



# How To

## Set Up a Session and Collect Responses

In Response the Session is that period of time when your students are gathered, the Class is started and you are ready to collect responses. It is the time when the Response software and hardware interact and communicate with each other. And so, it is the time when everything has to be in place; the Response software must be installed on your Windows, Mac, or Linux system, and the Interwrite Response Receiver must be connected to a USB port on your computer. If you are using PRS RF Clickers in your Class and you want them configured as Loaner, Closed, or Closed Loaner clickers, you must have them configured prior to starting your Session. All of this is covered in detail in *How To Set Up Your Response Hardware*.

There are myriad ways you can run a Session. You can ask Questions and collect responses throughout the course of a PowerPoint lecture. You can hand out a set of different printed tests with Questions that your students answer during a timed, self-paced Session. You can ask Questions from Lessons, which you have imported into Response, that are packaged with the textbooks you use in your Class. You can ask Questions that you craft on-the-fly using one of your desktop applications, or Questions that you find on the Internet. You can ask Questions from ExamView's Learning Series test banks. The possibilities are endless. And yet, it is all very simple to set up and execute the Response Session. You will see here how Response's hallmark ease of use and flexibility are apparent when you are ready to collect responses.

It starts at the Response Main Screen, where you click on the *Collect Responses* option to display the *Collect Responses – New Session* dialog. The *Name of the Session* is a combination of the name of the Class for which the Session is being run and today's date and time. If *Subjects* or *Sections* were defined for the Class, you can choose the one relevant to this Session from the drop-down list. You will be able to choose a Session Type only when PRS RF Clickers are being used exclusively in your Class. The default Session Type is *Participation*. In this type of Session, the students are asked a Question and are given a specific amount of time in which to answer it. When the Timer has expired, the instructor and the students can view the Response Chart, which graphically shows the distribution of the answers to the Question. Instructors find this instant feedback very beneficial for gauging their students' understanding of the material being tested.

The other Session Types are *Self-Paced*, where students are given a list of Questions they have to answer within a specified amount of time, and *Homework*, where the answers to Questions students were given as homework assignments are collected. Only PRS RF Clickers have the functionality required to participate in either of these types of Sessions. So the only time the Session Types field will display in the New Session dialog is when the Class chosen for the Session is profiled for PRS RF Clickers exclusively.

If *Answer Keys* have been defined, an *Answer Key* field will display when a *Self-Paced* or *Homework* Session Type has been chosen. *Answer Keys*—tests whose Questions are arranged in different sequences, or tests containing different Questions that cover the same material—can be used only during those Sessions in which PRS RF Clickers are being used. PRS RF Clickers are the only types of clickers that can input a test number and send answers to Questions in a random order. In addition, they are the only clickers that have memory and can store the answers to up to three different homework assignments. You can learn more about setting up *Answer Keys* in *How To Manage Your Data*.

The last Session setting is *Lesson Type*. As indicated earlier, you can draw Questions from a variety of sources – and you are not limited to sticking with one source of Questions during your Session. You can switch from one source of Questions to another during the course of a Session. For example, you can start out with an ExamView Lesson Type and switch to Impromptu Mode. In Response, it is referred to as *switching modes*.


When you have configured the Session, the selected Class is started and the Session Toolbar displays. Instruct your students to turn on their clickers and join the Class, or, in the case of Virtual Clickers, connect to the Class. If the Questions you are asking in the Session are part of a PowerPoint lecture, start up the slide show after all of your students have joined the Class. You will also learn here about the Session tools and how you can customize Session settings so you can run your Session in the way that suits your teaching style.

When you end the Session, you have the option of ending the Class and disconnecting the clickers from the Class, or changing the Subject or Section for the Class and starting another Session.



