Technical requirements

The minimum and recommended hardware and software required to use Easirespond is:

	Minimum	Recommended
Operating System	Standalone computers using Windows XP SP3 (32 Bit), Windows Vista (32 or 64 Bit) or Windows 7 (32 or 64 Bit)	
Processor	Windows: 1.8GHz+	2.0GHz+
Memory	Windows: 512MB	1GB
Storage	500MB	1GB
Screen	1024x768	1024x768 or above

The following prerequisites are required for Windows:

Adobe AIR 2.6
Microsoft .Net Framework 4 Client Profile

FCC Caution: Any changes or modifications not expressly approved by the party responsible for the compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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 try 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 and experienced radio/TV technician for assistance.

Getting started with Easirespond

After installing the software, plug in the receiver using the USB cable supplied.

There are two AAA batteries in each handset – remove the plastic tab before using the handset for the first time.

To open Easirespond, go to the 'Start' menu on your desktop and in 'All Programs' select Easirespond. Alternatively, double click on the shortcut on your desktop.

Dashboard

The Easirespond dashboard will display, providing access to the key features.

Create an activity

This allows you to create a new activity.

Class management

This allows you to manage your class, enabling you to create and edit class groups and view activity results.

Handset check

This allows you to check that the handsets are connected and check the battery levels.

Other features on the dashboard are:

- a link to the Easirespond website for further information and resources;
- a panel listing recently opened activities;
- an 'Open activity' button to browse to .era files on your computer;
- a 'Sample activities' button

Create an activity

This area of Easirespond allows you to create new activities from a selection of nine simple templates.

When you go into 'Create an activity', at the bottom of the page you will see the Easirespond menu bar. This is the main navigation bar and appears along the bottom of the screen. From this menu bar you can open different functional areas on the left-hand side of the menu bar and use common function buttons on the right-hand side.

Functional areas

'e' button

This button opens the 'e' menu (see 'e' menu functions below).

Add page button

This button adds a new page to the activity. Choose from nine page types on a pop up panel (see Page types below). To close this panel once you have made your selection, click on the arrow in the top right corner of the panel.

Timer settings button

This button allows you to choose the timer settings for the page. It is only active when a page has been added.

You can choose whether to have the timer on or off, how long you want the timer to run, and whether an alarm should sound when the time is up. If you switch the timer off you have the option to include the 'Get ready' animation at the start of each question (this is always present on the timed tests).

You can apply these settings to just the page you are working on, or, you can click the 'Apply to all questions' button in the top right corner.

To close the timer settings panel once you have made your selection, click on the arrow in the top right corner of the panel.

Common function buttons

Cut

To cut text in Easirespond, you first need to have it selected and then click this button. The selected text is cut to the clipboard and is removed from the page.

Copy

To copy text in Easirespond, you first need to have it selected and then click the copy button. The selected text is copied to the clipboard and also remains on the page.

Paste

To paste text in Easirespond, you need to have either previously copied or cut it. This button pastes the text onto the page.

Undo

To undo the last action performed on the page you can select this button. It is only active when an action has already been performed.

Redo

To redo the last undone action performed on the page you can select this button. It is only active when an action has been undone.

Back one page

To return to the previous page in the current activity you can select this button. It is only active if there is a previous page to navigate to.

Forward one page

To progress to the next page in the current activity you can select this button. It is only active if there is a page to navigate to.

Preview page

This button allows you to preview the current page.

Play activity

This button allows you to play the activity.

‘e’ menu functions

Within the ‘e’ menu the following functionality is available:

Recent activities

The most recent activities are listed on the right. Clicking on a file from this menu will open that file.

New

This option allows you to create a new activity.

Open...

This option allows you to browse to an Easirespond activity on your computer.

Save

This option saves the current activity. If it is the first time you have saved the activity, a window will open prompting you to choose a location to save it to.

Save As...

This option saves a copy of the current activity as an .era file. A window will open prompting you to choose a location to save the activity to.

My Easirespond

This option enables you to change your language and default folders for saving and accessing files.

Dashboard

This returns you to the opening screen. If there are any open pages or activities you will be prompted to save them.

Help

This button opens this user guide.

Exit Easirespond

This option closes Easirespond. If there are any open pages or activities you will be prompted to save them before Easirespond closes. If there are any handsets assigned, there will be a prompt to confirm that these assignments will be lost.

Create activity pages

When you go into 'Create an activity', you will see a set up screen. Type the activity title and a description in the boxes provided.

In the Settings panel at the bottom of the screen you can choose your play back options; when the pages move on, whether you would like a feedback screen, and if you want the correct answer to show on the feedback screen. Please note: if you choose the option to move to the next page when the first correct answer is received, the activity will not be recorded in the database.

On the left of the screen is a page list, which will list the pages in your activity. You can return to the set up screen at any point by clicking on the Description box which is always at the top of the page list.

When you have completed the set up screen you are ready to create your first page. Click on the 'Add page' button, and a menu will appear listing the nine different page templates. We will look at each page type in detail in the next section.

To select a page template, click on the 'Insert this template' button underneath the template you have chosen, or click on the template itself.

