

iRespond Quick Reference Guide



Contact iRespond customer support at (888) 325-6565 x6 or email support@irespond.com if you need assistance.

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SOFTWARE INSTALLATION

Instructions below are for downloading, and installing the iRespond software from the iRespond Support website. If you require a physical copy of the software, contact iRespond Support.

You may need to contact your IT department to assist you in Software Installation

1. Visit our iRespond software downloads page at:
<http://www.irespond.com/products/software> to request a support account, which will allow you to access our latest available software, and support material. (Figure1)
2. Login to our software downloads page.
3. Locate, and download the appropriate Teacher's Dashboard download for your computer.
4. After downloading has completed, run the newly downloaded .exe file.
5. Follow the prompts to start the installation, and select Full Install.



Figure 1

HARDWARE SETUP

1. Remove the base unit, antenna, and USB cable (Figure 2) from the iRespond carrying case.
2. Connect the antenna to the base unit.
3. Connect the USB connector to the base unit. Ensure the connector is in the proper position before pushing into the USB jack or damage will occur.
4. Connect the other end of the USB cable to any USB port on your computer. *Turn on the base unit to start the driver install.*
5. After powering up the base, your base driver will be installed.



Figure 2

TEACHER'S ACCOUNT

Creating a new Teacher's account requires *write access privileges* to the iRespond installation directory. If you do not have administration privileges on your computer, please contact your IT department for assistance.

1. After you have completed the iRespond software installation, double-click the iRespond icon on your desktop to get started.
2. First-time users will log in to the administrator's account, using the following credentials:

- Username: `admin`
- Password: `changeme`

3. Create your Teachers account by clicking the **New Account**  button, and filling out the information. (Figure 3)

Note: The Remote login field is for use with a teacher's remote. For Ultralite Remotes, your PIN should be 1-5 characters, A-E. For Lite, and NG, use a numeric PIN.

4. Click the **Add** button, and click **Exit**.
5. Log in using your newly created Teacher's credentials.



Profile Pathname is your desired location for your iRespond files.

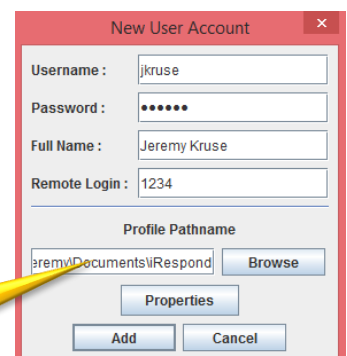


Figure 3

REMOTE COLLECTION

This procedure registers the remote devices with the iRespond Software. Any remote *not* registered during this step will not become active in any session.

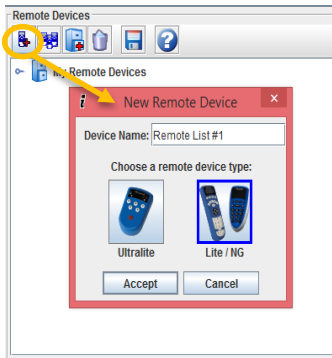


Figure 4

1. Click the **New Remote List...** button located in the **Remote Devices** Window. (Figure 4)
2. Enter a remote device name, and select a remote type.
3. Click **Accept**
4. Click **Yes** in the **Collect Remotes?** Dialog
5. Turn on the Base unit, and follow the on-screen directions.
6. Turn on all the remote units, and the **Remote Collector** will gather them in to a list. (Figure 5)
7. Click **Done** once all remotes have been discovered.

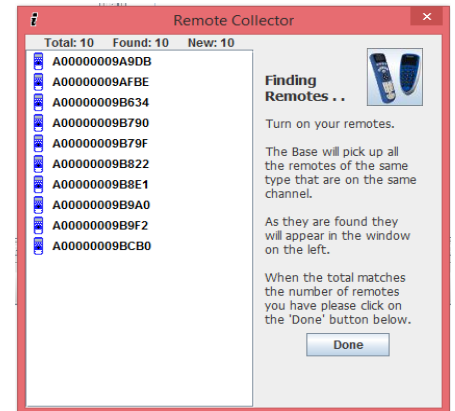


Figure 5

Note: Remote collection only need to be completed once.

CLASS ROSTERS

Building or importing a class roster in iRespond will enable the iRespond software to provide individual performance. This step is not necessary for anonymous polling.

