

# Key Tasks for the 2Know!™ classroom response system

## AccelTest™ software

### Getting Started

#### Enter the AccelTest password

1. Enter the password (default is **admin**).
2. Click **OK**.

#### Enter the serial number

3. Enter the serial number (on serial number sheet), school name, and teacher name; then, click **OK**.
4. Enter the password (default is **admin**).
5. Click **OK**.

#### Set up the school year

When the **School Year Setup Reminder** appears, click **Setup School Year Now** to start the School Year Wizard or Assistant. Or, to set up the school year later, click the **Preferences** menu in AccelTest and choose **School Year**.

#### Add students

1. Go to the **Classes** tab and click **Add Student**.
2. Enter the student's first and last names (middle name is optional). A suggested ID has been entered for you; you can change this number to the student's ID for your school or district. IDs can include numbers only.
3. When finished entering information, click **OK**.
4. Click **Yes** to add another student, or **No** to finish adding students.

#### Add classes

1. Go to the **Classes** tab and click **Add Class**.
2. Enter the name of class and click **OK**.

#### Enroll students

1. Go to the **Classes** tab and use the drop-down list to choose a class in which to enroll students.
2. Click **Enroll Students**.
3. Click boxes next to students to enroll, or click **Select All** to enroll all students; then, click **OK**.

#### Choose devices you'll use for presenting and scoring assignments

1. Click the **Preferences** menu and choose **Devices**.
2. Check the devices you want to use to present and score assignments.
3. Click **OK**.

### Using Standards

#### Add standards to your database

1. Click the **Preferences** menu and choose **Libraries/Standards**.
2. Click the **Standards** tab.
3. Click **Add** to start the Install Standards Wizard or Assistant.

#### Delete standards from your database

1. Click the **Preferences** menu and choose **Libraries/Standards**.
2. Click the **Standards** tab.
3. Select the standards to delete, and then click **Delete** and **Yes**.
4. Click **Close**.

#### Align items to standards on an assignment

1. If the assignment is open, go to step 2. If not, click the **Assignments** tab and double-click the assignment for which you want to align items.
2. Click the item that you want to align. (You can only align one item at a time.)
3. Click **Align Item**.
4. Click the + next to a standards group to see the standards in that group. Continue to expand the standards to find the standard for alignment.
5. Click the standard, and then click **Add**. The standard will appear in the list at the bottom of

the window. Repeat for each standard you want to add to the item.

- When finished, click **OK**. The • symbol will appear next to the aligned item in the assignment.

## Creating Assignments

### Create a score key for existing assignments

- Go to the **Assignments** tab and click **New Assignment**.
- Enter a title for the score key.
- Select a subject, click **Score Key**, and select a scoring preference. Then, click **OK**.
- Enter the number of items and points per item; then, click **Add**.
- Click the circle in each row to select the correct answer for most item types. For numeric-response items (or short-answer items for NEO 2 assignments), click the item to enter the correct answer.
- If desired, click **Add Items** and/or **Align Item** to perform additional tasks. Click an item and press the **Delete** key to delete it. Click the points for an item and edit the value if necessary.
- To change a row's position, first click the row to highlight it. Then, click the **Assignments** menu and choose **Move Up** or **Move Down**.
- Click **Done** and **Save**.

### Create a new assignment

- Go to the **Assignments** tab and click **New Assignment**.
- Enter a title for the assignment.
- Select a subject, and choose how to score and display the assignment; then, click **OK**.
- Enter the number of items and points per item for each item type; then, click **Add**.
- Type the question, answer choices, and points for each item, and designate the correct answer. For multiple-choice questions, use the drop-down lists to set the number of choices and to shuffle choices.
- Click **Next** until you've finished; then, click **OK**.

- Click **Add Items** or **Preview** if desired.
- Click **Done**; then, click **Save**.

## Administering Assignments

### Add an assignment to the Gradebook

- Go to the **Gradebook** tab and use the drop-down lists to choose the class and subject (choose **All Subjects** to see all assignments).
- Click **Add**.
- Select an assignment type (**AccelTest**—assignment created in AccelTest; **Score Key**—score key created in AccelTest; **Points Only**—no assignment created, points will be manually entered), and click **Next**.
- For AccelTest or score key assignments, find and click the assignment to add; then, click **Next**.
- Enter or select the information for the assignment, including the term and category (**Homework** is used only with owned Responders). You can also choose options for the assignment:
  - Assignment is extra credit**—Check this box if the assignment is extra credit. Or, instead, you can choose the Extra Credit category using the Category drop-down list.
  - Assignment is an exam**—Check this box if the assignment is an exam (this will change the weight of the score; click the **Preferences** menu and choose **Exams** for weighting information).
  - Each student gets his/her own variation**—Check this box if you want the answer choices to be in a different order for each student. This option is not available for score keys.
  - Turn on student feedback**—For assignments that require students to use the Responder or NEO 2, check this box if you want students to see their scores at the end of the assignment.
- After choosing options, click **Next**.
- Enter start and due dates, and click **Next**.
- Select if all or some students will receive the assignment, and click **Next**. If necessary, check boxes next to student names and click **Next**.
- Review the summary and click **Done**.

