



How To

Create and Manage Your Class and Roster

The Class and the Roster go hand in hand. The Class profile describes the context, the foundation, for everything that takes place in the Response environment. The Roster identifies each student in the Class. This *How To* describes the things you will need to consider when you define your Class profile and the options you have for creating the Roster for the Class. A *Quick Start* describes how you can start using Response to collect responses right out of the box. In addition, you will be shown the tools you can use to manage your Class and its Roster.

THE CLASS

The Class is profiled in the *New Class Wizard*, which is accessed from the Response main screen by clicking on the *Create A New Class* option. Each screen in the wizard prompts you for a different group of the settings that make up the Class profile.

The first screen, the Information screen, establishes the traditional settings you would expect to include in the description of a Class; the name of the Class, the semester, the time the Class meets, the room and the building where the Class meets, and the name of the instructor. The next screen gives you an opportunity to define either the *Sections* of your Class, or the *Subjects* you will be teaching in your Class. These subclassifications of your Class provide a way of segmenting or filtering the data that are subsequently collected for your Class. This is an optional setting in the Class profile, so you can ignore it if it is not relevant to the Class you are profiling.

Next you will make the connection between the Class and the hardware that will be used in the Class. The type of clickers used in your Class will affect the types of questions you can ask during a Session and, to some extent, how you create your Roster. For example, when PRS RF Clickers are being used exclusively in a Class, it will affect how you profile your Class and create its Roster. Further, if those PRS RF Clickers have been configured as *Loaners* or as *Closed*, additional information is required for the Class profile. Fortunately, the *New Class Wizard* knows what information to prompt for.

If you would like more information about configuring clickers and setting up your Response hardware, refer to *How To Set Up Your Response Hardware*. As outlined in *First Look* (displayed as Response is started up), we recommend you have your hardware set up and installed before you create your Class.

THE ROSTER

After you have established the settings for the clickers that will be used in your Class, the focus of the *New Class Wizard* turns to the creation of the Roster. The Roster identifies each student in the Class. It contains a record of the information for each student that uniquely identifies the student. In addition, the Roster establishes a link between the clicker the student uses in the Class to send answers during a Session and the student's record, ensuring the student gets credit for each answer sent.

The three options for creating a Roster are: *Skip*, *Manually Enter Students Into Roster*, and *Import Roster*. *Skip* means that you do not want to create the Roster at this time. Instead, you want to create the Roster dynamically, during a Session as the clickers join. The clicker's Clicker ID and Student ID are sent during the join process. Each ID set is recorded as an individual entry in the Roster Pending List for the Class and becomes the foundation for the Official Roster for the Class. Students' names and additional identification can be added later.

The Roster can be created manually as you are profiling your Class in the *New Class Wizard*. When you select this option, the Roster Editor displays the student record form, which you fill in to create a record for each student in the Class. The same Roster Editor can be accessed in the *Manage My Data* window when you want to edit existing student records or add new students to the Official Roster.

The Roster can be imported. This is done quite easily using the *Import Roster Wizard*. The Roster can be copied from another Class; imported directly without manipulation from another Response installation, from a PRS v4.xx installation, or from Blackboard or PRS Web Registration; or it can be imported with manipulation from a non-Response source. Before the Roster is imported, you will have the option of designating whether you want to overwrite the current Roster, if one exists, or merge the imported Roster with the current Roster. You can use the *Import Roster Wizard* either to create the new Roster for the Class, or to update the existing Roster.





Creating and Editing a Class

The *Quick Start* section on page 9 describes how you can use the default *My Class* to get started right away with Response and then go back later and edit the *My Class* profile to fit your requirements. In this section, we will show you how easy it is to do that. You will also see that it is just as easy to create a new Class using the *New Class Wizard*. It really depends on whether you have time to prepare in advance, or you need to get started right away. Either way, Response provides an intuitive way to accomplish your goals.

