Installation and Setup

Installation and Set Up Procedure

Installation and setup is quick and easy. Follow the procedures as described and illustrated on the following pages.

Setup Procedure

- Unpack the iRespond Lite System
- Install the iRespond Software
- Perform Session Setup

Battery Installation

- iRespond Lite remote units arrive with two AA Energizer batteries already installed. Under normal use, a remote will run for approximately 130 hours before battery replacement is required.
- To replace the batteries, remove casing on back of unit by sliding downwards. Replace batteries. Attach casing back to remote by sliding upwards.

iRespond System Setup

Follow the instructions below for setting up the Base and Remote Units.

iRespond Base Unit

iRespond Lite Remote Units

Linksys USB Hub Setup

- Attach USB cable to hub. Locate an available USB port on the computer and attach the other end of the USB cable to this port. Attach the power adapter into the hub. Plug the adapter into a standard electrical outlet. The hub will be automatically detected by the computer and is now ready for use.

Base Unit Setup

- Screw in the base unit antenna on the top of the unit. To maximize transmission, orient the antenna so that it sticks straight up from the unit.
- Using the USB cable provided with the system, connect the end with the mini USB connector to the base unit. Locate an available USB port on the Linksys hub. Connect the other end of the USB cable to the port.
- Apply power to the base unit by pressing the Power On/Off button in the upper-left of the unit.
- Setup for the base unit is now complete.

Remote Unit Setup

- Apply power to the remote units by pressing the Power On/Off button in the upper-left of each unit. Take note of the UID number that appears on the back of the remote unit below the FCC Label.
- The hardware setup is now complete.

Using the Base and Remote Units

Key	Function
Power On/Off	This key, located top-left, turns power on and off the unit. Once a session is established pressing this key prompts the user to confirm unit shutoff to prevent accidental powering off.
Go	This multipurpose key is used in combination with other keys, such as powering up the unit in programming mode and selecting a question number in Homework mode.
F1	The F1 key may be used to access Homework mode.
Flag	This key allows the user to mark items for later review in a session.
Arrow Keys	These keys are used to navigate through items on the display. Used to toggle between Logout no / Logout yes and Shutoff no / Shutoff yes.
Send	This key submits the user's input to the base unit for recording or scoring.
Letter Keys A - E	Used to select responses to multiple choice and multiple response questions in a session.
Number Keys 0 - 9	Used to enter a PIN number or responses to fill-in type questions.
Special Char + - / .	These keys are used with fill-in responses to enter decimals, fractions, change a positive number to negative, or change a negative number back to positive.

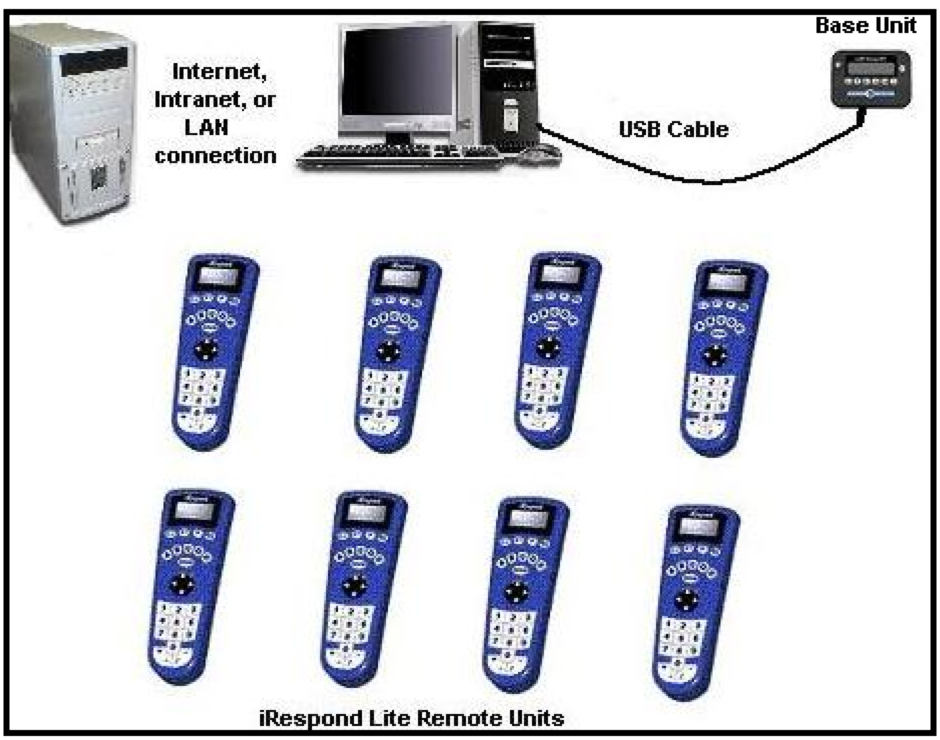
FCC Compliance

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Receivers associated with the operation of a licensed radio service, e.g., FM broadcast under part 73 of this chapter, land mobile operation under part 90, etc., shall bear the following statement in a conspicuous location on the device:
This device complies with part 15 of the FCC Rules. Operation is subject to the condition that this device does not cause harmful interference.

