



Classroom Response System

Setup & Resource Guide

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CONTENTS

Free Online Training	5
Support by Phone and Web	5
What You Received	6
The Renaissance Receiver and Renaissance Responders	6
Software for the 2Know! Classroom Response System	7
Renaissance Receiver Setup and Key Tasks	9
Connecting the Receiver to Your Computer	9
Setting the Receiver (Network) Name, Changing the Administrator PIN, and Setting the Renaissance Place Address	9
Default Administrator PIN	11
Monitoring Receiver Activity and Status	11
Using the Responders	12
Turning the Responder On	12
About the Menu	12
Connecting to Computers with Renaissance Receivers (Joining Sessions)	13
How Responder Users Answer Questions	13
Responder Settings	15
Other Responder Key Tasks	16
Replacing Responder Batteries	19
MathFacts in a Flash on Responders	20
Differences Between Choosing MathFacts in a Flash Renaissance Place and Choosing Offline Practice	20
Working in MathFacts in a Flash Renaissance Place	21
Offline MathFacts in a Flash Practice	25

Software—The 2Know! Toolbar	31
Install the Toolbar	31
Start the 2Know! Toolbar and Get Ready for the Session	31
Start the Session	31
Ask the Questions	32
Use the Graph	33
Ask Pulse Questions	34
Use the Teacher Responder Feature	34
Choose a Different Theme and/or Change the Size of the Toolbar	36
Get Software Updates	36
View 2Know! Toolbar Instructions while Using the Toolbar	37
View the Toolbar Version and Other Information	37
Tips for Using the 2Know! Toolbar in a Classroom	37
Software—AccelTest Key Tasks	38
Installing the Software	38
Getting Started with AccelTest	38
Creating Assignments	39
Administering Assignments	40
Analyzing Assignments	42
Software—Accelerated Math RP	43
Downloading and Installing the Renaissance Responder Program on a Computer with a Receiver Connected	43
Using Renaissance Responders with Accelerated Math	44
Frequently Asked Questions	47
About the 2Know! Classroom Response System	47
About AccelTest Software	48
About the Renaissance Receivers and Responders	49
Limited Warranty	53

FREE ONLINE TRAINING

Every 2Know! Classroom Response System includes free online training. Visit www.renlearn.com/training and choose from the following training options:

- **Recorded Web Seminars:** View a pre-recorded tour of Renaissance software.
- **On-Demand Sessions:** These short tutorials provide essential step-by-step guidance on specific hardware and software tasks.

SUPPORT BY PHONE AND WEB

Technical Support: (800) 338-4204

General Inquires: answers@renlearn.com

Technical Inquiries: support@renlearn.com

Web Support: In the online Knowledge Base, you can search through technical support information and find detailed, step-by-step answers to almost any question you have about 2Know! Visit

<http://support.renlearn.com/techkb> to access the Knowledge Base.

Support Plan: With your 2Know! purchase, you receive unlimited toll-free technical support for an entire year.



WHAT YOU RECEIVED

The 2Know! Classroom Response System encourages student participation and gives teachers instant access to student work on tests or assignments or student responses to verbal questions. It also allows students to do work for MathFacts in a Flash Renaissance Place or to practice their math facts offline.

Your kit includes the following:

- A carrying case.
- A Renaissance Receiver with a connection cable.
- 24 or 32 Renaissance Responders.
- This *2Know! Setup and Resource Guide*.
- The 2Know! Toolbar CD.
- Your AccelTest serial number, the *AccelTest Software Installation Guide*, and an AccelTest installation CD. For more information about the AccelTest software, refer to the *AccelTest User Manual* that is installed with the software.
- A Renaissance Responder poster.

The Renaissance Receiver and Renaissance Responders

The Renaissance Receiver

The Receiver enables your Responders to communicate with software on your computer so that students can receive questions and send their responses and so that you can monitor student progress. To connect the Receiver to your computer and set a name, see page 9.



Renaissance Responders



**You can also use
NEO 2 with the
Renaissance**

Receiver. If you already have
NEO 2s, see the NEO 2 Quick
Guide for more information.

Students or other groups use the Responders to enter answers to questions sent from the AccelTest software, the 2Know! Toolbar, or Accelerated Math RP. If you are using AccelTest, students may also use Responders to complete homework or to see notes from the teacher.

Responders also allow students to practice their math facts and either work in the Renaissance Place version of MathFacts in a Flash or send information about their offline practice to that program.

Each Responder has two AA batteries installed. To save battery life, Responders shut down after 30 minutes of inactivity, but any answers entered before then are not lost. Students can usually continue assignments they didn't finish.



Software for the 2Know! Classroom Response System

The 2Know! Classroom Response System comes with AccelTest software and the 2Know! Toolbar. You can also use it with Accelerated Math RP and send practice results to MathFacts in a Flash RP.

The Receiver and Responders can only communicate with one program at a time. If you try to communicate with more than one of these programs, the Receiver and Responders will recognize the one you started first.

AccelTest

Using AccelTest software, you can create your own quizzes, tests, and assignments for any subject and score student responses quickly. Students can complete some types of assignments using Responders; the scores are entered automatically in the AccelTest gradebook.

If you want to install this software, use the AccelTest software CD in the kit. You'll find instructions in the *AccelTest Software Installation Guide* you received.

You'll find tips for using AccelTest starting on page 38. (Also, see the information about online training on page 5.)

WHAT YOU RECEIVED

Software for the 2Know! Classroom Response System

2Know! Toolbar

This simple program lets you get real-time responses from Responder users. You can ask multiple-choice, true/false, numeric-response, pulse, or short-answer questions. This can help you immediately assess whether your students understand the concepts you've been discussing.

To install the 2Know! Toolbar, see the 2Know! Toolbar CD included in your kit and the software instructions that start on page 31.

MathFacts in a Flash RP

If your school has an active subscription to MathFacts in a Flash RP, students can do their practices and tests using a Renaissance Responder instead of a computer. Students log in to Renaissance Place to do this work. See page 21.

Students can also choose to do offline practice, which does not count towards mastering levels in MathFacts in a Flash RP. They can send the results of this practice to MathFacts in a Flash on your Renaissance Place server. To find out how students practice math facts offline on Responders, see page 25. For more about how students send results to Renaissance Place, see page 29.

Accelerated Math RP

You can also use the Receiver and Responders with paper assignments in the Renaissance Place version of Accelerated Math. You will need to install the Renaissance Responder client program available in Renaissance Place. For details, see page 43.

RENAISSANCE RECEIVER SETUP AND KEY TASKS

Connecting the Receiver to Your Computer

Connect the square end of the USB cable into the back of the Receiver **A**.
Connect the flat end of the cable to your computer **B**.



