How To Navigate the Response Interface

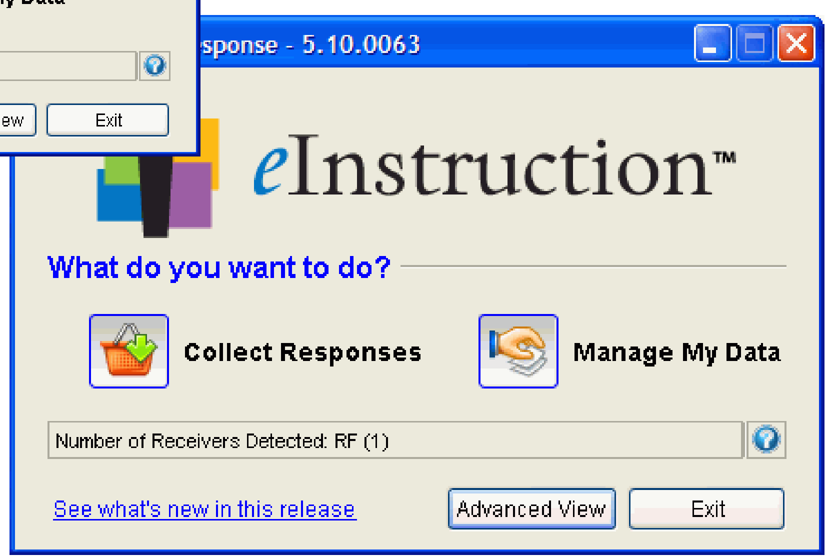
The purpose of this *How To* is to familiarize you with the Response interface, the parts that make up the interface, and the terminology used to identify them. When you start up Response, *First Look* will display. *First Look* describes the primary components of Response, giving you an overview of how they work together and the order in which you would use each component. When you have read the information in *First Look*, you can choose to stop displaying it in the future when you start up Response by clearing the *Show this First Look window at start up* checkbox.

The Response Main Screen, shown below, identifies the points of entry into the Response application. When you select **Setup My Hardware** or **Create A New Class**, a wizard will display. A *Wizard* is a utility that takes you through the steps necessary to perform a particular task, such as profiling a new Class. Another type of wizard displays a list of settings categories so you can either customize the application to your requirements, or establish settings for your operational environment. The **Global Preferences Wizard** represents the former wizard type, while the **Setup My Hardware Wizard** is an example of the latter.

The **Collect Responses** option displays the **New Session** dialog. After you establish the settings for the new Session, the **Session Toolbar** displays. This is one of a number of different Toolbars in Response. Each Toolbar consists of a series of buttons that have either a text or graphic label, which identifies the tool.