Changes or modifications not expressly approved by Wireless e Systems, Inc. could void the user's authority to operate this equipment.



Software Installation and Setup

System Requirements

The *i*Respond System runs on customer supplied Windows™ -based desktop PCs and laptops. Please verify system compliance before proceeding.

The Windows™-based system requirements:

- 400 MHz or higher Pentium II processor
- Windows™ 95/98/ME/2000/NT/XP
- CD ROM drive
- 1 free USB port
- 10 MB available disk space
- 128 MB RAM

Installation and Set Up Procedure

Software installation and setup is quick and easy. Locate the iRespond installation CD shipped with the system, and then follow the procedures as described.

Procedure:

- ❖ Install the software
- ❖ Set up the software to run sessions
    - ♦ Log In and Account Administration
    - ♦ Set Up your Class Rosters
    - ♦ Set Up your Test Banks
    - ♦ Set Up your Remote Units

Installation

To ensure compatibility, please review the system requirements before installing the software, and then follow the steps below.

- Insert the iRespond software installation disc in your CD-ROM drive.
- The iRespond Software will automatically launch the installation program. During this process, be sure to answer the items that appear on the screen.
- If your computer is not configured to auto-start, select Run from the Start Menu and browse the installation CD for "Setup.exe." Select that file and click OK to start the installation procedure.

Sun's Java™ JRE file system is required to run the iRespond software. If the JRE files are not already installed on your computer, setup will automatically load the requisite files.

Before proceeding with session setup, become familiar with the iRespond toolbar buttons and terms.

Introduction

After installing the software, it is necessary for you to set up user accounts, enter your class rosters, enter your test banks, and set up the remote units before a session can be started. This guide is a step-by-step procedure through those set up dialogs. Toolbar menu selection names and dialog names described in this guide are shown in green. Text entries and toolbar button clicks required by you are shown in bright blue.

NOTE: All standard Windows™ conventions apply to iRespond.

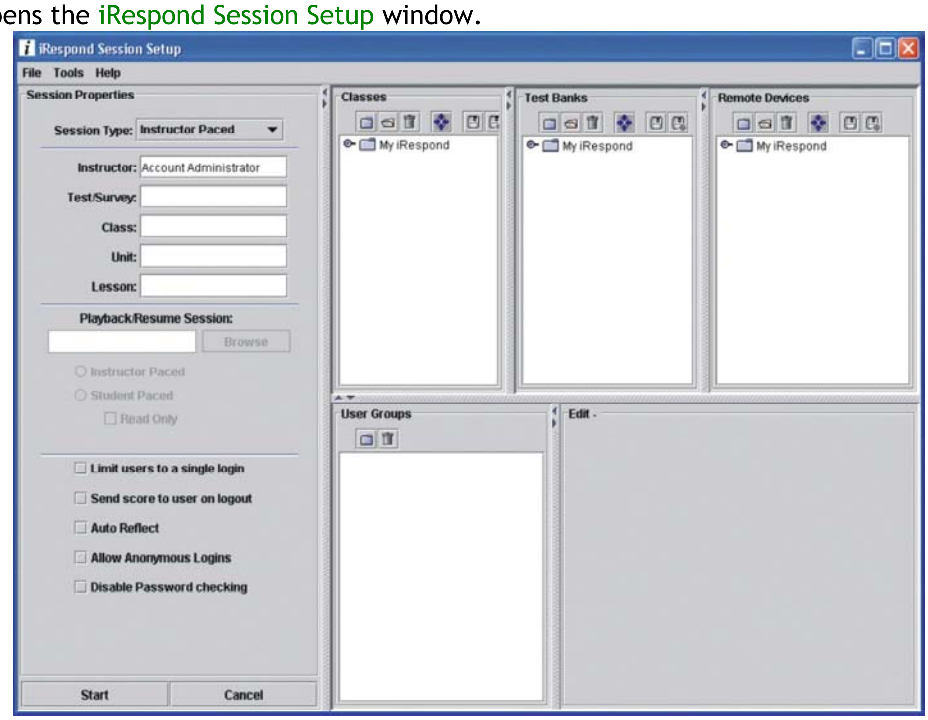
Log In and Account Administration

Launch the iRespond software and the iRespond Login dialog appears.

This dialog prompts you for your user name and password. First-time log in is done as administrator. Enter the default user name admin, and the default password changeme, and click the Login button.

NOTE: Username and Password are case sensitive.

Successful login opens the iRespond Session Setup window.



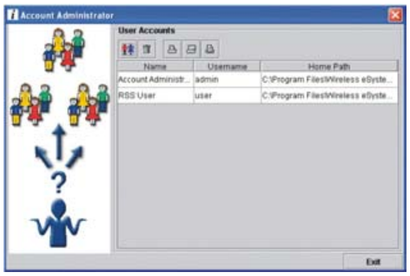
From the iRespond Session Setup screen, change the administrator password by selecting Tools/Change Password from the toolbar.

