



Response Quick Step Guide

Managing and Generating Reports for Attendance

Whenever a session is administered, Response will track attendance. If a student answers a question, she or he, is counted as present. Following the session you can view or create a report to show attendance data.

1. From the **Manage My Data** main screen, click on the **Classes button**, choose the **Attendance tab**.
2. In the data pane, you will see a listing of students. For each student there will be a column for cumulative absences and a listing of sessions. An "A" will appear in the session column if the student was absent.

To Generate an Attendance Report

1. From the **Manage My Data** main screen, click on the **Reports button**.
2. In the navigation pane, choose **Attendance**.
3. Select the **type of report** you would like to print from the **Choose Report Type** drop down menu.
4. Select the **class** you would like to create the report for.
5. Click **Create Report**. Your report will appear in a window that will allow you to save or print your report. If you choose to save your report, it will save as a .PDF

Attendance By Session

This report will show each session, the number of students that attended and absent. It will also show a listing of the students that participated in the session.

Attendance by Session			6/26/08
Class	Bio pd 1		
Subject/Section	None		
Session	Bio pd 1 (6/24/08 6:00:17 PM)		
Attendees	4	Absent 0	
Student Name	Student ID		
Belle,Wanda	07	Participated	
Ferrer,Kristen	09	Participated	
Reid,Heather	08	Participated	
Slaman,Bob	06	Participated	
Session	Bio pd 1 (6/25/08 7:59:28 PM)		
Attendees	3	Absent 1	
Student Name	Student ID		
Belle,Wanda	07	Participated	
Ferrer,Kristen	09	Participated	
Reid,Heather	08	Participated	
Slaman,Bob	06	Absent	





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Attendance By Student Absence

This report will show a student and the sessions he or she missed.

Student Absence		6/26/08	
Class	Bio pd 1		
Subject/Section	None		
Student Name	Slaman,Bob	Student ID	06
Session	Bio pd 1 (6/25/08 7:59:28 PM)		

Attendance By Absence

This report will show a listing of sessions and what students were absent for that session.

Attendance by Absence		6/26/08	
Class	Bio pd 1		
Subject/Section	None		
Session	Bio pd 1 (6/25/08 7:59:28 PM)		
Attendees	3	Absent	1
Student Name	Student ID		
Slaman,Bob	06	Absent	

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Managing and Generating Reports for the Gradebook

When session has ended, the results are automatically scored and sent to the gradebook. The gradebook will list the students, the various sessions, and scoring data. Each student will also have a cumulative score and percentage as well.

View the Gradebook

1. From the **Manage My Data** tab, click on the **Classes** button.
2. Select your **class** from the navigation pane.
3. Click on the **Gradebook tab**.

Name	Student ID	Grade	Percent	Points	Possible	Bio pd 1 (S)	Bio pd 1 (S)	Bio pd 1 (S)	Bio pd 1 (S)
James Arden	09	A	100.0%	400.0	400.0	100.0	100.0	100.0	100.0
Paul Heather	08	D	70.0%	283.33	400.0	88.888888	100.0	50.0	88.888888
Shawn Job	08	D	90.0%	360.0	400.0	100.0	90.0	90.0	9.0

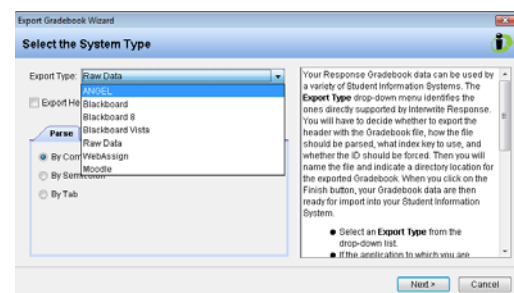
Delete or Exclude a Session from the Gradebook

1. From the **Manage My Data** tab, click on the **Classes** button.
2. Select your **class** from the - navigation pane.
3. Click on the **Sessions tab**.
 - To exclude a session from the gradebook, uncheck the "Include" box for that session.
 - To delete a session, click on the sessions you want to delete, and then click on Delete from the menubar.

Alert	Name	Mean	Questio...	Type	Date	Include
<input checked="" type="checkbox"/>	Bio pd 1 (6/25/08 7:59:28 PM)	88.8%	3	Participal	June 25, 2008 7:59:33 PM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bio pd 1 (6/25/08 7:57:53 PM)	75.0%	3	Participal	June 25, 2008 7:58:01 PM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bio pd 1 (6/25/08 7:54:44 PM)	87.5%	8	Participal	June 25, 2008 7:54:47 PM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bio pd 1 (6/24/08 6:00:17 PM)	91.7%	3	Participal	June 24, 2008 6:00:33 PM	<input checked="" type="checkbox"/>

Exporting Gradebook Data

1. From the **Manage My Data** tab, click on the **Classes** button.
2. Select your **class** from the navigation pane.
3. Click on the **Gradebook Tab**, then click on the **Export Gradebook** button
4. Choose the **export type** from the drop down menu. If you are using raw data you can



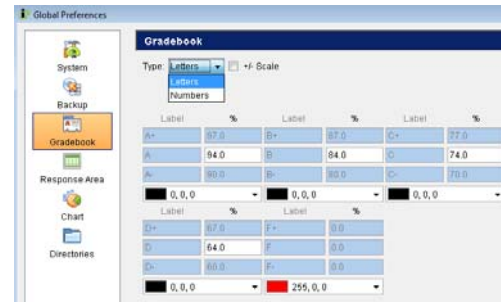


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choose the parse you would like to use (comma, semicolon, or tab). **Then follow the steps of the wizard.**