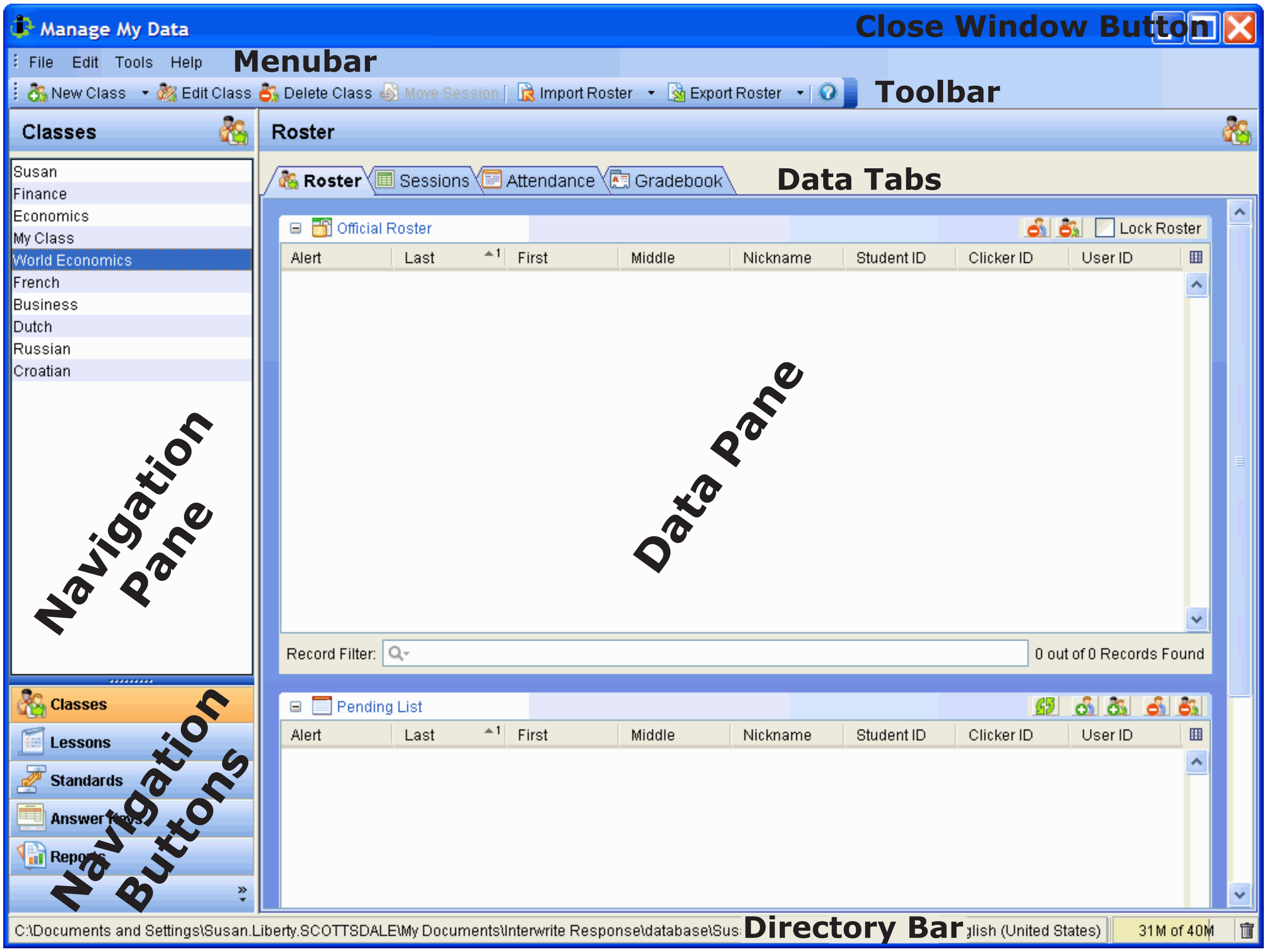
The **Manage My Data** selection displays the **Manage My Data** window. This window contains all the tools necessary to manage the diverse data in your Response Database.

*Click on the **Simple View** button when you have finished installing and configuring your hardware and profiling your Classes. The Simple View displays only the options you need for everyday use.*



*Click on the **Advanced View*** button to return to the full Response Main Screen.

The Manage My Data Window



The *Manage My Data* Window Table

Component	Description
Menubar	Each of the menus on the Menubar drops down a list of features. You click on the menu option to perform the task described or to open a wizard. The *Global Preferences* option opens the **Global Preferences Wizard**, described on the next page.
Toolbar	A variety of Toolbars will display in this space. The Toolbar shown depends on which pane is active and has the focus. It depends on which Navigation Button is selected when the Navigation Pane has the focus, or which Data Tab is selected when the Data Pane has the focus.
Data Tabs	The Data Tabs provide additional data views for the category selected in the navigation pane.

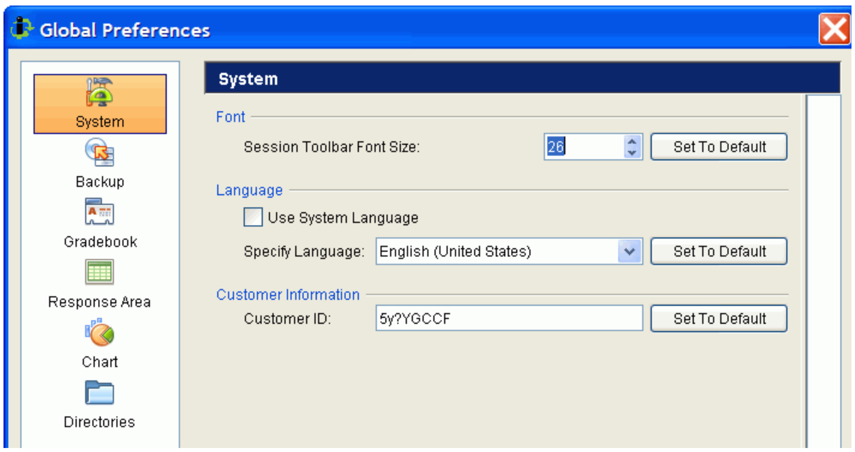
The *Manage My Data* Window Table *(continued)*