The Change Password dialog will appear. Enter the old and new passwords, confirm the new password, and click Change.

Account Administrator Dialog

The sole function of logging in as administrator is to create or edit your user accounts. When your user account has been set up, log out as administrator and then log back in using your user name. Then you can set up your Classes, Test Banks, and Remote Devices.

From the main toolbar menu, select Tools/Accounts, and the Account Administrator dialog will pop up. This dialog displays a table of all user accounts. You may add, edit, and delete user accounts. To edit the Name, Username, and Home Path fields in the accounts table, right-click on the name of the account you would like to edit. Click Edit from the drop-down menu and the Edit Account dialog appears. Complete the required fields and click Accept.



Create a New Instructor User Account

To create a new instructor user account, click the New User button on the Account Administrator toolbar. When selected, the New Account dialog appears. This dialog prompts the user to enter a Username, Password, Full Name, and a Profile Pathname. The path name entered specifies the folder in which iRespond stores the account information for the new user. Unless you wish to specify a different directory for your files, accept the default entry in Profile Pathname.

Note: If a nonexistent path is entered in the text box, iRespond will create the folder(s) specified in the path, provided the path is free of syntax errors.

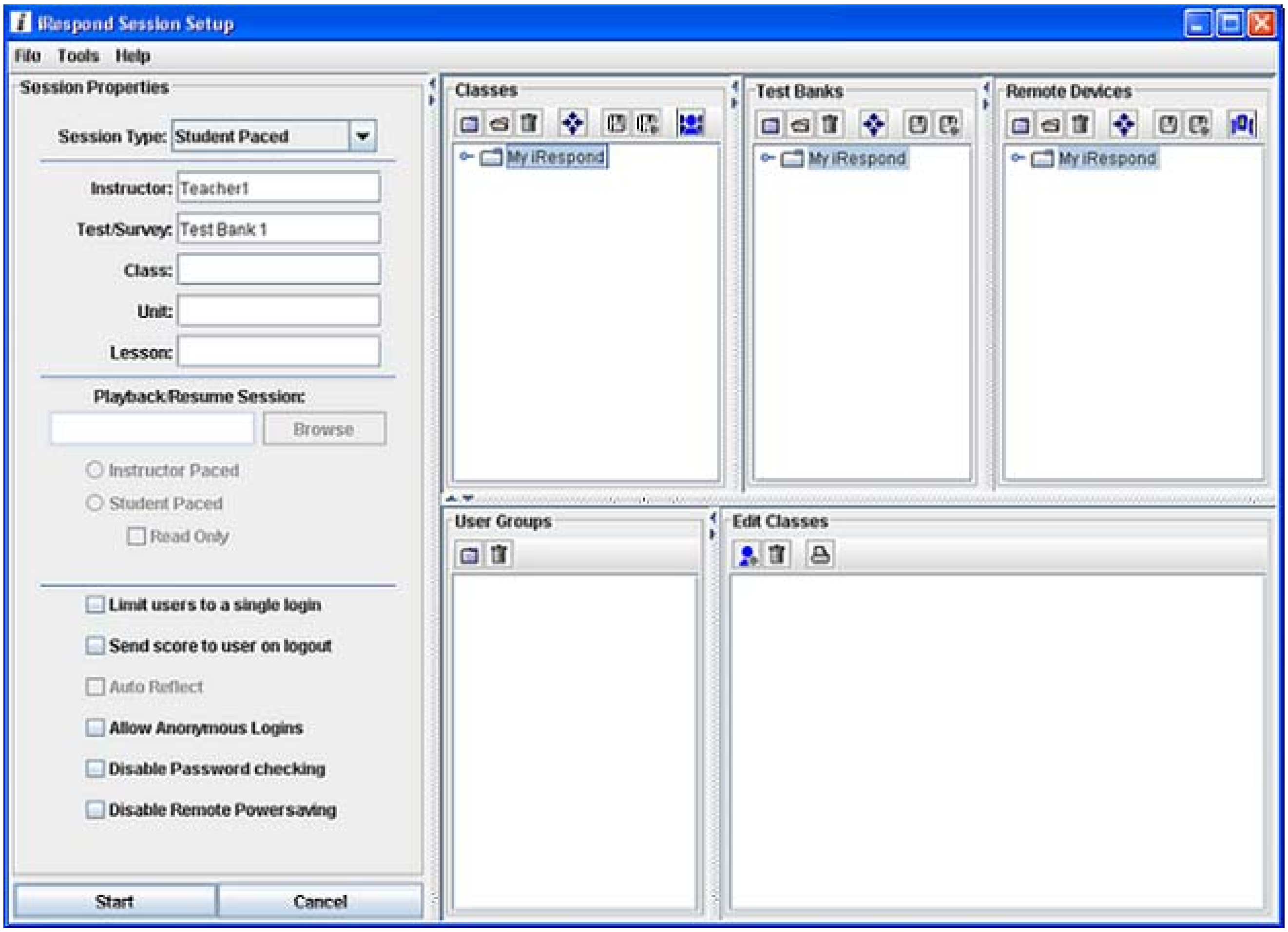
Alternatively, clicking on the Browse button launches an Open dialog (not shown) in which an existing folder may be selected for your files. A new folder can be created in this dialog by clicking the Create New Folder button on the dialog's toolbar. New folders can also be created in your operating system, then browse to them when setting up your accounts. The Properties button near the bottom of the New Account dialog brings up the User Account Properties dialog (not shown), which allows you to export session results automatically to Edmastery™, GradeQuick™, and GradeBook2™. For more detailed information on account properties, refer to the User Manual in the Help files.

