Hands-on Practice





Managing your class with Teacher Tools software

This Hands-on Practice provides a structured exercise for managing your class using Teacher Tools software.

Before completing this *Hands-on Practice*, ensure that you have read the *Quick References* for the SMART Response interactive response system. Install SMART Response software and Microsoft® Excel® software on your computer before proceeding.

Download the following files from the <u>SMART Training Center</u> website and save them to your desktop:

- <u>My Teacher Profile</u>
- DB Biology Class List

Refer to the *Quick Reference* document Setting up the *SMART Response interactive response system to collect and store student responses* for information on how to set up your class and create class lists.

In this Hands-on Practice you'll learn how to:

- Open a Teacher File
- Create a new class and add students
- Add student tags

Opening Teacher Tools software with a Teacher File

Your **Teacher File** contains all of your student information, assessment results and grades. If you plan to access this information from multiple computers (with Teacher Tools software installed), you need to save it to your school's network or a USB storage device. The following steps demonstrate how to open your Teacher File.

For this practice, use the My Teacher Profile.teacher file on your desktop.

1 Double-click the My Teacher Profile.teacher file to open Teacher Tools software

2 Ensure you're in the Gradebook view

Ms. Brown's Gradebook

Note: The *Gradebook view* allows you to use the full functionality of Teacher Tools software. The *Basic view* only allows you to start a class

or anonymous assessment. To open Teacher Tools software in *Gradebook view* every time, select the **Start here when you start Teacher Tools** check box.

- 3 Click Math 7 (Period 3) in the Teacher Tools side menu
- 4 Click the Students tab
- 5 Select different students and view the student information displayed in the bottom pane
- 6 Click the **Privacy** button and notice the changes to the student information displayed

You're now able to use your Teacher File to work with previously saved class lists, reports and assessments.

Gradebook	🕋 Hor	ne 🏦 stud	ents 👔 Assessm	ients	_			_
Math 7 (Period 3)	Statue	Student ID	Last Name 🔺	First Name	Average	Maps and Scale	Number classifie	Measurer
Math 7 (Period 2)	0	8781	Α.	Marissa	68.6%	27/39(69.2%)	14/22(63.6%)	38/51(74.
Science 8	0	8727	C.	Ning	64.6%	22/39(56.4%)	11/22(50%)	32/51(62.
Anonymous Modo	0	8534	F.	Jason	67.2%	27/39(69.2%)	11/22(50%)	33/51(64.
Add a Class	0	2504	H.	Gordon	68.6%	27/39(69.2%)	20/22(90.9%)	37/51(72.
	0	8759	E.s.	Alice	67.1%	24/39(61.5%)	17/22(77.3%)	34/51(66.
Reports	0	8753	M.	Paula	70.4%	25/39(64.1%)	18/22(81.8%)	34/51(66.
Student Performance	•							
Class Performance	Marissa A. 🔁			roperties	renformance	Results		20 38 1
Glass Periornance	Student ID: 8781		• Taga:					
Devices	First name: Marissa			 Feeder School:Mountainview Elementary; 				
	E-mail:			_				

Creating a new class in Teacher Tools

You can easily add new classes to your Teacher Tools Gradebook by entering your class and student information.

- 1 Click Add a Class in the Teacher Tools side menu
- 2 Type *Science 7, Period 4, Bio Lab* in the Class Information fields
- 3 Click Add. The Gradebook list displays the class.

You can now add students to your class individually through Teacher Tools software or by importing an existing class list.

File Edit Privacy	Help	
Import	Notebook Simulator	Privacy: On
Gradebook Science 8 Anonymous Mode Add a Class	Class Information Create class lists to save assessment results and track perf	ormance.
Student Performance Class Performance	Location: Passing grade: 50 % *	

Importing a class list from Microsoft Excel

If you've already created a class list with Microsoft Excel spreadsheet software, you can import it into Teacher Tools software without having to re-enter student information.

- 1 Select File > Import > Students. The Import window appears.
- 2 Select Science 7 (Period 4) and click Next
- 3 Select Microsoft Excel and click Next
- 4 Browse to and select **db biology class list.xls** from your desktop
- 5 Click **Open.** The imported students appear in the Students tab.

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	ID Number		First Name	Last Name
1	ID Numbe			
2			Taleja	A.
1 2 3	569	864	Taleja Alana	A. B.
2	569 608	1864 1975		

Microsoft Excel class list formatting

Refer to the *Quick Reference* document Setting up the *SMART Response interactive response system to collect and store student responses* for more information on how to import student information from other file formats.

Adding tags to student information

You can edit the information in the Students tab, to include tags. Student tags help you organize and evaluate student performance on assessments.

You can assign multiple tags for a student by separating each tag with a semicolon (;). You can also categorize a tag by typing the category followed by a colon (:) before a tag.

- 1 Click Science 7 (Period 4) in the Teacher Tools side menu
- 2 Click the **Students** tab
- 3 Select Taleja A.

4 Type *ELL; Feeder School: Blessed Damian Elementary; Gender: Female* in the **Tags** field.

Taleja A.	_	Properties	Performance Results
Student ID:	569864	*	Tags:
First name:	Taleja	*	ELL; Feeder School: Blessed Damian Elementary; Gender:
Last name:	А.	*	Female
E-mail:			
			Use a semicolon (;) to separate tags e.g., Honors; IPP
			Use a colon (:) to create categorized tags e.g., Gender: Female; Gender: Male; Previous Schoo Westwinds Elementary

You can use custom student tags to produce class performance reports in Teacher Tools software.

Average 20% 40%

> 30% 20% 10% 0%



Congratulations, you're now ready to create an assessment for your class. Refer to the *Hands-on Practice* document *Creating assessments for digital delivery* for a structured exercise using SMART Notebook software to create assessments for digital delivery.

IEP

ELL

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