Whether you create a new Class or edit an existing Class, you will be dealing with the same groups of settings. The only difference between the two is that in the *Class Editor* window the settings are grouped in *tabbed sections*, and in the *New Class Wizard*, they are grouped in *screens*. So, regardless of which approach you decide to take, once you get to the *Information tab* in the *Class Editor* or to the *Information screen* in the *New Class Wizard*, the steps and instructions as outlined below are the same for both.

Begin

Start up Response.

Create A New Class

- 1 At the Response main screen, click on the **Create A New Class** option to display the **New Class Wizard**.
- 2 Click on the **Next** button at the bottom of the Welcome screen.
The **Information screen** displays.

Edit My Class

- 1 At the Response main screen, click on the **Manage My Data** option.
- 2 Select *My Class* in the **Classes** navigation pane.
- 3 Click on the **Edit Class** tool.
The **Information tab** displays the *My Class* profile information.

Information

- 1 Enter or edit the Information settings for the Class.

Setting	Description
Class Name	This is the only required setting of the Information settings. The name indicated here appears in the Classes navigation pane in the Manage My Data window. There is no real restriction on the length of the name or on the characters that can be used in the Class Name.
Semester	<i>Optional</i> – Indicate when in the school year the Class meets.
Meeting Time	<i>Optional</i> – Indicate what time the Class meets.
Room	<i>Optional</i> – Indicate the room in which the Class meets.
Building	<i>Optional</i> – Indicate the building the classroom is located in.
Instructor	<i>Optional</i> – Indicate the name of the instructor who will be teaching the Class.

- 2 In the *New Class Wizard*, click on the **Next** button to continue to the next screen.



Subjects/Sections

This portion of the profile is an optional setting. You can skip it, if it is not applicable to your Class. The *Subjects and Sections* setting recognizes two different teaching scenarios. In the first, an instructor, typically at the K-12 level, has one Class with the same group of students in which more than one subject is taught during the school day. The second teaching scenario is more likely to occur at the Higher Ed level, where an instructor or instructors teach the same subject to multiple sections of the Class and students registered in the Class are allowed to attend any of the sections.

In the Class where more than one Subject is taught, each Subject is named and listed here. The students join the Class just once at the beginning of the Class. When the instructor has finished teaching Math, for example, he ends the Math Session and changes the Subject to Science, then ends that and begins a new Session for History, and so on. The students remain joined to the Class throughout the Subject and Session changes. Since each Session is dedicated to a different Subject, the Session results are segmented, or filtered, by Subject for the Class, which makes it very easy

for an instructor to keep track of his students' results in each Subject he is teaching.

In the Class that has more than one Section, the results can be maintained for each separate Section if a comparison of performance by Section is desired. But, because one Roster is maintained for the Class and all of the Sections, students can attend any of the Sections, and you can merge the Section Sessions so the data is all in one Session.

Defining a Subject or Section

- 1 Click on the checkbox to enable the *Subjects/Sections* setting.
- 2 Type a unique name in the **Name** field.
- 3 Click on the **Add** button to add the name to the list box.
- 4 Repeat for each Subject or Section you are identifying for this Class.
- 5 If you want to delete a name from the list, select it and click on the **Delete** button.
- 6 Click on the **Next** button to continue.

The Class Editor has a *Subjects/Sections* tab. If you did not initially define Subjects or Sections for your Class, but have determined you want them after the Class has been set up, you can add them to the Class profile at any time.

When a list has been created for this Class setting, the **Subjects/Sections** option in the **Collect Responses – New Session** dialog will be active, allowing you to make a selection from this list as you set the parameters for the Session. When the Session Toolbar displays, you will see the name of the Class followed by the name you chose from the Subjects/Sections list displayed on the Session Question Status Bar below the tools.

Select Clicker Type(s) or Clicker Setup Tab

The next step is selecting the type or types of clickers that will be used in your Class. The hardware your students use will impact how you use Response in your Class, which is why it is necessary to indicate the hardware that will be used in the Class profile.

