

# USING THE 2KNOW! TOOLBAR

## Get Ready for the Session

First, connect the Renaissance Receiver to your computer and set the Receiver name. (See the *Installation and Setup Guide* that came with your 2Know! Classroom Response System. If you are using NEO 2 laptops, refer to the *NEO 2 and SmartApplets Quick Guide*.) Make sure that neither AccelTest nor the Renaissance Responder program are running. Then, start the 2Know! Toolbar:

*Windows:* Click **Start** ▶ **Programs** ▶ **2Know! Toolbar** ▶ **2Know! Toolbar**.

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

## Start the Session



*If you have connected before, you may be asked if you want to stay connected to the last Receiver you chose. Choose "yes" or "no." If you choose "no," you can select a different Receiver from the list that will be shown.*

1. Ask participants to turn on their Responders or NEO 2 laptops. (Those with owned Responders must enter their PIN numbers.)
2. *Responders:* With **Join Session** highlighted, participants press **Select**.

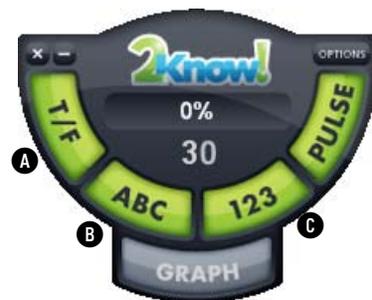
*NEO 2:* Participants press **applets**, press ↓ to scroll down to the **Responder** SmartApplet, and then press **enter**.

3. Participants highlight the correct Receiver name and press **Select** or **enter**. The toolbar shows you how many participants have connected **A**.



## Ask the Questions

1. Ask or show participants the question. Then, press or click **T/F** for true/false **A**, **ABC** for multiple-choice **B**, or **123** for numeric response **C**.
2. Ask participants to choose or enter their answers and then press **Enter**.



3. Watch the toolbar to see the percentage of participants who've answered the question **D**.
4. Press or click **Graph** **E** to see a graph that shows the answers the participants chose. (For more information, see the next section.)
5. Press or click **Stop** **F** when you want to stop accepting answers.



## Use the Graph

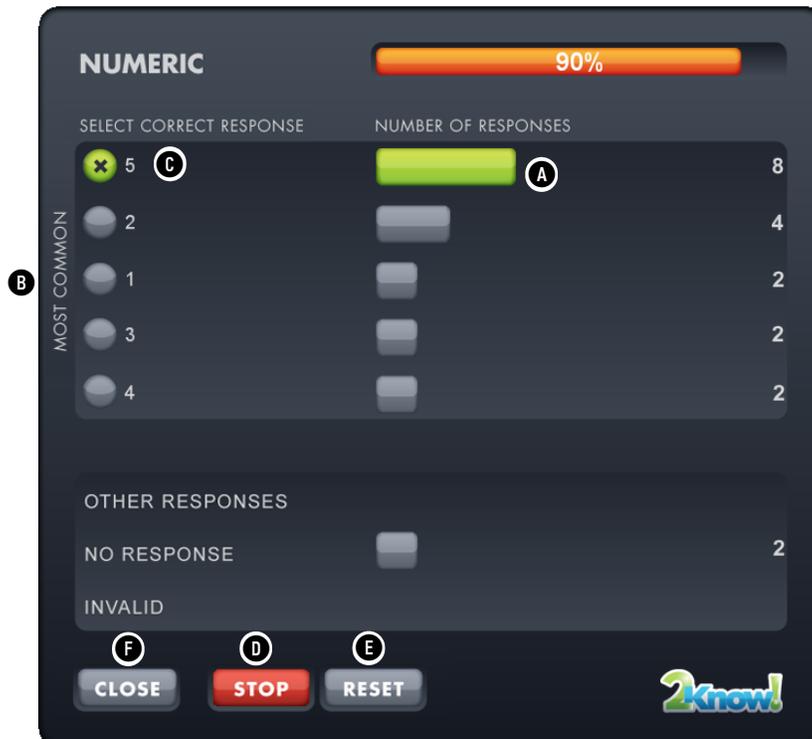
**Note:** If you are projecting the toolbar and participants can see it, you may want to wait until after all participants have responded before you display the graph.

### Sample Multiple-Choice Graph



- A** The bars show you how many participants chose each answer.
- B** If you want to choose the correct answer, press or click the circle for the answer to put an X in that circle. (You can change the correct answer.) The bar for the correct answer will turn green.
- C** Press or click **Stop** to stop accepting answers.
- D** **Reset** deletes all answers so participants can answer the question again (or another question of the same type).
- E** **Close** takes you back to the toolbar. If you haven't stopped accepting answers, the toolbar will stop accepting them when you close the graph.