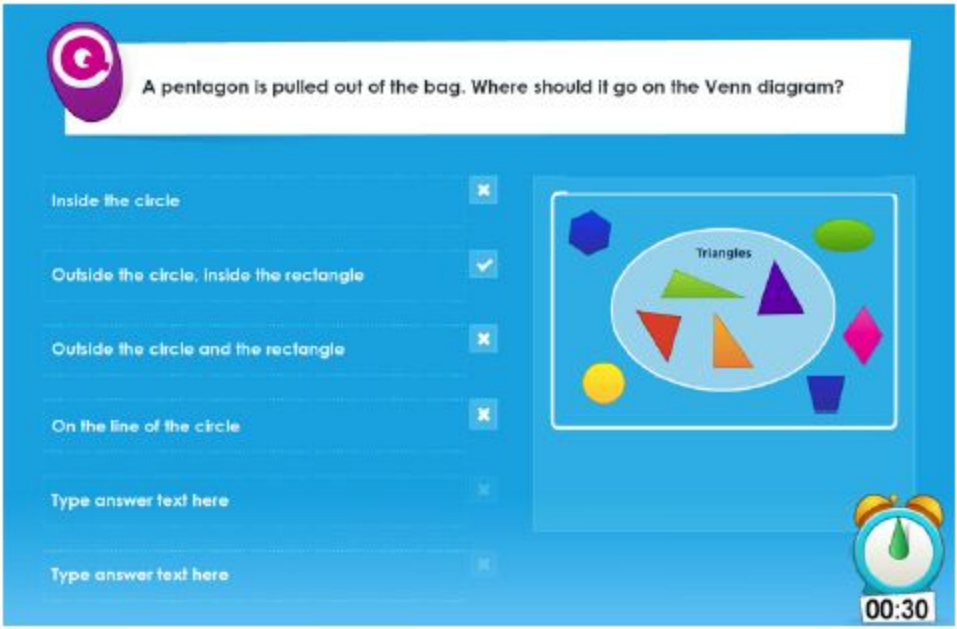
When a page is added it will appear in the page list on the left as a thumbnail. You have the option to duplicate or remove the page by clicking on the buttons in the bottom right-hand corner of the thumbnail.

You can also change the order in which the pages appear by dragging them to a different position in the page list. To hide the page list click on the double arrows to the right of the page list.

You can return to the dashboard at any time by clicking the 'Back to dashboard' button in the top left-hand corner of the screen. You will be prompted to save any changes you have made.

Page types

Image and text answers



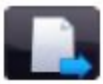
To populate this page type, drag your chosen image or video into the box on the right.

Alternatively, if you hover over the box you can click on the buttons in the bottom left-hand corner to browse to a file on your computer or add a video from YouTube (you will need to paste the address in). Once the asset is in, the option to remove the asset will appear.

Add a question and answers. You don't need to populate all six answers; only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

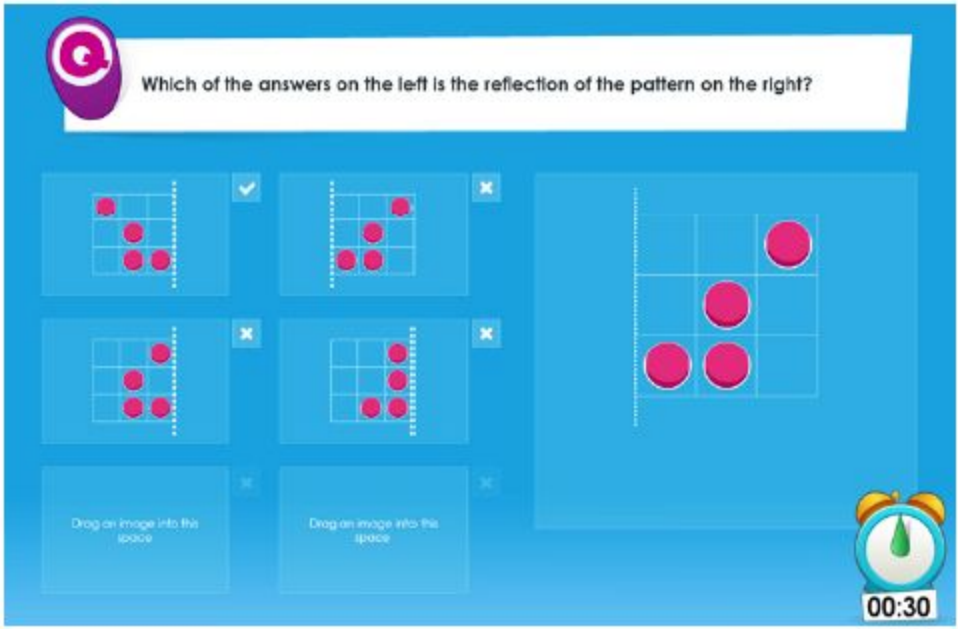
Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Add a question and answers - you don't need to populate all six answers, only the ones you populate will appear. Click in the tick box to mark the correct answers - the cross will change to a tick.



Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Image and image answers



To populate this page type, drag your chosen image or video into the box on the right.

