




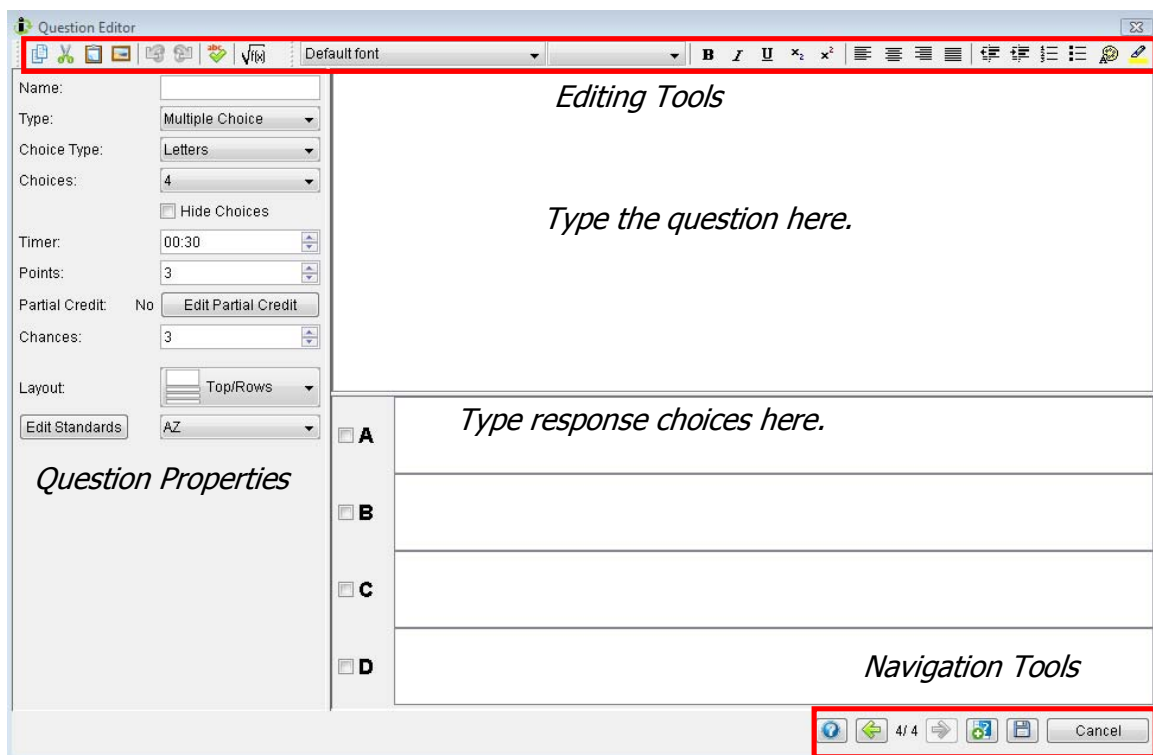
Response Quick Step Guide

Questions

After you create a lesson, you can populate the lesson with questions. You create questions by using the Response Question Editor.

1. Select the **lesson** to which the **questions** will be added.
2. Click on the **New Question**  icon under the **Questions** heading.
3. The **Question Editor** window will appear. This **Question Editor** gives you the tools you need to create and edit the questions for your lessons.

Question Editor



Editing Tools

These **tools** are grouped by function in the toolbar across the top of the Question Editor:

- Cut, Copy, Paste, and Insert Graphic
- Undo and Redo
- Spellcheck
- Insert equation (using the built-in Equation Editor)
- Font and font attributes
- Alignment, indents, lists, foreground color and highlight color





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Question Properties

The **Question Editor** provides a list of properties that you will apply to each question you define here. **Properties** determine how the question will be displayed and scored when it is presented during the session. The question properties are listed down the left side of the Question Editor window.

- **Name:** Enter the name of the question. The name you enter in this field will appear in the **Name** column of the **Questions** pane in the **Manage My Data** window, so it should be a name that will help you readily recognize the question without having to view it in the Question Editor.
- **Type:** Choose a Question Type from the drop-down list.
 - **Answer Series:** Arrange the answers in the correct order. All of the answer choices are included in the correct answer, which is a string with the answer choices in the correct order, e.g., *DBCA* or *4361725*. (PRS RF only)
 - **Multiple Choice, Single Correct:** Choose the correct answer from the answer choices.
 - **Multiple Choice, Multiple Correct:** Choose all of the answers that are correct from the list of choices. (PRS RF only)
 - **Numeric:** Enter the numeric answer using the numeric input keys. The answer can be up to 11 numeric characters plus the minus sign or the decimal point. (PRS RF only)
 - **Short Answer:** Type the correct answer using the input keys. The answer can be no more than 11 characters long. (PRS RF only)
 - **Survey:** A survey question is asking for an opinion. There is no correct answer.
 - **No Response:** Gives you the opportunity to use the Question Editor to create Questions, as well as content, for presentation.
 - **True/False:** True/False questions have two answer choices, *True* or *False*. Cricket and PRS RF clickers have a **T** button and an **F** button.
- **Choice Type:** Lettered or numbered answer options are available for *Multiple Choice*, *Answer Series* and *Survey* Question Types.