## Sample Numeric-Response Graph



- A** The bars show you how many participants entered each answer.
- B** For numeric response questions, the five most common answers are shown, and others are grouped together in “Other Responses” below the list.
- C** If you want to choose the correct answer, press or click the circle for the answer to put an X in that circle. (You can change the correct answer.) The bar for the correct answer will turn green.
- D** Press or click **Stop** to stop accepting answers.
- E** **Reset** deletes all answers so participants can answer the question again (or another question of the same type).
- F** **Close** takes you back to the toolbar. If you haven’t stopped accepting answers, the toolbar will stop accepting them when you close the graph.

## Ask Pulse Questions

Use Pulse to ask simple questions with no correct answer. This can be useful when you want to check understanding of a concept or to take a quick vote.

1. Press or click **Pulse** to ask participants if they’re ready to go on to the next concept.
2. Participants press **yes** (Responders) or **y** (NEO 2), or they press **no** (Responders) or **n** (NEO 2); then, they press **Enter**. (On NEO 2, participants can also press **r** for red or **g** for green.) Watch the toolbar to see the percentage who have answered.
3. Press or click **Stop** when you want to stop accepting answers.

4. Press or click **Graph** to see a graph like the one shown here. The red circle shows you how many participants chose **No**. The green circle shows how many chose **Yes**.



## Ask Short-Answer Questions (for NEO 2 Laptops Only)

### How to Ask Short-Answer Questions

If participants are using NEO 2 laptops (not Renaissance Responders), you can ask short-answer questions and receive responses from participants. Before you can ask short-answer questions, **you must first choose a theme that includes the Short Answer button**; see page 7. Then, follow these steps.

1. Ask or show participants the question. Then, press or click **Short Answer** **A**.
2. Ask participants to enter their answers and then press **enter**.
3. Watch the toolbar to see the percentage of participants who have answered the question **B**.



4. Press or click **Graph** **C** to see a graph that shows the answers the participants chose. (For more information, see the next page.)
5. Press or click **Stop** **D** when you want to stop accepting answers.

## How to Use the Short-Answer Graph

If you press or click **Graph** during a short-answer question, you'll see a graph similar to the one for numeric response questions.

The five most common answers will be listed first, showing the number of responses for each answer **A**. Other responses will be grouped together below this list **B**.

If you want to choose the correct answer, press or click the circle next to that answer to put an X in that circle. (You can change the correct answer.) The bar for the correct answer will turn green **C**.

Press or click **Stop** to stop accepting responses.

**Reset** deletes all answers so participants can answer the question again (or another question of the same type).

Press or click **Close** to close the graph. If you haven't stopped accepting answers, the toolbar will stop accepting them when you close the graph.



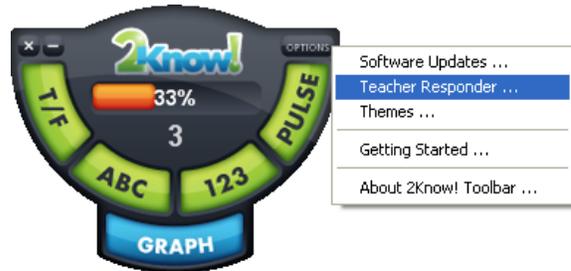
## Use the Teacher Responder Feature

The 2Know! Toolbar options allow you to designate one of your Responders or a NEO 2 laptop as a teacher Responder. You can then use that Responder or NEO 2 laptop to control the toolbar program from anywhere in the room.

### Assigning (Setting Up) a Teacher Responder

Follow these steps to set up and use a teacher Responder:

1. Click **Options** and choose **Teacher Responder**.
2. If the program tells you that you haven't assigned a Responder to the teacher, click **Assign**.



Then, start the Responder or the NEO 2 Responder SmartApplet, join the session, enter the PIN that the toolbar program shows you, and press **Enter**.

When the toolbar program shows the ID, click **Close**.

3. The Responder or NEO 2 will list your options. See the table below.



To ask a question:	While viewing a graph:
<ol style="list-style-type: none"> <li>1. Press <b>A</b> (to select <b>Ask Question</b>), then press <b>Enter</b>.</li> <li>2. Press the letter for the question type and press <b>Enter</b>.</li> <li>3. After participants answer, press <b>A</b> (to select <b>Stop</b>), then press <b>Enter</b> to stop receiving responses. If you want to see a graph, press <b>B</b> (for <b>Show Graph</b>) and press <b>Enter</b>. To minimize the toolbar, press <b>C</b> and then <b>Enter</b>; to restore it again, press <b>C</b>, then <b>Enter</b> again.</li> </ol>	<ul style="list-style-type: none"> <li>• Press <b>A</b> (for <b>Stop</b>), then <b>Enter</b> to stop receiving responses.</li> <li>• Press <b>B</b> (<b>Close Graph</b>), then <b>Enter</b> to close the graph.</li> <li>• Press <b>C</b> (<b>Reset</b>), then <b>Enter</b> to reset (start over) and receive new responses.</li> <li>• Press <b>D</b> (<b>Enter correct answer</b>), then <b>Enter</b> to choose or enter the correct answer. Then, enter or select the answer and press <b>Enter</b>.</li> </ul> <p><b>Note:</b> For short-answer questions, if the teacher Responder is a Renaissance Responder (not a NEO 2 laptop), you cannot choose a correct answer if you have not received any responses; the Responder will simply return to the menu when you choose <b>D</b> (Enter correct answer). If there is only one response, when you choose <b>D</b>, the response is marked correct if no correct answer was previously chosen, or it is marked incorrect if it was already marked correct.</p>