Alternatively, if you hover over the box you can click on the buttons in the bottom left-hand corner to browse to a file on your computer or add a video from YouTube (you will need to paste the address in). Once the asset is in, the option to remove the asset will appear.

Add a question, and populate your answers by dragging images into the answer boxes. Alternatively, if you hover over the answer boxes you can click on the buttons in the bottom left-hand corner to browse to a file on your computer.

You don't need to populate all six answers; only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

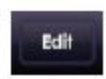
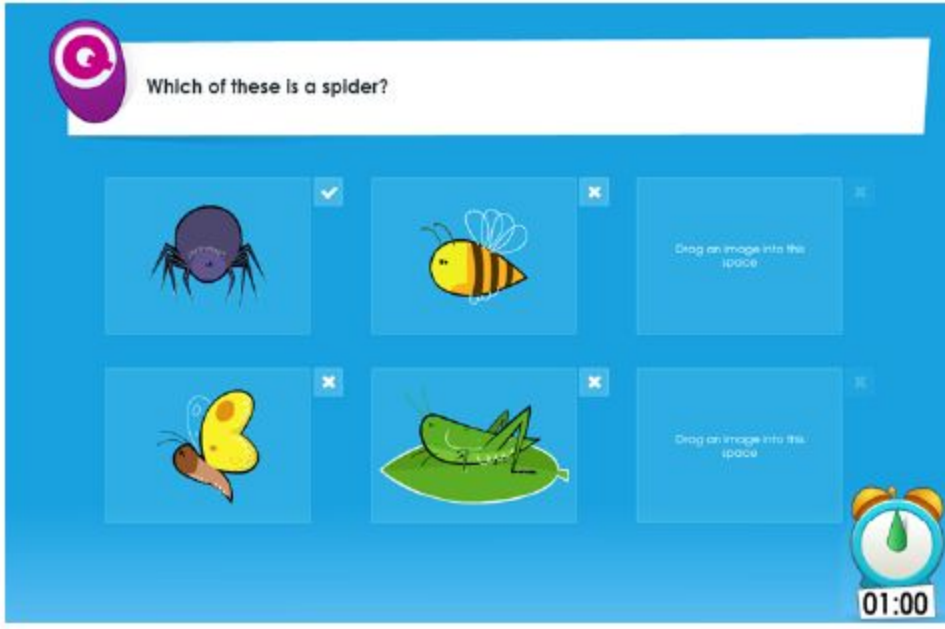


Image answers only



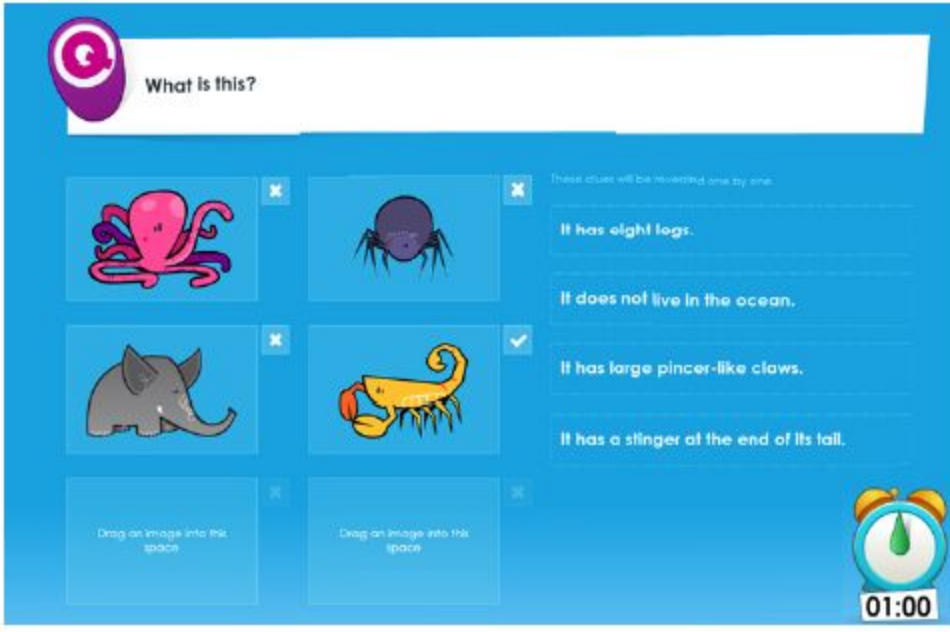
Add a question, and populate your answers by dragging images into the answer boxes.

Alternatively, if you hover over the answer boxes you can click on the button in the bottom left corner to browse to a file on your computer. Once the asset is in, the option to remove the asset will appear.

You don't need to populate all six answers; only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Text reveal and image answers



In this page type, you can add up to four clues which are revealed one by one. Populate your answers by dragging images into the answer boxes.