Both PRS RF Clickers and Cricket clickers communicate with the Response software by means of radio frequency transmissions that are sent back and forth by the Interwrite Response RF Receiver. The clickers are pictured on the Select Clicker screen. (Virtual Clicker is a software application for PCs running Windows that mimics the PRS RF Clicker.) The most obvious difference be-

tween the PRS RF Clicker and the Cricket is the PRS RF Clicker's LCD display. Not only can students see their answers before they send them, but they can receive and display status messages from the Response software. In addition, PRS RF Clickers have separate numeric and alpha Input Keys, as well as a set of Navigation Keys, giving them additional functionality when interacting with Response. PRS RF Clickers can respond to a broader range of Question Types; such as multiple correct Multiple Choice, where more than one of the choices is correct, Answer Series, where the answer choices are arranged in the correct order, Short Answer, where the

answer is a word or phrase, and Numeric, where the answer is a positive, negative, or decimal numeric value or numeric range. PRS RF Clickers can also be used to store the answers to up to three homework assignments. The homework assignments are collected in class during a Homework-Collection Session. And finally, only PRS RF Clickers can be used to participate in a Self-Paced Session, where students are given a numbered test that they take during a timed Session. Students work at their own pace, answering the questions in the test in any order and changing their answers as often as they want during the Session.





Setting Up For PRS RF Clickers

- 1 Click on the *PRS RF/Virtual Clicker* checkbox if your students will be using PRS RF Clickers, or Virtual Clickers, or both, in your Class.
- 2 Click on the **Next** button to continue.
- 3 Enter the **Broadcast Name**. This is the name that will display on the students' PRS RF Clicker LCD displays when they are autoscanning for the Class. The Broadcast Name will also appear on the yellow Status Bar on the Session Toolbar with the Join Code in angle brackets.



The Broadcast Name can be no more than 10 characters in length, so it will fit on the LCD display.

- 4 Select the **System Type**. If you configured your PRS RF Clickers as *Closed* or *Loaners*, your System Type must match the clicker configuration. *Normal* is the default clicker configuration and System Type, and requires no further action.
 - PRS RF Clickers configured as *Closed* can only join the *Closed* Class to which they have been linked by the **Class ID**, which is set in the next screen.
 - PRS RF Clickers configured as *Loaners* will always prompt for the Student ID to be input before they can join the Class.
- 5 If you are concerned that your students may not have entered valid Student IDs, you can select the *Ignore Student IDs from PRS RF (LCD) Clicker* option. The Response software will ignore the Student IDs that are sent with each transmitted answer. Your students' answers will be identified and linked to their records in the Roster only by their PRS RF Clickers' Clicker IDs.



This option requires that a Roster must already be in place before the students join the Class. The Roster **must** contain the students' Clicker IDs and Student IDs.

- 6 Click on the **Next** button.
- 7 If you selected *Closed* as the **System Type**, you will be prompted for the **Class ID** in the next screen. This is the four-digit hexadecimal value you assigned to the PRS RF Clickers when you configured them as *Closed*. By entering this value here, you complete the link between the *Closed* Clickers and the *Closed* Class. Click on the **Next** button.

You are now ready to create your Roster.

Setting Up For Crickets

- 1 Click on the *Cricket* checkbox if your students will be using Cricket clickers in your Class.
- 2 Click on the **Next** button to continue.

You are now ready to create your Roster.

Setting Up For Mixed Clicker Types

You should be aware that if you are using more than one type of clicker in your Class, you will be restricted to running your Session only in *Participation Mode* and to asking only *Multiple Choice* (lettered or numbered) and *True/False* Questions.

- 1 Click on the checkbox of each clicker type your students will be using in your Class.
- 2 Click on the **Next** button to continue.
- 3 Enter the **Broadcast Name** for the PRS RF Clickers. Note that only PRS RF Clickers configured as *Normal* can be used in a mixed-hardware Class.
- 4 Click on the **Next** button to continue.

You are now ready to create your Roster.