## Start a student-paced session

1. Go to the **Gradebook** tab. Verify that the assignment you want to send has been added to the Gradebook, and that it is *Waiting*.
2. Click the **Responder** menu and choose **Start Student Paced Session**.
3. The Responder Session Manager window opens. Students can now access assignments designated as *Waiting* in the Gradebook.

## Start a teacher-paced session (do not add assignment to the Gradebook)

Select the **Responder** menu and choose **Start Teacher Paced Session**.

*Questions from a projected assignment*

- a. Choose **Show questions using a projection monitor** and click **Next**.
- b. Select an assignment and click **Next**.
- c. Choose if the assignment will be scored:
  - If not scored, choose **No** and click **Next**.
  - If scored, choose **Yes** and click **Next**. Enter the scoring details and click **Next**.
- d. Review the summary and click **Done**.
- e. Click **Send Question**.
- f. Click **Stop Accepting Responses** after results register (squares will turn blue).
- g. Click the graph icon to view the graphed results.
- h. Repeat steps *e–g* until all the questions have been displayed.
- i. Click **Done** and **Yes**.

*Questions from a Responder or NEO 2 assignment*

- a. Choose **Ask questions from an existing assignment** and click **Next**.
- b. Select an assignment and click **Next**.
- c. Choose if the assignment will be scored:
  - If not scored, choose **No** and click **Next**.
  - If scored, choose **Yes** and click **Next**. Enter the scoring details and click **Next**.
- d. Review the summary and click **Done**.
- e. Click **Send Question**.
- f. Click **Stop Accepting Responses** after results register.
- g. Repeat steps *e–f* until all the questions have been displayed.
- h. Click **Done** and **Yes**.

*Verbal questions (no AccelTest assignment created)*

- a. Choose **Ask verbal questions** and click **Next**.
- b. Choose if the assignment will be scored:
  - If not scored, choose **No** and click **Next**.
  - If scored, choose **Yes** and click **Next**. Enter the scoring details and click **Next**.
- c. Review the summary and click **Done**.
- d. Ask a question; then, click the corresponding question type.
- e. After responses register, click **Stop Accepting Responses**.
- f. Click or enter the correct answer (if not survey/poll/voting).
- g. Click **Done** and **Yes** when finished.

*Questions on PowerPoint presentation slides*

- a. Choose **Show PowerPoint slides** and click **Next**.
- b. Click **Select** to find and select a file; then, click **Open** and **Next**.
- c. Select a session type:
  - For questions from an existing assignment, follow steps *b–i* above from *Questions from a projected assignment*.
  - For verbal questions, follow steps *b–g* above from *Verbal questions*.

## Analyzing Assignments

### View a report

1. Go to the **Gradebook** tab.
2. Click the title cell of an assignment to highlight its corresponding column.
3. Click the **Reports** menu and choose a report.
4. Click **Preview** to view the report.
5. Click **Print** if desired, and **Close** when finished.

### View assignment results

1. Go to the **Sessions** tab and double-click the name of an assignment.
2. Click each question or click **Previous** and **Next** to view corresponding bar graphs.
3. Click + next to the colored bar to view item details.
4. Click **Done** when finished.

# Renaissance Responder™

Open AccelTest before performing the following tasks with the Responders.

## Join a session

Highlight **Join Session** and press **Select**.

- Highlight the name of the Renaissance Receiver™ to which you want to connect, and press **Select**; or
- If asked to stay connected to a Receiver, press **Yes** or **No** and **Select**. If you chose **No**, highlight the correct Receiver name, and press **Select**.

## Assign an owner

1. Verify that students are enrolled in classes in the AccelTest software. Make sure AccelTest is running.
2. Turn on the Responder.
3. Highlight **Settings** and press **Select**.
4. Highlight **Assign Owner** and press **Select**.
5. Select your Receiver and press **Select** or choose to stay connected to the Receiver.
6. Enter a student ID number (found next to student names in the Gradebook) and press **Enter**.

### *Change the student PIN*

- a. Enter the student PIN (default is **1212**) and press **Enter**.
- b. Highlight **Settings** and press **Select**.
- c. Highlight **Change PIN** and press **Select**.
- d. Enter a new PIN and press **Enter**.

### *Display a forgotten PIN and/or reset the owner*

- a. Press **?**.
- b. Select your Receiver and press **Select** or choose to stay connected to the Receiver.

- c. Enter the administrator PIN (default is **1234**) and press **Enter**.
- d. After the Responder states the device is unlocked and reveals the PIN, press any key.
- e. To reset an owner, highlight **Settings** and press **Select**.
- f. Highlight **Reset Owner** and press **Select**.
- g. Enter the administrator PIN (default is **1234**) and press **Enter**.

