




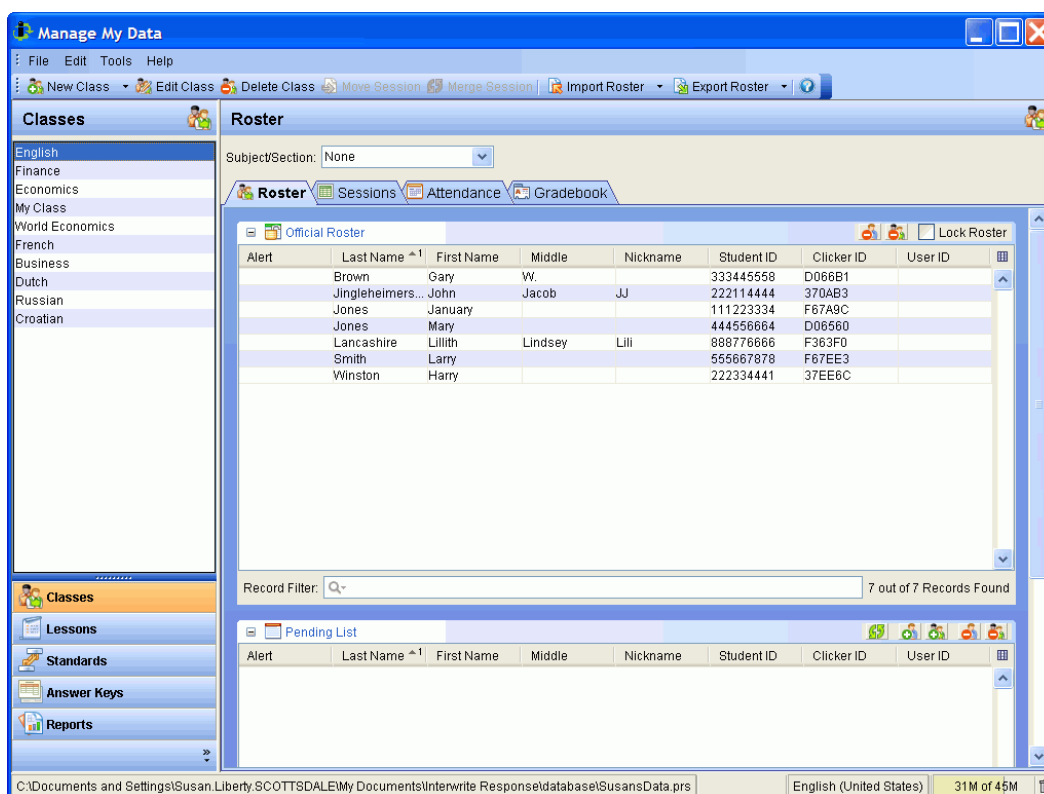
How To

Manage Your Data

All of your data – the Classes you profile and their Rosters, the Lessons and Answer Keys you create, and the responses you collect in your Sessions – are viewed and managed using the tools and features of the **Manage My Data** window. You access this window by clicking on the *Manage My Data*

option  on the Response Main Screen. The Manage My Data window is a very complex window. If you need to familiarize yourself with the elements that make up the Manage My Data window, read *How To Navigate the Response Interface*, or select the *Manage My Data* option from the **Help** menu.

In this How To, we are going to be looking at the data categories accessed by the navigation buttons at the bottom of the navigation pane. The first time you open the Manage My Data window, the *Classes* navigation button is selected and the *Roster* data view is displayed in the data pane. When you select a Class in the navigation pane, the data associated with that Class are displayed in the four tabbed data views. Creating the Class and managing the *Official Roster* and the *Pending List* are described in the *How To Create and Manage Your Class and Roster*, so we will ignore the Roster data view here. The three other data views for the Class include *Sessions*, *Attendance* and *Gradebook*.



Every Session run for the selected Class is listed in the Sessions data view. You can edit, delete, move, merge, or export a Session. The selected Session is edited in the *Session Data* window, which displays the Questions asked during the Session, the Response Chart for each Question, the details about the students who participated in the Session and their answers to each Question, Session scoring options, the Answer Key used in the Session, and the Mark data and

statistics for the Session. Merging and appending Sessions is managed in the *Merge Session Wizard*. The *Export Session Wizard* takes you through the steps of preparing the Session results for export. The *Include* feature in the Sessions data view lets you choose whether you want to include the data from a Session in the *Attendance* and *Gradebook* data views, or exclude them.





The Attendance tab displays the Official Roster with attendance recorded for each Session that has been included in the attendance record. The Gradebook is the final data view for Classes. Students' scores are automatically calculated based on the Question Properties you assigned to the Questions presented during the Session. Each students' Marks are stored in the Gradebook for the selected Class. You will see how you can change the scores or the way the scores are calculated in the Session Data window.

Then, we will look at the navigation buttons at the bottom of the navigation pane. The features of the first two navigation buttons, Classes and Lessons, are described in separate How To's – *How to Create and Manage Your Class and Roster* and *How To Create Lessons and Use the Question Editor*. The rest of the navigation buttons will be explored here.

The Standards navigation button opens the Standards data

view. You will use the Standards tools to import and organize the Standards for your state.

You will define and configure your Answer Keys in the Answer Keys data view. An Answer Key is made up of a group of tests that you would hand out during a Self-Paced Session, or as a homework assignment. You can either scramble the order of the Questions in the collection of tests in the Answer Key, or you can create a set of unique tests with different Questions that cover the same material. Answer Keys can be utilized only in Sessions where PRS RF Clickers are used exclusively. PRS RF Clickers are the only clicker type that can enter a test number, answer Questions out of order, and store the answers to a homework assignment.

The data collected in your Response Database can be published in an extensive variety of Reports. The Reports data view lists the report categories and your options for creating each report type.