Creating the Roster

If you are creating your Class in the New Class Wizard, you have completed the Class settings and your attention is now turned to creating the Roster. Roster creation is quite flexible in Response. It has to be because it is dependent on so many different factors – class size, the hardware being used, grade level, the class registration process, etc. For example, if you are using a Cricket Classpack for your 4th grade class with 32 students, it is going to be very easy for you to manually create your Roster. You know the names of the students in your class, and you have got the Classpack right there, so you can easily read the pre-assigned Student IDs and assign one to each student in the Roster for your Class. On the other hand, if you are teaching a class of 200 students who purchased their Cricket clickers in the bookstore, you are going to want to import the Roster of students downloaded from the web registration application. In yet another scenario, students using PRS RF Clickers can just join the Class and their records will be dynamically added to the Roster Pending List.

The three options you have for creating your Roster are:

- create a Roster dynamically during a Session (PRS RF Clickers and Cricket Classpacks)
- manually build the Roster from scratch
- import a Roster

Let's start with manually creating the Roster so you can see what information is needed to create an individual record in the Response Roster.

Manually Create The Roster

- 1 Click on the *Manually Enter Students Into Roster* radio button on the **Create Roster** screen. The Roster Editor displays in a dialog titled **Add Names To Roster**. A similar dialog will display when you are in the **Manage My Data** window, **Classes** is selected in the navigation pane with your Class selected in the list at the top, the **Roster tab** has the focus in the data pane (*How To Navigate the Response Interface*), and you click on the **New Student** tool to add a student to the Roster.
- 2 Fill out a form for each student in the Class. The table on the next page describes the requirements for each field.
- 3 Click on the **Save** button to save each student record to the **Official Roster** list at the bottom of the dialog.
- 4 Click on the **New** button to clear the form, and enter the next student's information.
- 5 Select a record in the Official Roster and click on the **Delete** button to remove it from the Roster.
- 6 Click on the **Next** button when you have finished entering records in the Roster.

New Class Wizard

Add Names to Roster

Contact Info

First Name: Middle:

Last Name:

Suffix: Nickname:

Phone: HOME Email: HOME

Student Info

Student ID: Clicker ID:

User ID:

Additional Info

Gender: Grade Level:

Other:

Official Roster

Alert	Last	First	Middle	Nickname	Student ID	Clicker ID	User ID



Student IDs and Clicker IDs

The only field in the student record that is required is the **Student ID**. You know it is *required* by the presence of the red circle with the white X. Students using PRS RF Clickers that are configured as *Normal* can enter their Student IDs in the clicker's Setup Menu. The Student ID is saved in the clicker's memory and is transmitted when joining the Class. PRS RF Clickers configured as *Loaners* prompt for the Student ID before the students can join the Class. That means that any student can use any PRS RF Clicker configured as a *Loaner* and be assured his answers will always be attributed to his Student ID.

Cricketts do not have the ability to accept a Student ID, so for Higher Ed, the Clicker ID becomes the unique identifier in the student's record. If your students are going to be registering online for your Class and they are using Cricketts, be sure you include a Clicker ID field in your registration form. The Clicker ID is clearly identified on the label on the back of the Cricket. On the other hand, the clickers in a Cricket Classpack are numbered. This number on the top end of the Cricket serves as the Student ID, making it easy for younger students, in particular, to recognize the Cricketts assigned to them. This numbered ID serves as the students' unique identifier.