When all information has been entered and accepted, the Account Administrator dialog appears as above. If all information is correct, click Exit.

Now that the account administration is complete, proceed to setting up a class. To do this, logout as administrator and then log back in as a user. From the File drop-down menu on the Session Setup screen toolbar select Logout and click Yes in the Logout Confirmation dialog. The iRespond Login dialog appears. Enter your new user name and password and then click Login. When the Session Setup screen re-appears, your user name automatically appears in the Session Properties pane as Instructor.

Set Up Classes

Classes are set up in the Session Setup window after logging in as a new user (shown below). The Classes pane is located to the right of Session Properties, and Edit Classes is located in the lower right of the window. In these two panes new classes can be created and deleted, or an existing class can be edited. A step-by-step guide for entering and editing classes follows. Position the mouse pointer over a toolbar button to display its function.



Procedure to Create a New Class:

Click the New button on the Classes pane toolbar. Select Login Type dialog box appears with By PIN or By Username and Password. Selecting By PIN creates a class where student users log in via PIN number, where By Username and Password creates a class where student users log in via Username and Password.

Note: Lite Remotes support PIN login only - make sure to select By PIN.

The My iRespond folder appears, and a blank checkbox with a highlighted file entitled New Class Roster* appears below the folder. Notice in the User Groups and Edit Classes panes the new file name also appears, each with an asterisk (*). The asterisk indicates the file has not been saved.

Right click on the new file name and select Rename from the drop-down dialog. Edit the file name as desired and then enter. The new file name appears in three panes (Classes, User Groups, and Edit Classes).

Setting up a Class Roster:

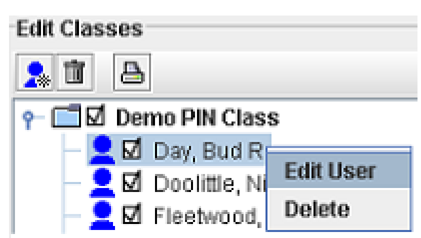
- In the Classes pane, select the name of then Class in which to set up the roster.
- In the Edit Classes pane, click the New User button, or right click on the class name and select New User from the drop-down dialog to add a new student user to the class. In either case the New User dialog appears.

Setting up Class Roster By PIN

This dialog lets you enter the PIN, Last Name, First Name, MI (middle initial) and Student ID of a new student user. The Login Enabled checkbox gives the user permission to log into the session. This information will appear in various reports.

- Enter a PIN number for the user
- Ensure Login Enabled is checked
- Complete the Last Name, First Name, MI, and Student ID of the user.
- If Next User is selected the New User dialog re-appears for entry of another user. If Finished is selected, the Session Setup screen appears.
- After all users have been entered, return to the Classes pane, ensure the class name is still highlighted, and click the Save button. Notice after saving that the asterisk (*) disappears from the file name.

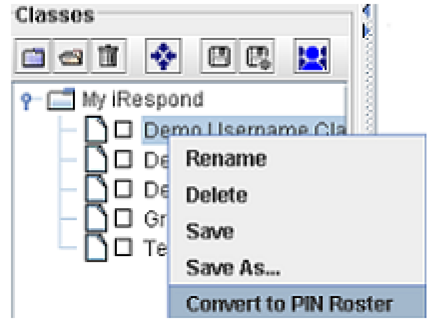
- **Editing a Class Roster**



  - To edit an existing username, right click on the name and select Edit User from the drop-down dialog. When the New User dialog appears, make the desired corrections and click OK to close the dialog.
  - To delete a user, right click on the name and select Delete from the drop-down dialog.
  - After all changes have been made, return to the Classes pane, ensure the class name is still highlighted, and click the Save button. Notice after saving that the asterisk (*) disappears from the file name.

- ## Converting a Username Class to PIN
  A class that was set up by Username can be converted to a PIN login class automatically by iRespond.