Setting the Receiver (Network) Name, Changing the Administrator PIN, and Setting the Renaissance Place Address

Follow the steps on the next page to set a unique name for each Renaissance Receiver/computer combination (network), change the Administrator PIN, and set the Renaissance Place address.

RENAISSANCE RECEIVER SETUP AND KEY TASKS

Setting the Receiver (Network) Name, Changing the Administrator PIN, and Setting the Renaissance Place Address



The Renaissance Wireless Server Utility

Utility is installed with AccelTest and the 2Know! Toolbar. It is also installed with NEO Manager if you are using that program with NEOs. In most Windows versions, you will find the utility in your Start menu; in Windows 8, you will find it in your list of applications. Macintosh users can find it in the Applications folder.



If you are also using NEO 2s with Renaissance Place,

note that the Renaissance Place address that you set also applies to the Accelerated Reader and KeyWords SmartApplets.

1. At your computer, start the Renaissance Wireless Server Utility.
2. Type **1234** and click **OK** to log in. (1234 is the default Administrator PIN here and for Responders.) If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. Change the Network (Receiver) name **A** from “Renaissance Receiver” to a name your Responder users will recognize. Make sure the name is different from the name of other Receivers you own.

5. Click **Update Network Settings** **B**.
6. Click **OK**. Tell your Responder users the Receiver name.
7. If you want to change the Administrator PIN used for this utility and for setting changes on Responders, click **Set Administrator PIN** **C**. Enter a new PIN (4–8 characters with letters and/or numbers). Click **OK**.
8. If students will be using Responders to work in MathFacts in a Flash RP or to send their MathFacts in a Flash offline practice results to Renaissance Place, do the following:
 - a. Click **Renaissance Place Settings** **D**. (See the tip to the left if you don't have the button.)

- b. Enter the web address or RPID for the Renaissance Place server where you use MathFacts in a Flash. (To find the web address or RPID, click **Check Software Requirements** on the Welcome page, then click **Downloads**; the RPID is also on your Renaissance Place Welcome page.)



- c. Click **Verify** to make sure the utility recognizes the address as valid.
 - d. Click **OK**. (The button is available once the address is verified.)
9. Close the utility when you have finished. It will continue running in the background.

Default Administrator PIN

The default administrator PIN is **1234**. This PIN is required when you use the Renaissance Wireless Server Utility program on your computer.

Monitoring Receiver Activity and Status

In the Renaissance Wireless Server Utility, the Log tab shows you Receiver activity, and the Receivers tab shows you the status of the Receiver connected to your computer.

In most Windows versions, you will find the utility in your Start menu; Macintosh users can find it in the Applications folder. After you start the utility, enter the administrator PIN (**1234** if you have not changed it).

USING THE RESPONDERS

Turning the Responder On

Press and hold **On/Off** **A** at the bottom of the Responder until it is on.

About the Menu

When you first turn the Responder on, and whenever you press **Menu**, you will go to the main menu for the Responder. The main menu includes these items:

- **Join Session:** Select this to connect to a session for the 2Know! Toolbar or AccelTest software. For more information, see the instructions for the software you are using.
- **MathFacts in a Flash:** Students select this to work on math facts. After choosing this menu item, they then decide whether to do MathFacts in a Flash RP work (see page 21) or to practice offline (see page 20) and later view, print, or send their offline practice history (see page 27 and page 29).
- **Homework:** Students who are the assigned owners of their Responders select this to work on homework from AccelTest. See page 17.
- **Notes:** Students who are the assigned owners of their Responders select this to see notes that the teacher sent from AccelTest. See page 17.
- **Calculator:** Select this to use the built-in calculator. See page 17 to find out how to use the calculator or to enable or disable it.
- **Settings:** Select this to view or change settings for this Responder. See page 15.
- **Synchronize:** Select this to transmit or receive homework or notes from AccelTest.



Pressing the Clear button takes you back one menu if you have selected a menu item.

Connecting to Computers with Renaissance Receivers (Joining Sessions)

Responders need to connect to Receivers when you do the following:

- Choose **Join Session** as you use the Responders with the 2Know! Toolbar or AccelTest software.
- Work in MathFacts in a Flash Renaissance Place (see page 21).
- Print the offline MathFacts in a Flash practice and test history (see page 28), and send the MathFacts in a Flash practice and test history to MathFacts in a Flash RP (see page 29).

When you use one of these features, the Responder will do one of the following:

- If you have not connected to a Receiver before, or if the last Receiver that you connected to is not available, the Responder will ask you to choose a Receiver; look for the name you assigned (see page 9) and select that Receiver.
- If you have connected before, but you have shut off the Responder, the Responder may ask if you want to stay connected to the last Receiver you chose (if that Receiver is still available). Choose **yes** or **no**.
- If you have connected before and you have **not** shut off the Responder, it will use the last Receiver you connected to.

How Responder Users Answer Questions

As you use Responders with the 2Know! Toolbar, AccelTest, and other software, you may use a variety of question types. This is how your Responder users answer each type of question:

- **True/False:** Press the green **True** button or the red **False** button and then press **Enter**.
- **Multiple-Choice:** Press a letter key, then press **Enter**.
- **Numeric-Response:** Use the number keys to enter the answer; then, press **Enter**.
- **Pulse:** Press the green **True** (or **yes**) button or the red **False** (or **no**) button. Then, press **Enter**.

USING THE RESPONDERS

How Responder Users Answer Questions

- **Short Answer:** Use common phone texting techniques to enter responses. The letters printed above the keys help you see which key to press for each letter.

As on cell phones, the very first letter entered (or the first letter after “.” or “?” or “!”) is capitalized by default, with the lowercase letters following (i.e. 2ABCabc). After that, letters default to the lowercase letters, followed by uppercase letters (i.e. 2abcABC).

For example, to enter the word “The,” press the **8** button twice for “T,” the **4** button three times to get “h,” and the **3** button three times to get “e.”

Press **Select** to enter a space or go to the next character. Press **Clear** to delete the previous character. After entering an answer, press **Enter**.

The table below shows what buttons to press to get each character.



To enter a fraction in an answer, enter a “/” between the numerator and denominator.

Responder Key	Characters (in Order) or Function
1	1 , % < > () ? ! " ' : ; \$ £ ? & @ # _
2	2 A B C a b c
3	3 D E F d e f
4	4 G H I g h i
5	5 J K L j k l
6	6 M N O m n o
7	7 P Q R S p q r s
8	8 T U V t u v
9	9 W X Y Z w x y z
0	0
+/-	+ / - * =
.	.
Select	space or next character
Clear	back or delete
Enter	takes you to next question

Responder Settings

To change Responder settings, follow these steps:

1. Press **On/Off** to turn on the Responder.
2. Highlight **Settings** in the main menu and press **Select**.
3. Use the arrow buttons to highlight the setting you want to change. Press **Select**.
4. See the information for the setting you chose in the table below. Press **Select** after changing a setting.