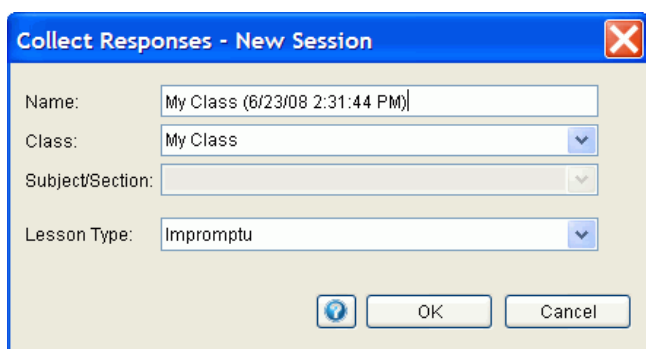


# Setting Up a New Session

When you are ready to set up and start your Session, click on the Collect Responses option  on the Response Main Screen. The *Collect Responses – New Session* dialog will display. We have emphasized throughout the How To series that the hardware being used in your Class will impact how you can use Response. You will see that stipulation demon-

strated again here in the New Session dialog. The Session settings available to you will depend on the clicker type or types you indicated would be used in your Class when you profiled it. Simply put, if PRS RF Clickers are being used exclusively in your Class, you will have additional Session settings from which to choose.

The most generic Session setup is typified by the following dialog. In it *My Class*, the default Response Class, has been chosen. *My Class* is profiled for all the clicker types.



Setting	Description
Name	The Name of the Session is a combination of the name of the Class selected below and today's date and time. You can change this default name.
Class	From the drop-down list, select the name of the Class taking part in this Session.
Subject/Section	Select the Subject or Section with which this Session will be associated.

## Lesson Type

The only Session setting here that requires discussion is *Lesson Type* – *Impromptu*, *Response Lesson*, or *ExamView*. The *Impromptu* Lesson Type is the most open-ended, allowing you to draw your Questions from just about anywhere you can imagine. You can create a Question or a series of Questions using eInstruction's next generation teaching program, Workspace, or you can write the Question on the whiteboard or put it on the overhead projector. The Question can come from a handout of printed Questions, or from a Web site on the Internet. It does not matter what the source of the Question is.

The *Impromptu Options* dialog that displays is where you set the *Question Properties* for the *Impromptu* Question. The *Question Properties* are saved in the Session file and can be reviewed and edited in the *Session Data* dialog (see *How To Manage Your Data*). It is also important to note that if your *Impromptu* Question is displayed on the desktop,

regardless of its source, Response captures a screen shot of it, so the Question, as well as the Question Properties are saved in the Session file and can be reviewed in the Session Data dialog.

The *Response Lesson* Lesson Type allows you to access Lessons you have created in Response and Lessons you have imported into Response from other Response databases or PRS installations, or from textbook publishers. Once these Lessons have been imported into Response, you can use the Response Question Editor to edit them. When you select a Response Lesson, the first Question in the Lesson will display when the Session Toolbar appears.

*ExamView* is the third Lesson Type. Select it when you want to use an ExamView test file as the source of the Questions presented during your Session. A browser will appear. Use it to navigate to the location of your ExamView files, select one and click on the Open button to display it in the Session Toolbar.





## Impromptu Options Dialog

Choosing the Impromptu Lesson Type displays the Impromptu Options dialog, where you will set the Question Properties for your first Impromptu Question of the Session. These properties settings are saved with the Question data in the Session file. They can be reviewed and edited in the Response Chart, as well as in the Session Data dialog. The following table describes the properties settings.

