



# Response Quick Step Guide

## Creating a Class

The New Class Wizard takes you through each step in the process of setting up your class and class roster. Additional directions can be found on each page of the wizard.


1. Select **Create A New Class** from the main screen and the **New Class Wizard** will open.

**Note:** Additional directions are provided on each page of the **New Class Wizard**

2. Click on **Next** to pass the first page and begin defining your class.

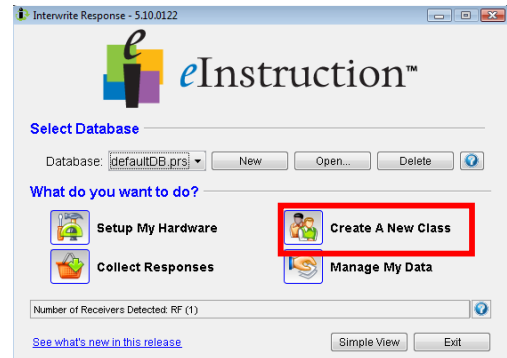
3. Enter **Class Information:**

- **Class Name:** This is the only **required** information for a class. Identify the class by giving it a unique name.

**Note:** Throughout the New Class Wizard, this symbol  indicates a *required field*. You cannot move to the next page until all required fields are filled in.

- **Semester:** Semester during which you teach your class.
- **Meeting Time:** The time during which your class meets.
- **Room:** Room number of your class.
- **Building:** Building where you teach your class.
- **Instructor:** Name of the instructor that teaches this class.

Optional Fields



**New Class Wizard**

**Class Information**

Class Name:

Semester:

Meeting Time: 01:31 PM

Room:

Building:

Instructor:

4. Click on the **Next** button to continue.

5. Enter **Subjects/Sections:**

This is an optional class setting. It is used when an instructor has multiple subjects or sections of the same students.

- 1) Click on the checkbox to activate this *Use Subject/Sections* option.
- 2) Give each Subject or Section a unique name.
- 3) Click on the **Add** button to add the new Subject or Section for the class to the list.
- 4) If you want to delete a Subject or Section, select it in the list and click on the **Delete** button.

**New Class Wizard**

**Subjects/Sections**

Use Subjects/Sections

Name: Section 203

Add Delete

Section 201  
Section 202





## Response Quick Step Guide

- Click on the **Next** button to continue.
- Select **Clicker Type(s)**:  
Identify the clicker(s) that will be used by the students in this class. You can have a mixed environment where PRS RF and Cricket are used together. All responses are received by the same receiver and recorded in the same software.
- Click on the **Next** button to continue.
- Enter **Broadcast Name**. The **Broadcast Name** is the name of the class that will appear on the PRS RF's LCD display during the initial auto-scan. It is the name by which the students will identify this class in order to join it.

New Class Wizard

Select Clicker Type(s)

PRS RF/Virtual Clicker

Cricket

IR

**Note:** This can be no more than 10 characters and may not include punctuations or symbols.

- Enter **System Type**. **System Type** is based on the configuration of the clickers being used in the class: **Normal, Closed, or Loaner**.

New Class Wizard

PRS RF Setup

Broadcast Name: econ

System Type: Normal

Ignore Student IDs from PRS RF (LCD) Clicker

**Note:** If you are concerned that students are not entering a correct student ID into their RF clickers, you can select the **Ignore StudentID From PRS RF Clicker** option to suppress that identification from being sent with each transmission. However, a student record with the correct student ID and clicker ID must already be in place before students join the class if you are going to use this option.

- Click on the **Next** button to continue.
- The last step of the new class wizard is to add students. This will be covered in the next section, so for now click **skip**.
- Click on the **Next** button to continue.
- Click the **Finish** button and you will be taken back to the main screen.

New Class Wizard

Create Roster

Skip

Manually Enter Students Into Roster

Import Roster