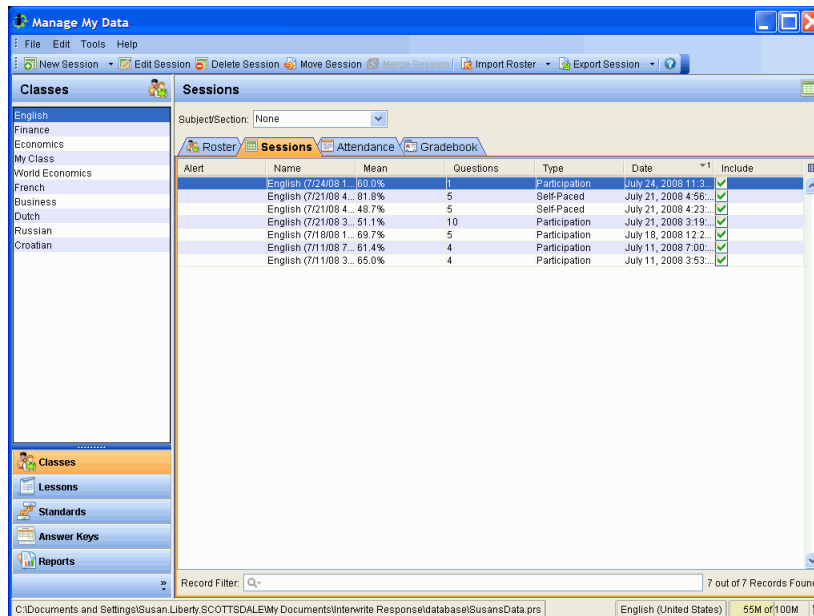
The Sessions Data Tab

Open the *Manage My Data* window. The Classes navigation button is selected in the navigation pane and the Roster tab is selected in the data pane. If you defined Subjects or Sections for the currently selected Class, the Subject/Section filter will display at the top of the data pane, above the tabbed sections. You will select the Subject or Session from the drop-down list whose data you want to view in the tabbed sections.

Click on the **Sessions** tab to give it focus. The Sessions run for the selected Class are listed in this data view. The **Sessions Tools** are displayed above it. Setting up a Session and collecting responses are described in *How To Set Up a Session and Collect Responses*. This How To describes how to utilize and effectively manage the Session data once they are collected.

Each Session in the list shows the Name of the Session, the Mean Score for the Session, the number of Questions asked, the Session Type, and the date and time the Session was run. The last column, the **Include** column, has a checkbox. By default, the checkbox is checked. That means that the data from the Session will be included in the Attendance computation, as well as the scoring for the Gradebook. If you do not want the data for a particular Session included in the Attendance and Gradebook tabulations, clear that Session's checkbox.

When you select a Session in the list, the Sessions Tools are activated and become available for selection. Each of the tools is described in the table on the following pages.






The Sessions Tools

| Tool | Description |
|-----------------------|---|
| New Session | You can start a new Session from the Manage My Data window using this tool, as well as starting one from the Response Main Screen by clicking on the Collect Responses option. Establish the settings for your new Session and click on OK to begin. |
| Edit Session | Select the Session you want to edit or review and click on the Edit Session tool. The Session Data window displays. This dialog contains a number of different views of the data collected during the Session, as well as detailed information about the students participating in the Session pulled from the <i>Class's Official Roster</i> . The data views are described in detail in the next section, <i>The Session Data Window</i> . |
| Delete Session | Select the Session you want to delete and click on this tool. If you want to select more than one Session to delete, hold down the CTRL key and click on each Session you want to delete. You will be prompted to confirm your intention to delete the selected Session and reminded that the Session data will be lost. |
| Move Session | You can move a Session to another Class, or to a different Subject or Section of the same Class. Select the Session you want to move and click on this tool. A dialog displays that shows the name of the Session you selected. Below that you can select the name of the Class you want to move the selected Session to from the drop-down list. If you have profiled Subjects or Sections for the selected Class, you can choose the one you want to move the Session to from the drop-down list. Click on the OK button to move the Session. |






The Sessions Tools (continued)

| Tool | Description |
|----------------------|--|
| Merge Session | <p>You can <i>merge</i> Sessions or <i>append</i> Sessions. You would merge Sessions when the Class has several Sections and the students are allowed to attend any Section they choose. The different Section Sessions would be merged into one Session for the Class. In order to successfully merge the Section Sessions:</p> <ul style="list-style-type: none">• All the students attending the Session must be in the Official Roster for the Class.• Each Session being merged must be the same Session Type, e.g., <i>Participation</i>.• The same number of Questions must be asked in each Session and the Question Types must match up, i.e., if the first Question for Session One was a single-correct Multiple Choice, the First Question in the merging Sessions must be single-correct Multiple Choice.• If an Answer Key was used in Session One, the same Answer Key must be used in the merging Sessions. <p>Finally, if a student attends more than one of the Sessions being merged, Response will accept only the data from the first Session attended.</p> <p>You would append one Session to another if you wanted it to appear as if all the data from the two Sessions had been collected during a single Session. If you presented a test in Session One and you were unable to finish asking all the Questions in that Session, you would ask the rest of the Questions in Session Two. When Session Two is appended to Session One, the data from both tests are listed in the merged Session.</p> <div data-bbox="402 1052 1528 1457"><p> <i>An interesting benefit of the Append Sessions option is that if you asked the same Question in both Sessions, the data from each instance of the Question would be retained as a separate Question and listed in the Session Data window. The Question data would not be merged or overwritten.</i></p><p><i>Let's say you stopped asking Questions in Session One because the Response Charts showed you the students did not have a solid understanding of the material, and you spent the rest of the period discussing the recognized problem areas. You could repeat those test Questions in Session Two and append that Session to Session One. You would then be able to see whether the discussion had helped clarify the material for the students by comparing their answers for each instance of the Questions that were duplicated.</i></p></div> <ol style="list-style-type: none">1. Select the Sessions you want to merge or append. To select multiple Sessions, hold down the CTRL key and click on each Session you want to select. To unselect a Session, continue holding down the CTRL key and click on the Session you want to remove from the selected Sessions.2. Click on the Merge Session tool to display the Merge Session Wizard. The Merge Session Wizard will take you through the steps necessary to merge or append the selected Sessions. |





The Sessions Tools (continued)

| Tool | Description |
|-----------------------|---|
| Export Session | <p>You can export the Session when you want to use the collected data in another Response installation, or in another application. The data are exported to a CSV file format. Select the Session you want to export and click on this tool to display the Export Session Wizard. The Export Session Wizard will take you through the steps necessary to prepare the Session data for export.</p> <div data-bbox="402 537 1526 779"><p><i>If you are using a course management system that accepts raw data from a Session, you can automate the export process. Select the Automatically Export Session option in the Automation section of the Session Preferences dialog. The data from each Session will be automatically exported to a .csv file and stored in the Interwrite Response\exports\session directory when you click on the End Session tool.</i></p></div> |





The Session Data Window

The Session Data Window includes different views of the data from a Session. The Session Data window has three tabbed sections, each of which provides a different set of data views. The name of the Session is displayed at the top of the window.