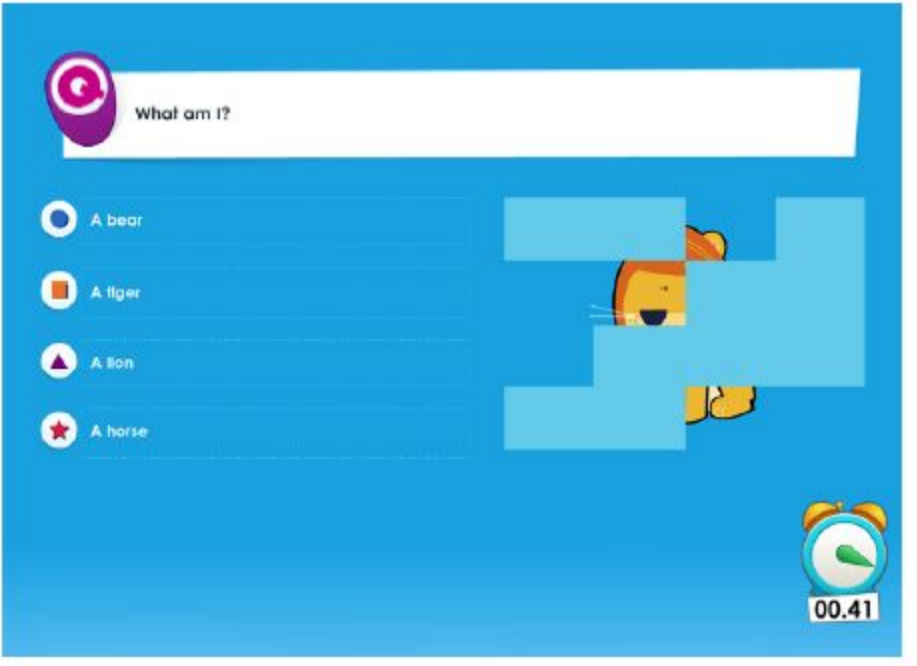
Alternatively, if you hover over the answer boxes you can click on the button in the bottom left corner to browse to a file on your computer. Once the asset is in, the option to remove the asset will appear.

You don't need to populate all six answers; only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Edit

Image reveal and text answers



To populate this page type, drag your chosen image into the box on the right.

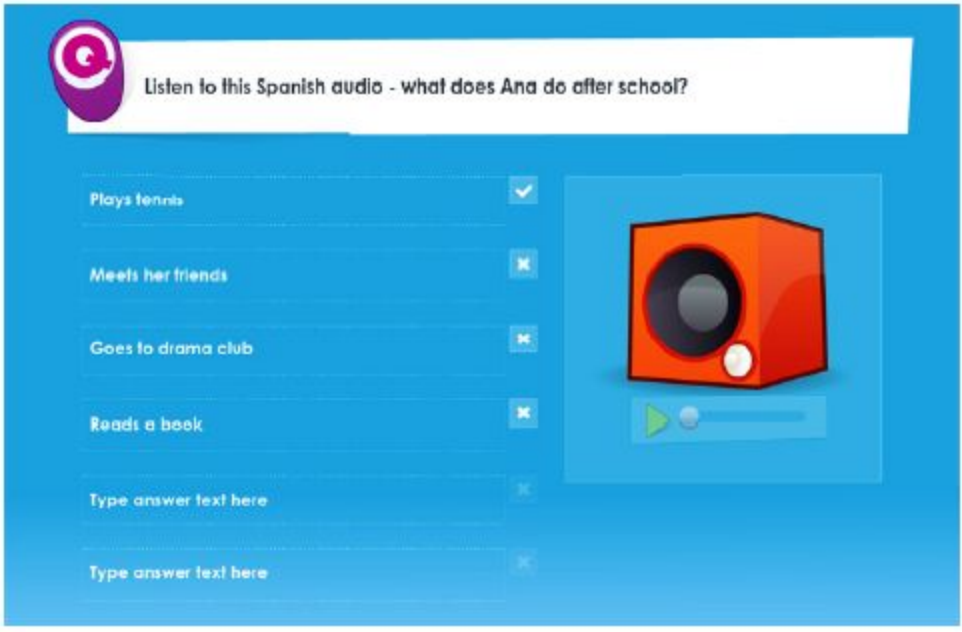
Alternatively, if you hover over the box you can click on the button in the bottom left corner to browse to a file on your computer. Once the asset is in, the option to remove the asset will appear.

When played, the image you add to the answer box will be slowly revealed piece by piece. The screenshot above is taken from 'play' mode and shows the image partially revealed.

Add a question and answers – you don't need to populate all six answers, only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Audio and text answers