Setting	Description
About	Shows you the firmware version and connected Receiver name. Use the arrows to scroll up and down.
Contrast	Lets you increase or decrease screen contrast using the arrow buttons.
Search for Networks	Searches for the Receivers in range and lets you select one to connect to.
Change Font Size	Allows you to choose whether to use the default small font or a large font. Select the font size and press Select ; then, press yes to confirm that you want to keep the new font size.
Student Information	Enter the student name or ID that you want to include when you print the MathFacts in a Flash practice/test history. (If the Responder is owned, the owner's name will be shown, and you cannot change the student information.)
Assign Owner, Reset Owner, and Change Ownership PIN	Lets you assign a student owner, change the owner, change the owner's personal identification number (PIN). For more information, see page 16.
Security	Lets you enter the encryption key if it is required for communication with the Receiver. Contact Renaissance Learning for more information.
Firmware Update	Lets you update Responders to a newer version. See page 18.

Other Responder Key Tasks

Assigning Owners to Renaissance Responders

1. Open the AccelTest software and verify that students are enrolled in classes.
2. Turn on the Renaissance Responder and join the session.
3. Highlight **Settings** and press **Select**.
4. Highlight **Assign Owner** and press **Select**.
5. Enter the student's ID number (found next to the student's name in the Gradebook) and press **Enter**.

Changing a Student PIN for Owned Responders

1. Enter the student PIN (default is **1212**) and press **Enter**.
2. Highlight **Settings** and press **Select**.
3. Highlight **Change PIN** and press **Select**.
4. Enter a new PIN and press **Enter**.

Displaying a Forgotten PIN (Owned Responders)

1. Press **?** and join the session.
2. Enter the administrator PIN (default is **1234**) and press **Enter**.
3. After the Renaissance Responder states the device is unlocked and reveals the PIN, press any key.

Resetting the Owner of an Owned Responder

1. Highlight **Settings** and press **Select**.
2. Highlight **Reset Owner** and press **Select**.
3. Enter the administrator PIN (default is **1234**) and press **Enter**.

Synchronizing (to Transmit AccelTest Homework and Notes)

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.

Viewing and Completing AccelTest Homework (for Owned Renaissance Responders)

1. Enter the student PIN and press **Enter**.
2. Highlight **Homework** and press **Select**.
3. Highlight the assignment and press **Select**.
4. Enter your responses; then, press **Yes** to verify that the homework is complete.

Viewing AccelTest Notes (for Owned Renaissance Responders)

1. Enter the student PIN and press **Enter**.
2. Highlight **Notes** and press **Select**.
3. Highlight a note and press **Select**.
4. Press **Menu** when you have finished reading the note.
5. Choose **Yes** or **No** and press **Select**.

Using the Calculator (AccelTest Must Be Open)

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 Renaissance Responder.

Enabling/Disabling the Responder Calculator

1. Open the Renaissance Wireless Server Utility program on your computer. In most Windows versions, you can find the utility in the Start menu; Macintosh users can find it in the Applications folder.
After you start the utility, enter the administrator PIN (**1234** if you have not changed it).
2. Click the **Device Settings** tab.
3. Click the box next to **Calculator**.
4. Click **Update Device Settings**; then, click **OK** when the program states that the device settings have been updated.

Updating Responder Firmware

From time to time you may need to update the firmware for your Responders. New firmware may be available when you install an update to software that you use with the Responders. To update the firmware on Responders, follow these steps:

1. Highlight **Settings** and press **Select**.
2. Highlight **Firmware Update** and press **Select**.
3. If the Responder asks if you want to stay connected to the Receiver, press **yes** and then **Enter**.
4. If updated firmware is available, scroll to the newest update available and press **Select**.
5. Enter the Administrator PIN (the default is **1234**), and press **Enter**. (If you changed the Administrator PIN when you changed the Receiver settings, use the PIN you set.)

The Responder will start updating the firmware. The program shows you its progress as it does the update. When the update is complete, the Responder will show you the new version number. Press any key to go to the Responder menu or the student PIN entry screen.

Replacing Responder Batteries

High-quality alkaline batteries should last an entire school year. When the batteries need replacing, you'll see an empty battery icon on the Responder screen with the message *Batteries are Very Low*.

Checking the Battery Charge

1. On the Responder, press **On/Off** to turn it on.
2. If the Responder is owned, enter the owner's PIN.
3. Press the down arrow button to scroll down to **Settings**.
4. Press **Select**.
5. With **About** highlighted, press **Select**. The battery charge status is shown by the darkness of the symbol. If it is completely dark, the batteries are fully charged. If not, the symbol will be 2/3 dark, 1/3 dark, or empty as the batteries discharge.

Installing New Batteries

1. Using a small (#10) Phillips-head screwdriver, remove the small screw in the battery compartment cover **A**. Remove the cover.



2. Remove the old batteries. Install two new ones, making sure the + and – ends are oriented as marked in the compartment.
3. Put the cover back on the compartment. Insert and tighten the screw.

MATHFACTS IN A FLASH ON RESPONDERS

On the Renaissance Responders you received, students have two choices after they choose **MathFacts in a Flash**:

- **Renaissance Place:** Students work toward mastering MathFacts in a Flash levels and meeting goals, just as they would when logging in to Renaissance Place using a computer. See page 21.
- **Offline:** Students choose this to practice offline (see page 25), without having their work count toward mastering levels or meeting goals. Students can print the history of their offline practice or send it to Renaissance Place to be included in the practice summary on some reports.

Differences Between Choosing MathFacts in a Flash Renaissance Place and Choosing Offline Practice

	MathFacts in a Flash Offline Practice	MathFacts in a Flash Renaissance Place
Can students practice and take tests?	Yes	Yes
Can students master levels?	No	Yes
Are all levels included?	No—just addition, subtraction, multiplication, and division	Yes
Do changes to mastery time and preferences in MathFacts in a Flash RP affect student work?	No	Yes
How are the results of work shown on reports?	They can be included on the Class Progress and Student Record Reports by including the practice summary (similar to work done in Renaissance Home Connect or in the NEO 2 MathFacts in a Flash Offline SmartApplet).	Work done is reported the same as work done when students log in to Renaissance Place using a computer or when they use the NEO 2 MathFacts in a Flash RP SmartApplet.
What problem format is used?	Assisted-response.	Depends on the settings of MathFacts in a Flash RP preferences and the level the student is working in.

Working in MathFacts in a Flash Renaissance Place

When students choose **MathFacts in a Flash** and then **Renaissance Place** on Responders, they can work toward mastering MathFacts in a Flash levels and meeting goals, just as they would when logging in to Renaissance Place using a computer.

