

To edit your SMART Teacher file

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* below).

    NOTE
    You're unable to edit your SMART Teacher file name if a class is running.

2. Click **Edit** (the blue underlined text beside the Gradebook name).

    The *Edit Gradebook Information* window appears.

3. Edit the information, and then click **Done**.

Starting Teacher Tools in *Gradebook* View

SMART Response has two views that you can work in: *Basic* view and *Gradebook* view. In *Basic* view you can start a class and have students connect to it. Use *Gradebook* view if you want to create or edit a SMART Teacher file, change your mode of operation, manage class lists, review assessment results and perform many other actions.

The first time you use Teacher Tools, it opens to *Basic* view by default. You can switch to *Gradebook* view, and then set the software to open to *Gradebook* view by default.

To set Teacher Tools to start in *Gradebook* view

1. Click the **SMART Response** icon in the notification area, and then select **Click here to start a class**.

    Teacher Tools appears.

2. Click **To work with class lists, assessments and reports, switch to Gradebook view**.

    Teacher Tools switches to *Gradebook* view.

3. Select the **Start here when you start Teacher Tools** check box in the bottom left corner of the window.

Starting a Class

Before starting a class session, you must decide whether you want the system to operate in **Anonymous** mode or **Sign In** mode.

> **TIP**
>
> See *About Sign In and Anonymous Modes* on page 22 for more information on how students connect to your class in these modes.

Deciding on a Mode of Operation

This table summarizes the characteristics of each mode.

Anonymous Mode	Sign In Mode
You can operate the system without a class list.	You need to use a class list that identifies each student by name and ID number.
Students can connect without identifying themselves.	Students can connect using SMART Notebook SE, but they must sign in with their assigned ID number.
Under the teacher's control, students can see their own scores, but they're unable to see any other students' scores.	Under the teacher's control, students can see their own scores, but they're unable to see any other students' scores.
Teachers can see how many students are connected.	Teachers can identify individual students as they connect and sign in with SMART Notebook SE.
Teachers are unable to save and analyze student and class performance over time.	Teachers can use Gradebook to save and analyze student and class performance over time.

Anonymous Mode	Sign In Mode
Teachers are unable to generate student or class performance reports.	Teachers can generate student and class performance reports.
Teachers can see, export and print the total class score.	Teachers can see, export and print the total class score.
Teachers can see, export and print class scores for each question.	Teachers can see, export and print class scores for each question.
Teachers are unable to prevent a student from signing in, and to disconnect individual students.	Teachers can prevent individual students from signing in for a time interval, and can disconnect individual students.
Teachers are unable to identify students' names or their individual scores.	Teachers can see, export and print each student's score for each question and the class score.

Starting a Class in Sign In Mode

> **NOTE**
>
> Before you can start a class and have students connect in Sign In mode, you must have a class list. If you don't have a class list, you can create or import class lists (see *Working with Class Lists* on page 13).

To start a class in Sign In mode

1. Click the **SMART Response** icon in the notification area, and then select **Click here to start a class**.

2. If Teacher Tools opens in *Basic* view, click the **Start a Class** button, and then select the class from the drop-down list.

   OR

   If Teacher Tools opens in *Gradebook* view, select the class in the **Gradebook** area on the left, and then click **Start Class**.

   You can now ask the students to connect to your class.

Starting a Class in Anonymous Mode

As shown in *Deciding on a Mode of Operation* on page 8, you don't need a class list to operate SMART Response CE in this mode.

To start a class in Anonymous mode

1. Click the **SMART Response** icon 📱 in the notification area, and then select **Click here to start a class**.

2. If Teacher Tools opens in *Basic* view, click the **Start a Class** button, and then select **Anonymous Mode** from the drop-down list.

    OR

    If Teacher Tools opens in *Gradebook* view, select **Anonymous Mode** in the **Gradebook** area on the left, and then click **Start Class**.

    You can now ask your students to connect to your class.

    ℹ NOTES
    *   If students are already signed in to a class when you select Anonymous Mode, SMART Notebook SE switches to Anonymous mode.

    *   If students are working in Anonymous mode, and you start a class that requires sign-in, the students are signed off and then asked to sign in.

Exporting Results from Teacher Tools

You can export class, student or individual assessment results from Teacher Tools to a Microsoft® Excel® spreadsheet, to an HTML page for viewing on a Web browser or to a comma separated values (CSV) file that you can import into many spreadsheet and database applications.

ℹ NOTE
You can also export the result of an individual assessment from SMART Notebook.

To export results from Teacher Tools

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select **File > Export** from the menu bar.

    The *Export* dialog box appears.

3. Select the class with the results you want to export in the list, and then click **Next**.

4. Select the **By student** option if you want to export results for your entire class (the default selection) or for an individual student. If you want to export results for an individual student, select the student's name from the drop-down list.

   OR

   Select the **By assessment** option if you want to export the results of a class assessment, or of all the assessments a class has taken.

5. Click **Next**.

6. Select the format into which you want to export results, and then click **Next**.

   A *Save As* dialog box appears.

7. Browse to the folder where you want to save the file, type a name for the file, and then click **Save**.

   The results export and open in your computer's default file viewer.

Chapter 3

Working with Class Lists

Managing Class Lists

Before starting a class in Sign In mode, you must have a class list. You can use Teacher Tools to create, import or modify class lists.

> **ℹ️ NOTE**
> You're unable to modify or remove students from class lists while a class is running. However, you can add students and import class lists while a class is running.

In this chapter you'll find information on the following topics:

- *Creating Class Lists* on page 14

- *Importing Class Lists from Microsoft Excel* on page 14

- *Importing Class Lists from CSV Files* on page 16

- *Modifying Class Lists* on page 18

Creating Class Lists

> **NOTE**
> You don't need to create class lists to start a class in Anonymous mode.

To create a class list

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Click **Add a Class** in the **Gradebook** area on the left.

3. Type a name for your class, add any optional details to the **Class Information** boxes, and then click **Add**.

   After a short delay, the new class's window appears, and the class name appears in the **Gradebook** area.

4. Click the **Students** tab at the top of the window.

5. Select **Edit > Add**, or click the **Add** button on the toolbar.

   The *Properties* window appears below the table.

6. Type a unique number of 1 to 15 digits in the **Student ID** box.

7. Type a student's name in the **Name** boxes. The student's e-mail address and tags are optional. You can also type name and ID information directly into the table fields.