Component	Description
Navigation Pane	This part of the Manage My Data window has a series of **Navigation Buttons** at the bottom of the pane that identify the different data categories of Response that you can *navigate* to. The top of the navigation pane lists the selections in each data category.
Data Pane	The Data Pane provides a view of the data in the category selected in the navigation pane. When Classes is selected in the navigation pane, a list of the profiled Classes is displayed at the top of the navigation pane. A different set of data associated with the selected Class is displayed in each of the tabbed sections in the data pane.
Directory Bar	The Directory Bar indicates the location of the Database whose data are being displayed in the Manage My Data window, and the language of the Response interface display.
Column Display Tool	You will encounter this tool in a variety of data views where the data are displayed in columns. The purpose of this tool is to eliminate unused columns from the data view. It can give you a cleaner, less cluttered view of your data. Click on the Column Display tool to view a list of the columns in the data view. Clear the check-box of the columns you want to remove from the data view and click on the OK button.
Record Filter Tool	You will find the Record Filter tool at the bottom of various data views. The purpose of this tool is to make it easy to find specific records in a large set of data. For example, if you see several *Alerts* in a large Official Roster, you can click on the Record Filter tool to display the list of fields in the Official Roster. You would select the *Alert* option from the list so only records with Alerts are displayed. When you have finished resolving the problems indicated by the Alerts, you can click on the Record Filter tool again and select the *All* option.
Close Window Button	Click on the Close button to close the **Manage My Data** window and return to the Response main screen.

Global Preferences

The *Global Preferences* option can be found on the **Edit Menu**, as well as on the **Session Preferences** dialog. When you select Global Preferences, the **Global Preferences Wizard** is displayed. Each screen in the Global Preferences Wizard and its settings options are explained below, starting with the **System** screen.

System



Font

You can change the size of the font used for text on the Toolbar. This affects the numbers on the Timer and the counters, and the text on the yellow RF Status Bar.

Language

Response supports 48 languages, including American English. Click on the *Use System Language* checkbox if you want Response to display in the language your system is set to. If the System Language on your computer is one of the supported languages, Response will automatically display in that language. Or, you can clear the checkbox and select the display language of your choice from the list of supported languages.

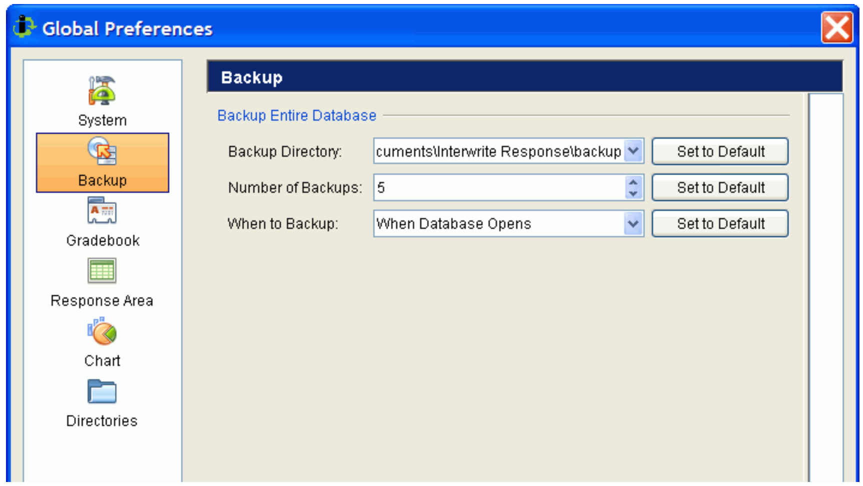
Customer Information

The *Customer ID* is a value used in an IR installation. Each of the IR Clickers in a Class Pack are programmed with a unique ID that is recognized by only one Response system – the system whose Customer ID matches the one that was used to program the IR Clickers. The Customer ID is displayed here.

Click on the **Set To Default** button to reset the option to the default, factory setting.