### Description

- Give the Question a name. This name will appear on the Session Question Status Bar and in the Question list in the Session Data dialog. It will identify the Question.
- Indicate the type of Question you will be asking. Remember that Crickets and IR Clickers can only respond to single-correct Multiple Choice and True/False Questions. Only PRS RF Clickers can respond to all of the Question Types.
- Indicate the number of points that will be awarded for a correct answer.
- If this is a Multiple Choice, Answer Series, or Survey Question, indicate how many answer choices you will be providing.
- Indicate whether the answer choices will be lettered or numbered.
- Indicate how many times the student can change his answer to the Question.
- Set the amount of time you want to give your students to answer the Question.
- Indicate the correct answer. Anything you type in this field will be masked. If the answer is Numeric, it can be either a single correct value, which you would enter in the *Single/Low* field, or it can be a range, where the low value of the range is entered in *Single/Low* and the high value in the *High Answer* field.
- Click on the checkbox if you want this dialog to display before each impromptu Question is asked, so you can set the Question Properties for the Question. However, if, for example, all your Questions are going to be Multiple Choice with the same number of lettered answer choices, you may opt not to be prompted. You can supply the correct answer and the points awarded while viewing the Response Chart, or when you are reviewing the data in the Session Data dialog.



Please note that when you intend to open your Session with a PowerPoint lecture slide show that contains Response Question slides, you should leave Impromptu as the Lesson Type selection. The Question slides in your PowerPoint lecture already have the Question Properties set. The Impromptu Lesson Type selection simply provides a point of entry to the Session. Click on the **OK** button to dismiss the dialog and display the Session Toolbar. After your students join the Class and you begin the PowerPoint slide show, the Session Mode will automatically change from Impromptu to PowerPoint.





## Session Type

The *Type* option shows up only when PRS RF Clickers are used exclusively in the Class. When Cricket or IR Clickers, or a mix of clickers are used in a Class, *Participation* is the only *Type* of Session you can run, so there is no reason to show it for those Classes. On the other hand, for a PRS RF Clicker Class, *Participation* is one of three settings – *Homework* and *Self-Paced* are the other two.



- A *Participation Session* is a straightforward Question and Answer Session. Students are asked a Question which they are given a specific amount of time to answer. The distribution of the answers to the Question are displayed in a chart. Then the next Question is presented.
- A *Homework Session* is dedicated to collecting your students' homework assignments, which they have saved in their PRS RF Clickers.
- A *Self-Paced Session* is a timed test Session. Students are given a list of Questions and answer choices, if applicable. They work at their own pace within the time frame of the Session, answering the Questions in whatever order they choose.

If you choose the *Homework* or *Self-Paced* Session Type, an additional field will appear on the New Session dialog – the *Answer Key* field. When you set up a *Homework Collection Session*, you would select the Answer Key that contains the tests you handed out as homework assignments. For your *Self-Paced Session*, select the Answer Key you will be using during the Session. However, if you don't indicate the Answer Key here, you will still be able to add it, as well as modify it, when you are viewing Session results in the *Session Data* window. For more information, see *How To Manage Your Data*.

## Self-Paced Session

Choose the *Impromptu* Lesson Type for your *Self-Paced Session*. This *Impromptu Options* dialog will display. You can ignore the Question settings as they have no relevance here. The *Timer* and *Number of Questions* settings are important to the data collection process of a *Self-Paced Session*. How many Questions are in the test(s) you will be handing out and how much time do you want to give your students to answer them? Click on the OK button to display the Session Toolbar. After all the students have joined the Class, you can start the Session Timer.

## Homework Session

A *Homework Collection Session* is set up the same way as the *Self-Paced Session*. You will indicate the Answer Key you used for the homework assignment, if applicable, and choose the *Impromptu* Lesson Type. Set the *Timer* and *Number of Questions* and click OK. When the Session Toolbar displays, have your students turn on their clickers and join the Class, Start the Timer to collect the homework assignments. Students will press the Menu key  to display the Setup Menu and scroll to the Homework bin where they saved their homework. Press the Send/Enter key  to open the homework bin and press it again to send the homework assignment to the Session.