   > **TIP**
   > You can use tags to categorize the students into custom groupings that SMART Response CE uses when you create student reports.

   The student information saves to the class list as you enter it.

8. Repeat steps 5 to 7 for each student.

Importing Class Lists from Microsoft Excel

If you use Microsoft Excel software to maintain class lists, you can import an .xls file into Teacher Tools to create a class list. You may find it easier to copy the list of names in your current Excel document into a new spreadsheet.

> **IMPORTANT**
> In the following procedure, **First Name** and **Last Name** are required values.

Creating a Class List in Microsoft Excel

To create a class list in a Microsoft Excel spreadsheet

1. Open the Excel spreadsheet containing your students' names.

2. Insert a blank row at the top of the spreadsheet, if it doesn't already have one.

3. In the first cell (A1), type **ID Number**.

4. In the first cell of the second column (B1), type **First Name**.

5. In the first cell of the third column (C1), type **Last Name**.

6. Move the first and last names into columns B and C, directly below the headings.

7. Type a unique ID number of 1 to 15 digits for each student into column A, and then save the spreadsheet.

Importing the Class List from Microsoft Excel

Now that you've created your class list, you can import it into SMART Response CE.

To import a class list from a Microsoft Excel spreadsheet

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Click **Add a Class** in the **Gradebook** area on the left.

3. Type a name for your class, add any optional details to the **Class Information** boxes, and then click **Add**.

   After a short delay, the new class's window appears, and the class name appears in the **Gradebook** area.

4. Click the **Students** tab at the top of the window.

5. Click the **Import** button at the top of the window. You can also click **Add students to your class** below **Next steps**.

   The *Import* dialog box appears.

6. Select the class to which you want to import the class list, and then click **Next**.

7. Select **Microsoft Excel** from the **Import from** list, and then click **Next**.

8. Browse to and select the .xls file containing the class list, and then click **Open**.

   The class list appears in the table. You can now edit each student's information as required.

Importing Class Lists from CSV Files

If you use a database or spreadsheet program to maintain class lists, you may be able to export the list as a CSV file.

💡 **TIP**

Refer to your software's Help or user's guide for information on exporting CSV files.

Creating the CSV File

To create a class list file in CSV format

After exporting your class list as a CSV file, format your file in a text editor so that the first three values are **ID Number**, **First Name** and **Last Name** as shown in this example.
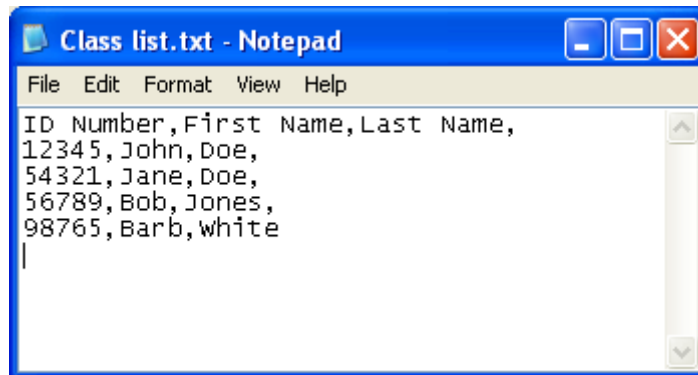
CSV File Formatting Tips

The following is the general format that you should use for CSV files:

```
ID Number,First Name,Last Name,
12345,John,Doe,
54321,Jane,Doe,
56789,Bob,Jones,
98765,Barb,White
```

i NOTES

The order of the columns isn't important, but the first row must contain the column headings identifying what's in each column.

- You must have a column with the heading **ID Number**.

    – You must put a single space between **ID** and **Number**.

    – If you don't use a correct column name for the **ID Number**, the import fails.

- Specify student first and last names in separate columns.

    – For the student's given names, use **First Name** for the column heading.

    – For the student's family names, use **Last Name** for the column heading.

    – You must put a single space between **First** (or **Last**) and **Name**.

    – In place of **Last Name** you can use **Last**, **Family Name** or **Surname**.

- You can also use the heading **Full Name** to import a single value that combines the first and last names.

    – You must put a single space between **Full** and **Name**.

    – In place of **Full Name**, you can use **Full** or **Name**.

    – If you use **Full Name**, the software first checks whether the first and last names are separated by a comma (Last,First). If there isn't a comma, it separates the names with a space (First Last).

    – If you put three or more names with spaces between the names, the software uses the last word as the last name and joins all of the first words to form the first name. For example, "Michael John Smith" is split with the last name as Smith, and the first name as Michael John.

- If your spreadsheet or database software automatically inserts quotation marks around the comma-separated values, the software ignores them and the import works properly.

Importing the CSV File

Now that you've created the CSV file, you can import it.

To import a class list from a CSV file

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Click **Add a Class** in the **Gradebook** area on the left.

3. Type a name for your class, add any optional details to the **Class Information** boxes, and then click **Add**.

   After a short delay, the new class's window appears, and the class name appears in the **Gradebook** area.

4. Click the **Students** tab at the top of the window.

5. Click the **Import** button at the top of the window. You can also click **Add students to your class** below **Next steps**.

   The *Import* dialog box appears.

6. Select the class to which you want to import the class list, and then click **Next**.

7. Select **Comma Separated Values (CSV)** from the **Import from** list, and then click **Next**.

8. Browse to and select the CSV file containing the class list, and then click **Open**.

   The class list appears in the table. You can now edit each student's information as required.

Modifying Class Lists

You can use Teacher Tools to:

- Edit student information

- Add students to existing class lists

- Remove students from class lists

- Change a class's passing grade

Editing Student Information

You can edit a student's name, ID number and e-mail address.

ℹ NOTE

You're unable to modify student information if a class is started.

To edit student information

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class in the **Gradebook** area on the left.

3. Click the **Students** tab.

   The class list appears.

4. Select the student whose information you want to edit.

    The **Properties** tab appears below the class list.

5. Type the changes into the Properties text boxes.

Adding Students to Class Lists

You can add students to existing class lists.

To add a student to a class list

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class in the **Gradebook** area on the left.

3. Click the **Students** tab.

    The class list appears.

4. Select **Edit > Add**, or click the **Add** button on the toolbar.

    The **Properties** tab appears below the class list.

5. Type a unique number of 1 to 15 digits in the **Student ID** box.

    The student information saves to the class list as you enter it.