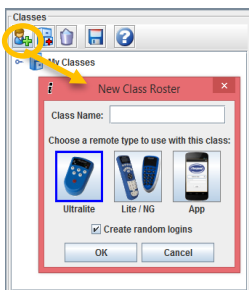


Figure 6

1. Click the **New Class Roster...** button located in the **Classes** window. (Figure 6)
2. Enter a Class Name, and choose a remote type.
3. Click **OK**.
4. Click the **Yes** button in the **Add Students?** dialog.
5. Complete the **New User** dialog box for your first student. (Figure 7)
6. Click the **Next User** button to continue to add all students to the roster.
7. Click the **Finished** button when done adding students.

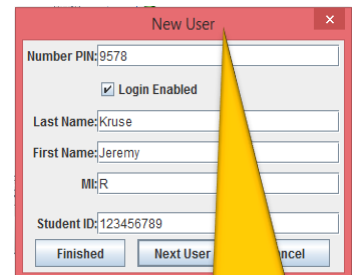


Figure 7

For Ultralite systems, use a 1-5 character, A-E PIN.
For Lite or NG systems, use a Numeric PIN.

TEST BANKS

Use this procedure for building a new test bank for use with Student-Paced, Instructor-Paced, and Homework Collection modes. This step is not required for using the Power Presenter mode with PowerPoint presentations.

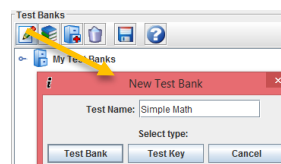


Figure 8

1. Click the **New Test Bank** button located in the **Test Banks** window. (Figure 8)
2. Enter a test bank name and click the **Test Bank** button
3. Click the **Yes** button to begin adding questions to the test bank.
4. Complete the **New Question** dialog (Figure 9).
5. Repeat for each new item by clicking the **Next Question** button.

Click the checkbox twice to designate a correct answer

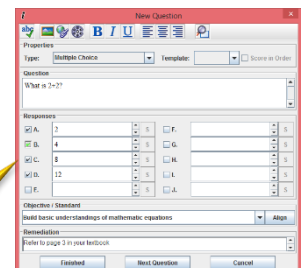


Figure 9

IRESPOND POWERPOINT ADD-IN SETUP

The iRespond PowerPoint Add-in allows iRespond to be used with PowerPoint presentations.

STEP 1

PowerPoint 2003

1. Open PowerPoint 2003.
2. Select **Tools**, then select **Add-Ins**.
3. Continue to *Step 2*.

PowerPoint 2007/2010/2013

1. Open PowerPoint 2007/2010/2013.
2. Click the **Office Button** (2007) or **File** tab (2010/2013) at the top-left.
3. Click the **PowerPoint Options** (2007) or **Options** (2010/2013) button.
4. Click the **Add-ins** tab in the **PowerPoint Options** dialog (Figure 10).
5. Select **PowerPoint Add-ins** from the drop-down.
6. Click the **Go...** button.
7. Continue to *Step 2*.

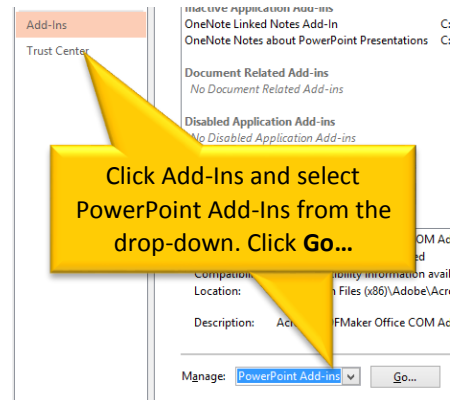


Figure 10

STEP 2

1. From the **Add-Ins** dialog box click the **Add New** button (Figure 11).
2. Browse to *C:/Program Files/Wireless eSystems/iRespond/Addins/*.
3. Select the *iRespondPPT03.ppa* file.
4. Click the **Close** button.
5. Click the **Add-ins** tab at the top.
6. From the **iRespond Toolbar** (Figure 12), click the **New Question** button to add a new question slide or click the **Parse** button to convert an existing slide to an iRespond question slide.
7. Complete the **iRespond Question** dialog. Repeat for each new question.