Backup

Response provides built-in backup capability to protect against the loss of your Database in the event of a catastrophic failure. It creates a copy of your Database every time the Database is opened. This Global Preferences settings screen allows you to indicate where you want the Backup to be located, how many copies of the Database are to be saved before Response overwrites them, and when the Backup copy of the Database should be made.



The location of the Backup Directory

The default location of the Backup directory is in the **Interwrite Response\backup** folder. This means the backups are located in your Response installation. It is always a good idea to store your Backups in another location, preferably on a thumb drive, or on your network. If you do choose to store the Backups on a thumb drive, remember to always have it installed on your system when you are running Response.

Indicate the number of Backups you want Response to make before overwriting them

The default number of Backups, referred to as the *Rollover Cycle*, is 5. Response will make five separate copies of your Database before it begins the cycle over again and overwrites them. The Backup copies of your Database will be stored in the location you designate as your Backup Directory and will be named accordingly: If your Database is named *MyClassData.prs*, the first Backup will be named *MyClassData_1.prs*, the second *MyClassData_2.prs*, the third *MyClassData_3.prs*, and so on. The number of Backups you choose to save will depend on the amount of space you have in which to store them.

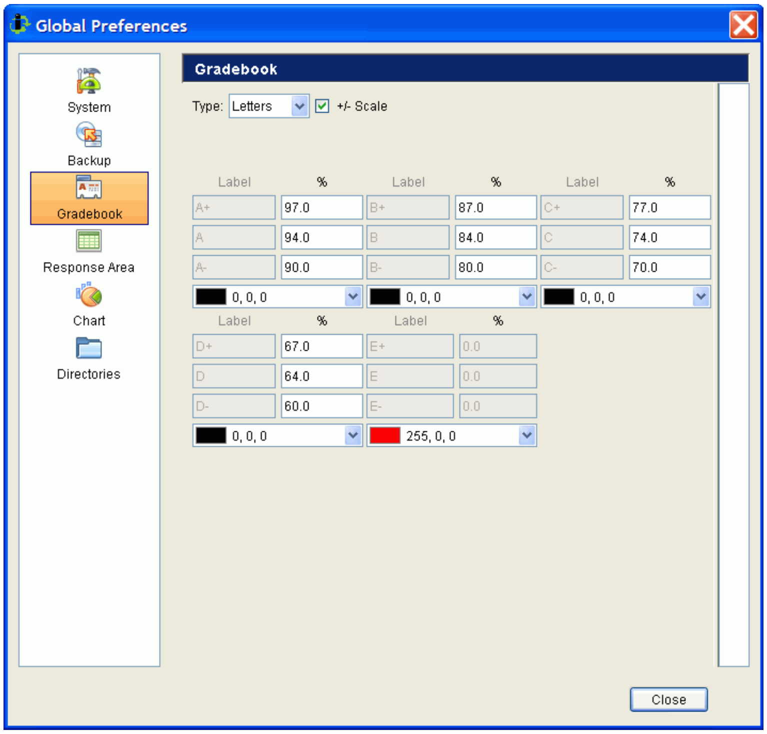
Indicate whether you want to make the Backup when the Database is opened, or when you close it

You can indicate when you want the Backup of the Database created. Your options are *When Database Opens* and *When Database Closes*. Make your selection from the drop-down list. Click on the **Set to Default** button to restore the default setting.

What do I do if I lose my Database?

If you lose your Database, or it becomes corrupted, copy the latest Backup into your **Interwrite Response/database** folder. Start up Response and in the **Select Database** section, click on the **Open** button. Navigate to where you copied the Backup Database, select it, and click on the dialog's **Open** button. Response will switch to the newly restored Database.