## Synchronize (to transmit homework and notes to owned Responders)

1. Enter the student PIN and press **Enter**.
2. Highlight **Synchronize** and press **Select**.
3. When prompted, press any key to return to the menu.

### *Retrieve homework*

- a. Enter the student PIN and press **Enter**.
- b. Highlight **Homework** and press **Select**.
- c. Highlight the assignment and press **Select**.
- d. Enter responses; then, press **Yes** to verify that homework is complete.

### *Retrieve notes*

- a. Enter the student PIN and press **Enter**.
- b. Highlight **Notes** and press **Select**.
- c. Highlight a note and press **Select**.
- d. Press **Menu** when finished reading note.
- e. Choose **Yes** or **No** and press **Select**.



## Use the calculator

1. Highlight **Calculator** and press **Select**.
2. Press number keys and letter keys (using the guide on the screen) to perform computations.
3. Press **Clear** to begin a new computation.
4. Press **Menu** or turn off the Responder.

## Renaissance Receiver

### Open the Renaissance Wireless Server Utility

Windows

- Right-click the  icon in the lower right corner of the screen and choose **Manage**; or
- Click **Start** (or ) > **Programs** (or **All Programs**) > **Renaissance Wireless Server** > **Renaissance Wireless Server Utility**.

Macintosh: Open the Applications folder on the computer's hard drive. Open the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.

### Enter the administrator PIN

1. Enter the administrator PIN (default is **1234**).
2. Click **OK**.

### Change the Renaissance Receiver name (recommended)

1. Go to the **Server Settings** tab.
2. Replace the name in **Network Name** field with a name that your students can easily identify (e.g., *Room 245* or *Ms. Smith's class*).
3. Click **Update Network Settings**.
4. Click **OK** after server settings have been updated.

### Change the administrator PIN

1. Go to the **Server Settings** tab.
2. Click **Set Administrator PIN**.
3. Enter and confirm a new PIN; then, click **OK**.
4. Click **OK** after the PIN has been updated.

### Change the calculator functionality

1. Go to the **Device Settings** tab.
2. Check the **Calculator** box enable the calculator on the Responders, or remove the check mark to disable the calculator.
3. Click **Update Device Settings**.
4. Click **OK** after device settings have been updated.

## 2Know! Toolbar

### Open the toolbar

Windows: Click **Start** (or ) > **Programs** (or **All Programs**) > **2Know! Toolbar** > **2Know! Toolbar**.

Macintosh: Open the Applications folder on the computer's hard drive. Open the 2Know! Toolbar folder, then the 2Know! Toolbar folder. Double-click **2Know! Toolbar**.


### Move the toolbar

Click the toolbar and drag.

### Minimize the toolbar

Click – on the toolbar.

### Restore the toolbar

Right-click the  icon in the lower right corner of the screen and choose **Restore** from the menu.

### Close the toolbar

Click **X** on the toolbar.

### Change the toolbar size and appearance

1. Click **Options** and choose **Themes**.
2. Click the theme you prefer. That theme will be shown. If you have NEO 2 laptops and you want to ask short answer questions, choose a theme that includes short answer.
3. Click **OK**.

### Open the Getting Started Guide

Click **Options** and choose **Getting Started**. (**Please note:** the guide will open as a PDF file.)

### Ask questions

1. Ask students to turn on their Responders or NEO 2 laptops, and join the session. The number in the middle of the toolbar shows how many students have joined.
2. Ask a question.
3. Click the corresponding question type on the toolbar. **Stop** will appear in place of the question type.

- **T/F** — true/false
  - **ABC** — multiple choice
  - **123** — numeric response
  - **Pulse** — yes/green, no/red
  - **Short Answer** (if available in the theme) — short answer response
4. Allow students time to answer. Watch the toolbar to see the percentage of students who have responded.
  5. Click **Stop** to stop accepting answers. Students cannot change their answers after you click **Stop**.

### View results

1. Click **Graph** to view student results. (**Please note:** You can click **Graph** at any time. However, if your students can see the toolbar, you might wait until everyone has responded before you click **Graph** to show the results. Also, click **Stop** before you click **Graph** to prevent students from changing their answers.)
2. Click the circle next to an answer option to designate it as the correct answer.
3. Click **Reset** to clear the answers and ask another question of the same type.
4. Click **Close** to return to the toolbar.

### Assign a teacher Responder

1. Click **Options** and choose **Teacher Responder**.
2. Click **Assign**. The software will display a PIN.
3. Start a Responder, join the session, and enter the PIN that the toolbar displayed.
4. On the toolbar, click **Close** after the ID is shown. You will not need to reference this ID.
5. You can now control the toolbar with the designated teacher Responder.

### Unassign a teacher Responder

1. Click **Options** and choose **Teacher Responder**.
2. Click **Unassign**.
3. Click **Close**.

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