6. Type a student's name in the **Name** boxes. The student's e-mail address and tags are optional. You can also type name and ID information directly into the table fields.

    🔲 **TIP**
    You can use tags to categorize the students into custom groupings that SMART Response CE uses when you create student reports.

Removing Students from Class Lists

You can remove students from class lists.

🔲 **NOTE**
You're unable to remove students from a class list when a class is running.

To remove a student from a class list

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class in the **Gradebook** area on the left.

3. Click the **Students** tab.

   The class list appears.

4. Select the student you want to remove, and then select **Edit > Delete**, or click the **Delete** button on the toolbar.

   A message appears asking you to confirm the deletion.

5. Click **Yes**.

Changing a Class's Passing Grade

When you create a class list, you define the passing grade for the class. You can change this grade.

To change a class's passing grade:

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class name in the **Gradebook** class list.

3. Click **Edit** (the blue underlined text beside the class name).

   The *Edit Class Information* window appears.

4. Edit the **Passing Grade**, and then click **Done**.

Chapter 4

Connecting Students to Classes

SMART Response CE and SMART Notebook SE

Your students use SMART Notebook SE to connect to your class, answer questions, and take assessments. This chapter provides instructions for controlling how and when they can connect to your class, and what to do if they lose their connections.

This chapter covers the following topics:

About Sign In and Anonymous Modes

In SMART Response CE, you can have your students connect to your classes in either **Sign In** mode or **Anonymous** mode.

- In **Sign In** mode, students use the classroom name and their ID number in SMART Notebook SE to sign in. You must use Sign In mode if you want to record student grades when you deliver assessments.

- In **Anonymous** mode, students use the class name but not their ID numbers in SMART Notebook SE to connect to your class. You're unable to record student grades in Anonymous mode, or to see who's connected.

NOTE

If a student tries to sign in using an ID that another student is already using, SMART Notebook SE displays a message stating that the student is unable to sign in, and allows the student to retry.

TIP

The SMART Notebook SE online Help (http://onlinehelp.smarttech.com/english/windows/help/notebookse/1_6_0/Index.htm) has detailed instructions to help your students connect to your class.

To start a class in Sign In mode

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class in the **Gradebook** area on the left.

3. Click **Start Class**.

   The name of your SMART Teacher file and class information appear in your students' SMART Notebook SE **Quick Links** tab, and they can connect to your class.

To start a class in Anonymous mode

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Click **Anonymous mode** in the *Gradebook* area on the left.

   The name of your SMART Teacher file appears in your students' SMART Notebook SE **Quick Links** tab, and they can connect to your class.

Manually Connecting Students

After you start a class, students can connect to it automatically by clicking your name or your class's name in SMART Notebook SE's *Quick Links* tab. Students can also connect manually by typing your class's Internet Protocol (IP) address and port number. The following procedure explains how to find this information so you can provide it to your students.

To find your class's IP address and port number

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Ensure that your class is started.

3. Click **Connect students manually** on the **Home** tab.

    The *Manual Connection Information* screen appears and displays your class's IP address and port number.

When all your students are connected, you can start asking questions. See *About Creating Assessments* on page 33 for information on using SMART Notebook software to ask questions and create assessments.

Disconnecting Students

You can disconnect all students simultaneously using Teacher Tools.

To disconnect all students

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select a class in the **Gradebook** area, and then click **Stop Class**.

    All students disconnect from the class, and a message appears stating that "All students are signed out".

Students Disconnecting

Students can also disconnect themselves from your class.

💡 **TIP**

For more information on how students connect to SMART Response CE classes using SMART Notebook SE, see the SMART Notebook SE online Help (http://onlinehelp.smarttech.com/english/windows/help/notebookse/1_6_0/Index.htm).

In Sign In mode, if students disconnect during an assessment, they can sign in with the same ID to rejoin the assessment without losing the answers they previously entered. In Anonymous mode, students lose any previously entered answers when they reconnect.

If students connect to the wrong class, ask them to sign out by clicking **Disconnect**, and then sign in to the correct class.

Locking Sign In

You can restrict students from signing in to your class. Select the **Lock Sign In** command to restrict students from signing in before you're ready, or to restrict late students from signing in. When you start SMART Response CE, Sign In is unlocked by default. If you stop and restart SMART Response CE, or open a new class list, Sign In is unlocked.

To stop students from signing in

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. If a class isn't already started, select a class in the **Gradebook** area, and then click **Start Class**.

3. Click **Lock Sign In**.

   Students are unable to sign in.

   ℹ NOTE
   If students disconnect from your class when Sign In is locked, they're unable to sign in again until you select **Unlock Sign In**.

Importing Student Responses

If students are disconnected during an assessment, SMART Notebook SE automatically attempts to reconnect to the class. If the software is unable to reconnect, students can still complete their assessments offline and save their responses to a USB storage device from which you can import their answers. Disconnected students are prompted to save their responses after they click **Finish** in SMART Notebook SE.

To import student responses

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Connect the student's USB storage device to your computer.

3. Select **Import > Student Responses** from the toolbar.

   The *Select Unsent SMART Response Files* dialog box appears.

4. Browse to and select the unsent response (.unsent) file, and then click **Open**.

   The *Import* dialog box appears and displays a progress bar.

5. When the import is complete, click **OK**.

Finalizing Disconnected Students' Results in Teacher Tools

If students are disconnected from your class during an assessment before they submit their responses, a **Disconnected Students** icon appears beside their names in the *Assessments* tab, indicating that their marks aren't final.

If you import a disconnected student's responses or edit a disconnected student's mark, the **Disconnected Students** icon disappears.

If you want to manually clear the icon and set the marks as final, follow the instructions on page 26.

To set a disconnected student's mark as final

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class the student belongs to in the Gradebook class list.

   The class information appears.

3. Click the **Students** tab.

4. Select the student's name in the list.

   The student's information appears in the lower pane.

5. Click the **Results** tab.

6. Select the row of the student whose mark you want to set as final, and then click the **Clear flag** icon .

Troubleshooting Connection Issues

If your students are disconnected during an assessment, they can still complete the assessment offline and save their responses to a USB storage device from which you can import their answers (see *Importing Student Responses* on page 25).

If your students are disconnected from your class and are unable to reconnect, try the following tips.

TIPS

- Check the student's network cable to ensure it's properly connected to the student's computer. If it's connected, disconnect it and then reconnect it.