## In summary:

<b>Lesson Type If you selected...</b>	<b>Action You will...</b>
<b>Impromptu</b>	<p>Set the Question Properties for the first Question of a <i>Participation Session</i>. For a <i>Self-Paced or Homework Collection Session</i>, set the <i>Session Timer</i> and the <i>Number of Questions</i>.</p> <p>If you are using an Answer Key for your Self-Paced or Homework Session, and the tests in the Answer Key have a variable number of Questions, set the <i>Number of Questions</i> option to the highest number. For example, if you have four tests in the Answer Key and two tests have 15 Questions and two tests have 20 Questions, set the Number of Questions option to 20. Then you can be assured that Response will set up a buffer big enough to collect the maximum number of Questions. Click OK. The Session Toolbar will display.</p>
<b>Response Lesson</b>	<p>Select the Lesson you want to present in the Session from the Lesson Tree. Click OK. The first Question in the Lesson will display below the Session Toolbar.</p>
<b>ExamView</b>	<p>Navigate to the location of your ExamView test files and select the one you want to present in the Session. Click on the Open button. The first Question in the test will display below the Session Toolbar.</p>





# The Session Toolbar

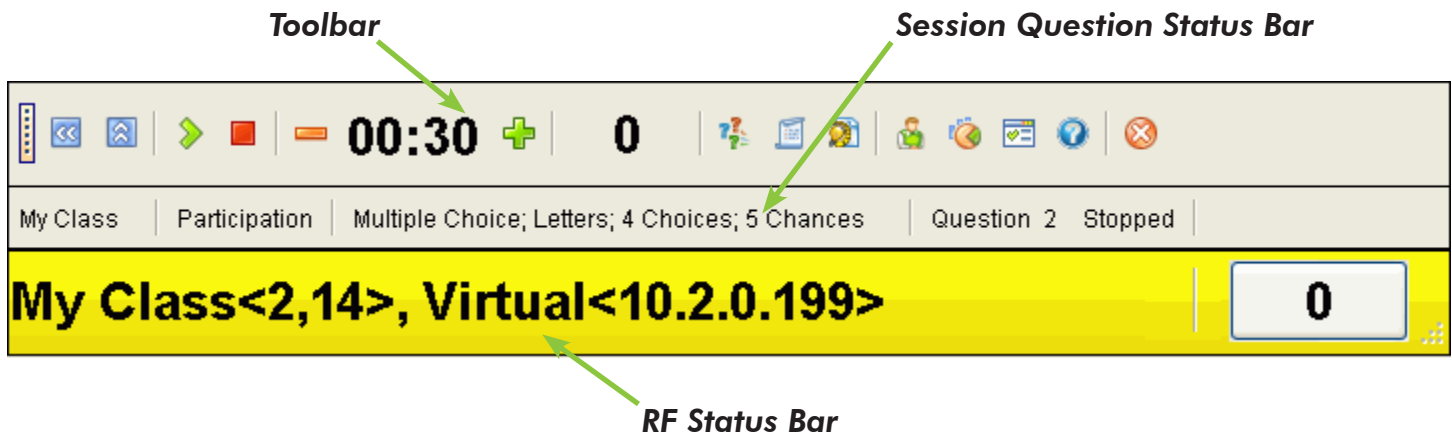
The Session Toolbar opens when a new Session has been configured. It provides the tools you need to run the Session, and information about the Session settings and the students participating in the Session.

The Session Toolbar is made up of several different components. The three basic components of the standard Session Toolbar are the Toolbar, the Session Question Status Bar, and the RF Status Bar. Other components that can appear on the Session Toolbar are the Response Area and the Question Area.

The tools you will use during the Session are grouped on the **Toolbar**. Each of the tools is described in the table on the following page.

The **Session Question Status Bar** is positioned just below the Toolbar. It keeps you apprised of the status of the many different facets that comprise the Session. The Session Question Status Bar tracks such information as:

- The Class for which this Session is being conducted and the Class Section or Subject selected for this Session.
- The Session Type.
- The Session Mode, the Question Properties when in Impromptu Mode, or the name of the Lesson and the current Question.
- The Question counter and the Question status.