Figure 11



Figure 12

Note: You will run your PowerPoint with iRespond's Power Presenter mode. See [PowerPresenter](#) section.

POWER PRESENTER

Use Power Presenter to give interactive PowerPoint presentations using iRespond.

1. Open your PowerPoint presentation prepared with iRespond questions.
2. Login to iRespond.
3. Select **Power Presenter** mode, a class, and a remote list (Figure 13).
4. Click the **Start** button at the bottom left.
5. Turn on your base unit and follow the directions.
6. Once iRespond opens the session window (Figure 14), have your students log into their remotes.
7. Once the students have logged in, minimize iRespond and run your PowerPoint presentation with embedded iRespond questions.

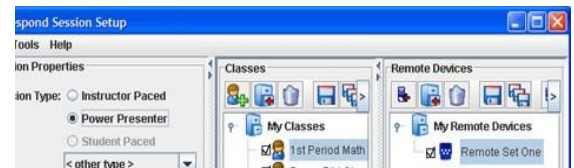


Figure 13

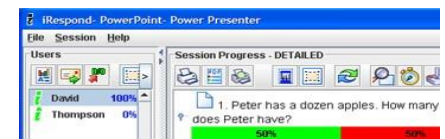




Figure 14

Note: You may maximize the iRespond Dashboard Software to review results at any time. Optionally you can use the extended desktop feature of MS Windows to view the iRespond Dashboard while the students "only" see your PowerPoint. Ask your IT department about the extended desktop feature of MS Windows.

INSTRUCTOR PACED TESTING

Use instructor paced more for formative assessment.

1. Login to iRespond.
2. Select **Instructor Paced** mode, then select a Class Roster, Test Bank, and Remote Device list. (Figure 15)
3. Click the **Start** button.
4. Turn on your base unit, and follow the directions in iRespond.
5. Instruct your students to log in to their remotes.
6. Click the **View Content**  button to open the content viewer for displaying the questions. (Figure 16)
7. Click the **Send Question**  button in the **Content Viewer** to send a question.
8. When all students have answered the prompted question, a graph will appear.
9. Click the **Send Question** button once more to go on to the next question

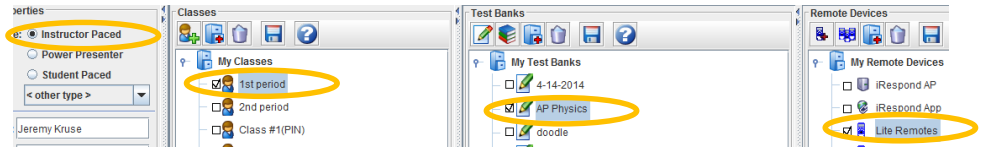


Figure 15

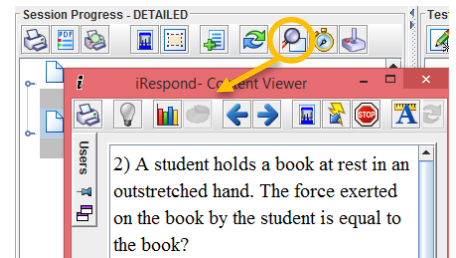


Figure 16

STUDENT PACED TESTING

Use the Student Paced mode to administer a test or quiz using the iRespond system.

1. Login to iRespond.
2. Select **Student Paced** mode, then select a Class Roster, Test Bank, and Remote Device list. (Figure 17)
3. Click the **Start** button.
4. Turn on your base unit, and follow the directions in iRespond.
5. At the **Locating Users** dialog (Figure 18), instruct your students to log in to their remotes.
6. Click finished once all students have logged in.
7. Distribute testing materials, allowing students to work at their own pace.

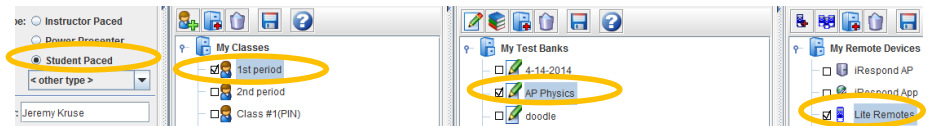


Figure 17

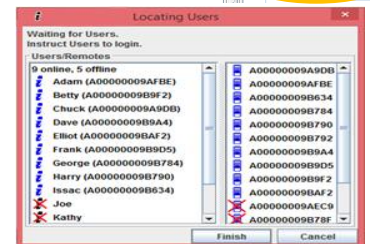


Figure 18

I RESPOND NOW!