- Check your own network cable to ensure it's properly connected to your computer. If it's connected, disconnect it and then reconnect it.

- Use the Windows network connection repair utility. See your operating system's Help for more information.

- Contact your system administrator for help.

Adjusting Privacy and Alert Options

You can set the level of student information that appears on your display, and define whether you want student sign-in and sign-out alerts to appear.

Using Privacy Mode

By default, SMART Response CE hides sensitive student information, such as ID numbers and grades, so that it isn't displayed in front of your class.

To display student information, click the **Privacy: On** button in the upper right corner of the screen.

To hide student information, click the **Privacy: Off** button in the upper right corner of the screen.

Changing Alerts

You can set SMART Response CE to display an alert message on your screen when students sign in or sign out.

To set sign in and sign out alerts

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select **Edit > Preferences** from the menu bar.

   The *SMART Response Preferences* dialog box appears.

3. Click the **Alerts** tab.

4. Select or clear the check boxes for the alerts you want to display.

5. Click **OK**.

Applying Encryption Methods

You can set SMART Response CE to use SSL or Diffie-Hellman encryption.

•   SSL encryption allows other programs to access SMART Response CE.

•   Diffie-Hellman encryption (the default method) doesn't allow other programs to access SMART Response CE.

NOTE

The system administrator can override this setting.

To apply an encryption method

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select **Edit > Preferences** from the menu bar.

    The *SMART Response Preferences* dialog box appears.

3. Click the **Encryption** tab.

4. Select **Diffie Hellman** or **SSL Digital Certificate** from the **Method** drop-down list.

    If you selected SSL Digital Certificate, additional options appear:

    –   Select **Automatically generated certificate** if you want SMART Response to generate and use a security certificate.

    –   Select **Imported certificate** to use an existing certificate, and then browse to and select the certificate you want to import.

5. Click **OK**.

Configuring Service Ports

You can specify the data channels SMART Response CE uses, or set the software to use random ports.

To configure the service ports

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select **Edit > Preferences** from the menu bar.

   The *SMART Response Preferences* dialog box appears.

3. Click the **Networking** tab.

4. Select the **Randomize** check box beside the **Encrypted data channel** or **File data channel** boxes, or clear the check box and type the channel you want to use.

5. Click **OK**.

Using SMART Response CE with SMART Notebook

About SMART Notebook Software

Use SMART Notebook software to save notes written on a SMART interactive product, or at your computer, as a series of pages. You can use SMART Notebook to create a presentation full of colorful clip art, Adobe® Flash® objects, graphics and text from a variety of sources.

SMART Notebook Software with SMART Response CE Assessment Software

The addition of SMART Response software to SMART Notebook enables you to create question sets, import questions from Microsoft Word or XML files and start and stop assessments directly from SMART Notebook. You can export the class's and individual students' results to a Microsoft Excel file or an HTML page. Using SMART Response's printing feature, you can create handout materials, copies of questions and marked results pages for each student and for the class.

This section introduces the SMART Response CE features integrated with SMART Notebook. Topics covered include:

- *Customizing SMART Response CE* on page 32

- *About Creating Assessments* on page 33

- *Asking Questions with SMART Notebook Software* on page 40

- *Reporting Assessment Results* on page 46

- *Printing and Exporting Questions and Results* on page 53

Customizing SMART Response CE

You can customize the default behavior of some of SMART Notebook's SMART Response CE features.

To define how to insert instant questions

1. In SMART Notebook, select **Response > Preferences**.

2. If you want the **Insert Question** button to insert the question on a SMART Notebook page that already has notes or images on it, select **Insert on the current page when possible**.

3. If you want to create a new page containing your question, select **Always insert on a new page**.

4. If you want SMART Response CE to ask you each time, select **Always ask before inserting** (default setting).

To define Response tab options

1. In SMART Notebook, select **Response > Preferences**.

2. From the **Default chart type for tab results** drop-down list, select **Pie Chart** or **Bar Chart** to define the type of results chart you want to display by default.

3. If you want to display the *Response* tab immediately after you start an assessment so you can immediately monitor the progress of the assessment, select **Show the Response tab when you start an assessment**.

4. If you want to display the *Response* tab immediately after you stop an assessment so you can immediately display the assessment results, select **Show the Response tab when you stop an assessment**.

About Creating Assessments

By creating assessments, you can collect results for multiple questions at the same time. You can also print and hand out the assessment pages.

You can use SMART Notebook software to create, import and run assessments with six types of questions. Topics in this section include:

- Creating assessments

- Importing questions from Microsoft Word documents

- Importing questions from XML files

Creating Assessments

Creating assessments enables you to collect results for each question and for the entire assessment at the same time. You can select feedback options that show whether students answered correctly, what the correct answer was, and how the class did on the question or the entire assessment.

To create an assessment

1. Click the **SMART Response** icon 📱 in the notification area, and then select **Open Notebook Software**.

   A blank SMART Notebook page appears.

2. Click the **Response** tab.

   💡 **TIP**
   Clear the **Auto-hide** option to keep the options visible while you work on your assessment.

3. Click the **Title Page** button.

   The *Insert Title Page* dialog box appears.

4. In the top text box, type a title for your assessment.

5. Select the type of assessment you want to create, and then click **Add**. Optionally, you can type **Subject** and **Topic** information.

   Title page information appears on the SMART Notebook page, and the **Response** tab displays several options that allow you to customize your assessment.

Feedback Options

Feedback options allow you to provide your students with their individual grades, the correct answers and the class average. You can also prevent students from being able to save their assessments.

ⓘ NOTE

See the SMART Notebook SE online Help (http://onlinehelp.smarttech.com/english/windows/help/notebookse/1_6_0/Index.htm) for more information on how students receive feedback.

There are five feedback options that enable you to define what information your students receive when they answer the questions in your assessment.

Feedback Option	Description
After you stop collecting responses	Students see results after you click **Stop this assessment**.
After all questions are answered	Students see results when they click **Finish**.
After each question is answered	Students are prompted to check their answer, and they receive feedback after they click **Check Answer**.
Don't show students their grades	Students don't receive feedback.
Don't allow students to save assessment	Students don't receive feedback, and they're unable to save a copy of their assessment.

To define feedback options

1. Create your assessment (see *Creating Assessments* on page 33).

2. From the **Show grades to students** drop-down list, select one of the options described in the table above from the **Show grades to students** drop-down list.