The **RF Status Bar** is the yellow bar across the bottom of the Session Toolbar. It displays the Broadcast Name of the Class and the Join Code (in the angle brackets) for each type of participating clicker. On the far right end of the RF Status Bar is the Joined Counter, which keeps track of the number of clickers that have joined the Class. Just below that in the corner is a pull handle that you can use to size the Session Toolbar window.



# The Session Tools

Tool Icon	Tool Name	Tool Description
	Move Toolbar	Use this tool to move the Session Toolbar and position it anywhere on the desktop.
	Collapse/Restore Toolbar	Collapse the Session Toolbar when it is in the way. Restore the Session Toolbar when you need to use the tools.
	Collapse/Restore Attached Components	Collapse all components that are attached to the Session Toolbar. Restore the attached components.
	Decrease Time by 15	Decrease the amount of time on the Timer by 15 second increments.
	Increase Time by 15	Add seconds to the Timer in 15 second increments.
	Responses Received Counter	This tool counts each student's responses as they are received. If a student sends more than one answer to the Question, only the first answer sent is counted. Compare the value here to the Joined Counter on the yellow RF Status Bar so you know if all the students in the Class have responded to the Question.
	Start Question	Start the Timer for this Question.
	Pause Question	Pause the Timer.
	Stop Question	Stop the Timer for this Question.
	Switch to Impromptu Mode	Select this tool when you want to present an on-the-fly, impromptu Question. The Impromptu Options dialog displays where you will set the Question Properties for the Impromptu Question.
	Switch to Lesson Mode	Select this tool when you want to ask Questions from a prepared Response Lesson. The Lesson Tree, from which you will select a Lesson, displays in a dialog.
	Switch to ExamView Mode	Select this tool when you want to ask Questions from an ExamView test file. A browser window displays. Navigate to the location of the ExamView test banks and select the test you want to use in the Session.
	Insert Question	Select this tool when you are in PowerPoint Mode and you want to insert a Question at this point in the lecture. You can assign Question Properties to the current slide and make it a Response Question slide, or you can create a new slide that is inserted into the PowerPoint presentation file at this point.
	Pick a Student	This tool picks a student at random from among the Roster of students who have joined the Class.
	Show Chart	Click on this tool when you are ready to look at the Response Chart, which graphically displays the distribution of the answers to the Question.
	Session Preferences	Select this tool to display the Session Preferences dialog. The Session Preferences are described on the next page.
	Help	Display the context-sensitive Help for the Session Toolbar.
	End Session	End the Session. The End Session dialog displays and asks what do you want to do now?



## Session Preferences

You can change your Preferences settings at any time during the Session. For example, you may decide that you want to give a pop quiz without reviewing the results in the Response Chart after each Question. Just turn off the *Show Chart* option in the *Automation* section. When you do this, the Response Chart will display only if you click on the Show Chart tool.

Let's look at each section of the Preferences dialog. Note that you can access *Global Preferences* from this dialog. Global Preferences are covered in detail in *How To Navigate the Response Interface*.

**Automation** By default, the *Automatically Advance Question* and *Automatically Show Chart* options are selected. The Response Chart automatically displays as soon as the Timer expires, or you stop it. When you close the Response Chart dialog, the next Question in the Response Lesson or ExamView test is displayed and the Question counter increments. If you selected the *Prompt Every Question* checkbox on the *Impromptu Options* dialog, when you are in Impromptu Mode, the dialog will display each time the Response Chart is closed. When you are in PowerPoint Mode, the only thing that happens is the Question counter is incremented. Response has no way of knowing where the next Question slide is in the slide show. If you select the *Automatically Start Question* option, as soon as Response advances to the next Question, the Timer begins its countdown. If you want to automatically export the Session data each time you end a Session, select the *Automatically Export Session* checkbox.

**Show Instructor Window** Select this option if you want to view the detailed *Session Data* (Instructor) window during the Session. We recommend showing the window only if you have a dual monitor system, and putting it on the secondary monitor so the students cannot see it.