The screenshot shows the 'Question Properties' panel in the Question Editor. It includes the following fields and controls:

- Name:** An empty text input field.
- Type:** A dropdown menu set to 'Multiple Choice'.
- Choice Type:** A dropdown menu set to 'Letters'.
- Choices:** A dropdown menu set to '4'.
- Hide Choices:** An unchecked checkbox.
- Timer:** A numeric input field set to '00:30' with up/down arrows.
- Points:** A numeric input field set to '3' with up/down arrows.
- Partial Credit:** A label 'No' and a button labeled 'Edit Partial Credit'.
- Chances:** A numeric input field set to '3' with up/down arrows.
- Layout:** A dropdown menu set to 'Top/Rows' with a small icon to its left.
- Edit Standards:** A button.
- AZ:** A dropdown menu set to 'AZ'.





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- **Choices:** Select the number of answer choices you want to define for this question. Click on the *Hide* checkbox if those answer choices are going to be presented during the session by a means other than Response.
- **Timer:** Indicate the amount of time students will have to respond to this question.
- **Points:** Indicate the number of points students will be awarded for a correct answer.
- **Partial Credit:** This setting allows you to assign partial credit for other acceptable answer choices or a combination of acceptable answer choices.
- **Chances:** Indicate how many times students can change their answers to the question within the allotted time. Answers transmitted after all the chances have been taken will be ignored.
- **Make Correct:** This setting is tied to *Multiple Choice* question types, where more than one answer is correct, or all of the answer choices are correct (*Multiple Correct Multiple Choice*). If the student meets the requirement selected for this question, he will be given full credit and marked *correct*.
- **Answer:** The **Answer** field displays only when *Answer Series* or *Short Answer* is the selected question type. The answer for an Answer Series question should be a character string with no spaces, *e.g., DBCA* or *43621725*. The answer for a Short Answer question can contain up to 11 alphanumeric characters.
- **Single/Low-High:** These fields display only when the Question Type is *Numeric*. If the numeric question has only one numeric value as the correct answer, that answer should be entered in the **Low/Single** field. If the correct numeric answer falls within a numeric range, the low value and the high value that define the range should be entered in their respective fields.
- **Layout:** Select the layout that displays the question and its answer choices to best advantage.
- **Edit Standards:** After downloading your state standards you may align standards to each question that you create.

Navigation Tools

The **Navigation Tools** are located in the bottom, right-hand corner.





- **Previous and Next buttons:** Move back and forth through the questions in the lesson
- **New Question button:** Save and advance to a new Question Editor page.
- **Save button:** Save your changes and take you back to the Manage My Data window.
- **Cancel:** Exit the Question Editor without saving your changes.







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Crafting the Question and its Response Choices

1. Choose a **Question Type** from the **Question Properties**.
2. Type the **question** in the question box.
2. Type the **answers** in the answer box(es)
3. Select the **correct answer**.
4. Click  to **Save** and **Move to Next Question**.
5. Repeat steps 1-5 to add additional questions to the lesson.
6. When you are finished adding questions, click . This will **Save** and **Close** the **Question Editor**.

Editing Questions

1. **Select the question** you want to edit.
2. Click on the  **Edit Question** tool. The **Question Editor** is displayed.
3. Make the necessary changes and click on  to save and exit the question.

Deleting Questions

1. **Select the question** you want to delete.
2. Click on the  **Delete Question** tool. You will be asked to confirm the deletion.




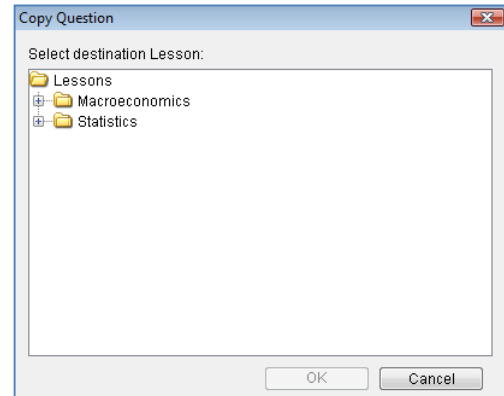


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Copying Questions



Response makes it easy to copy questions from one lesson to another.

1. Select the question you want to copy.
2. Click on the  Copy Question tool.
3. In the **Copy Question** dialog select the destination of the lesson and click on the **OK** button.



Note: When you open the destination lesson, the name of the copied question is preceded by *(Copy)*.

Reorder Questions

1. Select the question that you want to move.
2. Use the **Move Up**  and **Move Down**  buttons to rearrange the questions in the lesson, so they will be in the order you want to present them during a session. When you select the first question or the last question in the lesson, you can only move the question in one direction. The other move button is grayed out.