3. Optionally, select the **Show answers with grades** or **Show class average** check boxes.

To edit the assessment title page and description

1. On the SMART Notebook page, double-click the title, grade, subject or date text to change its properties or edit the text.

2. In the **Description** area on the **Response** tab, edit the options you defined when you created the assessment.

   NOTE

   If you edit the SMART Notebook page, the Description information doesn't change. Similarly, if you edit the Description information, the SMART Notebook page doesn't change.

To add a question to your assessment

1. Click **Properties** at the top of the **Response** tab.

2. Click **Add a question to the next page**.

   The *Insert Question* wizard appears.

3. Click the thumbnail for the type of question you want to add, and then click **Next**.

4. Type the question into the text box.

5. If you use tags to create categories in your reports, type them into the **Tags** box, and then click **Next**.

6. For *Yes or No* and *True or False* questions, select the correct answer or the **Opinion** option.

   For *Number, fraction, or decimal* questions, type the correct answer or select the **Opinion** option.

   For *Multiple choice* or *Multiple answer* questions, select the number of answers, type the answers into the text boxes, click **Next**, and then select the correct answers or the **Opinion** option.

   For *Short answer* questions, select the number of answers you want to allow, and then type the answers into the text boxes or select the **Opinion** option.

7. Type the number of points the student will receive for a correct answer in the **Points** box.

   TIP

   The value can be a whole or decimal number.

   NOTE

   This option isn't available if you selected the **Opinion** option.

8. If you want to create more questions, click **Insert Another**, and then repeat steps 2 to 7.

    OR

    If this is your last question, click **Finish**.

    ℹ NOTE
    You can use SMART Notebook software's tools to add images or Adobe Flash objects from the SMART Notebook Gallery.

To add a choice to your question page

1. Click the **Page Sorter** tab.

2. Select the thumbnail of the question page you want to add a choice to.

3. Select **Response > Add Choice**.

4. Follow the on-screen instructions.

5. If you have to change the correct answer for the question, select **Response > Set All Answers**, and then make the changes.

    ℹ NOTE
    If you add choices to numeric, *True or False*, *Yes or No* or *Short answer* questions, the question changes to multiple choice.

Adding Content Pages

You can add content pages anywhere in your assessment to introduce questions or provide background information for questions that follow.

To add a content page

1. Click the **Page Sorter** tab, and then select the page you want to insert a content page after.

2. Click the **Response** tab.

3. Click the **Next Steps** tab.

4. Click **Make the next page a content page**.

    A blank page appears.

5. Use SMART Notebook software's tools to add text, images or Adobe Flash objects from the Gallery.

To save your assessment

1. Click the **Save** icon 💾.

   A *Save As* dialog box appears.

2. Browse to a folder, type a file name, and then click **Save**.

Importing Questions from a Microsoft Word Document

When you import questions from a Microsoft Word document, SMART Response CE's conversion utility uses a variety of techniques to identify which paragraphs are questions, which are possible answers and what type of question to create. Its most basic technique is to interpret the numbering of the paragraphs. The software also searches for keywords when parsing the paragraphs. The software then converts the paragraphs into SMART Notebook assessment pages.

Formatting Example

Format the questions in your Microsoft Word document like the ones in the example below before you begin this procedure. In most cases, the import utility ignores headers and footers in the Word document.

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?

   Apache

   Sioux

   Iroquois

To import questions from a Microsoft Word document

1. Click the **SMART Response** icon in the notification area, and then select **Open Notebook Software**.

   A blank SMART Notebook page appears.

2. Select **Response > Import Question From > Microsoft Word**.

   The *Open* dialog box appears.

3. Browse to and select the Word document, and then click **Open**.

   A progress bar appears and closes when the conversion is complete.

4. In the **Page Sorter** tab, select the thumbnail for the title page.

5. Edit and customize the page and description as desired.

6. In the **Page Sorter** tab, select the thumbnail for the first question page and check it carefully to verify that the conversion process was accurate.

7. Repeat step 6 for all questions in the assessment.

   👉 **IMPORTANT**

   When you import questions, all of the answers are set to Opinion. You need to set the answers.

To set the answers for imported questions

1. In the **Page Sorter** tab, select the thumbnail for the first question page.

2. Select **Response > Set All Answers**.

   The *Set All Answers* dialog box appears.

3. Type or select the correct answers from the options, and then click **Done**.

4. Click the **Save** icon .

   A *Save As* dialog box appears.

5. Browse to a folder, type a file name, and then click **Save**.

   You can run the question set on this computer, or copy the SMART Notebook file to any computer that has SMART Response CE installed.

Importing Questions from an XML File

SMART Response CE includes an import feature for converting questions from ExamView version 4 format XML files into question sets. SMART Response CE uses the tags in the XML files to extract questions, answers and correct responses, and then converts the information into assessment pages.

👉 **IMPORTANT**

You must create an ExamView formatted XML text file before you can perform this procedure. Binary ExamView formatted files aren't supported.

To import questions from an XML file

1. Click the **SMART Response** icon 📱 in the notification area, and then select **Open Notebook Software**.

   A blank SMART Notebook page appears.

2. Select **Response > Import Question From > XML**.

   The *Open* dialog box appears.

3. Browse to and select an XML file, and then click **Open**.

   A progress bar appears, followed by the title page for the new question set.

4. In the **Page Sorter** tab, select the first question page.

5. Customize the title page and description as desired.

6. Edit and customize the first question page as desired.

7. Check the question carefully, including the correct answer, to verify that the conversion process was successful.

8. Repeat steps 6 to 7 for all questions in the set.

9. Click the **Save** icon 💾.

   A *Save As* dialog box appears.

10. Browse to a folder, type a file name, and then click **Save**.

To set the answers for imported questions

1. In the **Page Sorter** tab, select the thumbnail for the first question page.

2. Select **Response > Set All Answers**.

   The *Set All Answers* dialog box appears.

3. Type or select the correct answers from the options, and then click **Done**.

4. Click the **Save** icon .

   A *Save As* dialog box appears.

5. Browse to a folder, type a file name, and then click **Save**.

   You can run the question set on the current computer, or copy the SMART Notebook file to any computer that has SMART Response CE installed.

