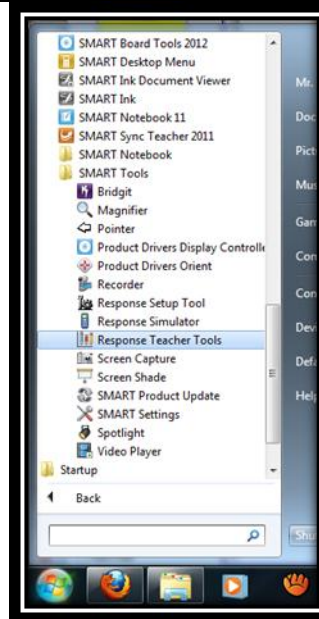


Creating a class in Response Teacher Tools



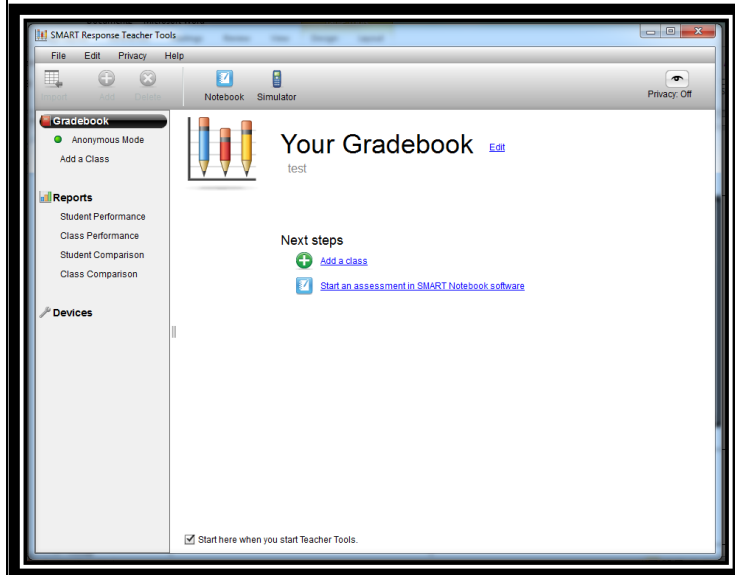
1) Click on the “Response Teacher Tools” icon in your “Start Menu” under “SMART Technologies” and then under “SMART Tools.”



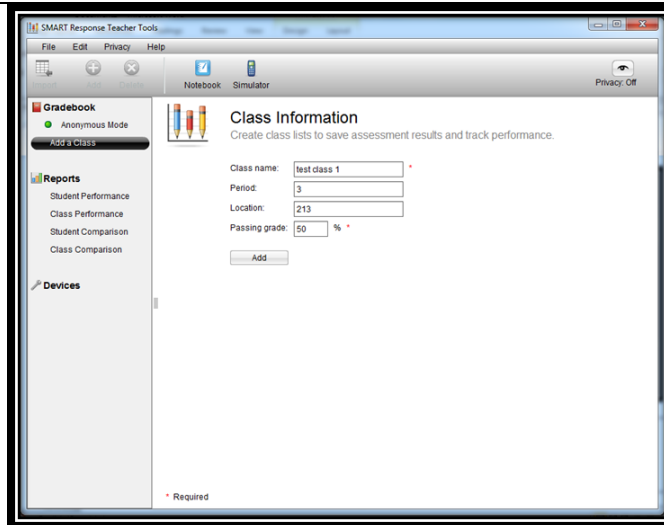
2) Fill in the required fields. When you are finished be sure to save the file in a secure location you will remember.

The screenshot shows the 'Gradebook Information' window of the SMART Response Teacher Tools. The window has a title bar with 'SMART Response Teacher Tools' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'Privacy', and 'Help'. The main content area has a header 'Gradebook Information' with a subtitle 'Save your class lists and assessment results in a portable SMART Teacher file.' Below this is a section titled 'Your name and school' with a note 'This information appears in printed reports.' There are five input fields: 'Title:' (a dropdown menu), 'First name:', 'Last name:', 'School:', and 'District:'. The 'Classroom name:' field is highlighted with a red border and has a red asterisk next to it, indicating it is required. Below the fields are 'Save' and 'Cancel' buttons. At the bottom left, there is a red asterisk and the word 'Required'.

3) Your home page gives you access to your “Gradebook” where you can access your classes. You can also generate reports under the “Reports” section. Finally, you can turn all the class’ clickers off and check their battery levels all through this screen.



4) Click “Add a Class” under “Gradebook” or under “Next steps” in the centre of the screen (they both do the same thing). Then complete the required fields.



5) Congratulations, you have created your first class. You can repeat these steps to create more classes.