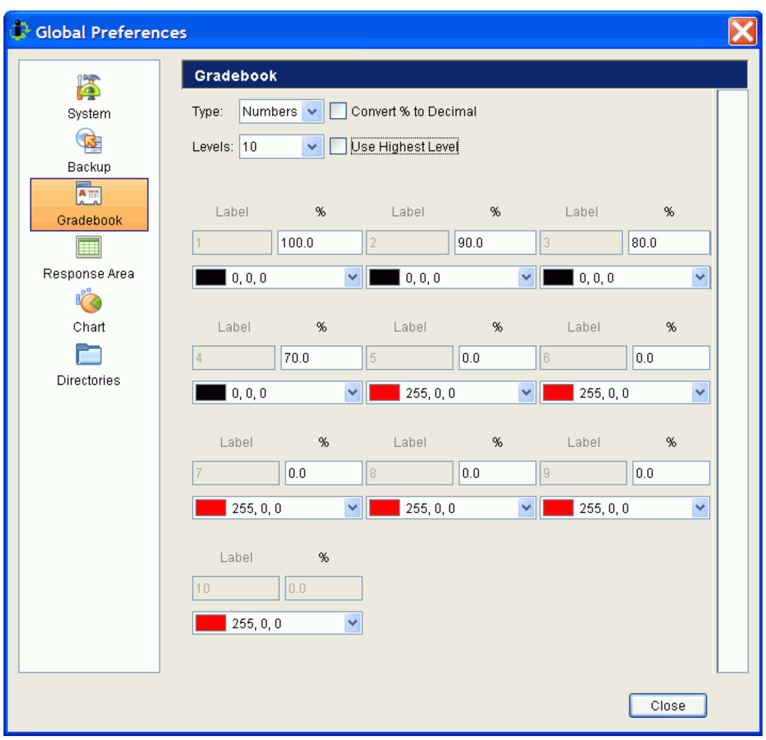
Gradebook



The Response Gradebook can be configured to the settings of the grading system you are accustomed to using.

- You have the choice of selecting either *lettered* or *numbered* grade **Types**.
- When you choose the lettered grading system, the grades automatically range from **A** through **F**.
- You can add more precision to your grades by checking the *+/- Scale* checkbox to add a plus value and a minus value for each letter grade.

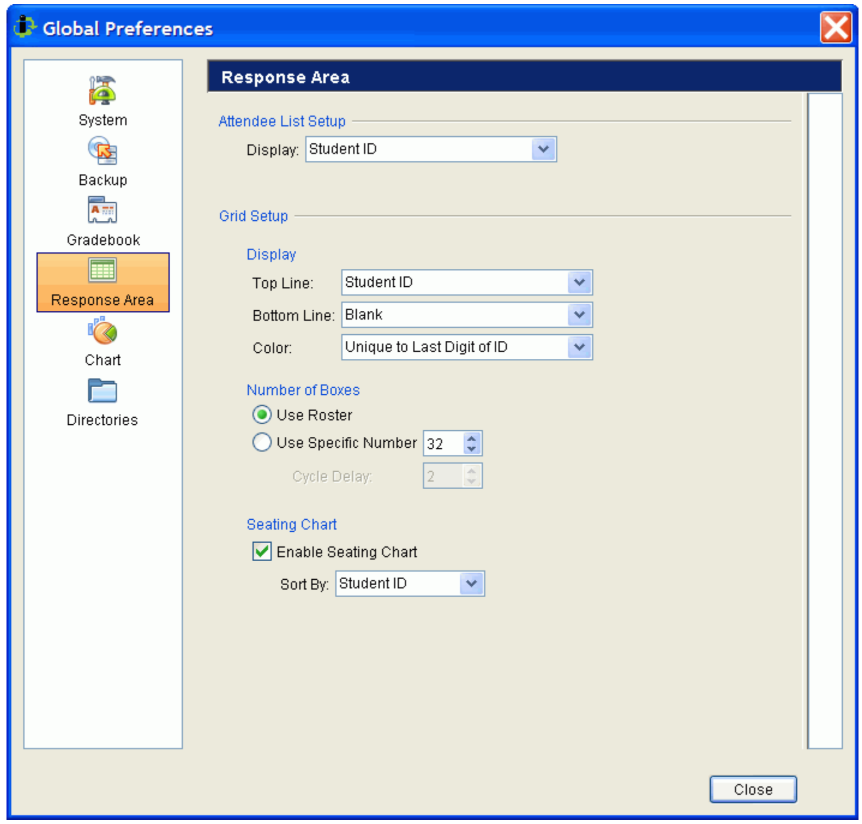
* In the chart, you can indicate the percent range for each lettered grade level and assign a differ-ent color to each letter grade.