Preparing to Work in MathFacts in a Flash Renaissance Place on Responders

Before students can do this, you must do the following:

- Have MathFacts in a Flash RP version 3.1 or higher on your Renaissance Place server.
- Install the 2Know! Toolbar on the computer that will have the Renaissance Receiver connected so that the Renaissance Wireless Server Utility is available.
- Connect a Renaissance Receiver to the computer (see page 9).
- In the Renaissance Wireless Server Utility, name your Renaissance Receiver's wireless connection (network) and enter the address of your Renaissance Place server (see page 9). *Make sure students know the name you set.*
- In Renaissance Place, make sure your students have been added to the database and enrolled in a MathFacts in a Flash class.
- In MathFacts in a Flash RP, set the Classroom preferences. (For instructions, see the *MathFacts in a Flash Software Manual*.)
- Make sure students know their Renaissance Place user names and passwords. You can get this information when you search for students in Renaissance Place: click **Personnel, Students, and Parents**, then **View Students**; in the search results, click the **Passwords** tab to see user names and passwords.
- If you have younger students, explain how the questions and answers are displayed on the screen and how to select and enter answers.

How Students Use Responders to Work in MathFacts in a Flash Renaissance Place

Logging In and Choosing What to Work On

1. The teacher's computer must be on, with the Renaissance Receiver connected. (Teachers can use the computer to do other things while students work in MathFacts in a Flash Renaissance Place.)
 2. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
 3. With **Renaissance Place** selected, press **Select** or **Enter**.
 4. If the Responder asks whether to stay connected to a specific Receiver, press **yes (True)** or **no (False)** and press **Enter**.
If the Responder shows a list of Receiver networks, use the arrow buttons to highlight the correct name; then, press **Enter**. (The name is the one set in the Renaissance Wireless Server Utility; see page 9.)
 5. To type your user name, use the number keys as you would to text on a mobile phone. For example, for the letter "a," press **1** twice. After each character, pause a moment to go to the next character. When you're done, press the down arrow or **Enter** to go to the password.
 6. Type your password the same way you entered the user name. Note that after you finish each character, it will change to * so no one can see your password. When you're done, press **Enter**.
 7. If you are in more than one MathFacts in a Flash class, your teachers and classes will be listed. Use the arrow keys to highlight the class that you want to practice or test for; then, press **Enter**.
 8. What you see next depends on the work you have done before:
 - If you have not mastered any levels yet, the screen may ask whether to start a test or practice; if so, press **yes (True)** or **no (False)**; then, press **Enter**. If the screen does not give you any choices, press **Enter** to continue.
 - If you have mastered levels before, you will see two options:
 - **Your current level:** This allows you to practice or test at the level you are working on now.
 - **Previously mastered level:** Choose this if you want to challenge your best time for a level you mastered.
- Use the arrow buttons to highlight your choice; then, press **Enter**.



For more about how to enter text, see the "Short Answer" information on page 14.



If the screen asks you to change your password, enter a new password, press **Enter, enter the new password again, and then press **Enter** again.**



Working at a previous level is only allowed if Renaissance Place is on a server hosted by Renaissance Learning.

Working at the Current Level

When you work at the current level, you may be asked whether to start a practice or test. If so, press **yes (True)** or **no (False)**; then, press **Enter**.

If the screen shows the results of your recent work without giving you choices, press **Enter** to continue. Then, use the arrow buttons to choose what you want and press **Enter**. You may be able to choose whether to practice, test, or exit, or you may be able to choose one of the following:

- To test again at a new time goal.
- To work on a new goal at a different level.
- To go to the next level.
- To exit back to the Responder menu or to a previous choice.

Working at a Previously Mastered Level

If you chose to work at a previously mastered level, follow these steps:

1. Use the arrow buttons to highlight the level you want to work on; then, press **Enter**.
2. You will be shown a time goal and asked whether you want to start a test. Press **yes (True)** to start the test or **no (False)** not to start it; then, press **Enter**.

Answering Questions During a Practice or Test

During a practice or test, you'll see questions like the ones shown below. How you answer those questions depends on what you see.

If you see letters next to the choices, press the letter next to the choice you want. For example, to choose the answer **5** in a problem like the one shown to the right, press **B**. (You do *not* need to press Enter.)

Practice		1 of 20	
2 + 3 = ____			
(A)	4	(B)	5
(C)	6		

If you see a blank instead of answer choices, use the number buttons to enter your answer; then, press **Enter**. Keep the following in mind:

Practice		1 of 20	
2 + 3 = ____			

- If your answer is a percent, you don't need to enter the % symbol, but you can if you want to by pressing **E**.
- If your answer is a fraction, press **+/-** or **D** to get the /. For example, to enter $\frac{3}{4}$, press **3**, then **+/-**, and then **4**.



If you have beaten the best time goal, no goal is shown. In this case, you are simply trying to beat your best time.



To change how students enter answers, teachers change the Question Type preference in MathFacts in a Flash Renaissance Place (previously the Student Answer Input preference). Teachers can choose whether to have free-response or multiple-choice questions; if you set shortcut keys, they do not apply to work on Responders.

MATHFACTS IN A FLASH ON RESPONDERS

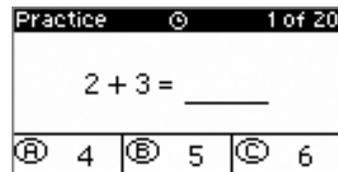
Working in MathFacts in a Flash Renaissance Place

During practices, the program will let you know if you enter or select an incorrect answer by putting an X over the answer you chose or in the answer blank. (If you choose answers with letters, the program will also put a dashed box around the correct answer.) Then, you can try to answer the question again.



During tests only, if you need to go back to the last problem to change your answer, press **Clear**. You can only go back one problem.

If the time limit is almost up for the problem, practice, or test, a clock will flash in the middle of the black bar at the top of the screen. If time runs out for a question, you will go to the next one. If you run out of time for the practice or test, the program will let you know.



Stopping a Practice or Test

1. To stop a practice or test, press the **Menu** button.
2. If the monitor password is required, the teacher must enter that password using texting techniques (see page 14) and press **Enter**.
If the password is not required, press **yes (True)** to confirm that you want to stop the practice or test; then, press **Enter**.
3. A message will confirm that the practice or test has been stopped. Press **Enter**.

After a Practice or Test

After you finish a practice or test, the screen will show you how you did. Read the results; then, press **Enter**. On the next screen, use the arrow buttons to highlight what you want to do next; then, press **Enter**. Your choices might include:

- Whether to do another practice or test.
- Whether to do a practice, test, or exit back to the menu or a previous list.
- Whether to test (try) again at a new time goal, try for a new goal at another mastered level, or move on to the next level.

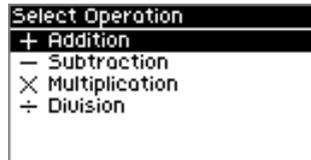
A TOPS Report may be sent to the default printer for your teacher's computer.