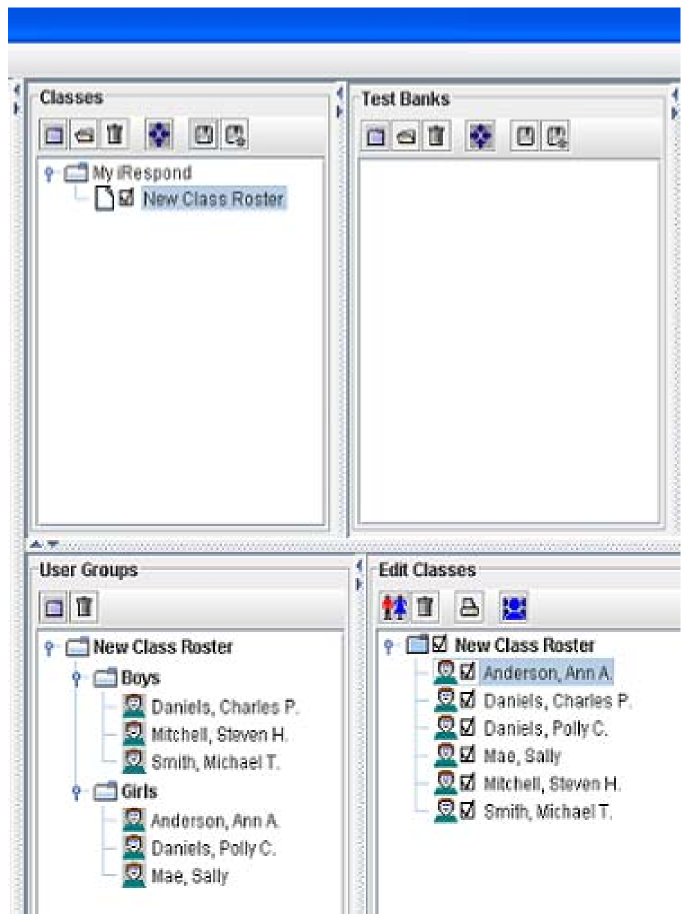
    - Right-Click on the Class name and select Convert to PIN Roster. The class is automatically copied and the new copy is converted to PIN.



To obtain a listing of the students and their corresponding PIN numbers, select the newly created class in the Classes pane and in the Edit Classes pane click the Print button. The Select a Report dialog opens; select the User ID/Password report and click the Print Preview button. This report lists all student users and their corresponding PIN numbers. If you wish to print this report, click the Print button.

- ## Create User Groups

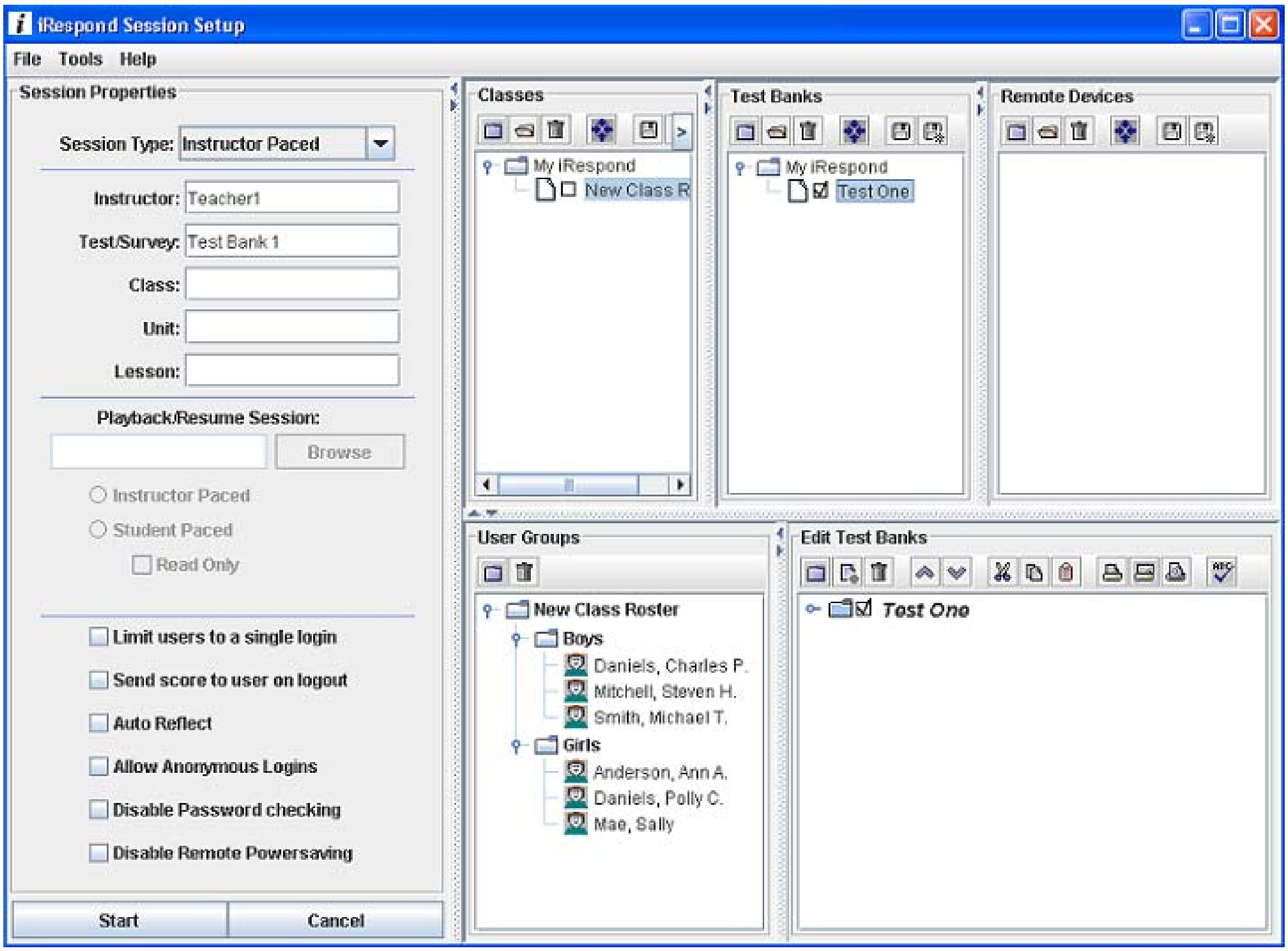
Initially, when a class is first entered, there are no groups. However, it may be desirable to track class progress by predefined groups. In the User Groups pane, groups can be created, and then students can be added to a group. The User Groups pane, located to the left of the Edit Classes pane, displays all user groups for classes selected in the Classes pane. This process is discussed below.