Use iRespond NOW! for a quick formative assessment without the need to set-up content.

1. Double click on the iRespond NOW! icon on your desktop, and login using your iRespond credentials.
2. Select a **Class** and click **Next**. (Figure 19)
3. Select a **Remote Device** list and click **Next**. (Figure 20)
4. Turn on your base unit, and follow the directions in iRespond.
5. Instruct your students to turn on, and log in to their remotes.

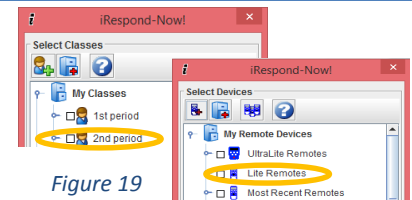


Figure 19

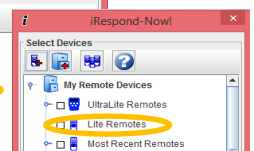


Figure 20

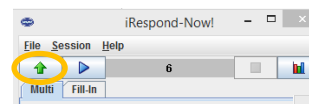


Figure 21

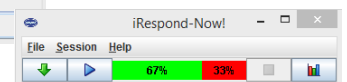







Figure 22



Note iRespond NOW! will float over any content question, and allow for quick formative assessment.































6. (Optional) Use the **Down Arrow**  to select a correct response. (Figure 21)
7. Click the **Play**  button to send a question. Results will be shown in real time and graphing is automatic. (Figure 22)

Note: If marking correct answers using the **Down Arrow** , ask your IT department how to enable extended desktop on your computer. This will allow you to place the floating toolbar out of view of the student

STUDENT REMOTES

| | iRespond UltraLite (Figure 23) | | iRespond Lite (Figure 24) | |
|------------------------------|---|---|---|---|
| Login Anonymous | While holding down the letter A , power on the remote. The left LED will blink amber until a successful login is achieved. |  <i>Figure 23</i> | Power on your remote; When the remote prompts for PIN? press the SEND Button. |  <i>Figure 24</i> |
| Login with Number PIN | Power on your remote; When left LED is solid GREEN , enter your 1-5 character, A-E student PIN. | | Power on your remote; When screen prompts for PIN? enter your numeric student PIN. | |
| Submitting a Response | Press A-E | | Press A-E , then press SEND | |
| Teacher's Remote | After login, A advances PowerPoint. For Questions on the fly, press C , then A-E to select a correct response. | | After login, A advances PowerPoint. For Questions on the fly, press C , then A-E to select a correct response. | |

| | iRespond NG (Figure 25) | | iRespond App (Figure 26) | |
|------------------------------|--|--|--|--|
| Login Anonymous | Power on your remote; when remotes prompts for PIN? press the Send button. |  <i>Figure 25</i> | Open the app, and enter the session ID, or select a class. Leave the PIN field blank, and press Login . |  <i>Figure 26</i> |
| Login with Number PIN | Power on your remote; When screen prompts for PIN? enter your numeric student PIN. | | Open the app, and enter the Session ID, or select a class. Type your student PIN in the PIN field, and press Login . | |
| Submitting a Response | Press A-E | | Select your answer, and press Submit or Next . | |
| Teacher's Remote | After login, A advances PowerPoint. For Questions on the fly, select C then A-E to select a correct response. | | Note: Teachers Remote function not available at this time. | |

| Understanding Your UltraLite Remotes |  Left LED |  Right LED | Remote State |
|---|---|---|---|
| Power Up |  |  | Remote is On |
| Power Down (Not in a Session) |  |   | Remote is Off |
| Student Login (During Session) |  |  | Logged in successfully |
| Student Login (Failure) |  |  | Login Failed. Try again. |
| Submitting a Response |  |  | Response sent |
| Student Feedback |  |  OR  | Correct or Incorrect |
| Power Down During Session (Hold Power Button) |     |  | Remote is off and student is logged out |
| Other Indications | | | |
| Low Battery Indication |  (Constant) |  | Low Battery |
| Remote Collect/Config |  |  | Remote is connected |
| Legend:  No Light  Steady Green  Flash Green  Flash Red  Flash Amber | | | |