Setting Up Clickers, Adding and Starting a Class in Response

For Anonymous Mode: Complete Steps 1 – 3
For Student ID Mode: Complete all the steps

1. Connect the SMART Response Receiver to the USB port on computer.

2. Click on SMART Response icon located at bottom on the task bar > Select Teacher Tools
3. To register class: Enter Class Name Only (When the students search for the class on the Clickers this is the name that will appear) > Click Done

4. In Gradebook View: Click Add Class

5. Enter Class Name and Passing Grade > Click Add
6. Create a class list:

Option 1

Click Student tab > Double click in the cell under Student ID

> Enter a Student ID (this should be different for each student in the class), last and first names > Click in the next cell to enter the student information.
OR

Option 2 (Recommended option for a large class and if the attendance exist in a spreadsheet format)

Import a Class List in Excel: Create an Excel spreadsheet with the student information with column headings in the following order: Student ID, First Name, Last Name, Email (Optional) > Click Import > Select Students

> Select the Class > Click Next > Select Microsoft Excel > Click Next

> Select file > Open > Once import is successful, click OK

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To remove a student from the class list: Select the student > Click Delete > Click Yes

7. To start a class: Click Home tab > Click Start Class