- When you choose numbered grades, you can select the number of grade **Levels**, which range from **1** to **10**.
- Select the *Convert % to Decimal* option to show the numbered grades as decimal values. This option converts the cumulative percent earned to a decimal grade. For example, if a student's *Percent* in the Gradebook is *96%*, the converted grade would be *9.6*. The conversion option is available only when **10** Levels are designated.
- By default, the numbered grades are ascending with **1** being the highest grade level and **10** the lowest. If you want to reverse the order of the numbered grade levels, click on the *Use Highest Level* checkbox.
- In the chart, indicate the percent range for each numbered grade level.
- You can assign a different color to each grade level you set up so you can see at a glance how the Class is doing.

Response Area

The **Response Area** is a means of visually tracking responses as they are transmitted during a Session. It is displayed on the **Session Toolbar** as either a **Response Grid,** an **Attendee List**, or a **Competition Bar**. You will *configure* the Response Area here in this screen of the Global Preferences Wizard, and you will *enable* the display of the configured Response Area in the **Session Preferences** dialog (see *How To Setup a Session and Collect Responses*). The Competition Bar does not have to be configured, so it is not an option on this wizard screen.



Attendee List Setup Section

In this section, you will indicate what you want to display to identify the students in the Attendee List. As each student sends his or her answer to the Question, the *Display* chosen to identify the student is removed from the list. The students whose identification remains on the list will be marked as *Absent* in the **Attendance Tab** in the **Manage My Data** window.

Make your selection from the drop-down **Display** list.

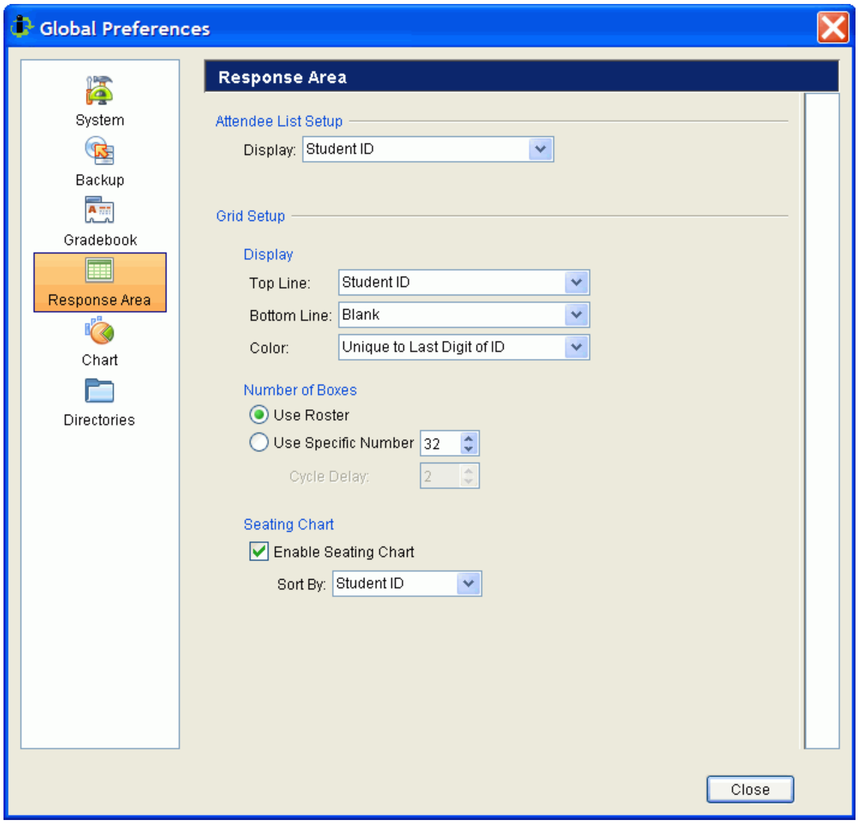
Grid Setup Section

The *Response Grid* is made up of a series of boxes arranged in a grid. You can choose an item of identification for each student that will display in the top line and in the bottom line of the box. You can also choose the color of the box, the number of boxes in the grid and whether each student will have an assigned box in the Response Grid.