**Response Area** The Response Area is configured in Global Preferences. This setting just enables it. When you click on the checkbox, you will be able to indicate whether you want to display the *Response Grid*, the *Attendee List*, or the *Competition Grid* in the Response Area. The Competition Grid allows you and your students to track the fastest correct-answer response times and the top five students with the most correct answers. You also have the option of detaching the

Response Area from the Session Toolbar so you can move it independently of the Session Toolbar. Clear the checkbox if you do not want the Response Area attached to the Session Toolbar.

**Status** Both Status Bars display below the tools by default. If you want to hide one or both of them, clear the checkboxes.

**Icon Size** By default, the tool icons are small. Click the *Large Icons* radio button to view larger versions of the tool icons.

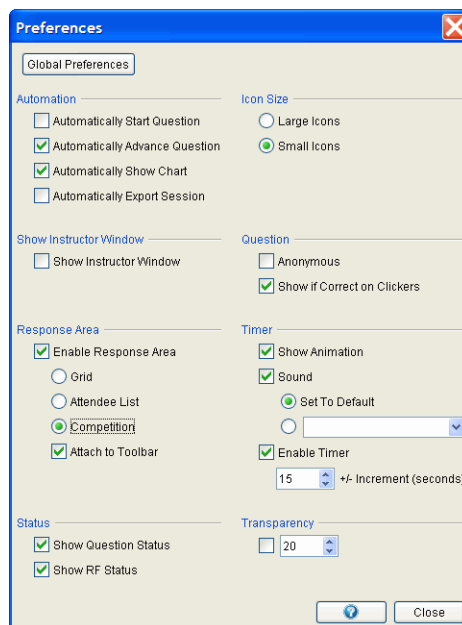
**Question** Under normal circumstances, you want to know who sent each answer to the Question—you want your students *Known*. However, on occasion you may want to judge how the Class as a whole is doing without identifying the individual students and their answers. In this case, you would select the *Anonymous* option.

The second option, *Show If Correct On Clickers*, applies only to PRS RF Clickers, which can receive and display status messages from Response. When this option is selected, Response displays "CORRECT" on the second line of the LCD display when the transmitted answer is correct, and "INCORRECT" when it's not. Be aware that if you have set the Chances Question Properties setting to more than 1, your students can change their answer until they either send the correct answer, or run out of chances.

**Timer** The Timer displays a purple starburst that descends as it counts down the last 10 seconds of time. This is the *Animation*, which is on by default. When you check the *Sound* option, you have a choice of hearing either the horn blast when time expires, or you can choose a WAV or MP3 file for a custom sound.

By default, the Timer displays on the Session Toolbar. You can change the number of seconds that can be added to or subtracted from the Timer. If you don't want the Timer to display at all, clear the checkbox.

**Transparency** This setting refers to the opacity of the Session Toolbar when it does not have the focus. If you want the Session Toolbar to fade, or become transparent when you are doing something else on the desktop, click on this checkbox and set the degree of transparency. The higher the number, the more transparent the Toolbar will become.





## The Session Question Status Bar

The Session Question Status Bar shows the name of the Class and, if one was selected, a *Subject* or *Section*. Next it displays the Session Type – *Participation*, *Self-Paced*, or *Homework*. The next section identifies the Session Mode. If the Lesson Type selected was *Impromptu*, this section will display the Question Properties settings. When you start up your PowerPoint slide show, [*PowerPoint*] and the Question Name will display. If you selected *Response Lesson*, the name of the Lesson and the name of the Question will display. If you selected *ExamView*, [*ExamView*] and the beginning of the Question will display. The last section shows the number and status of the current Question.

## The RF Status Bar

This status bar displays only when an RF Class has been started. It does not show up for IR Classes. The Broadcast Name of the Class, which is established as part of the Class profile when you indicate PRS RF Clickers will be used in the Class, is displayed. If Cricket clickers are the only clickers being used in the Class, the words *Join Code* will display here.