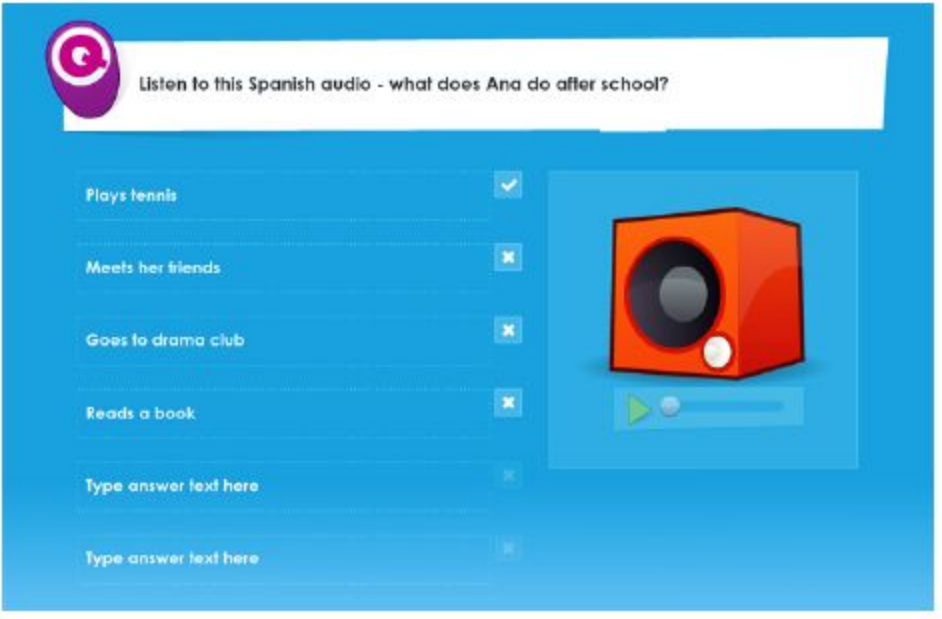
To populate this page type, drag your chosen audio into the box on the right.

Alternatively, if you hover over the box you can click on the button in the bottom left corner to browse to a file on your computer. Once the asset is in, the option to remove the asset will appear.

Add a question and answers – you don't need to populate all six answers, only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Audio and text answers



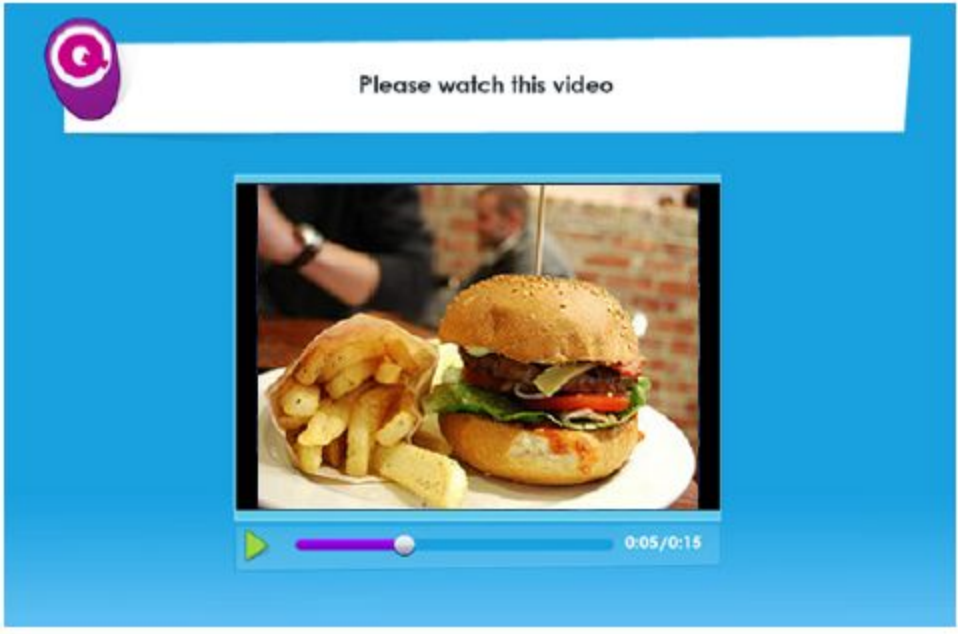
To populate this page type, drag your chosen audio into the box on the right.

Alternatively, if you hover over the box you can click on the button in the bottom left corner to browse to a file on your computer. Once the asset is in, the option to remove the asset will appear.

Add a question and answers – you don't need to populate all six answers, only the ones you populate will appear. Click in the tick box to mark the correct answers – the cross will change to a tick.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.

Stimulus only



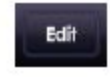
This page does not contain any questions but can be used, for example, as an introduction to the activity.

To populate this page type, drag your chosen image or video into the box in the centre of the page.

Alternatively, if you hover over the box you can click on the buttons in the bottom left-hand corner to browse to a file on your computer or add a video from YouTube (you will need to paste the address in).

If you select a video, controls will appear below, as in the example above. Once the asset is in, the option to remove the asset will appear.

Your page is now ready. To see what it looks like click on the 'Preview page' button in the bottom right-hand corner. To return to the page click the 'Edit' button.



Class management

When you click the 'Class management' button from the dashboard, you will be taken to the 'Class management' view where you will be able to create or edit pupil and class groups, view activity results and class/pupil information.

If you are in 'Create an activity' you can reach 'Class management' by clicking on the button in the top-right corner.

You will see two panels on the left and right-hand side of the screen, one for class information and one for pupil information.

You can add a new class quickly and easily. Simply click on the 'Add class' button. A pop-up will appear requesting that you add the class name.

When the class is added, the options to delete or edit a class now appear.

There are two ways of adding pupils to your newly-created class.

With the new class selected, you can add pupils individually by clicking the 'Add a new pupil' button, and filling in the details in the pop-up.

When the pupil is added, the options to delete or edit a pupil now appear.

The second option is to import a pupil list by clicking on the 'Import pupils into this class' button and browsing to a csv file on your computer.