Display

- Choose the information you want to display across the top and across the bottom of each box in the grid to identify each student.
- You can choose a color scheme from the **Color** drop-down list.
  - *Unique to Last Digit of ID* is the default Color selection. With this color scheme, each alphanumeric character, **0** through **9** and **A** through **F**, is assigned a color, e.g., 0=orange, 1=pink, 2=blue, B=purple, *etc*. When a student responds to a question, the box in which his answer is displayed turns the color that is assigned to the last character of his ID. This makes it easy for each student to find the box where his identification is displayed and to confirm that his answer was received.
  - *No Color* is the second color scheme. When you choose this color scheme, all of the boxes will display the same range of colors when your students respond: *Green* = receipt of an in-range, valid Response transmission; *Yellow* = receipt of an out-of-range, invalid Response transmission; and *Red* = receipt of the Last Chance, in-range Response – further attempts to respond will be ignored.

Response Area (continued)



Number of Boxes

You can choose between indicating a specific number of boxes for your Response Grid, or using the Class Roster to create one Response Box for each student in the Roster. We recommend that you not choose the Class Roster option unless your class size is fixed, and the Add/Drop period has expired. Otherwise, if additional students join the Class, there won't be enough Response Boxes to display every student's answers.

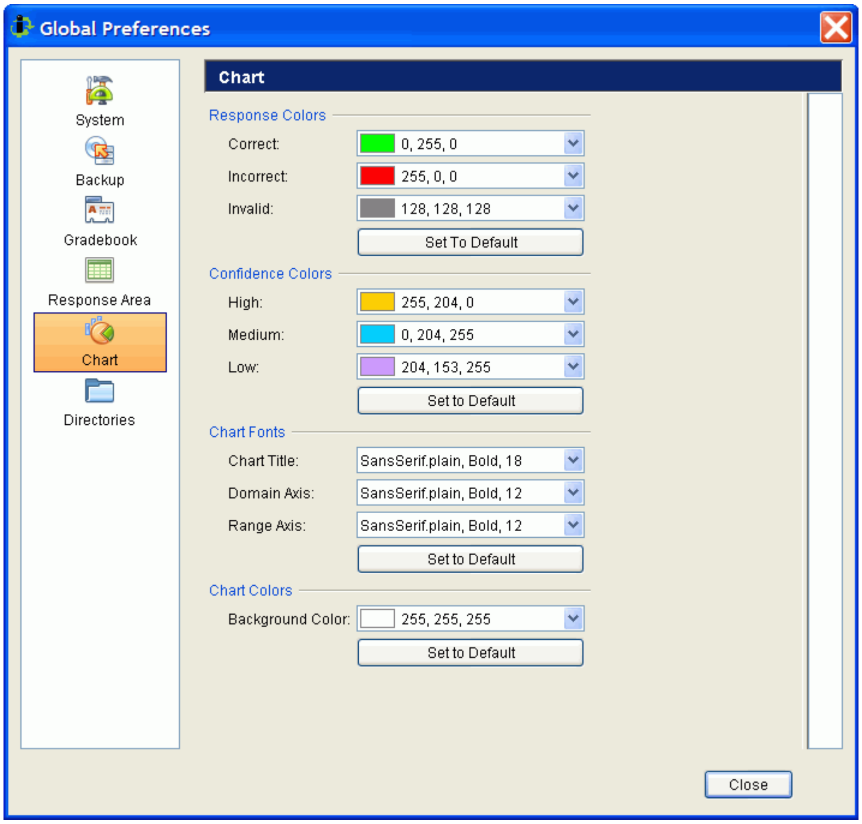
- Select **Use Roster** when your Class size is fixed and you want to display a Response Box for each student in the Roster.
- You can select the **Use Specific Number** option when your class size is not fixed, or is very large. Set the counter to a number larger than the number of students in the Roster to accommodate additions.

  If you have a very large number of students, the Response Boxes in the grid can get really small. You can choose to cycle through the total number of Response Boxes in increments of 10, so your students will be able to easily see when their answers have been received. *Cycle Delay* is the time in seconds you want each segment of the Response Grid to display before it cycles to the next segment.

Seating Chart

For younger students or for large classes, it is often easier for students to verify that their answers were received when they have an assigned Response Box in the Response Grid. Click on the *Enable Seating Chart* checkbox and select the student identification you want this virtual seating chart to be sorted by.

Chart



You can customize the color settings of three aspects of the Response Chart: *Response Colors, Confidence Colors* and *background color*. You can also change the font used for the three different text labels on the Response Chart. The current field settings are displayed in text boxes and each category has a **Reset** button to return to the default settings.