Asking Questions with SMART Notebook Software

You can easily prepare exams in advance or spontaneously quiz students during a lesson and receive immediate responses from your class. SMART Response CE supports several different types of questions, including true or false, yes or no, multiple choice, short answer, numeric response and multiple answer.

Use SMART Notebook software to create questions that you can ask students, and then collect their answers. There are two types of individual questions:

• Questions that you ask with the Instant Question feature

• Questions that you create and ask using the Insert Question Wizard

If you assemble or import your questions into an assessment, you can use SMART Notebook software to run the assessment.

In all cases, when you stop the questions, you can collect, print and export the results.

Question Types

SMART Response CE features six types of questions you can ask your students. You can also add notes that appear when you print the question results.

ℹ NOTES

- **Opinion** questions don't have a correct answer and aren't worth points.

- The SMART Response clickers don't support all question types. If you include these questions in an assessment and your students are using clickers, the

  question appears with an **Unsupported Question Type** icon ⚠ in the Page Sorter tab in SMART Notebook.

Question Type	Description	Students can answer with			
		Standard	**LE**	**PE**	**CE**
Yes or no	Students select **Y** or **N** to answer a question. You can also select the **Opinion** option to allow either answer.	✓	✓	✓	✓
Multiple choice	Students select a single option to answer the question. You can define up to 10 answers to a question. You can also select the **Opinion** option to allow any answer.	✓	✓	✓	✓
Number, fraction or decimal	Ask a question with a numeric answer using whole numbers, fractions or decimals. You can also select the **Opinion** option to allow any answer.	✓		✓	✓
True or false	Students select **T** or **F** to answer a question. You can also select the **Opinion** option to allow either answer.	✓	✓	✓	✓
Multiple answer	Students select the correct combination of answers to the question. You can define up to 10 answers for the question. You can also select the **Opinion** option to allow any combination of answers.	✓		✓	✓
Short answer	Students type the answer to the question. You can select the **Opinion** option to allow any answer. There is a 20-character limit on Short answer questions.			✓	✓

Standard = SMART Response clickers
LE = SMART Response LE clickers
PE = SMART Resposne PE clickers
CE = SMART Notebook SE (SMART Response CE)

Creating Instant Questions

Instant questions are individual questions you ask spontaneously—they aren't part of an assessment. You can ask an instant question verbally, write it on an interactive whiteboard or type it 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 asking questions.

To ask individual questions using the Instant Question feature

1. Click the **SMART Response** icon 📱 in the notification area, and then select **Open Notebook Software**.

    A blank SMART Notebook page appears.

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

    > **💡 TIP**
    >
    > If the **Insert Question** button isn't on the toolbar, you can right-click the toolbar and add the button.

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 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 in the students' SMART Notebook SE window.

    > **ℹ 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. When all students have answered the question, click **Stop this question**.

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

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

Adding Questions Using the Insert Question Wizard

With SMART Notebook, you can ask your students six types of questions and then collect their answers.

To add a question using the Insert Question wizard

1. Click the **SMART Response** icon in the notification area, and then select **Open Notebook Software**.

    A blank SMART Notebook page appears.

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

    > 💡 **TIP**
    >
    > If the **Insert Question** button isn't on the toolbar, you can right-click the toolbar and add the button.

    The *Insert Question* wizard appears.

3. Click the thumbnail of the question type you want to add, and then click **Next**.

4. Type the question into the text box.

5. If you use tags to create categories in your reports, type them into the **Tags** box, and then click **Next**.

6. For *Yes or No* and *True or False* questions, select the correct answer or the **Opinion** option.

    For *Number, fraction, or decimal* questions, type the correct answer or select the **Opinion** option.

    For *Multiple choice* or *Multiple answer* questions, select the number of answers, type the answers into the text boxes, click **Next**, and then select the correct answers or the **Opinion** option.

    For *Short answer* questions, type the answer or select the **Opinion** option.

7. Type the number of points the student will receive for a correct answer in the **Points** box.

   💡 **TIP**
   The value can be a whole or decimal number.

   ℹ️ **NOTE**
   This option isn't available if you selected the **Opinion** option.

8. If you want to create more questions, click **Insert Another**, and then repeat steps 2 to 7.

9. Click **Finish**.

10. Optionally, use SMART Notebook software's tools to add images or Adobe Flash objects from the Gallery.

To collect question responses

1. Click the **Response** tab, click the **Progress** button, and then select **Start this assessment now**.

   OR

   Click **Response > Start Assessment**.

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

   The assessment appears in SMART Notebook SE, and students can answer the questions.

3. When all students have finished, click **Response > Stop Assessment**.

4. If you want to save the questions as a SMART Notebook file, click the

   Save icon 💾.

Starting an Assessment

Once you've created an assessment (see *About Creating Assessments* on page 33), you can present it to your students.

To open and start an assessment

1. Click the **SMART Response** icon 🔲 in the notification area, and then select **Open Notebook Software**.

    A blank SMART Notebook page appears.

2. Select **File > Open**.

3. Select the SMART Notebook file containing your questions, and then click **Open**.

    The assessment file's title page appears.

4. Click the **Response** tab, and then click the **Properties** button, if it isn't selected.

5. If you don't want SMART Notebook to collect student results, clear the **Remember Names** option.

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

    ℹ️ NOTE

    See *Feedback Options* on page 34 for information on providing students with feedback as they answer questions.

7. Select the **Show correct answers with grades** or **Show class average** check boxes if you want students to see this information.

8. If the students haven't connected to the class, have them do so now.

9. Click **Start this assessment now**.

    The assessment appears in the students' SMART Notebook SE window.

    When all students have finished answering the questions, **All students have answered** appears on the *Response* tab.

10. Click **Stop this assessment** in the **Response** tab.

11. Click the **Save** icon 💾.

Reporting Assessment Results

The Teacher Tools Gradebook gives you quick access to test results, making it easy to prepare reports and conduct evaluations. Reports can be as simple or as detailed as you need. Create high-level comparisons of class performance, specific reports based on tagged characteristics such as demographics or curriculum standards, or personalized reports on how individual students perform. You can also create reports that show grades for the entire school year.

> **i NOTE**
> Assessment results for students aren't saved in Anonymous mode.

You can display results and generate reports to review during an assessment or after you run an assessment. Topics in this section show you how to:

- Review assessment feedback during or immediately following an assessment (page 46)

- Evaluate assessment results (page 48)

- Generate student performance reports (page 51)

- Generate class performance reports (page 52)

Reviewing Instant Results

You can use SMART Response CE to collect and display results instantly while you run an assessment. You can use assessments as an interactive learning tool and a way to give students continual feedback about what they're learning.