The code the students will transmit to join the Class, the *Join Code*, shows in the angle brackets (< >)—a one-character code for PRS RF Clickers, and a two-digit code for Crickets. If the Virtual RF Receiver has been enabled, an IP address will display so the students running *Virtual Clicker* can connect to the Class.

Over on the right end of the RF Status Bar, the *Joined Counter* keeps count of the number of clickers that have joined the Class. In addition, you can click on the *Joined Counter* button to view a detailed *Join List* when you want more information about who has joined the Class.

## The Question Area

The Question Area displays below the Session Question Status Bar when you are in *Lesson Mode* or *ExamView Mode*. The current Question and answer choices, if applicable, display in this area. Notice that a navigation bar has been added at the top of the Question Area so you can move easily backward and forward through the Questions in the test. The *ExamView Mode* Question Area has two tools on the navigation bar. *Recalculate* shuffles the answer choices and *Show Answer* indicates the correct answer with a green check mark. If you want to adjust the size of the Session Toolbar window to make it easier to view the Question and answer choices, click and drag the lower right corner of the RF Status Bar.

## The Response Area

The Response Area displays above the RF Status Bar. It will show the Response Grid, the Attendee List, or the Competitive Grid, whatever Response Area type you chose when you enabled the Response Area in the *Session Preferences* dialog. If you elected to detach the Response Area from the Session Toolbar, it will initially display as a Title Bar at the bottom of your desktop that is labelled *Response Grid*. You can click on the *Maximize* button to enlarge it to fill your desktop, or you can grab the bottom edge of the Title Bar and pull it down to reveal the Response Area.





## Switching Modes

We have made it easy to switch among the four modes of the Response Session – *Impromptu Mode*, *Response Lesson Mode*, *ExamView Mode*, and *PowerPoint Mode* – so you don't lose the rhythm and flow of your Session. Here are some pointers that will help you keep things running smoothly.

- When you are in *Impromptu Mode*, you have the option of displaying the *Impromptu Options* dialog before each Question. By default the option is not selected. If all your impromptu Questions are going to be *Multiple Choice* with four answer choices, you can apply the same set of Question Properties to all the impromptu Questions you present. Then you can set the correct answer and points awarded for each Question either as you are viewing the Response Chart for each Question, or when you review the Session results in the *Session Data* dialog (accessed in the *Manage My Data* window). This way you don't have to take the time to adjust the settings before you present each Question.
- You should be aware of a caveat when you switch from *PowerPoint Mode* to *Impromptu Mode*. You have to close down the PowerPoint slide show in order to make the switch. If you need to continue the PowerPoint slide show after you ask an impromptu Question, you will have to start up the slide show again and get back to where you left off. This could be distracting, and your lecture may lose its focus in the meantime. We suggest that if you want to add an impromptu Question during a PowerPoint slide show, you should use the *Insert Question* tool, which allows you to create a new slide that then becomes part of the PowerPoint presentation file. Ask your impromptu Questions from other sources after you exit the slide show. The impromptu Questions you ask then will be saved in the Session file, but not in the PowerPoint file.
- Put your ExamView files in a folder in your *My Documents* folder. That is where the browser opens by default. If your ExamView files are right there in the *My Documents* folder, you won't have to navigate to other locations on your system to access the files and keep the class waiting.

## End the Session

When you click on the *End Session* tool, this *End Session* dialog displays, the Session is ended, and you are asked *What do you want to do?* You can choose to end the Class and disconnect the clickers from the Class. Or, you can choose to keep the Class running and keep the clickers joined to the Class. You would select the *Change* option if you wanted to start a new Session for a different Subject, a Homework Session to collect homework assignments for the Class, or a Self-Paced Session to test your students on the material reviewed in the previous Session, for example.

Every Session is saved and displayed on the Session tab for the Class in the *Manage My Data* window. You can learn more about the features of the Session tab and the Session Data dialog in *How To Manage Your Data*.