Response Colors

Response uses different colors to visually identify the breakdown of answers as *Correct, Incorrect* and *Invalid*. Each labelled text box shows the actual color assignment and its RGB formula.

- Click on the down arrow to display the color palette.
- Click on a color block to select it.
- Click on the **More Colors** button to display a more extensive color palette. Click on a color swatch, or click on the **RGB** tab and provide the formula for the color you want to assign. Click on the **OK** button to display the new color assignment.

Confidence Colors

Students using PRS RF Clickers and IR Clickers can attach a *Confidence Level* indicator to their answers. This will tell you whether the student is highly confident that his answer is correct, or he is basically guessing and has little confidence that his answer is correct. IR Clickers have an **H** and an **L** key specifically for the purpose of attaching a Confidence Level to an answer. PRS RF Clickers use the **1** key and the **9** key as the *Low Confidence* and *High Confidence* indicators, respectively. PRS RF Clickers can send the Confidence Level indicator after a *single-correct Multiple Choice* answer, or after a *True/False* answer. By default, a Confidence Level of *Medium* is assumed when none of these indicators is sent with the answers. Crickets cannot attach Confidence Level indicators to their answers.

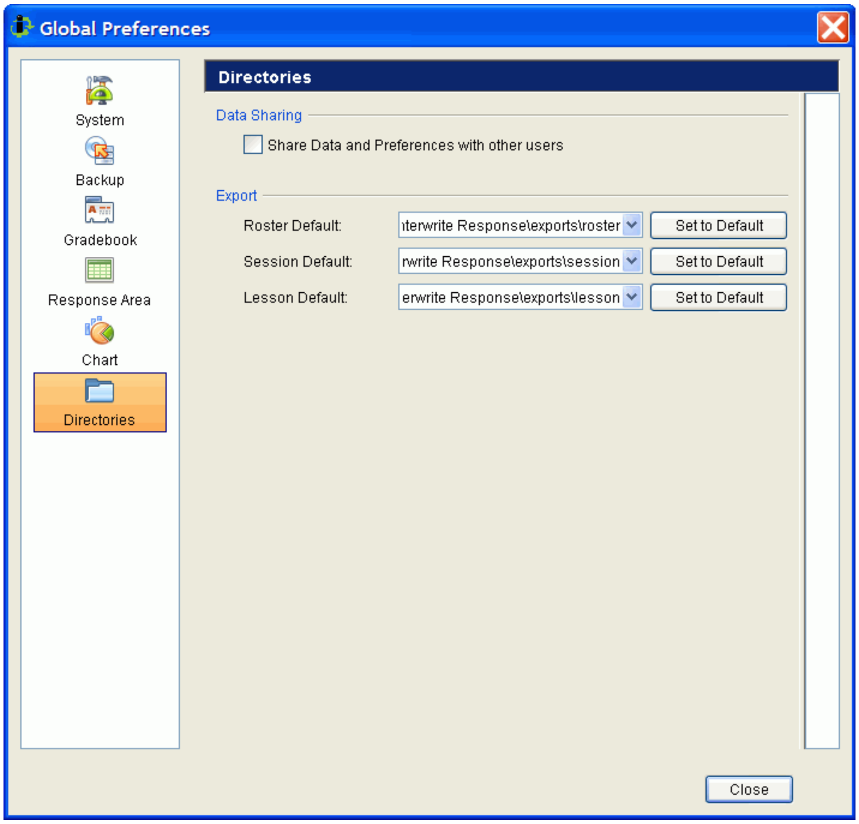
Chart Fonts

These Preferences settings refer to the text across the top of the chart and to the numbers that identify the **X-axis** and **Y-axis** coordinates.

Chart Colors

This color setting refers to the background color of the Response Chart. By default, the background color is white. Select a color from the color palette and click on the **OK** button. The selected color and its RGB formula will display in the **Background Color** field. Click on the **Set to Default** button to return the Response Chart background color to white.

Directories



These settings indicate your preference regarding *Data Sharing* and the preferred location for your exported Rosters and Sessions.

Data Sharing

If you want to share your data and make it available to others who use the computer, click on the *Share Data and Preferences with other users* checkbox. Your Interwrite Response directories will be re-created in the **Program Files** directory, which is an open access directory that is available to all who have access on the computer.

Export

Indicate the location you want your *Gradebook, Lesson, Report, Roster*, and *Session* exports to default to.