To display instant class assessment results

1. After all students have answered their questions, return to the assessment's title page.

2. Click SMART Notebook's **Response** tab, if it isn't already open.

3. Click the **Progress** button, and then click **Stop this assessment**.

   The **Progress** button changes to **Results**. A summary of the class's performance appears, including a chart showing the class's responses to each question.

4. If you want to view more detailed class results, click **Show** beside **Details**.

   > **i NOTE**
   > This option isn't available when the class is running in Anonymous mode.

5. A list of students, their grades, and the duration of the assessment appears.

> **NOTE**
> Use discretion when displaying sensitive grade information to all class members.

To display instant results for each question

1. After all students have answered their questions, return to the assessment's title page.

2. Click SMART Notebook's **Response** tab if it isn't already open.

3. Click the **Progress** button, and then click **Stop this assessment**.

   The **Progress** button changes to **Results**. A chart representing the class's performance appears.

4. Click the **Page Sorter** tab, and then select a question.

5. Click the **Response** tab.

6. Click the **Results** button.

   A summary of the class's responses to the question appears, including a chart showing the number of responses to each possible answer.

   > **NOTE**
   > You can toggle the type of chart displayed by selecting **Show bar chart** or **Show pie chart**.

   > **TIP**
   > You can insert the chart into the question page by clicking **Insert chart into Notebook**.

7. Click **Show** beside **Details**.

   A list showing each student's response appears, including the time it took them to respond.

   > **NOTE**
   > Use discretion when displaying sensitive grade information to all class members.

Evaluating Assessment Results

After you run and stop an assessment, Teacher Tools records the class results and each student's results. At any time after you run an assessment, you can review the student, question or assessment results and performance.

ℹ **NOTE**

Use discretion when displaying sensitive information to all class members. See *Using Privacy Mode* on page 27 for more information.

To display student results

1. If a class is currently running, stop the class.

2. In Teacher Tools, select the class name in the **Gradebook** area.

   The Teacher Tools window appears with the **Home** tab selected.

3. Click the **Students** tab.

   After a short delay, a table of results appears. If you previously turned on Privacy mode, the student IDs and statistics appear as gray shapes in the table.

4. If Privacy mode is on, click **Privacy: On**.

   The first columns of the table of class results show the student name, ID and average score for all the assessments the student has participated in. The columns that follow show each student's results for every assessment the class has completed.

   ℹ **NOTE**

   If the results appear in italics, the student was disconnected from the class before submitting final answers. See *Importing Student Responses* on page 25 for more information.

To display detailed results for each student

1. If a class is currently running, stop the class.

2. In Teacher Tools, select the class name in the **Gradebook** area.

   The Teacher Tools window appears with the **Home** tab selected.

3. Click the **Students** tab.

   After a short delay, a table of results appears. If you previously turned on Privacy mode, the student IDs and statistics appears as gray shapes in the table.

4. If Privacy mode is on, click **Privacy: On**.

5. Select the student's row.

   The lower pane of the window displays the student's information.

6. Click the **Performance** tab.

   An **Assessment Results over Time** graph appears showing the student's results compared to the class average for all assessments since the first assessment was run.

   i NOTE
   The graph is hidden while Teacher Tools is in **Privacy** mode.

7. Place your pointer over the graph to view details about the specific assessment.

8. Click the **Results** tab.

   A table appears showing detailed information about each assessment the student has completed, including the date and the score the student achieved. If the student's score is below the passing grade you defined when you created the class, the score appears in red.

   i NOTE
   If the results appear in italics, the student was disconnected from the class before submitting final answers. See *Importing Student Responses* on page 25 for more information.

To display class assessment results

1. If a class is currently running, stop the class.

2. In Teacher Tools, select the class name in the **Gradebook** area.

   The Teacher Tools window appears with the **Home** tab selected.

3. Click the **Assessments** tab.

   After a short delay, a table of results appears listing all assessments that the class has participated in, including the class average score for each assessment. If the class average score fell below the passing grade you defined when you created the class, the score appears in red.

To display detailed results for each assessment

1. If a class is currently running, stop the class.

2. In Teacher Tools, select the class name in the **Gradebook** area.

   The Teacher Tools window appears with the **Home** tab selected.

3. Click the **Assessments** tab.

   After a short delay, a table of results appears listing all assessments that the class has participated in, including the class average score for each assessment. If the class average score fell below the passing grade you defined when you created the class, the score appears in red.

4. Select the assessment's row.

    The assessment properties appear in the lower pane.

5. Click the **Performance** tab.

    A **Student Achievement per Question** graph appears showing the student responses to each question.

    ### ℹ NOTE

    The graph is hidden while Teacher Tools is in **Privacy** mode.

6. Place your pointer over the graph to view details about the specific questions.

7. Click the **Results** tab.

    A table appears showing the mark each student received for the assessment. If the student's score is below the passing grade you defined when you created the class, the mark appears in red.

    ### ℹ NOTE

    If the results appear in italics, the student was disconnected from the class before submitting final answers. See *Importing Student Responses* on page 25 for more information.

Flagging Results

You can add a blue flag to a student's results as a visual reminder to follow up for any reason, for example, if a student requires remedial work. You can also clear the blue flag from the student's results.

ℹ NOTE

If students are disconnected during an assessment, a Disconnected Student icon appears beside their names. To clear this flag, see *Importing Student Responses* on page 25.

To add a follow-up flag

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. Select the class the student belongs to in the Gradebook class list.

    The class information appears.

3. Click the **Students** tab.

4. Select the student's name in the list.

    The student's information appears in the lower pane.

5. Click the **Results** tab.

6. Select the assessment result you want to flag in the list.

7. Click the **Set flag** icon above the results list.

   A blue flag appears in the **Mark** column.

To clear a follow-up flag

1. In the **Results** tab, select the assessment result with the flag you want to clear.

2. Click the **Clear flag** icon above the results list.

   The flag disappears.

Generating Student Performance Reports

You can generate student performance reports at any time after your assessments are complete. You can tailor the reports to include all classes or select classes. You can also create reports for individual students or for all students in the selected classes at one time.

To generate a student performance report

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. In the **Reports** area, click **Student Performance**.

