

# iRespond Remote Teacher's Guide

Teachers can use individual student remotes to administer common assessments.

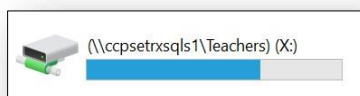
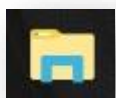
*Note: If you have not previously done so, you will need to collect/sync your remotes to your teacher laptop. You can find those video and written directions on the iRespond Remotes on the Instructional Technology iRespond webpage.*

## iRespond Remote Teacher Set-Up

1. For best results, remove teacher laptop from docking station, and **hardwire** by connecting an Ethernet cable directly into the teacher laptop. After plugging in Ethernet cable, **confirm** laptop is hardwired by checking for the following icon in the lower right corner of screen:



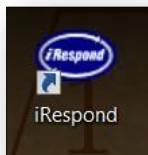
2. **Restart** the teacher laptop. **Open File Explorer** (file folder icon in your toolbar) and click on **This PC** to confirm the **X-drive** is green. If X-drive is red, **double click** on it to turn it green.



3. **Connect the iRespond base unit** directly to the teacher laptop using the USB port on the right side of the computer.



4. Double Click the **iRespond icon**.



5. Enter the username and password.

Username: Badge ID

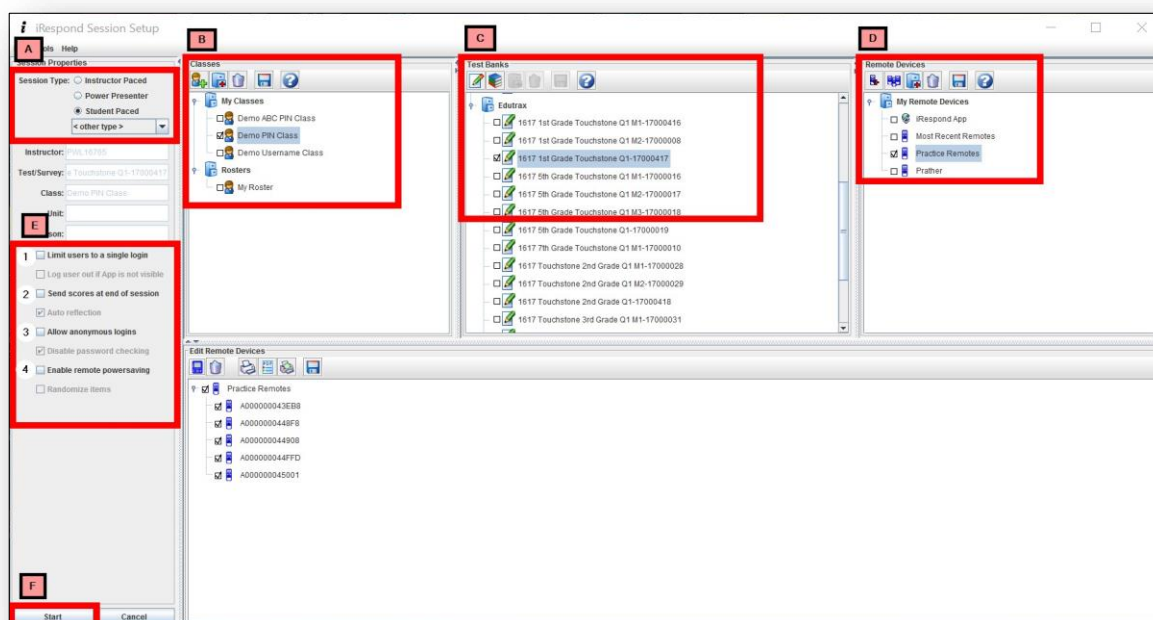
Password: teacher

**Click Login.**

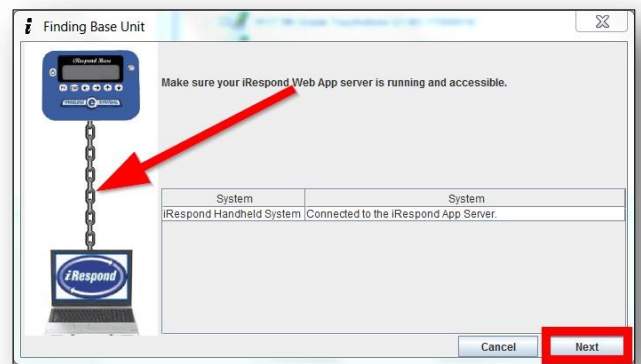


6. Set up the testing session in iRespond by selecting each item in sequential order from left to right across the top of the screen, and finally in the bottom left corner. To select and check/uncheck an item, hover your mouse over it and click once.
  - A. **Session Properties:** Select the **Session Type** as **Student Paced**.
  - B. **My Classes:** Select the **class roster** to be assessed from the list. Be sure to review the students' names to make sure you have selected the correct roster.
 

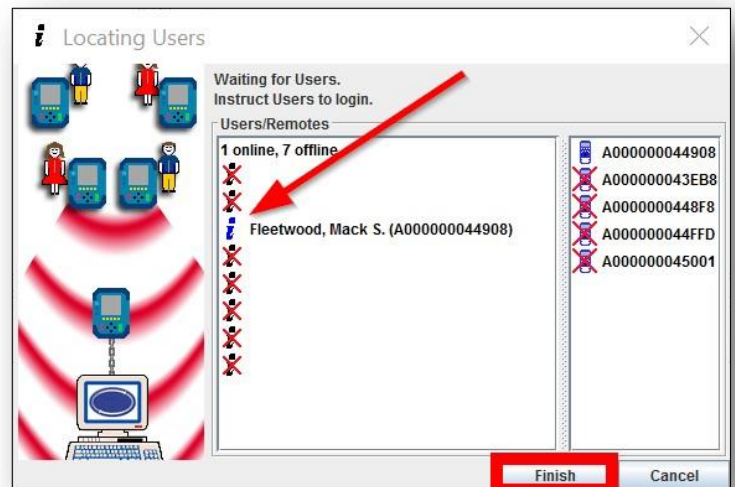
*Note: More than one class roster can be selected by pressing Ctrl and selecting all rosters needed for testing.*
  - C. **Test Banks:** Select the **assessment** from **Edutrax**. Review the first question to make sure you have chosen the correct assessment.