The csv file must be formatted as follows:

- 1st column = school user id (it is not essential to fill in this column, it can be left blank)
- 2nd column = forename
- 3rd column = surname

	A	B	C
1	school user id	forename	surname
2	2	Christopher	Campbell
3	4	Sarah	Trotman
4	5	Sally	Moore
5	7	Carol	Mitchell

The 1st row is a header row which will be ignored.

Your class is now set up and can be assigned an activity. You can return to 'Class management' when your class has completed an activity to access class and pupil reports. This is covered in the last section.

Handset check

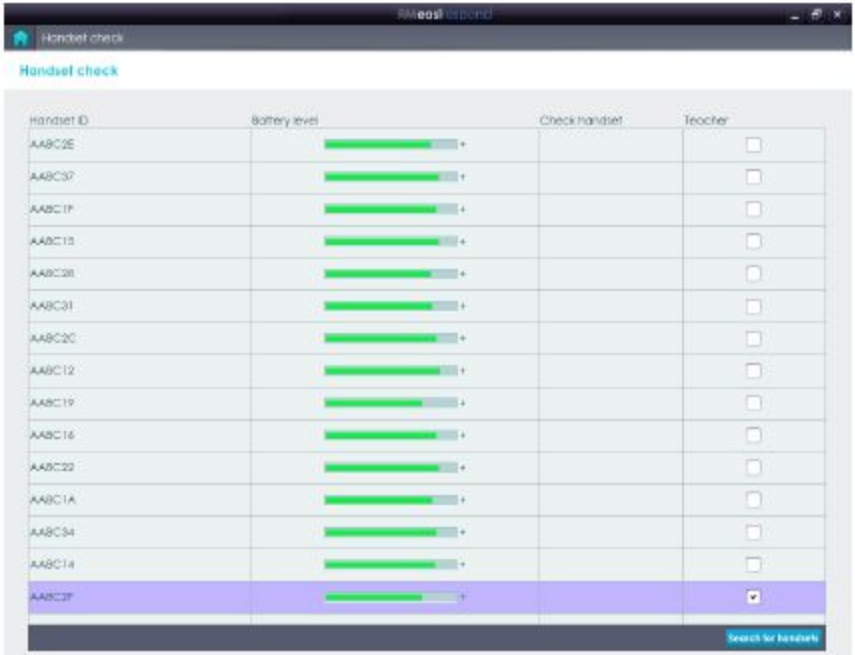
Before the handset check can start, the handsets need to be switched on. They are switched on by holding down the central button for three seconds. The handset will then light up.

Please note: the handsets will automatically turn off if they are not acquired within 3 minutes of being turned on, or, if they are acquired, they will turn off after 10 minutes of not being used. If they do turn off during an activity, they will not be re-acquired until you do a new search for handsets.

To turn the handsets off yourself, press the central button again for three seconds. Handsets are automatically turned off when the application is closed.

'Handset check' can be reached by returning to the dashboard. When the 'Handset check' page opens the 'Searching for handsets' pop-up automatically opens and starts searching.

When the number of handsets you are using is reached, click 'OK' and you will see a list of all the handsets with a power bar indicating how much battery is left in each.



The third column is 'Check handset'. A shape will display in this column when you press a button on the handset.

The teacher handset has control buttons rather than shapes. These are used to navigate through the activity: play, pause, stop, forward a page and back a page. The handset icon will list the pupils who have not yet voted.

Use the check handset column to identify which handset is the teacher handset, and tick the box alongside. This handset will stay assigned to the teacher each time you go into the application unless you change it.

Once the teacher handset has been identified, the 'Handset check' area does not have to be re-visited each time you go into the application - go straight to 'Play back' and the 'Searching for handsets' pop-up will automatically appear.

Play back

Once you have created an activity and set up your class, you can play the activity with your class.

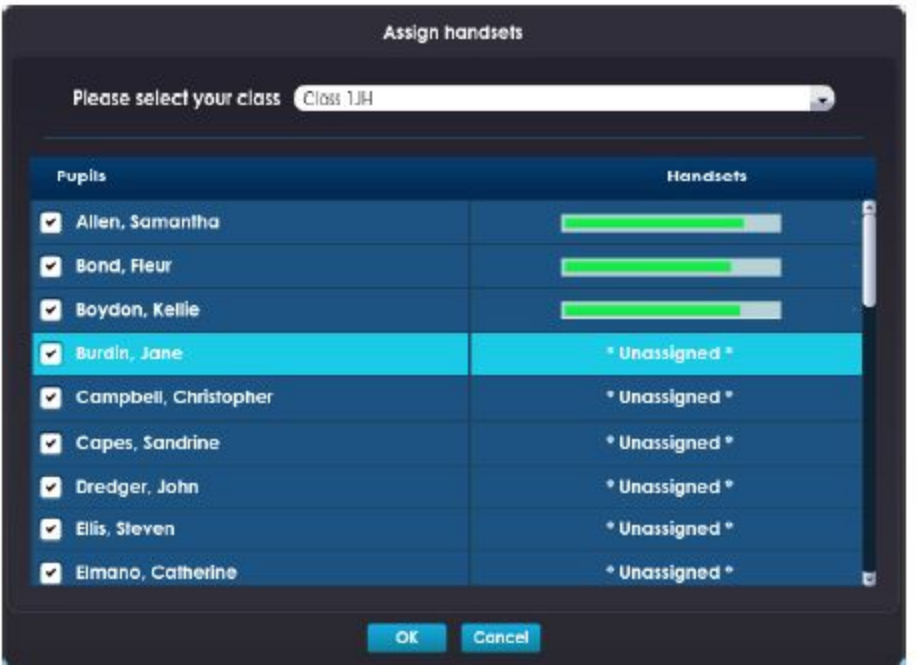
Open your activity by returning to the dashboard and selecting it from the 'Recent activities' panel or by browsing your files. Once your chosen activity is open, click on the 'Play activity' button in the bottom right-hand corner.