   The *Student Performance Report* window appears.

3. In the **Class** drop-down list, select the class you want a report for.

   OR

   Select **All classes** for a report on all classes.

4. In the **Student** drop-down list, select the student you want a report for.

   OR

   Select **All students** for a report on all students.

5. Define the **Report Period** if you want a report for a specific range of dates.

6. In the **Include** drop-down list, select **Selected assessment types** or **All assessment types**.

7. If you chose **Selected assessment types**, select the types you want a report on from the check list that appears.

8. Browse to a location where you want to save the report file, and then click **Create**.

    SMART Response CE creates one or more reports as PDF files that appear in your default PDF viewer. The files are named using the student name and ID, and the date the files are created.

    If you generated one report, the report opens automatically. If you generated multiple reports, the reports' folder location opens in Windows Explorer.

Generating Class Performance Reports

You can generate class performance reports at any time after your assessments are complete. You can tailor the reports to include all classes or select classes. You can also create reports on all assessment types or on specific types of your choice.

To generate a class performance report

1. Open Teacher Tools in *Gradebook* view (see *Starting Teacher Tools in Gradebook View* on page 7).

2. In the **Reports** area, click **Class Performance**.

    The *Class Performance Report* window appears.

3. In the **Class** drop-down list, select the class you want a report for.

    OR

    Select **All classes** for a report on all classes.

4. Define the **Report Period** if you want a report for a specific range of dates.

5. In the **Include** drop-down list, select **Selected assessment types** or **All assessment types**.

6. If you chose **Selected assessment types**, select the types you want a report on from the check list that appears.

7. Browse to a location where you want to save the report file, and then click **Create**.

    SMART Response CE creates one or more reports as PDF files that appear in your default PDF viewer. The files are named using the class name and the date the files are created.

    If you generated one report, the report opens automatically. If you generated multiple reports, the reports' folder location appears in Windows Explorer.

Printing and Exporting Questions and Results

Using SMART Notebook's **Response** menu, you can create hard copies of questions, handouts and student results. You can also export question and student results to a Microsoft Excel spreadsheet, comma separated values (CSV) file or an HTML Web page.

Printing from SMART Notebook's Response Menu

You can print a variety of information from the *Response* menu in SMART Notebook software. You can create and include header, footer and date information, and select a page range to print.

Print Option	Description
Thumbnails	On one page, prints up to six full-color, reduced images of each SMART Notebook title page and question pages. You can include page numbers, image borders and page titles.
Handouts	On one page, prints up to three full-color, reduced images of each SMART Notebook title page and question page, with ruled lines for notes. You can include page numbers, image borders and page titles.
Full page	On one page, prints a full-color image of each SMART Notebook question page. You can include page numbers.
Questions	Prints several questions on a page. If the question page doesn't have any objects or images, only the text appears. If there are objects on the question page, a full-color thumbnail of the question appears. You can include page numbers.
	In the Print Preview view, you can click the question to toggle from thumbnail to text-only format.

Print Option	Description
Results	**ℹ NOTE** This option is available only after you stop an assessment. Prints several questions on a page. If the question page doesn't have any objects or images, only the text appears. If there are objects on the question page, a full-color thumbnail of the question appears. In the Print Preview view, you can click the question to toggle from thumbnail to text-only format. The correct answer and the student's response appear beside each question, and the total score appears at the top of the first page. You can include page numbers. You can print a summary of the results for all students in the class list, or you can print the results for selected students.

To print questions or results

Click **Response > Print**, and then select the option that you want to print.

OR

For other options, click **Response > Print > More Print Options**.

ℹ NOTE

The Questions and Results print options are available only if the SMART Notebook file includes SMART Response CE questions and saved results information. If the assessment is still running, or if it stops before any student answers a question, no results are saved.

Exporting Results to an Excel, HTML or CSV File

If you save your SMART Notebook file after asking questions, or after running an assessment, you can reopen the file at any time to view the results.

You can export the results to a Microsoft Excel spreadsheet, to an HTML page for viewing on a Web browser or to a CSV file that you can import into many spreadsheet and database applications.

ℹ NOTE

You can export results only after stopping the assessment. If you clear the results after you stop, the results are permanently deleted and you're unable to print or export them. After saving and closing the SMART Notebook file, you can open the file and print or export the results.

To export results to a file

1. Stop the assessment if it's still running.

   Don't clear the results.

2. From the SMART Notebook menu bar, select **Response > Export results to > Microsoft Excel**.

   OR

   Select **Response > Export results to > Web Page (HTML)**.

   OR

   Select **Response > Export results to > Comma Separated Values (CSV)**.

   A *Save As* dialog box appears.

3. Browse to a folder, type a file name, and then click **Save**.

   Either Microsoft Excel software or your default Web browser opens, showing the exported file.

Customer Support

Online Information and Support

Visit www.smarttech.com/support to view and download user's guides, how-to and troubleshooting articles, software and more.

Training

Visit www.smarttech.com/trainingcenter for training materials and information about our training services.

Technical Support

If you experience difficulty with your SMART product, please contact your local reseller before contacting SMART Technical Support. Your local reseller can resolve most issues without delay.

> **NOTE**
> To locate your local reseller, visit www.smarttech.com/where.

All SMART products include online, telephone, fax and e-mail support:

Online	www.smarttech.com/contactsupport
Telephone	+1.403.228.5940 or
	Toll Free 1.866.518.6791 (U.S./Canada)
	(Monday to Friday, 5 a.m. – 6 p.m. Mountain Time)
Fax	+1.403.806.1256
E-mail	support@smarttech.com

Shipping and Repair Status

Contact SMART's Return of Merchandise Authorization (RMA) group, Option 4, +1.866.518.6791, for shipping damage, missing part and repair status issues.

General Inquiries

Address	SMART Technologies
	3636 Research Road NW
	Calgary, AB T2L 1Y1
	CANADA
Switchboard	+1.403.228.5940 or
	Toll Free 1.866.518.6791 (U.S./Canada)
Fax	+1.403.228.2500
E-mail	info@smarttech.com

Warranty

Product warranty is governed by the terms and conditions of SMART's "Limited Equipment Warranty" that shipped with the SMART product at the time of purchase.

Registration

To help us serve you, register online at www.smarttech.com/registration.

SMART™

Toll Free 1.866.518.6791 (U.S./Canada)
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