Offline MathFacts in a Flash Practice

How Students Work on Offline Practices

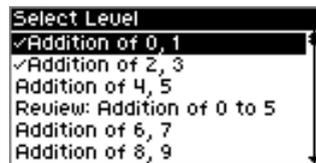
Students follow these steps to practice facts for a MathFacts in a Flash level. Practices include 20–40 problems.

1. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
2. Press the down arrow button to highlight **Offline**; then, press **Enter**.
3. With **Practice/Test** highlighted, press **Select** or **Enter**.
4. Use the arrow buttons to highlight what you want to practice: addition, subtraction, multiplication, or division. Then, press **Select** or **Enter**.

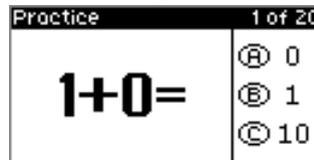


Levels that you have already worked on are checked. If you want to view the practice and test history for one of those levels, highlight it and press ?. You will see the results for the last practice or test. Clearing the history clears the check marks; see page 30.

5. Use the arrow buttons to highlight the level you want to practice; then, press **Select** or **Enter**.



6. **Practice** should be highlighted. Press **Select** or **Enter**.
7. For each problem, press the letter button for the answer that you want to choose. (You do *not* need to press Enter.)



If the student has tested on this level and the test is still in the history, the practice will include any problems the student missed plus questions deemed difficult for the level. The student will see the results for the last practice or test.

If you chose the correct answer, a square will appear around the answer, and then the next problem will appear.

If you chose the wrong answer, an X will appear over the answer you chose; then, a dotted square will appear around the correct answer. When the square disappears, choose the correct answer.

MATHFACTS IN A FLASH ON RESPONDERS

Offline MathFacts in a Flash Practice

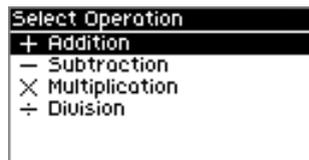
If the time is almost up for a problem, a clock will flash in the black bar at the top of the screen; choose an answer as soon as possible. If time runs out before you answer the problem, you will go to the next one, and the timeout will be treated like an incorrect answer.

- After you answer the last question, the screen will show your results, including the number of problems you answered correctly and the total number of problems in the practice session. It will also show the problems you got wrong and their correct answers. Use the arrow buttons to scroll up and down through the results. When you are done, press **Select** or **Enter**.

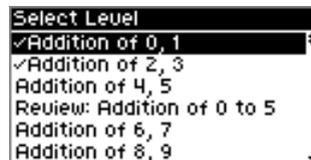
How Students Take Offline Tests to Practice Levels

Students follow these steps to take a test for a MathFacts in a Flash level. Tests always include 40 problems.

- From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
- Press the down arrow button to highlight **Offline**; then, press **Enter**.
- With **Practice/Test** highlighted, press **Select** or **Enter**.
- Use the arrow buttons to highlight what you want to test on: addition, subtraction, multiplication, or division. Then, press **Select** or **Enter**.



- Use the arrow buttons to highlight the level you want to test on; then, press **Select** or **Enter**.



- Use the arrow key to highlight **Test**; then, press **Select** or **Enter**.
- For each problem, press the letter button for the answer that you want to choose. (You do *not* need to press Enter.) After you choose an answer, you will go to the next problem.

If the time is almost up for a problem, a clock will flash in the black bar at the top of the screen; choose an answer as soon as possible. If time runs



Levels that you have already worked on are checked. If you want to view the practice and test history for one of those levels, highlight it and press ?. Clearing the history clears the check marks; see page 30.

out before you answer the problem, you will go to the next one, and the timeout will be treated like an incorrect answer.

If you need to go back to the last problem to change your answer, press **Clear**. You can only go back one problem.

8. After you answer the last question, the screen will show your results, including the time you took, the number of problems you answered correctly, and the total number of problems in the test. It will also show the problems you got wrong and their correct answers. Use the arrow buttons to scroll up and down through the results. When you are done, press **Select** or **Enter**.

Stopping Offline Practices or Tests

Students follow these steps to stop a practice or test that they have started. Stopped practices and tests will not be saved in the practice/test history.

1. Press **Menu**.
2. Press **yes (True)** when the screen asks if you want to exit.

Using the Offline MathFacts History

Students can view and print a history of the MathFacts in a Flash practices and tests they've done on their Responders. They can also clear their history or send it to Renaissance Place.

Viewing the MathFacts History

Students follow these steps to view their MathFacts in a Flash practice and test history on this Responder:

1. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
2. Press the down arrow button to highlight **Offline**; then, press **Enter**.
3. Press the down arrow again to highlight **History**; then, press **Enter**.
4. Use the arrow buttons to highlight **View**. Press **Select** or **Enter**.
5. The next screen will list the activities you have completed so far, including the level name, (T) for test or (P) for practice, the number of problems you answered correctly, and the time you took for that practice or test.

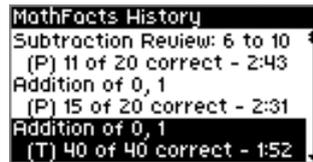


You can also view the history for a specific level that you have practiced while you are choosing a level to work on. Just highlight the level and press ?.

MATHFACTS IN A FLASH ON RESPONDERS

Offline MathFacts in a Flash Practice

Use the arrow keys to scroll up and down through the list. If you want to see more information about an activity, use the arrow keys to highlight it; then, press **Select** or **Enter**.



6. When you select a practice or test, you will see the full results, including how long it took you, the number of problems you answered correctly, and a list of problems you answered incorrectly with the correct answers. Press **Select** or **Enter** when you are done.
7. To leave the MathFacts History, press **Menu**.

Printing the MathFacts History

Students follow these steps to print their practice and test history on this Responder.

Note: If you want the student's information included in the printed history, you must enter the information in the Responder Settings under Student Information. See page 15.

1. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
2. Press the down arrow button to highlight **Offline**; then, press **Enter**.
3. Press the down arrow again to highlight **History**; then, press **Enter**.
4. Use the arrow buttons to highlight **Print**. Then, press **Select** or **Enter**.
5. If the Responder asks whether to stay connected to a specific Receiver, press **yes** or **no** (Responder) and press **Select** or **Enter**.
If the Responder shows a list of Receivers, use the arrow keys to highlight the correct Receiver name and press **Select** or **Enter**.
6. The history will be sent to the default printer for the computer that is connected to the Renaissance Receiver. When the history has been sent, the Responder will ask you whether you want to clear (delete) the history. Press **yes** or **no** and then **Select** or **Enter**.

Sending the MathFacts History to Renaissance Place

Students or teachers follow these steps to send the practice and test history from a Responder to MathFacts in a Flash Renaissance Place. Note that the history is automatically cleared from the Responder when you send it to Renaissance Place.