- To create initial User Groups, select a class in the Classes pane. In the User Groups pane, click the file lever to the left of the class name. The file will open and show there are no groups in the class.
- To create a group, select New from the User Groups toolbar. New User Group 1 opens in a box, ready to be renamed. Change group name and press enter.
- Click the file lever in the Edit Classes pane to show the student names.
- To add a student user to the group, select the name of a user in the Edit Classes pane, hold the left mouse button down and drag it to the folder of the group in the User Groups pane. Add more users in the same manner until the group is completed.
- To change the name of a group, right click on the group name and select Rename from the dialog.
- To delete a user group from a class, highlight the group name and click the Delete button. Classes are not deleted by using this button – only the selected group.
- To delete a student user from a group, right click on the user's name and select Remove from the dialog.
- When groups have been set up as desired, ensure the class is highlighted in the Classes pane and click on the Save or Save As button on the Classes pane toolbar.

Set Up Test Banks

Test Bank creation is accomplished using the Test Banks and Edit Test Banks panes in the Session Setup window. Together these panes provide an interface to author tests. These test banks contain the questions to be administered in a session. Questions can be edited and new questions added to an existing test bank. Additionally, each item can be augmented with an Objective and Remediation. Before conducting a session, one or more test banks should be constructed.



The Test Banks pane contains toolbar buttons for New, Open, Delete, Uncheck All, Save, and Save As. Once a Test Bank has been created, it is edited in the Edit Test Banks pane.

In the Edit Test Banks pane, tests may be added or edited to an existing test bank. This pane contains toolbar buttons to facilitate the editing of one or more banks. All test banks selected in the Test Banks pane appear in the Edit Test Banks pane.

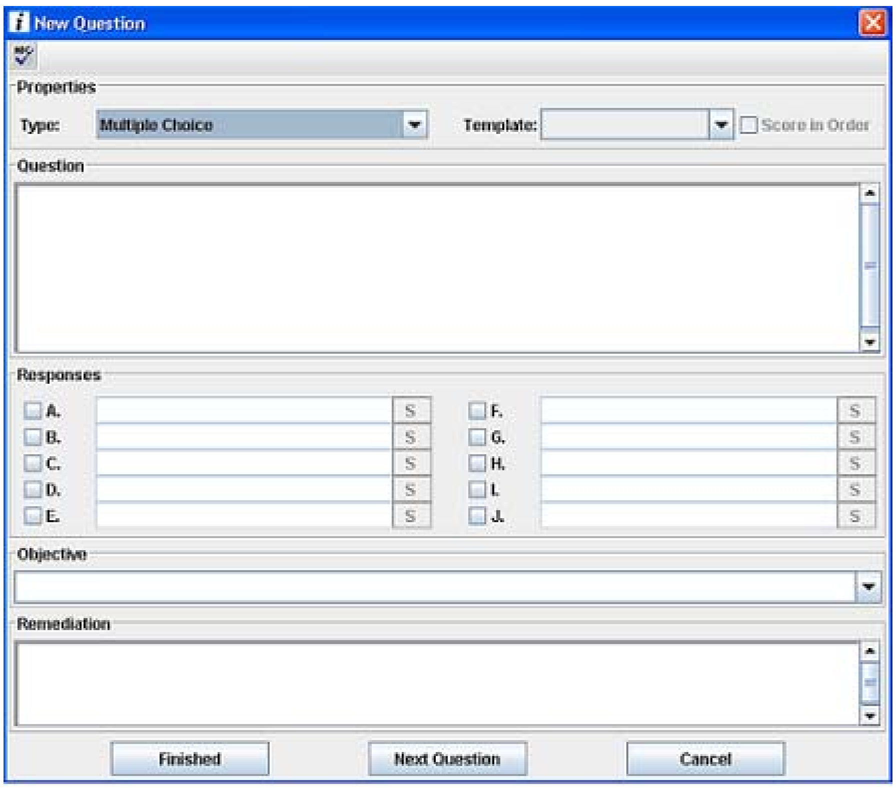
A step-by-step guide to creating and editing Test Banks follows.