The Responses Tab

Session Data
Session Name: Susan (6/27/08 12:05:31 PM)

Responses | Scoring | Marks

Questions

| Question Name | Include in Mark |
|----------------------------|-------------------------------------|
| Who will win | <input checked="" type="checkbox"/> |
| What part of the country | <input checked="" type="checkbox"/> |
| The following is a | <input checked="" type="checkbox"/> |
| Which is the third pla... | <input checked="" type="checkbox"/> |
| French is the offici... | <input checked="" type="checkbox"/> |
| Put the following mo... | <input checked="" type="checkbox"/> |
| What is the fourth pla... | <input checked="" type="checkbox"/> |
| What's a number bet... | <input checked="" type="checkbox"/> |
| Active ingredient to li... | <input checked="" type="checkbox"/> |
| Most of the world s w... | <input checked="" type="checkbox"/> |
| Impromptu 1 2 | <input checked="" type="checkbox"/> |
| What property of matt... | <input checked="" type="checkbox"/> |

Question Preview:
French is the official language in which of the following countries. (Multiple correct)
A: Haiti B: Equatorial Guinea
C: Guinea D: Mauritania

Charts
Correct Answer: A, C
Correct: 40% Incorrect: 60% #Invalid: 0

| Category | Number |
|----------|--------|
| A | 4 |
| B | 3 |
| C | 5 |
| D | 1 |
| Invalid | 0 |


Responses

| Alert | Clicker ID | Response | Correct | Time | Attempts | Name | Clicker Type |
|-------------------------------------|------------|----------|-------------------------------------|-----------|----------|----------------|--------------|
| <input checked="" type="checkbox"/> | F67A9C | AC | <input checked="" type="checkbox"/> | 00:14.687 | 1 | Jones, January | PRS RF |
| <input checked="" type="checkbox"/> | D06580 | BC | <input checked="" type="checkbox"/> | 00:17.906 | 1 | Jones, Mary | PRS RF |
| <input checked="" type="checkbox"/> | D066B1 | ABC | <input checked="" type="checkbox"/> | 00:10.859 | 1 | Brown, Gary W. | PRS RF |
| <input checked="" type="checkbox"/> | F67EE3 | ABCD | <input checked="" type="checkbox"/> | 00:23.156 | 1 | Smith, Larry | PRS RF |
| <input checked="" type="checkbox"/> | 37EE6C | AC | <input checked="" type="checkbox"/> | 00:04.812 | 1 | Winston, Harry | PRS RF |

Record Filter: 12 out of 12 Records Found

Record Filter: 5 out of 5 Records Found

Manually Add Student Mark to Session Data

The **Add Student** tool  is next to the **Session Name** field. The tool is used to manually add a student's Mark to the Session. You would use this feature when a student, who is in the *Class Official Roster* but who did not participate in the Session, takes a makeup test, and you want to add the student and his Mark from the makeup test to the Session.

Click on the **Add Student** tool to display the **Add /Update Mark to Session Wizard**. The Add/Update Mark to

Session Wizard will take you through the steps necessary to manually enter the student's Mark and add it to the Session. The added Mark displays in the **Mark Data** pane on the **Marks** tab. An **i** will appear in the **Alerts** column next to the student record to indicate that the Mark was added manually. The added student's record is displayed in red. A **-1** appears in the **# Correct** and **# Responded To** fields, because Response has no way of knowing what these values are since the student didn't participate in the Session.






Questions Pane

The **Questions** pane lists the Questions that were presented during the Session. A snapshot of the currently selected Question is shown to the right of the list. The **Questions Toolbar** is above it. As you are reviewing the Questions in the list, if you want to see a larger version of the Question, click on the **Show Question**

tool  to display the Question in a window.

The 'Edit Question Properties' dialog box contains the following fields and controls:



- Name:** A text field containing the text 'Yo and the rest'.
- Question Type:** A dropdown menu set to 'Multiple Choice'.
- Choice Type:** A dropdown menu set to 'Letters'.
- Number of Choices:** A dropdown menu set to '4'.
- Correct Answer:** A dropdown menu set to 'A'.
- Partial Credit:** A section with a 'No' radio button selected and an 'Edit Partial Credit' button.
- Points:** A dropdown menu set to '1'.
- Associated Standards:** A text field containing 'FL(1)' and an 'Edit Standards' button.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Click on the **Edit Question Properties** tool  when you want to review or edit the properties assigned to the Question. You can change any of the properties settings listed here. You can also establish partial credit for an alternative answer by clicking on the **Edit Partial Credit** button.

The 'Partial Credit' dialog box contains the following fields and controls:

- Answer:** A text field for entering an alternative answer.
- Points:** A dropdown menu set to '1'.
- Buttons:** 'Add', 'Update', and 'Delete' buttons.
- Table:** A table with two columns: 'Answer' and 'Points'. It is currently empty.
- Record Filter:** A text field containing 'CL'.
- Status:** A label indicating '0 out of 0 Records Found'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

In this dialog, you will specify an answer, indicate the partial credit points awarded when this answer is sent, and click on the **Add** button to add it to the list. You cannot award more points to a Partial Credit Answer than are awarded for the Correct Answer. When you establish partial credit for alternative answers to the Question, the word Yes appears next to the **Edit Partial Credit** button. If you want to align the Question to a state standard or make changes to an established association, you can do so here. This option will not be available if you have not imported state standards.