The history will be sent to the Renaissance Place address that you set in the Renaissance Wireless Server Utility (see page 9). **Note that you must have NEO Manager installed before you can set the address.**

You can see information about Responder practice when you choose to include the practice summary in the Class Progress and Student Record Reports.

1. In Renaissance Place, search for students to get the Responder PIN for each student:
 - a. Click **Personnel, Students, and Parents**, then **View Students**, and search for students.
 - b. In the search results, click the **Passwords** tab to find the PINS. Then, give students their PINs. Students will need their PIN to send the history to Renaissance Place.
2. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
3. Press the down arrow button to highlight **Offline**; then, press **Enter**.
4. Press the down arrow again to highlight **History**; then, press **Enter**.
5. Use the arrow buttons to highlight **Send to Renaissance Place**. Then, press **Select** or **Enter**.
6. The Responder will notify you that all data will be cleared from the history when you send it to Renaissance Place. If you want to continue, press **yes (True)**. Then, press **Select** or **Enter**.
7. If the Responder asks whether to stay connected to a specific Receiver, press **yes** or **no** and press **Enter**.
If the Responder shows a list of Receivers, use the arrow keys to highlight the correct Receiver name and press **Enter**.
8. Enter the 9-digit PIN for the student (as shown in Renaissance Place; see step 1). As you enter the PIN, if you enter an incorrect digit, press **Clear** to erase the last digit you entered. When you have finished entering the PIN, press **Enter**. The Responder will notify you if the PIN you entered was too short (fewer than 9 digits) or if it is incorrect.
9. The data will be sent to MathFacts in a Flash RP and cleared from the Responder.



*If you have an older version of MathFacts in a Flash RP that is not able to receive the information from the Responder, the Responder will notify you. Press **Enter** after reading this message.*

MATHFACTS IN A FLASH ON RESPONDERS

Offline MathFacts in a Flash Practice



If students are sharing Responders, clear the history after each session.



Levels that students have already worked on will no longer be checked when they select activities after you clear the history.

Clearing the MathFacts Offline History

Students follow these steps to clear (delete) the MathFacts in a Flash practice and test history from this Responder.

Note: Since you cannot get the results back after clearing the history, it is a good idea to print the history before clearing it (see page 28). You can also send the history to Renaissance Place, which will clear the history but preserve the information in Renaissance Place (see page 29).

1. From the main menu, use the arrow buttons to highlight **MathFacts in a Flash**. Then, press **Select** or **Enter**.
2. Press the down arrow button to highlight **Offline**; then, press **Enter**.
3. Press the down arrow again to highlight **History**; then, press **Enter**.
4. Use the arrow buttons to highlight **Clear**. Then, press **Select** or **Enter**.
5. The Responder will ask if you are sure that you want to clear the MathFacts History; it will also notify you if the history has not yet been sent to Renaissance Place or printed. **You cannot get the results of your work back once you clear the history.** If you want to clear it anyway, press **yes**; if not, press **no**. Then, press **Select** or **Enter**.

After you clear the history, you'll see the message "MathFacts History Cleared"; then, the Responder will show the menu.

SOFTWARE—THE 2KNOW! TOOLBAR

Install the Toolbar

Install the 2Know! Toolbar using the CD in your kit. After inserting the CD into your computer, double-click **2Know!_Toolbar_Installer.exe** (Windows) or **2Know! Toolbar Installer** (Macintosh).

Start the 2Know! Toolbar and Get Ready for the Session

1. First, connect the Renaissance Receiver to your computer (see page 9) and set the Receiver name (see page 9).
2. Make sure that neither AccelTest nor the Renaissance Responder program are running.
3. Then, start the 2Know! Toolbar. In most Windows versions, you can find it in the Start menu; on Macintosh computers, the program is in the Applications folder.

Start the Session

1. Ask participants to turn on their Responders or NEO 2s. (For owned Responders, users must enter their PIN.)
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**. (Participants who have connected to a Receiver before can simply confirm that they want to stay connected.) The toolbar shows you how many participants have connected **A**.



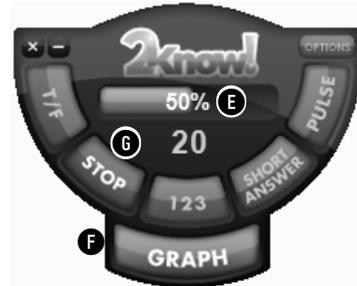
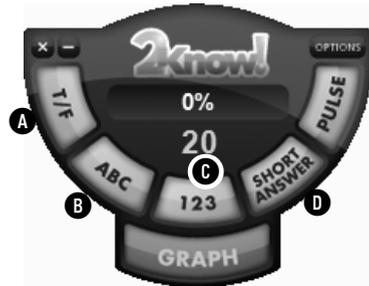
Ask the Questions



Things to note about short-answer questions and Renaissance Responders:

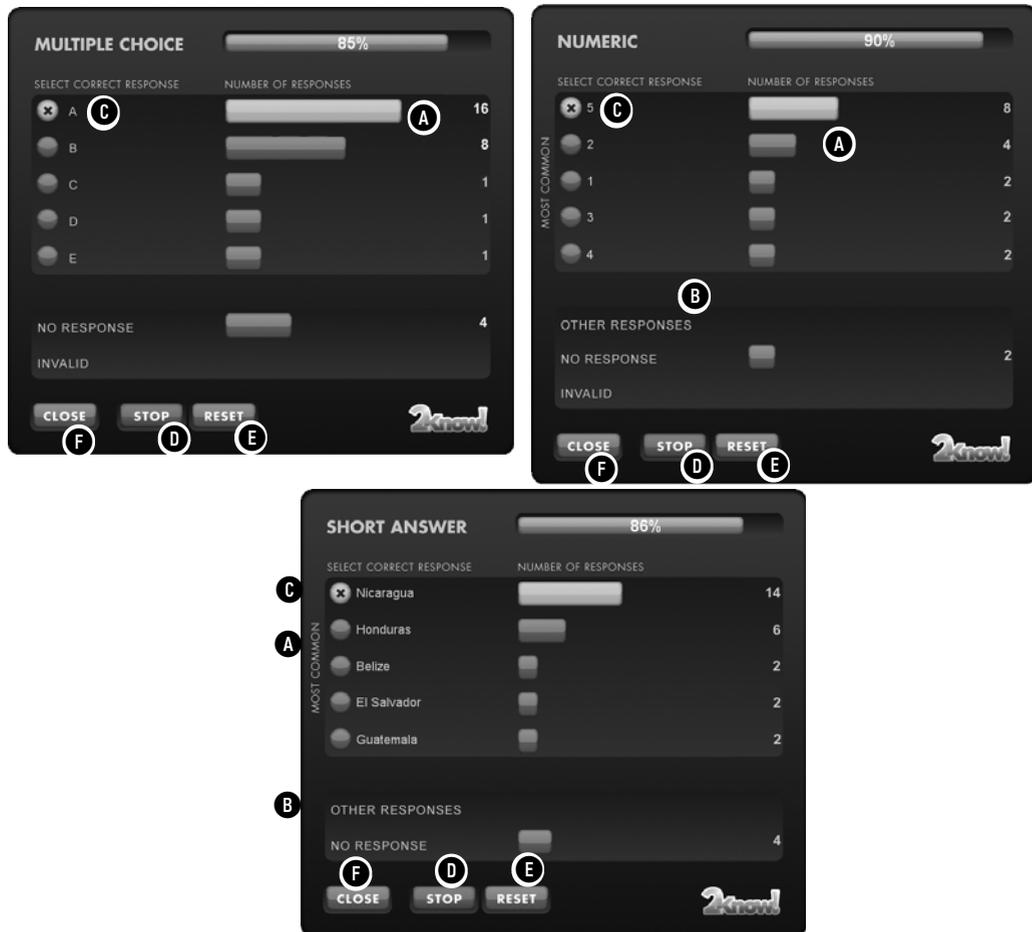
- Renaissance Responders require firmware version 3.x or higher to be used for short-answer questions.
- Responder users use texting methods to enter their answer; see page 14.