Procedure to Create a New Test Bank:

- **Set up a Test Bank**
  - Click on the New button on the Test Banks toolbar. A blank checkbox and a highlighted file entitled New Test Bank* appear. Notice the Edit pane has changed from Edit Classes to Edit Test Banks and in that pane the new file name also appears with and asterisk (*). The asterisk indicates the file has not been saved.
  - Right click on the new file name and select Rename from the drop-down dialog. Edit the file name as desired and then press enter. The new file name appears in both panes. At this point, the Session Setup screen looks similar to the one on the previous page.
  - Proceed to the Edit Test Banks pane to enter a test.

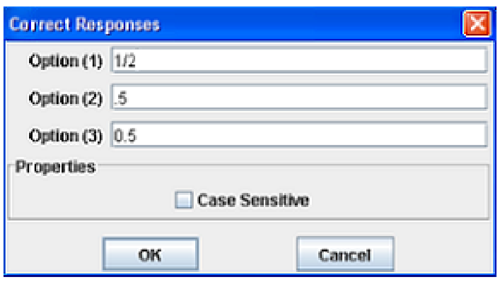
- **Enter / Edit a Test Bank**

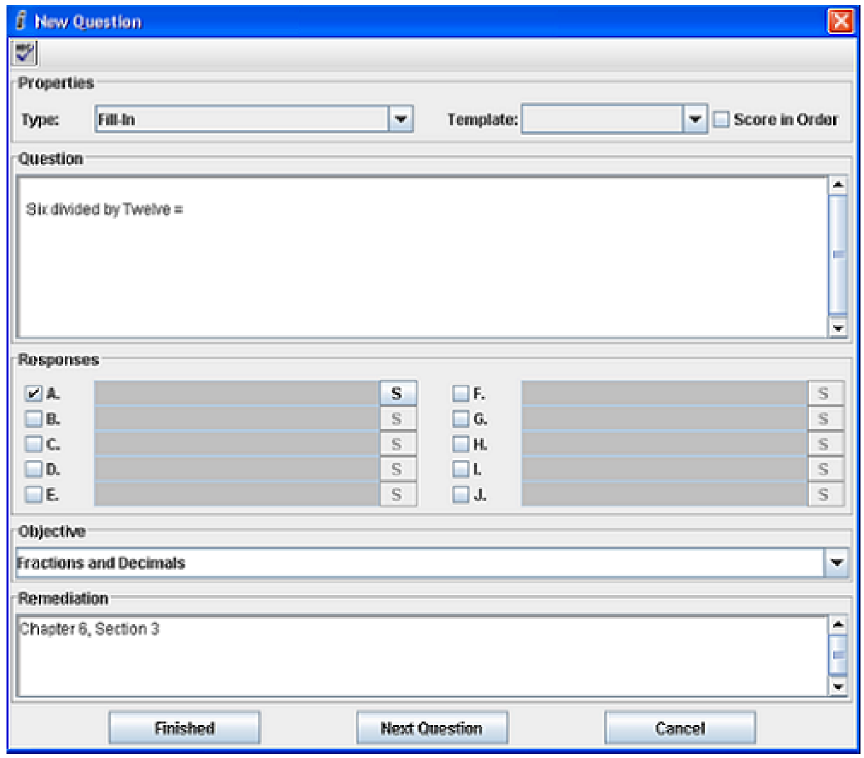
In the Edit Test Banks pane, ensure the file name is highlighted and then click the New Question button, or right click on the test bank name and select New Question from the dialog. In either case, the New Question dialog appears. This dialog lets you define question Type, Template (True/False) enter the Question, associated Responses (mark the correct response), Objective, and Remediation.



  - Properties. Select the question Type from the drop-down menu. Choices are Multiple Choice, Multiple Answer, and Fill – In. The Template drop-down choice will only need to be changed if a True/False question is desired.
  - Question. In the Question box, left click the mouse and a cursor appears. Enter a question.
  - Responses.
    - For multiple choice questions, click the checkbox to the left of response A and enter the response in the area provided. To enter the remaining responses, follow the same procedure. To indicate which response is correct, click the corresponding checkbox again and the checkmark changes to green.

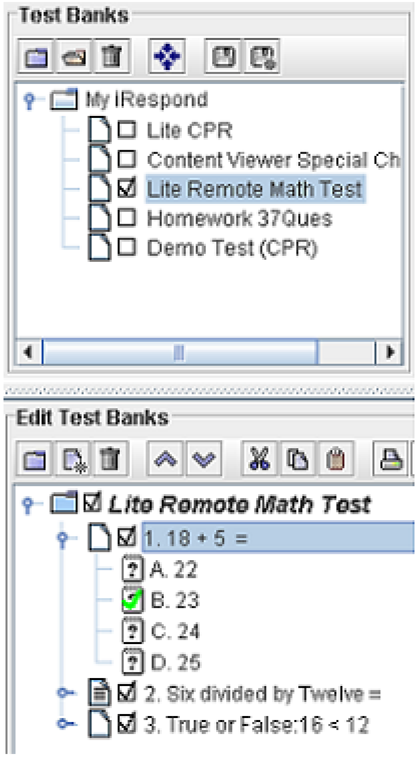
- For True/False questions, select True/False from the Template drop-down list. Responses A and B automatically fill in with True and False. Click on checkbox by A or B to indicate which response is correct (checkmark changes to green).
- Fill In questions are answered in the same manner. Click the checkbox to the left of response A, then click the S box to the right of the grayed entry area, and a Correct Responses dialog appears. Enter up to three acceptable responses for the question then click OK to close the dialog. **Note: Fill-in responses with Lite remotes must be numerical in nature. (the plus(+), minus (-), forward-slash (/), and decimal (.) can be used to for fractions, decimals and negative/positive numbers.**