As you review the Questions in the current Session, if you come across a Question you feel should not be included in the Session Marks, simply clear the Question's checkbox. You can use the **Select All Questions**  and the **Unselect All Questions**  tools to quickly select or clear all the checkboxes, respectively.

Responses Pane





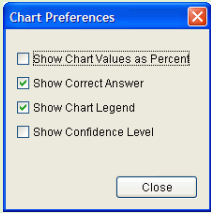


The Responses pane lists detailed information about the students participating in the Session and their answers to the selected Question. Double-click on a record to display the **Edit Response Data** dialog, where you can update the students' Session records. You can make changes to the students' responses and you can enter the correct Answer Key test number if they entered it incorrectly, or if they forgot to enter it.





Charts Pane

The Response Chart for each Question asked during a *Participation Session* is displayed in the **Charts** pane. Response Charts are not calculated for answers to Questions presented during a *Self-Paced Session*, or for the answers to Questions collected during a *Homework Session*. You can use the tools on the **Charts Toolbar** above the chart to change the appearance of the Response Chart. The tools are described in the following table.

| Tool Icon | Description |
|---|---|
|  | The Edit Question Properties tool on the Charts Toolbar also appears on the Questions Toolbar . The features of this tool are described in detail on the previous page. |
|  | The Charts Menu lists the charting tools for displaying the Response Chart. Select a chart option from the menu to redisplay your Question results. Keep in mind the Histogram chart is available as a charting option only when the Question's Type is <i>Numeric</i> . |
|  | <p>The options on the Values Menu control how the values of the answers to the Question are displayed.</p> <ul style="list-style-type: none"> • All Values tool: Show all the Response Choices or Response Choice Sets along the X axis. This is the default Values view. • Top 5 Values tool: Show the top five most frequent answers to the Question. • Bin Values tool: When you want to see how the individual answers to a <i>Multiple Correct/Multiple Choice</i> Question are distributed, select this menu option. It shows the frequency of each individual correct Choice in a bin in the Response Chart. This option is available only for <i>Multiple Correct/Multiple Choice</i> Question Types. |
|  |  <p>The Chart Preferences tool displays this dialog, where you can change the way the options listed here are displayed (or not displayed) on the Response Chart.</p> <p>Chart Preferences</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show Chart Values as Percent <input checked="" type="checkbox"/> Show Correct Answer <input checked="" type="checkbox"/> Show Chart Legend <input type="checkbox"/> Show Confidence Level <p>Close</p> |
|  | <p>These three tools, Slice Question Data, Compare Data, and Return to Original Question, provide different ways of displaying the Questions for comparison.</p> <ul style="list-style-type: none"> • Click on the Slice Question Data tool when you want to see a cross section of the data in this Question and the data in another Question. Select the second Question from the popup dialog that displays when you click on this tool. Click on the Return to Original Question tool when you have finished viewing the sliced data. • Click on the Compare Data tool when you want to do a side-by-side comparison between the current Question and a second Question you select from the popup dialog. Click on the Return to Original Question tool when you have finished viewing the comparison. • Use the Return to Original Question tool to return to a display of the current Question after you have compared it with another Question, or set up a data slice. |
|  | Click on the Charts Help tool to display the context-sensitive Help for the Response Charts. |



The Scoring Tab

Session Data

Session Name: Susan (6/27/08 12:05:31 PM)

Responses | **Scoring** | Marks

Set Points

Minimum: 0 (The lowest score a student can earn just for participation even if no Questions were answered correctly.)

Maximum: Per Question (The student's score will be based on the points earned for each correct answer.)

Per Session 10 (The student's score will be automatically calculated based on the maximum points per Session, divided by the number of Questions times the number of Questions the student answered correctly.)

Answer Key

Current Answer Key: NONE

| Question # | Question Name | Answer | Points |
|------------|---|-----------|--------|
| 1 | Who will win | Any | 1 |
| 2 | What part of the country | Any | 1 |
| 3 | The following is a | 2 | 1 |
| 4 | Which is the third planet from the sun | 3 | 1 |
| 5 | French is the official language in which of the following | A&C | 1 |
| 6 | Put the following movies in order | CABD | 1 |
| 7 | What is the fourth planet from the sun | MARS | 1 |
| 8 | What's a number between 1/4 and 1/3 in decimal form | 0.26-0.32 | 1 |
| 9 | Active ingredient to lighten your hair | D | 1 |
| 10 | Most of the world's water is saline. T or F | T | 1 |
| 11 | Immunoglobulin? | o | 0 |

Record Filter: Q~ 12 out of 12 Records Found

Close

Set Points Pane

Set a *Minimum* point value for the Session and a *Maximum* point value for the Question or the Session, if desired.

- The **Minimum** value option allows you to reward a student for participating in the Session even if the student did not answer any Questions correctly. If this were an assessment Session to determine the students' level of understanding of the course material, you could set a Minimum value for the bottom of your assessment scale.
- The **Maximum** points setting can be based on the point values assigned to the Questions when they were set up. Or, you can set a Maximum point value that can be earned for the Session. If you were to set a Maximum value of 100 points for the Session, for example, and you asked four Questions, students who answered all the Questions correctly would earn 100 points. Students who answered three Questions correctly would earn 75 points. The next day you ask five Questions. Students who answer all five correctly would earn 100 points. Students who answer four Questions correctly would earn 80 points, three correct answers would earn 60 points, and so on. It does not matter how many Questions are asked, the maximum number of points that can be earned remains the same.