The 'Searching for handsets' pop-up will appear. This will reacquire handsets that have been turned off and back on again since initial acquisition.

A pop-up will appear requesting that you select the class you are assigning the activity to.

When you have selected your class from the drop down list, select 'Assign handsets'. (You can select Anonymous if you would like to run an activity without showing names and without a report.)

A list of pupils in your class will now appear. Click in the tick box to the left of the pupil's name to deselect any pupils who are not present.



To assign handsets to pupils, the teacher clicks on any of the shapes on the handset they are assigning and it will be assigned to the pupil highlighted. The handset ID and power bar will appear as each pupil is assigned a handset.

When each pupil has been assigned a handset click on 'OK'. If any pupil is not assigned a handset a pop-up will appear asking if you wish to continue.

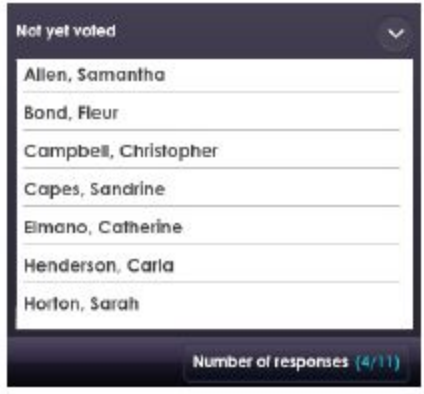
These handsets will remain assigned to these pupils for as long as you have Easirespond open. Next time you open Easirespond you can assign the handsets to new pupils.

The activity will now start and will play through according to your settings.

To go back and change the settings at any time, click on the 'Edit' button in the bottom left corner, and when you are back in your 'Create activity pages' screen, click on the 'Description' thumbnail in the page list.

Each answer option in the activity has a shape next to it. The pupil clicks on the corresponding shape on their handset to vote.

You can list the pupils who have not yet voted by clicking on the 'Number of responses' button in the bottom right corner. This can also be viewed by pressing the handset icon on the teacher handset. The list will appear for ten seconds then disappear automatically.



If you selected to show a feedback screen, after each question has been answered a screen will appear showing how many have voted for each option:

If you selected to show the correct answer, after each question has been answered a screen will appear showing the correct answer, and the percentage of pupils who selected the correct answer:

If you selected to move to the next page when the first correct answer is received, the feedback screen will be bypassed and a screen will appear showing the name of the first pupil to respond correctly:

You can end the activity at any time by clicking on the 'Edit' button, though any responses will not be saved if the activity has not been completed. When the activity has been completed, an 'End of activity' screen will appear:

Reports

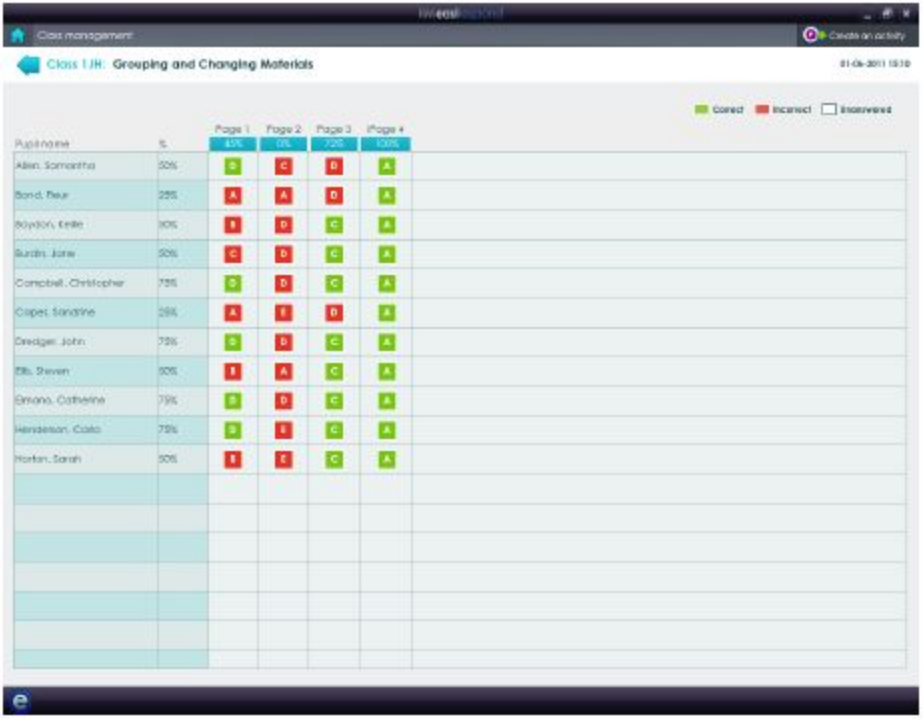
When your class has completed an activity, there are further options available to you in 'Class management'.