  - D. **Remote Devices:** Select the **synced remotes**.
  - E. **Session Properties:**
    1. **Limit users to a single login:** If selected, this will only allow students to login 1 time. If they lose connectivity or logout, they will not be able to log back in without teachers granting access by right clicking on the student name on the teacher dashboard to enable login.
    2. **Send scores at end of session:** If selected, iRespond scores will be sent to student remotes/devices at the end of the testing session for student viewing.
    3. **Allow anonymous logins:** If selected, students will be able to take an assessment anonymously and data will not be attached to their student ID number. *Make sure this is not selected for Touchstones and SLO assessments.*
  - F. Click the **START** Button.



7. The Finding Base Unit dialog box will appear. Make sure you have plugged your iRespond Base Unit into the side USB port of your laptop. Press the power button on the base unit. When the **chains connect**, click the **NEXT** button.



8. The Locating Users dialog box will appear. Instruct students to log into their remotes. Students will press the power button on their remote, and **enter** the **PIN** followed by **SEND**. A blue i will appear to the left of each student's name as he or she successfully logs in. *Note: PIN is the student's individual ID number.*



9. Once all students are logged into their remotes, click **Finish** to begin the testing session.

10. The iRespond dashboard will appear.

**During the testing session, teachers must observe the iRespond dashboard to check on student progress.** The dashboard will display how students are progressing on each question with green, red, and gray indicators. *A gray indicator on any question means that the number of students shown have skipped the question.* By hovering the mouse over the gray section of the progress bar for each question, teachers can see the names of the students who have skipped it so they may check in with them to follow up. Be sure to review the entire progress bar by scrolling up and down through Session Progress to see that students have answered all questions prior to ending your session.