Answer Key Pane

When an Answer Key is used during a Session, the tests in the Answer Key will display in the **Answer Key** pane. You can:

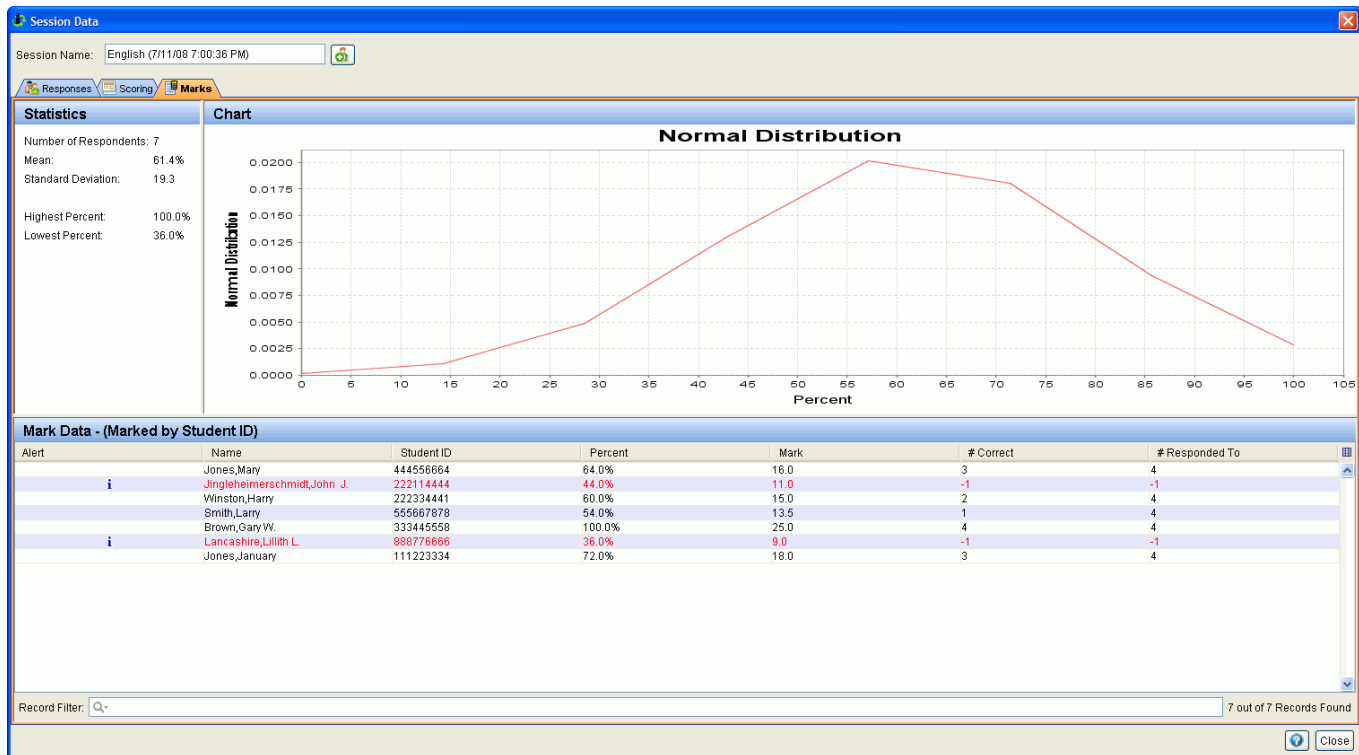
- Double-click on a Question if you want to change any of the properties settings for the Question.
- Click on the **Binoculars** tool on the **Answer Key Toolbar** to select another Answer Key.
- Click on the **Pages** tool to create a new Answer Key.

If an Answer Key was not used during the Session, the Questions presented during the Session will display in a this pane. You can double-click on a Question in this pane to display the **Edit Question Properties** dialog and change any of the properties settings for the Question.





The Marks Tab



Statistics Pane

The **Statistics** pane shows the basic statistics calculated for the Session. If you manually add Marks for students that didn't participate in the Session, the statistics are automatically recalculated.

Chart Pane

The **Chart** pane displays the normal distribution of all the answers to the Questions asked during the Session.

Mark Data Pane

The **Mark Data** pane displays the statistics for each student who participated in the Session. The statistical information includes the *Percent* of the Questions asked that the student answered correctly, the student's *Mark* for the Session, the *Number of Correct* answers recorded for the student, and the *Number of Questions* the student responded to.

If a student was manually added to the Session using the **Add Student** tool at the top of the window, the added record is displayed in red. The **i** in the *Alert* column indicates that a field in the record was added manually—that would be the **Mark** field. The **-1** in both the *# Correct* field and the *# Responded To* field are simply indicators that mean Response has no way of calculating these values, since the student did not actually participate in the Session when the values would have been accumulated as part of the Session data.





The Attendance Data Tab

Attendance on a per-Session basis is tracked on the **Attendance** tab. Each student in the Official Roster for the selected Class is listed, along with the student's **Student ID**. The next column lists the **Total Absences**. Following that is a column for each Session held so far for the selected

Class. The students who did not participate in the Session are marked with an **A**. The total number of absent students for each Session is displayed at the bottom of the Session column.

Manage My Data

File Edit Tools Help

New Class Edit Class Delete Class Move Session Merge Session Import Roster Export Roster

Classes

- English
- Finance
- Economics
- My Class
- World Economics
- French
- Business
- Dutch
- Russian
- Croatian

Attendance

Subject/Section: None

Roster Sessions **Attendance** Gradebook

| Name | Student ID | Total Absent | English (...) | English (...) |
|----------------------|------------|--------------|---------------|---------------|
| Jones, January | 111223334 | 0 | | |
| Jingleheimersc... | 222114444 | 2 | A | A |
| Winston, Harry | 222334441 | 0 | | |
| Brown, Gary W. | 333445558 | 0 | | |
| Jones, Mary | 444556664 | 0 | | |
| Smith, Larry | 555667778 | 0 | | |
| Lancashire, Lilit... | 888776666 | 2 | A | A |

2 2

SusansData.prs English (United States) 68M of 79M



The Gradebook Data Tab

Your students' Marks for all the Sessions for the selected Class are automatically scored and entered into a Gradebook. A particular Session's results can be excluded from the Gradebook calculations (and Attendance) if you clear the **Include** checkbox for that Session on the **Sessions** tab.