Info Category	Field	Description
Contact Info		
	First Name	Enter the student's first name.
	Middle	Enter the student's middle initial or name.
	Last Name	Enter the student's last name.
	Suffix	If the student's name has a suffix, select it from the drop-down list.
	Nickname	Enter the student's nickname.
	Phone	Select the appropriate identification of the phone number from the drop-down list and enter the student's phone number.
	Email	Select the appropriate identification of the email address from the drop-down list and enter the student's email address.
Student Info		
	Student ID	This is the only required field in the form. As explained above, the Student ID uniquely identifies the student and ensures his answers will always be attributed to him. Enter the Student ID. If the student is using a Cricket from a numbered Classpack, enter the number on the top end of the Cricket as the Student ID.
	Clicker ID	Enter the Clicker ID. Cricket Clicker IDs are found on the label on the back of the Cricket. The PRS RF Clicker's Clicker ID is in the <i>Diagnostics</i> section of the PRS RF Clicker <i>Setup Menu</i> . It is called the <i>Radio ID</i> . The Clicker IDs from PRS RF Clickers and numbered Classpack Cricketts can be captured dynamically during a Session.
	User ID	The User ID provides an additional way to uniquely identify students. For example, if your students are using numbered Cricketts, you will use the clicker number as the <i>Student ID</i> and you can use this field to record each student's real Student ID.
Additional Info		
	Gender	Enter the student's gender.
	Grade Level	Enter the student's grade level.
	Other	This field can be used to include any other information you want to have in each student's record.





Import The Roster – The Import Roster Wizard

The Roster for your Class can be obtained from a variety of sources. You can copy a Roster directly from another Class. Or, you can import a Roster that has been exported from another Response installation, from a PRS v4.xx installation, from the PRS Web Registration application, or from Blackboard. A Roster from any of these sources is in the correct format and can be imported directly into Response without any manipulation. A Roster can also be imported from a non-Response/PRS source as long as it is in a CSV file format. The *Import Roster Wizard* provides the tools necessary to align the file to the required Response fields for import.

The Import Roster Wizard steps you through the process of importing a Roster. It is accessed from the *New Class Wizard* as part of the process of creating a Class. It can also be accessed from the Toolbar in the *Manage My Data* window. First, you will indicate where the Roster is going to be coming from—the *Roster Source*. If you are copying it from another Class, you will select the Class from a drop-down list of the Classes on your system. If you are importing the Roster, you will navigate to its location on the computer and select it, and then, indicate the Roster type.

There are two ways to import a Roster for use with your Class; *overwrite* or *merge*. When you choose the *overwrite* option, the imported Roster will overwrite or replace the current Roster, if one exists. If no Roster exists, the imported Roster becomes the current Roster. When you choose the *merge* option, the imported Roster is combined with the existing Roster – existing student records are updated and new student records are added. You will use the *merge* option to update your Roster. Usually, that's when you use the *Import Roster* tool on the Roster Toolbar in the *Manage My Data* window to access the Import Roster Wizard.

In order to merge the existing Roster with the imported Roster, you have to select a *record key* that the records in both Rosters have in common. You will choose either the *Student ID* or the *Clicker ID* as the record key. This completes the import process, unless you have chosen a non-Response/PRS file to import. In that case, you have one more step before you are finished. You have to delete the names of the fields that have no corresponding fields in the Response Roster file, and then you have to map the remaining fields in the Response Roster to their counterparts in the imported file.

Select the Source

- Click on the radio button that describes where the Roster is coming from.

Copy Roster from an existing Class

- Select the Class whose Roster you want to use for your Class from the drop-down list.

Import Roster

- Browse to the location of the Roster file, select it, and click on the **Open** button.
- Click on the radio button that describes how the Roster file is parsed. (Most files of this type are comma-separated.)

Information

- Indicate whether you want to overwrite the Roster, if one exists, or merge with the current Roster.

Merge with the Current Roster

- Select the Record Key, *Student ID* or *Clicker ID*, you want to use to merge the Rosters.

Choose Fields

This screen will display only when the Roster file you have chosen to import is from a non-Response/PRS source. The fields in the imported Roster file are listed in the left pane and the fields in the Response Roster are listed in the right pane. The idea is to match up the fields in the imported file with the comparable fields in the Response file.

- 1 First you have to eliminate the fields that do not have a counterpart in the Response Roster file. You are only deleting the field name from the list, the file itself remains intact. Select a field name in the list and click on the **X** button to delete it from the list.
- 2 Move the Response Roster field names up or down until each is opposite its counterpart in the imported Roster. You may have some leftover Response field names that don't have a matching field in the imported file. They should be moved to the bottom of the list.