With a class selected, clicking on the 'Show the activities taken by this class' will take you to a list of activities taken and the date the activity was taken.

Click on an activity, and there are four different ways to see your class results, by clicking the icons on the bottom right-hand corner.

Reports in grid view

The grid view report opens in the application. The grid view shows the percentage of correct answers that the pupil and the class as a whole got. It also shows which answer the pupil chose. If you hover the mouse over the answer letters, the question and answer details are displayed.



The graph view report opens in the application. It shows the percentage of correct answers each pupil got.

Clicking the button in the bottom right-hand corner of the graph shows the percentage split of answers between correct, incorrect and unanswered.

Export a PDF report for this activity

Browse to where you would like the PDF report saved. The PDF report shows the questions, the correct answer, and a list of which answers the pupil chose. It only shows screens which require a response – it will not show stimulus only pages or pages with no answers marked as correct.

Activity Report

Class: Class 1JH	Date Taken: 01-06-2011 15:10
Activity: Grouping and Changing Materials	Total Questions: 4

Question: 1

Look at this house, which is a few hundred years old. Which material would not have been used to build it?

Answers			
A	Slate	B	Stone
C	Clay	D	Aluminium

Pupil	Answer
Samantha Allen	D
Fleur Bond	A
Kellie Boydon	B
Jane Burdin	C
Christopher Campbell	D
Sandrine Capes	A
John Dredger	D
Steven Ellis	B
Catherine Elmano	D
Carla Henderson	D
Sarah Horton	B

Export a CSV report for this activity

Browse to where you would like the CSV report saved. The CSV report shows the number of correct answers the pupil got.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Class Name: Class 1JH											
2	Date: 01-06-2011 15:10											
3	Activity Title: Grouping and Changing Materials											
4	Total Questions: 4											
5												
6	Class Nam	Allen, San	Bond, Fle	Boydon, K	Burdin, Ja	Campbell,	Capes, Sar	Dredger, J	Ellis, Stev	Elmano, C	Henderso	Horton, Sarah
7	1	1	0	0	0	1	0	1	0	1	1	0
8	2	0	0	0	0	0	0	0	0	0	0	0
9	3	0	0	1	1	1	0	1	1	1	1	1
10	4	1	1	1	1	1	1	1	1	1	1	1
11	Total	2	1	2	2	3	1	3	2	3	3	2
12	Overall	50	25	50	50	75	25	75	50	75	75	50

Returning to the 'Class management' page, you can select an individual pupil and export a report on their progress, either as a .pdf or a .csv file, by clicking the icons on the bottom right-hand corner. You can browse to where you would like the report to be saved. The report lists your pupil's scores on each activity they take so you can monitor their progress.

Export a PDF report for this pupil

Samantha Allen

Date of Report: 02-06-2011 17:58

Activity Title	Date Taken	Score	Total Questions	Overall Percentage
Grouping and Changing Materials	01-06-2011 15:10	2	4	50
Variation	02-06-2011 17:57	3	3	100
Forces and Motion	02-06-2011 17:58	1	4	25

Export a CSV report for this pupil

	A	B	C	D	E
1	Pupil Name: Samantha Allen				
2	Date: 02-06-2011 17:58				
3					
4	Activity Title	Date Taken	Score	Total Questions	Overall Percentage
5	Grouping and Changing	01/06/11 15:10	2	4	50
6	Variation	02/06/11 17:57	3	3	100
7	Forces and Motion	02/06/11 17:58	1	4	25

Special characters

Easirespond offers a wide range of keyboard shortcuts that gives you quick access to special characters. Below is a selection of characters available.

To add a special character whilst typing firstly, make sure that the NumLock is activated on your keyboard. Then hold down the Alt key and type one of the number sequences listed below on the right hand keypad. *Do not use the numbers on the QWERTY keyboard.* The desired character will appear in the textbox when you release the Alt key.

French		German		Spanish		Swedish	
â	0226	ä	0228	á	0225	Å	0197
Â	0194	Ä	0196	Á	0193	å	0229
à	0224	ö	0246	é	0233		
À	0192	Ö	0214	É	0201		
é	0233	ü	0252	Í	0237		
É	0201	Ü	0220	Í	0205		
è	0232	ß	0223	Ó	0243		
È	0200			Ó	0211		
ê	0234			Ú	0250		
Ê	0202			Ú	0218		
ë	0235			Ñ	0241		
Ë	0203			Ñ	0209		
ï	0239			¿	0191		
Ï	0207			¡	0161		
î	0238						
Î	0206						
ô	0244						
Ô	0212						
œ	0156						
û	0251						
Û	0219						
ù	0249						
Ù	0217						
ç	0231						
Ç	0199						
«	0171						
»	0187						