The Gradebook displays the student's current **Grade** and the **Percent**, which is based on a calculation of the percentage of the **Points** earned out of the total number of **Possible Points**. Each student's Mark for the Session is displayed in the Session columns that follow.



Remember that you can change the appearance of the Gradebook by changing the settings in the **Global Preferences Wizard**, which can be accessed from the **Edit Menu**.

| Name | Student ID | Grade | Percent | Points | Possible | English (...) | English (...) |
|-----------------------|------------|-------|---------|--------|----------|---------------|---------------|
| Brown, Gary W. | 333445558 | 2 | 96.6% | 28.0 | 29.0 | 3.0 | 25.0 |
| Jingleheimersc... | 222114444 | 5 | 37.9% | 11.0 | 29.0 | 0.0 | 11.0 |
| Jones, January | 111223334 | 4 | 75.9% | 22.0 | 29.0 | 4.0 | 18.0 |
| Jones, Mary | 444556664 | 5 | 58.6% | 17.0 | 29.0 | 1.0 | 16.0 |
| Lancashire, Lillit... | 888776666 | 5 | 31.0% | 9.0 | 29.0 | 0.0 | 9.0 |
| Smith, Larry | 555667878 | 5 | 56.9% | 16.5 | 29.0 | 3.0 | 13.5 |
| Winston, Harry | 222334441 | 5 | 58.6% | 17.0 | 29.0 | 2.0 | 15.0 |





The Other Navigation Buttons

Standards

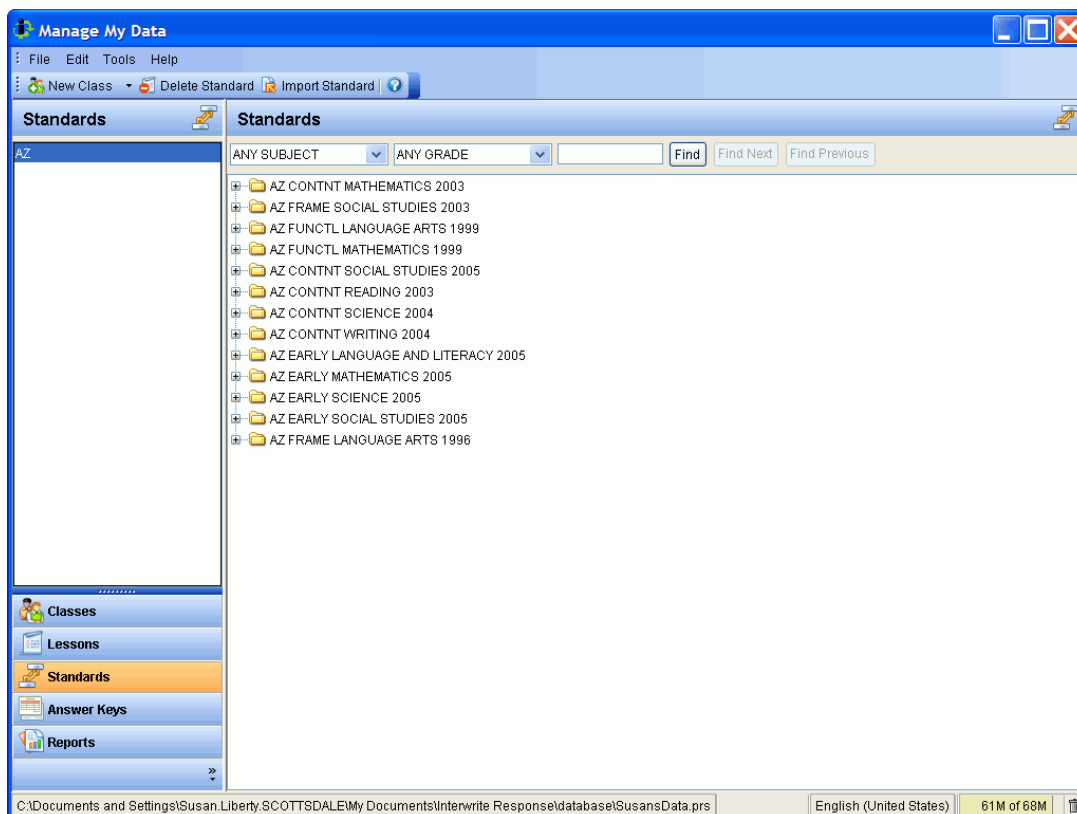
Your State Standards can be downloaded from our Web site at www.interwritelearning.com, **Download Software**, **Higher Education** to a location on your computer, thumb drive, or network. Once you have downloaded the State Standards, you can import them into Response using the **Import Standards** tool to make them available for alignment with the Questions you ask during your Response Sessions. Associating a state standard with a Question is a Question Properties setting.

The **Standards Toolbar** displays when the **Standards Button** in the navigation pane is selected. The State Standards that have been imported are listed at the top of the navigation pane. The Standards Categories for the selected state are displayed in the data pane.

To associate a State Standard with a particular Question, from the Question Properties dialog, first select the state whose standards you want to apply to the Question from the drop-down list, then click on the **Edit Standards** button. There are several ways to find the Standards you want

to associate with your Question in the **Edit Standards** dialog. One way is to navigate through the directory tree of the different Standards branches. If you are familiar with the way the Standards are structured, this way is probably the easier one. Another way is to search for a Standard. Select a subject, a grade, and/or enter a keyword in the text box. Click on the **Find** button. The Standards that apply to your search criteria are highlighted.

You can associate a state standard with a Question that you created using the **Question Editor** for a Response Lesson, or when you are reviewing the Session data in the **Session Data** window by clicking on the **Edit Question Properties** tool in the **Questions Pane**. To link the Standard to the Question, just click on the check box next to each Standard you want to apply. Click on the **Find Next** and **Find Previous** buttons to find other Standards that apply. When you are finished, click on the **Save** button to link the selected Standards to the Question. Click on the **Cancel** button if you decide not to link the Standards you found to your Question.





Answer Keys

An Answer Key establishes a series of tests that are used during Self-Paced Sessions or are handed out as homework assignments. Answer Keys can be used only in those Classes where PRS RF Clickers are used exclusively.