Create A Roster Dynamically

A Roster is created dynamically during a Session when the clickers join the Class. In this scenario, there is no Official Roster in place for the Class, and the clickers being used to join the Class are PRS RF Clickers or Crickets from a numbered Cricket Classpack.

When you are profiling your Class in the New Class Wizard and you get to the *Create Roster* screen, leave the *Skip* radio button selected. This skips any Roster creation screens and completes the new Class definition. With the Class profile in place, you are ready to begin collecting responses.

- 1 Click on the **Collect Responses** option on the Response main screen.
- 2 Select the **Class** from the drop-down list. The **Session Name** is a combination of the Class Name and today's date and time.
- 3 If you defined **Subjects** or **Sections** for the Class, choose one from the drop-down list.
- 4 Leave *Participation* as the **Type** selection. This means that this Session will be one in which you ask Questions, one after the other, and the students are given a specific amount of time in which to answer each Question.
- 5 Choose a **Lesson Type**. If you are going to use a PowerPoint lecture that you have prepared with Response Question slides, leave the Lesson Type at the default *Impromptu* selection.
- 6 Click on the **OK** button.
- 7 If your first Question is an Impromptu Question, set the *Question Properties* and click on the **OK** button. Otherwise, just click on the **OK** button to dismiss the **Impromptu Options** dialog and display the **Session Toolbar**.

Once the Session is started, students should be instructed to turn on their clickers and join the Class. PRS RF Clickers enter the single-character *Join Code* in the angle brackets and

send it, while Crickets press the two-digit Join Code. Virtual Clickers will connect using the IP address displayed in angle brackets. The *Joined Counter* on the right end of the yellow Status Bar will increment as each clicker joins the Class. The dynamic Roster is created at this time, as each student joins the Class. When you end the Session, the dynamic Roster, consisting only of Student IDs and Clicker IDs, is displayed in the *Pending List* (the bottom pane) on the *Roster* tab, and the Session results are recorded on the *Sessions* tab in the *Manage My Data* window.

PRS RF Clickers and Crickets from numbered Cricket Classpacks are the only clickers that can be used to dynamically create a Roster. PRS RF Clickers are capable of accepting the input of a Student ID. In the case of a *Normal* PRS RF Clicker, the Student ID is entered once and is permanently stored in the clicker's memory. A *Loaner* PRS RF Clicker prompts for the Student ID to be entered each time it is powered on. The Student ID is stored temporarily in the clicker's memory until the unit is powered off.

The Crickets in a numbered Cricket Classpack can be used in a Session where a Roster is being created dynamically, because the clicker number on the top of the unit is used by Response as the Student ID. As long as each student consistently uses the same numbered Cricket, he will always get his answers properly credited to him. Crickets that are sold separately, characterized as *Higher Ed Crickets*, do not have this second value that can be used as a Student ID, and so, cannot be used to dynamically create a Roster.



If your students will be using Higher Ed Crickets, you must have a Roster in place before you begin running Sessions for the Class, and that Roster must include each student's Cricket Clicker ID and each student's Student ID.





Quick Start

For instructors who want to jump right in and quickly get started using Response, dynamic Roster creation is an important part of the process. Once the Response software and the Interwrite Response Receiver are installed, it is simply a matter of starting up Response. The default Database is in place, ready to store the collected data. *My Class* has been set up as an all-purpose Class profile. You just click on the *Collect Responses* option on the main screen to display the *Collect*

Responses – New Session dialog. *My Class* is selected as the default Class. (You can always move the Session data from *My Class* to a Class you have profiled at a later time, or you can edit the *My Class* profile.) *Impromptu* is selected as the default Lesson Type. When you accept these default Session settings, the *Impromptu Options* dialog displays, where you set the Question Properties for the first impromptu Question, unless you are using a PowerPoint lecture with Response

Question slides. If you are going to run PowerPoint, click on the OK button to dismiss the dialog without setting Question Properties. When you click on the OK button, the Session Toolbar displays and you are ready to begin. Instruct your students to join the Class as described earlier. If you are going to run a PowerPoint slide show, start it when all students have joined the Class. Note that when you start the slide show, the mode on the Session Status Bar changes to *PowerPoint Mode*.