1. Ask or show participants the question. Then, press or click **T/F** for true/false **A**, **ABC** for multiple-choice **B**, **123** for numeric response **C**, or **Short Answer** **D**.
2. Ask participants to choose or enter their answers and then press **Enter**.
3. Watch the toolbar to see the percentage of participants who have answered the question **E**.
4. Press or click **Graph** **F** to see a graph that shows the answers the participants chose. (For more information, see the next page.)
5. Press or click **Stop** **G** 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.



- A** The bars show you how many participants chose each answer.
- B** For numeric-response and short-answer questions, the five most common answers are shown, and others are grouped below in “Other Responses.”
- C** To choose the correct answer, press or click the circle for it to put an X in the circle. The bar next to it will turn green. (You can change the correct answer.)
- 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 **T, G, or J** for true/green or **F or R** for false/red.) 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. The red circle shows you how many participants chose **No**. The green circle shows how many chose **Yes**.



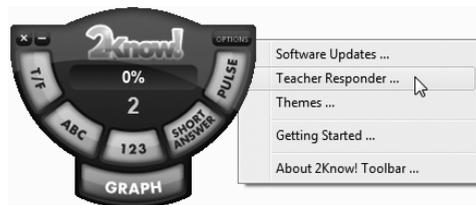
Use the Teacher Responder Feature

The 2Know! Toolbar options allow you to designate one of your Responders or a NEO 2 as a teacher Responder. You can then use that Responder or NEO 2 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 on NEO 2 open the 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.

To ask a question, follow these steps:

- a. Press **A** (to select Ask Question), then press **Enter**.
- b. Press the letter for the question type and press **Enter**.
- c. After participants answer, press **A** (to select Stop), then press **Enter** to stop receiving responses. If you want to see a graph, press **B** (for Show Graph) and press **Enter**. To minimize the toolbar or maximize it again, press **C** and then **Enter**.



While you're viewing a graph, you have these options:

- Press **A** (for **Stop**), then **Enter** to stop receiving responses.
- Press **B** (**Close Graph**), then **Enter** to close the graph.
- Press **C** (**Reset**), then **Enter** to reset (start over) and receive new responses.
- Press **D** (**Enter correct answer**), then **Enter** to choose or enter the correct answer. Then, enter or select the answer and press **Enter**.

Note: For short-answer questions, if the teacher Responder is a Renaissance Responder (not a NEO 2), you cannot choose a correct answer if you have not received any responses; the Responder will simply return to the menu when you choose **D** (Enter correct answer). If there is only one response, when you choose this option, the response you have received is marked correct if no correct answer was previously chosen, or it is marked incorrect if it was already marked correct.

Unassigning a Teacher Responder

When you want to stop using a Responder or NEO 2 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.

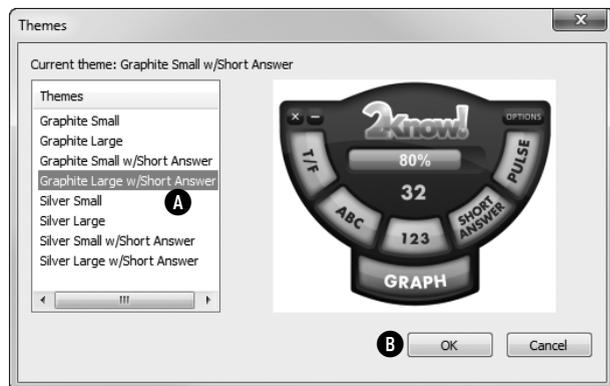
SOFTWARE—THE 2KNOW! TOOLBAR

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

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 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** to see the window shown.



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**.
2. If you want to allow weekly software updates, make sure the **Weekly check for software update** box is checked. (It is checked when you first install the program.)
3. If you want to check for updates now, press or click **Check Now**.
4. Press or click **Close**.

If you are using Renaissance Responders (not NEO 2s), **you may need to update the firmware on your Responders** after updating the 2Know! Toolbar software. See page 18.

View 2Know! Toolbar Instructions while Using the Toolbar

To open the instructions 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.

Tips for Using the 2Know! Toolbar in a Classroom

- Receive instant student feedback on “start up” activities such as warm-ups, review questions, samplings from homework, or “pop quizzes.”
- Track responses to questions asked at key points during lessons, and use the data to determine where students need further instruction.

SOFTWARE—ACCELTEST KEY TASKS

This section describes key AccelTest tasks. For more information, see the *AccelTest User Manual* in the Start menu (Windows) or program folder (Macintosh).

Installing the Software

To install the software from the AccelTest CD you received, see the instructions in the *AccelTest Software Installation Guide*.

Getting Started with AccelTest

Entering the AccelTest Password

Type the password (default is **admin**) and click **OK**.

Entering the Serial Number the First Time AccelTest Is Started on a Computer

1. Type the serial number (on the serial number sheet), school name, and teacher name; then, click **OK**.
2. Type the password (default is **admin**) and click **OK**.

Setting Up the School Year

When the **School Year Setup Reminder** appears, click **Setup School Year Now** to start the wizard, or cancel the reminder. If you cancel the Reminder, later you can click the **Preferences** menu and select **School Year** to start the wizard.

Adding Students

1. Go to the **Classes** tab and click **Add Student**.
2. Type the first and last name of the student and change the ID if necessary. Then, click **OK**.
3. Click **Yes** to add another student, or **No** to finish adding students.