## Unassigning a Teacher Responder

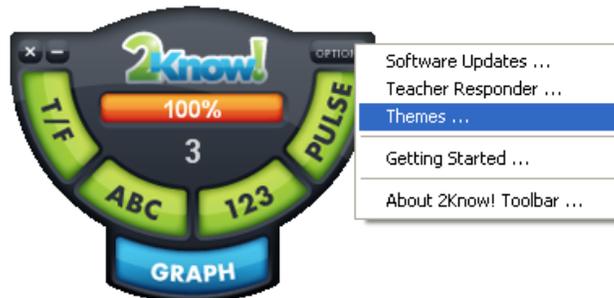
When you want to stop using a Responder or NEO 2 laptop to control the toolbar program, you can unassign it by following these steps:

1. In the 2Know! Toolbar, press or click **Options** and choose **Teacher Responder**.
2. Press or click **Unassign**.
3. Press or click **Close** to close the window.

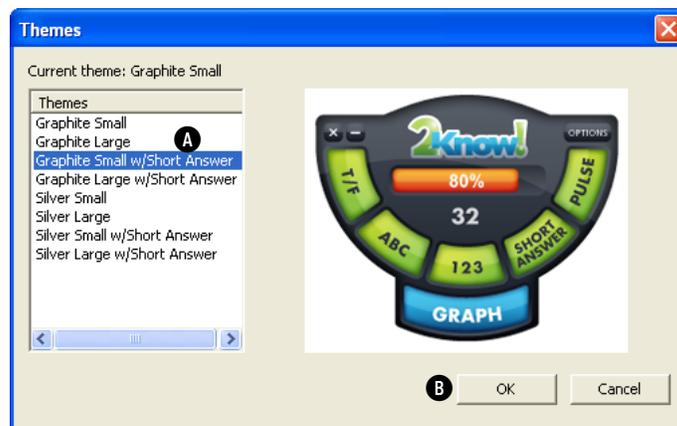
## Choose a Different Theme and/or Change the Size of the Toolbar

Follow the steps below to choose a different theme, which changes the appearance of the toolbar. Use the large-size themes on your computer so you can see the toolbar as you move around the room. Use the small sizes on interactive whiteboards to make the most of the whiteboard space. If participants are using NEO 2 laptops and you want to ask short answer questions, be sure to choose a theme that includes “w/Short Answer” in its name.

1. Press or click **Options** and choose **Themes**.



2. Press or click the theme type and size you want **A**. As you select each theme, you can see what it looks like on the right side of the window.



3. Press or click **OK** **B**.

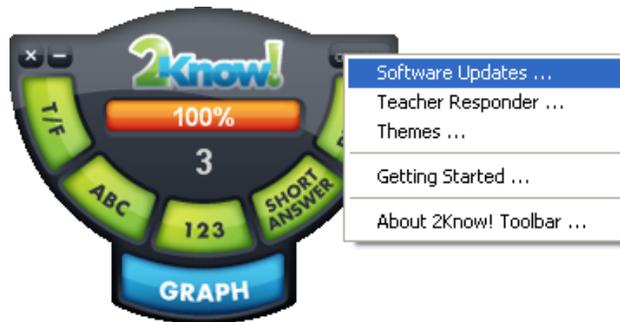
## Get Software Updates

1. Press or click **Options** and choose **Software Updates**.

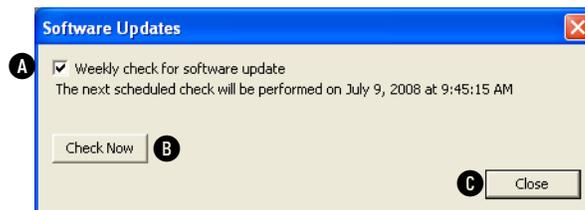
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 **If you are using Renaissance Responders (not NEO 2 laptops), you may need to update the firmware on your Responders after updating the 2Know! Toolbar software.** For more information about firmware updates, see the AccelTest User Manual. This manual is installed with your AccelTest software; you will find it in the Start menu (Windows) or the program folder (Macintosh).

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2. If you want to allow weekly software updates, make sure the box is checked **A**. (It is checked when you first install the program.)



3. If you want to check for updates now, press or click **Check Now** **B**.
4. Press or click **Close** **C**.

## View This Document while Using the Toolbar

To open this document while using the 2Know! Toolbar, press or click **Options** and choose **Getting Started**.

## View the Toolbar Version and Other Information

Press or click **Options** and choose **About 2Know! Toolbar**. The information window will open; you can close it by clicking the window.