Managing Your Class and Roster

When you have finished profiling your Class and the New Class Wizard is closed, you are returned to the Response main screen. From now on, you will interface with the Class profile and the Roster, if one exists at this point in the process, in the *Manage My Data* window. If you are not familiar with the elements that constitute the *Manage My Data* window, you should read *How To Navigate the Response Interface*.

Managing Your Class

When you open the window, the *Classes* button at the bottom of the navigation pane is selected and the Class profiles are listed at the top. The *Roster* tab is the default display in the data pane. The active toolbar is the *Classes Toolbar*, because the *Classes* navigation pane has the focus.

The Classes Toolbar

Tool	Description
New Class	Click on this tool to display the New Class Wizard, which steps you through the process of profiling a Class. When the profile is complete, it will appear in the list of Classes in the Manage My Data window.
Edit Class	Select the Class you want to edit and click on this tool to display the Edit Class dialog. As described earlier in this <i>How To</i> , the three tabs in the dialog mirror the sections of the New Class Wizard. You can edit the Class <i>Information</i> , including the Class Name , add or delete <i>Subjects</i> or <i>Sections</i> for the Class, or make changes to the <i>Clicker Setup</i> portion of the Class profile.
Delete Class	Select the Class you want to delete and click on this tool. You will be prompted to confirm your intention to delete the Class. You can delete any Class from the list of Classes, including <i>My Class</i> , as long as there is at least one Class remaining in the list after the deletion.
Import Roster	Select the Class you want to import the Roster into. This tool can be used to create a Roster for a newly profiled Class, or it can be used to update an existing Roster. Click on it to display the Import Roster Wizard. It is on the Information screen where you will indicate whether you want to <i>overwrite</i> an existing Roster or establish a new one, or <i>merge</i> the imported Roster with the existing Roster to update it.
Export Roster	Click on this tool if you want to export the Roster from this Class for use with another Class on another Response installation or for import into your course management system. The Export Roster Wizard will display.






Managing the Roster

The first thing you are likely to notice about the Roster tab is that it is divided into two panes. The top pane displays the *Official Roster* and the bottom pane displays the *Pending List*. The Official Roster is exactly what you think it is – the Roster of students who are officially registered for your Class. Whether you copy a Roster from an existing Class, import a Roster, or manually create a Roster, they are assumed to be the Official Roster and are put in that Roster pane.

The Pending List is a list of the Student IDs and Clicker IDs of the clickers that have participated in a Session for the Class, but are not in the Official Roster. A Roster created dynamically during a Session goes into the Pending List. The records stay in the Pending List until the students are manually moved to the Official Roster or merged into the Official Roster using the Student ID as the *Merge Key*. The nice thing about this feature is that even when they are not in the Official Roster, the students' participation in the Class Sessions is duly recorded. Once students have a record in the Official Roster, you can be assured that the scores they earned during that unofficial period of participation are

added to the *Gradebook* tab and their participation in those Sessions is recorded on the *Attendance* tab.

The tools for managing the Pending List appear above it on the right. The Merge tool  is probably the only one that is not self-explanatory. It merges records from the Pending List with those in the Official Roster. The Merge function keys on the Student ID. When you click on the Merge tool, records in the Pending List that have a valid record in the Official Roster are moved from the Pending List and merged into the Official Roster based on matching Student IDs. As soon as that transfer takes place, the results of the Sessions the student participated in unofficially are marked and recorded in the Gradebook and participation is recorded on the Attendance tab.



Another feature of interest is the *Lock Roster* option in the Official Roster. When you click on the checkbox, the Official Roster is locked and records cannot be moved from the Pending List into the Official Roster. You can still add new students, edit or delete student records and import an updated Roster. You just cannot transfer records from the Pending List.