Some instructors create Answer Keys where the same set of Questions is used for each test; they are just presented in a different, random order on each test. Other instructors create tests with a different set of Questions on each test. Answer Keys are used primarily to reduce the incidence of cheating. The easiest way to use this feature is to have the tests all set up. Then you just define the Answer Key in Response and record the layout of each test in the Answer Key.

The **New Answer Key Wizard** takes you through the steps required to create an Answer Key and describe each test in

it. The **New Answer Key** tool on the **Answer Key Toolbar** displays the **New Answer Key Wizard**. When the **Tests** data pane has the focus, the **Tests Toolbar** displays the tools you can use to add a new test to the Answer Key, edit an existing test in the Answer Key or delete a test from the Answer Key. Each test in an Answer Key must have a unique number or letter to identify it. Your students will have to enter this letter or number before they can begin answering Questions during the Self-Paced Session, or when they are working on a homework assignment. We recommend that if you are going to have more than 6 tests in the Answer Key, you number the tests, rather than letter them. The alpha Input Keys on the PRS RF Clicker keyboard are restricted to **A** through **F**. Students would have to go into *Alpha Mode* to enter letters after **F**. It is much easier for students to enter the number **7** and above.

The New Answer Key Wizard

- 1 Give the Answer Key a unique name.
- 2 Set the number of tests that will be in the Answer Key. A Test form will appear for each test.
- 3 Identify the test by indicating a **Test #** (or letter).

 Remember to keep the Test # short so it can be easily entered by your students on their PRS RF Clickers.

- 4 Set the Question Properties for each Question in the test.
 - Set the **Question Information**.
 - Indication the **Correct Answer**.
 - Click on the **Save** button.

The Question Properties settings are listed in the bottom pane. Note that the Question number has incremented. Repeat for each Question on the test. If you want to change the properties settings for a Question, select it in the list, make the changes, and click on the **Save** button. Select another Question to edit, or click on the **Add** button to add the properties settings for the next Question.
- 5 When you have finished defining the properties settings for the Questions in the test, click on the **Next** button.
- 6 Fill out the test form for the next test, repeating steps 3 through 5.

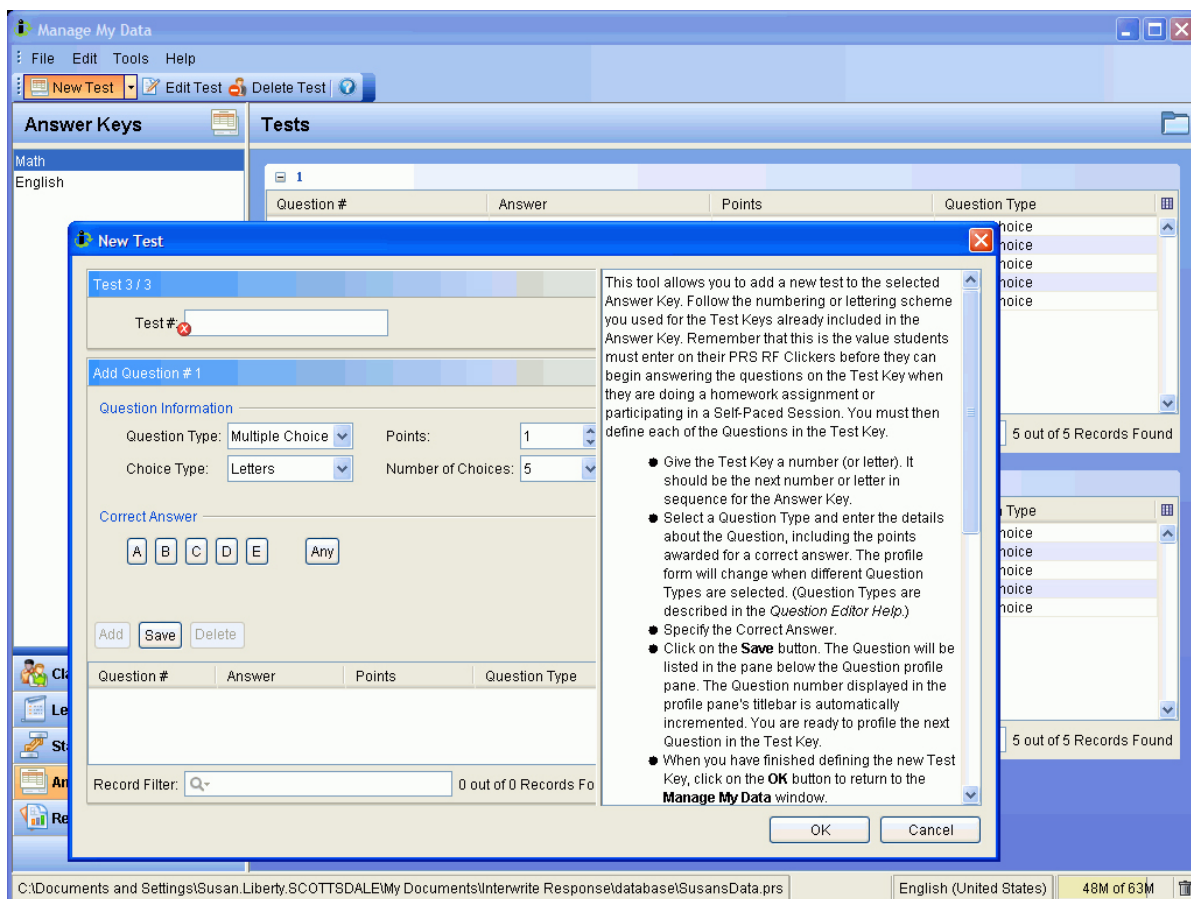
- 7 When you have finished profiling all the tests in the Answer Key, click on the **Next** button. The **Confirm** screen displays where you can review all the tests you profiled.
- 8 Click on the **Finish** button to save the Answer Key.