11. When you have verified that all students have submitted all answers to complete the assessment, **click** the **X** in the upper right corner of the dashboard to close out the iRespond session.

*Note: If another session automatically opens up, click the X in the upper right corner of the screen to fully close iRespond.*



12. The Session Close Summary dialog box will appear. Verify that all students have logged out of their remotes and that all questions have been answered. To follow up on unanswered questions, click the **CANCEL** button, and review the session progress bars as described above. If all questions have been answered, click the **EXIT** button.

13. The Save Session dialog box will appear. Click the **YES** button.

14. Save the session log when prompted. For CTLS Assess classroom assessments, teachers may name the iRespond session file in any unique that notes the class, date, version or period. The rename the file, click in the file name box to type the new file name. When finished, click the **OK** button to close the session.

*Note: If another session automatically opens up, click the X in the upper right corner of the screen to fully close iRespond.*

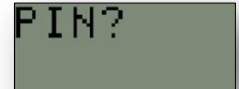
## After Testing Session

1. Open CTLS Assess to confirm that student scores from the iRespond session correctly transferred to the Results widget. If the test name and score icon for that assessment does not appear, you have 2 options before submitting a help desk ticket. First, try running a Session Playback to resend your scores (Directions accessible on the [InTech iRespond support page](#)). After saving the session playback and confirming that your scores are still not in CTLS Assess, resume the saved session.

2. If the scores do not transfer to CTLS Assess after the Session Playback and Session Resume attempt, the teacher can submit a Help Desk Ticket using the Help Assistant icon on the teacher desktop and attach the saved iRespond session file. *Note: When giving an assessment, any discrepancy between iRespond results and CTLS scores may be due to weighted or invalidated questions.*

## iRespond Remote Student Log In

1. Students will **enter PIN** (Student ID number) and **press SEND**.  
*Note: If remote immediately returns to PIN? screen after a student enters his or her PIN the first time, the student needs to double check that his or her number was entered correctly.*



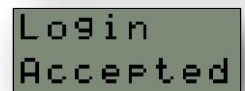
PIN?

2. Students will see Login Sent on the remote screen.



Login  
Sent

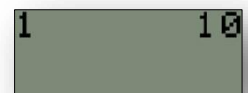
3. Students will see Login Accepted on the remote screen



Login  
Accepted

## Student Use of the iRespond Remote

1. Students will take an assessment using the remote and **select the correct answer pressing SEND after each response**. The number in the upper left corner of the remote screen indicates the current item number. The number in the upper right corner indicates the total number of items on an assessment.



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*Note: If students need to click on a video or sound link to access more information about the test question, the test must be given via the iRespond Web App.*

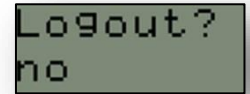
2. As students select an answer, and press send the remote will move them onto the next question. Students can press the left arrow button to return to the previous question.



3. To change an answer on the remote:
  - *Multiple Choice* – enter the new answer to erase and replace the original answer.
  - *Fill-in* – use the **CLR** button to backspace and erase the original answer. Type the new answer and press **SEND**.

4. After completing the last item, students "Logout? no" will appear on the remote screen. Students have 2 options:

- "Logout? no" – Press Send and it will take them to the last question, they can now go back and check their work
- "Logout? yes" – Use the arrows to find "Logout? yes", this will log students out of the session.



Logout?  
no

5. If the instructor selected **Send scores at end of session** in the iRespond dashboard during setup, the student's score will appear on the remote at the completion of the assessment.

*Note: Sending scores at the end of a session is not recommended for formative assessments.*