The Roster Toolbar

The Roster is managed using the tools on the Roster Toolbar. The Roster Toolbar will display only when the Roster in the data pane has the focus. Click on the Roster tab to give it the focus and to activate the Roster. The tools on the Roster Toolbar are described in the following table.


Tool	Description
New Student	Click on this tool when you want to manually add a student's record to the Roster. The Edit Student dialog will display. This dialog is similar to the Add Names to Roster dialog that displays when you choose to manually create your Roster in the New Class Wizard. Refer to the table that appears earlier in this <i>How To</i> for a description of the fields in the record form. Note that the whole Official Roster is moved from the Roster data pane to the Edit Student dialog <i>Official Roster</i> pane at the bottom of the dialog. As you make changes to the records in the Roster – adding new records, editing existing records, and deleting records – those changes will be reflected in the Official Roster now in the bottom pane of the dialog. Click on the Close button when you have finished. The Official Roster with the new student records you added is moved back into place in the data pane.
Edit Student	Select the student's record in the Roster and click on this tool. Or, double-click on the student's record. The Edit Student dialog, described above, will display. Make the changes to the student's record, save it and select another record to edit or click on the Close button to return to the Manage My Data window.
Delete Student	There are a number of ways to delete records from the Roster: <ul style="list-style-type: none">• Use this tool: Select the student record you want to delete and click on this tool. You will be asked to confirm the deletion.• Use Delete button in the Edit Student dialog: Select the record in the Official Roster pane and click on the Delete button. You will be asked to confirm the deletion.• Use the Official Roster Delete Selected or Delete All tools: Select the record or records you want to delete and click on the Delete Selected tool icon  above the Official Roster. The Delete All tool icon  will clear the Roster.
Import Roster	The Import Roster tool on the Roster Toolbar works the same as the Import Roster tool on the Classes Toolbar described on page 10.
Export Roster	The Export Roster tool on the Roster Toolbar works the same as the Export Roster tool on the Classes Toolbar described on page 10.






Additional Features of the Class/Roster Interface

You can sort your Official Roster or Pending List by any one of the fields in the record. Simply click on the column header you want to use as the *Sort Key*. An arrow will appear to indicate whether the records are sorted in *ascending* (up arrow) or *descending* (down arrow) order. Click again to reverse the sort order.

The *Alert* column will display a warning when there is a problem with a record or a conflict between records in the Roster. A common Alert warns you when two records in the Roster have the same Student ID. If it is a large Roster, you can use another handy feature of the interface to find the second record. There is a *Record Filter*  at the bottom of each pane of the Roster tab. Click on the drop-down arrow to display the list of record filters. You will see that one of the options is *Alerts*. When you select this record filter, only the records that have Alerts will display in the Official Roster, or in the Pending List, when you chose that Record Filter. When the duplicate Student ID Alert appears for records in the Pending List, you can double-click on the record in

the Pending List to edit and update it. Then, when you have resolved the Student ID conflict indicated by the Alert, you can refresh the full display by selecting *All* from the Record Filter list.

Another handy feature that allows you to reduce the clutter of the Roster display is the *Column Display* button  on the far right side of the Column Headers. If there are fields in the student Roster record that you do not use, you can elect not to display them. When you click on the Column Display button, a window pops up with a list of all the fields in the Roster record. The checked box means the field is displayed. If you don't use the *Nickname* field, for example, clear that checkbox and the Nickname field will no longer appear in the Roster display.

If you defined Subjects or Sections for your Class, a *Subjects/Sections* filter will appear in the data pane above the section tabs. You can filter or segment the data displayed in any of the four tabbed sections by selecting a Subject or Section from the drop-down list.

The Other Class Tabs

In addition to the Roster tab, there are three other tabbed sections in the Classes data pane: the *Sessions* tab, the *Attendance* tab, and the *Gradebook* tab. The Sessions tab lists all the Sessions that have been run for the Class. Attendance for the Class is monitored on the Attendance tab and is based on joining the Class. The Gradebook tab keeps track of individual scores of the students in the Official Roster for each Session. These features are discussed in detail in *How To Manage Your Data*.