The Tests Toolbar

You can add additional tests to an existing Answer Key, edit the tests in the selected Answer Key, and delete a test from an Answer Key. The tools to perform these tasks are on the **Tests Toolbar**. The Tests Toolbar is activated by selecting an Answer Key in the navigation pane and clicking on one of the Tests in the data pane. The *New Test*, *Edit Test*, and *Delete Test* tools will display.

The *New Test* tool will display a test form that is already numbered to be added in sequence to the series of tests in the selected Answer Key. The *Edit Test* tool first prompts you to indicate the test you want to edit, then displays the test form you selected for editing. The *Delete Test* tool prompts you to indicate the test you want to delete. Be sure you have selected the correct test for deletion because you will not be prompted to confirm the deletion.



Adding a Test to an Answer Key

- 1 To display the **Tests Toolbar**, select the *Answer Key* in the navigation pane whose tests you want to list in the data pane.
- 2 Click on one of the tests in the data pane to activate the Tests Toolbar.
- 3 Click on the **New Test** tool to add a test to the selected Answer Key.



Reports

The Reports section of the **Manage My Data** window provides an extensive number of ways to view and print out the data in your Response Database.

- 1 Click on the **Reports Button** at the bottom of the navigation pane.

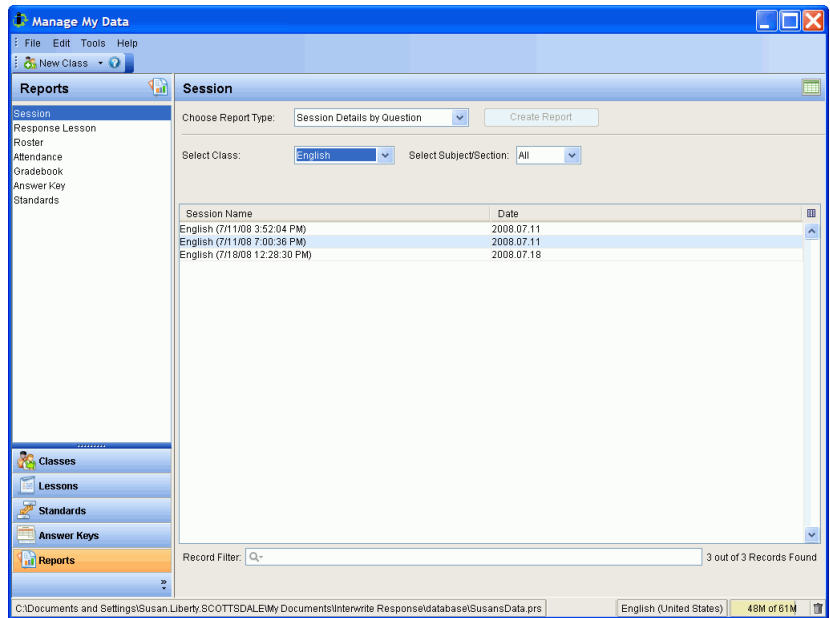
The Report categories (*Sessions, Roster, Gradebook, etc.*) display at the top of the navigation pane. The Report settings for the selected Report category display in the data pane.

- 2 Select a Report category in the navigation pane.
- 3 Choose a Report Type from the drop-down list.
- 4 Select the rest of the Report settings.

These settings will vary depending on the Report category you chose.

- 5 Click on the **Create Report** button.

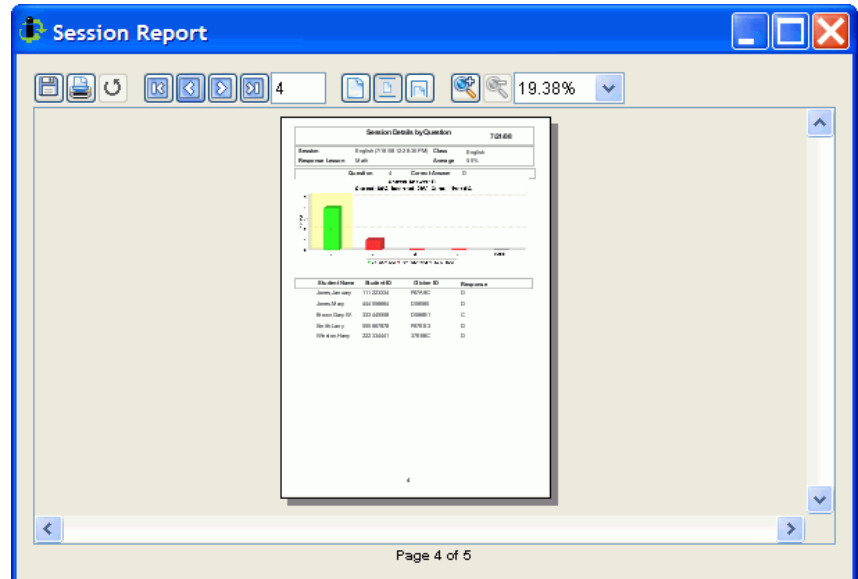
The Create Report button will not be available on some of the data views until a selection is made. For example, on the data view shown here, the Create Report button is not activated until a Session is chosen from the list of Sessions for the selected Class.





The Report Window

The Report is displayed in the **Report** window. The **Report Toolbar** is at the top of the window and the Report page count is at the bottom.



The Report Toolbar

| Tool Icon | Description |
|-----------|---|
| | The Export Report tool saves the Report in a <i>PDF</i> , <i>RTF</i> , or <i>HTML</i> format in the Interwrite Response\exports\report folder. |
| | The Print Report tool prints the Report. |
| | The Reload Report tool recompiles the Report and reloads it in the window. |
| | Use the page navigation tools to view the pages of the report. You can go to the first page or to the last page of the report, or go page-by-page. Use the Go To Page tool <input type="text" value="4"/> to specify a page number to go to directly. |
| | Use these tools to size the page display. You can choose from among the actual page size, a page display fitted to the height of the window, or a page display fitted to the width of the window. |
| | Click on the Zoom tools to zoom in and zoom out the page display by increments of 25%. As you click on the Zoom tool, the Zoom Ratio is displayed by this tool <input type="text" value="100%"/> . |