Customize the Gradebook

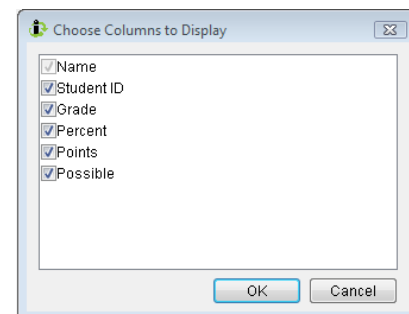
1. From the **Manage My Data** main screen, click on Edit from the menu bar.
2. **Choose Global Preferences**, and then select **Gradebook** from the bar on the left hand side.
3. Modify any options for your gradebook.



- Type: This will change the scores to either be a letter grade or a numerical score.
- Levels: This will allow you to select different tiers for your scoring structure. For example, if your institution only supports letter grades A-E, that would consist of five levels. Each letter grade would represent one level.
- +/- Scale: This option allows you to specify a numerical value for each of the levels. For example, if you are using letter grades, you can specify what percentage constitutes an "A", "A+", or "A-". Instructors that grade on a "curve" use this feature.
- You can also color code your grades as well. For example, if the lowest level in your gradebook is an "E", you could set that level to display in red, so you attention will be called to that score.

Choosing Gradebook Columns to Display

1. From the **Manage My Data** tab, click on the **Classes** button.
2. Select your **class** from the navigation pane.
3. Click on the **Gradebook Tab**, then click on the **Column Display button** .
4. **Check the options** you want displayed, and then click **OK**.
5. You can **also re-arrange columns** in the gradebook **by dragging them** to the desired location.





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Create Gradebook Reports

1. From the **Manage My Data** main screen, click on the Reports button.
2. In the navigation pane, choose **Gradebook**.
3. Select the **type of report** you would like to print from the **Choose Report Type** drop down menu.
4. Select the **class** you would like to create the report for.
5. Click **Create Report**. Your report will appear in a window that will allow you to save or print your report. If you choose to save your report, it will save as a .PDF

Grades By Student

This report will create a page for each student. Each student will have a listing of all of the sessions they participated in and their score. In this report the student's are identified by their name.

Student Name		Average	D	Percent
Reid, Heather				71%
Session Name	Mark	Possible	Percent	
Bio pd 1 (6/24/08 6:00:17 PM)	66.667	100	67%	
Bio pd 1 (6/25/08 7:54:44 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:57:53 PM)	50	100	50%	
Bio pd 1 (6/25/08 7:59:28 PM)	66.667	100	67%	

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Grades By Student ID

This report will create a listing of session data for each student; however, the students are only identified by their student ID number.

Grades by Student ID				6/26/08
Student ID	07	Average	A	100%
Session Name	Mark	Possible	Percent	
Bio pd 1 (6/24/08 6:00:17 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:54:44 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:57:53 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:59:28 PM)	100	100	100%	
Student ID	09	Average	A	100%
Session Name	Mark	Possible	Percent	
Bio pd 1 (6/24/08 6:00:17 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:54:44 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:57:53 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:59:28 PM)	100	100	100%	

Grades By Clicker ID

This report will create a listing of session data for each student; however, the students are only identified by their clicker ID number.

GRADES BY CLICKER ID				6/26/08
Clicker ID	17FFA8D1	Average	A	100%
Session Name	Mark	Possible	Percent	
Bio pd 1 (6/24/08 6:00:17 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:54:44 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:57:53 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:59:28 PM)	100	100	100%	
Clicker ID	17FE9EE3	Average	D	71%
Session Name	Mark	Possible	Percent	
Bio pd 1 (6/24/08 6:00:17 PM)	66.667	100	67%	
Bio pd 1 (6/25/08 7:54:44 PM)	100	100	100%	
Bio pd 1 (6/25/08 7:57:53 PM)	50	100	50%	
Bio pd 1 (6/25/08 7:59:28 PM)	66.667	100	67%	





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Grades by Session

This report will show a listing of each session. Within this listing are the students and their scoring data.

Grades by Session		6/26/08	
Session Bio pd 1 (6/24/08 6:00:17 PM)	Average	B	92%
Student Name	Mark	Possible	Percent
Belle,Wanda	100	100	100%
Ferrer,Kristen	100	100	100%
Reid,Heather	66.667	100	67%
Slaman,Bob	100	100	100%
Session Bio pd 1 (6/25/08 7:54:44 PM)	Average	B	88%
Student Name	Mark	Possible	Percent
Belle,Wanda	100	100	100%
Ferrer,Kristen	100	100	100%
Reid,Heather	100	100	100%
Slaman,Bob	50	100	50%
Session Bio pd 1 (6/25/08 7:57:53 PM)	Average	C	75%
Student Name	Mark	Possible	Percent
Belle,Wanda	100	100	100%
Ferrer,Kristen	100	100	100%
Reid,Heather	50	100	50%
Slaman,Bob	50	100	50%
Session Bio pd 1 (6/25/08 7:59:28 PM)	Average	D	67%
Student Name	Mark	Possible	Percent
Belle,Wanda	100	100	100%
Ferrer,Kristen	100	100	100%
Reid,Heather	66.667	100	67%
Slaman,Bob	0	100	0%

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