- Objective and Remediation. Enter the appropriate objective and remediation for the question in the areas provided.

- Continue until all questions have been entered. To keep the questions in the desired order in the Edit Test Banks pane, highlight the last question entered before clicking the New Question button. Question order can be changed by highlighting the individual questions and using the Move Up and Move Down buttons on the toolbar.



- After all test questions have been entered, go to the Test Banks pane of the Session Setup window. Ensure the Test Bank file name is highlighted and then click either the Save or Save As button on the toolbar. Once the file is saved, the asterisk disappears from the file name.

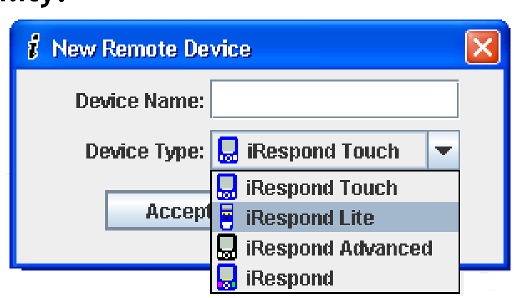
Set Up Remote Devices

The Remote Devices pane allows you to select the remote units to be used in a session. Each group of remotes can be named reflecting a classroom set, carrying case set, or any other useful identifying name. The Remote Devices pane contains the toolbar buttons New, Open, Delete, Uncheck All, Save, Save As, and Find Remotes.

Procedure to Set up Remote Devices:

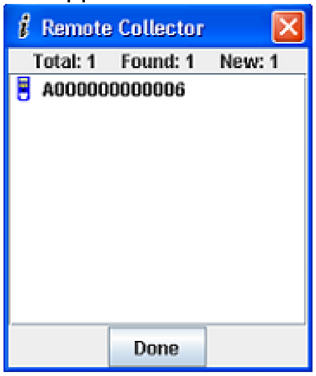
Remote Devices can be set up automatically using the Find Remotes utility, or manually set up in the Edit Remote Devices pane.

- **Set up Remote Devices using the Find Remotes utility.**
  - In the Remote Devices pane, click the New button. The New Remote Device dialog appears. In the Device Name box, enter the name for the Remote Device group. In the Device Type drop-down dialog select the type of system you have and click the Accept button. This Quick Guide is designed for the iRespond Lite Remote Devices.



  - Check the checkbox to the left of the Remote Device, and power on the Base Unit.

- Click the Find Remotes button on the Remote Devices toolbar. The Finding Base Unit dialog appears. When the dialog displays Found 1 iRespond Base Unit, click the Done button.



- The Remote Collector dialog appears. Power on all remotes to be added. As each Remote Device is found and collected, a remote icon appears along with the Remote's UID in the Remote Collector dialog.

- When all Remotes are showing in the Remote Collector dialog, click the Done button. The Base Unit will now shut off. Remotes will power off automatically.

Click either the Save or Save As button in the Remote Devices pane to save the remote device file.

- **Set up Remote Devices Manually using Edit Remote Devices.**

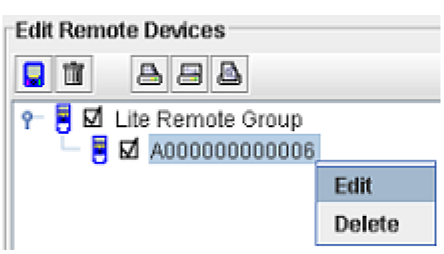
  - In the Remote Devices pane, click the New Button. The New Remote Device dialog appears. In the Device Name box, enter the name for the Remote Device group. Accept the default selection of iRespond System in the Device Type drop-down dialog and click the Accept button.

  - In the Edit Remote Devices pane, click the New button to launch the New Remote ID dialog. You can find the remote unit ID number in two places; on the remote unit's display after power on (up to six digit number listed on display after U:) and listed on the back of each unit. Enter the unit's ID number and click Next Remote to enter another Remote or Finished if you are done.

Click either the Save or Save As button in the Remote Devices pane to save the remote device file.

- **Editing and Deleting Remote Devices.**

  - To edit or delete an existing remote ID number, right click on the appropriate ID number in the Edit Remote Devices pane and select either Edit or Delete from the drop-down menu.



Click either the Save or Save As button in the Remote Devices pane to save the remote device file.