Adding Classes

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

Enrolling Students

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

Creating Assignments

Creating a New Score Key for an Existing Assignment

1. Go to the **Assignments** tab and click **New Assignment**.
2. Type a title for the assignment and select the subject. Click **Score Key** and select how the assignment will be scored. Click **OK**.
3. Enter the number of items of each type and the points per item, and click **Add**.
4. Click the circle in each row to select the correct answer for most item types. For numeric-response or short-answer items, click the item to enter the correct answer.
5. To change row position, select a row and press the **Ctrl** and **+** keys together (to go down) or the **Ctrl** and **-** keys together (to go up).
6. Click **Done**; then, click **Save**.

Creating Assignments—New Assignment

1. Go to the **Assignments** tab and click **New Assignment**.
2. Type a title for the assignment.
3. Select the subject and how the assignment will be displayed and scored; then, click **OK**.
4. Type the number of items and points per item for each item type, and click **OK**. (To use library items, items from other assignments, or items aligned to standards on other items, see the *AccelTest User Manual*.)
5. 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.
6. Click **Next >** until you've finished; then, click **OK**.
7. Click **Add Items** or **Preview** if desired.
8. Click **Done**; then, click **Save**.

Administering Assignments

Adding Assignments to Gradebook

1. Go to the **Gradebook** tab, use the drop-down lists to select the class and subject (select **All Subjects** to see all assignments), and click **Add**.
2. Select the assignment type: AccelTest or Score Key (created in AccelTest) or Points Only (no assignment created, points will be manually entered). Click **Next**.
3. If you chose an AccelTest assignment or score key, select the assignment and click **Next**.
4. Enter or select the information for the assignment, including term and category. (Homework is used with owned Renaissance Responders.) Click **Next**.
5. Enter start and due dates, and click **Next**.
6. Choose whether all or some students will receive the assignment. Click **Next**. If necessary, check boxes next to student names and click **Next**.
7. Review the summary. Then, click **Done**, or click **Back** and **Next** to make changes and then click **Done**.

Starting a Student-Paced Assignment (Add Assignment in Gradebook First)

1. Go to the **Gradebook** tab.
2. Click the **Responder** menu and choose **Start Student Paced Session**. The Responder Session Manager window will open. Students can now access waiting assignments in the Gradebook and submit answers.

Starting a Teacher-Paced Assignment (Do Not Add Assignment to Gradebook First)

1. Click the **Responder** menu and choose **Teacher Paced Session**. Follow the steps for the type of session.

Questions from an AccelTest assignment (created for projection)

- a. Select **Show questions using a projection monitor** and click **Next**.
- b. Select an assignment and click **Next**.
- c. Choose whether the assignment will be scored.
If not, choose **No** and click **Next**.

If you want it to be scored, choose **Yes** and click **Next**. Enter the assignment details and click **Next**.

- d. Review the summary and click **Done**, or click **Back** and **Next** to make changes; then, click **Done**.
- e. Click **Send Question**.
- f. Click **Stop Accepting Responses** after results register (squares are blue).
- g. Click the graph icon to see results as a bar graph.
- h. Click **Send Question** until all the questions have been displayed; then, click **Done**.

Questions from an AccelTest assignment (created for Renaissance Responders or NEO 2s)

- a. Select **Ask questions from an existing assignment** and click **Next**.
- b. Select an assignment and click **Next**.
- c. Choose whether the assignment will be scored.
If not, choose **No** and click **Next**.
If you want it to be scored, choose **Yes** and click **Next**. Enter the assignment details and click **Next**.
- d. Review the summary and click **Done**, or click **Back** and **Next** to make changes; then, click **Done**.
- e. Click **Send Question**.
- f. Click **Stop Accepting Responses** after results register.
- g. Click **Send Question** until all the questions have been displayed; then, click **Done**.

Verbal questions (no assignment created in AccelTest)

- a. Select **Ask verbal questions** and click **Next**.
- b. Choose whether the assignment will be scored:
If not, choose **No** and click **Next**.
If you want it to be scored, choose **Yes** and click **Next**. Enter assignment details and click **Next**.
- c. Review the summary and click **Done**, or click **Back** and **Next** to make changes; then, click **Done**.
- d. Ask a question; then, click the button for the corresponding question type.
- e. Ask students to press **Enter** on their Responders or NEO 2s.

- f. Click **Stop Accepting Responses** after responses register.
- g. Enter or select the correct answer.
- h. Click **Send Question** and repeat the steps above to ask more questions.
- i. Click **Done** when you are finished asking questions.

Questions on PowerPoint slides (Windows only)

- a. Select **Show PowerPoint slides** and click **Next**.
- b. Click **Select** to find and select the file; then, click **Open**, then **Next**.
- c. Select the session type.

For questions from an existing assignment, follow steps b–h from “Questions from an AccelTest assignment (created for projection)” on page 40.

For verbal questions, follow steps b–i from “Verbal questions (no assignment created in AccelTest)” above.

Analyzing Assignments

Viewing the Assignment Analysis Report or Group Assignment Report

1. Go to the **Gradebook** tab and click an assignment title in the first row to highlight the column.
2. Click the **Reports** menu and choose **Assignment Analysis** or **Group Assignment**.
3. Click **Preview** to view the report.
4. Click **Print** if desired, and **Close** when finished.

Viewing Assignment Sessions

1. Go to the **Sessions** tab and double-click the assignment.
2. Click each question or < **Previous** and **Next** > to view corresponding bar graphs.
3. Click + next to the colored bars to view details for each question; then, click **Done**.

SOFTWARE—ACCELERATED MATH RP

If you and your students use the Renaissance Place version of Accelerated Math, students can use Renaissance Responders instead of scan cards to answer questions on paper assignments. Your students' responses will be sent directly to your Accelerated Math software.

Students can always use Renaissance Responders for paper practices. The class Scoring preference in Accelerated Math determines whether students can also use Responders for assisted-response paper exercises and tests. (See the *Accelerated Math Software Manual*.) Responders can't be used for free-response assignments, Extended Response assignments, or online assignments.

Before students can use Renaissance Responders to complete Accelerated Math assignments, you must download the Renaissance Responder program from Renaissance Place. Then, install the program on a computer with a Renaissance Receiver connected.

Downloading and Installing the Renaissance Responder Program on a Computer with a Receiver Connected



For more detailed installation instructions, refer to

the Accelerated Math Software Manual in Renaissance Place. To find the manual, click **Manuals** in the upper-right corner of any Accelerated Math or Renaissance Place page.

1. Make sure that you are logged in to the computer as an administrator or as a member of the Administrators group with administrative rights. This will make the software accessible to everyone who uses the computer.
2. Open your browser and go to your Renaissance Place software address.
3. Before logging in on the Renaissance Place Welcome page, click **Check Software Requirements**.

If you are already logged in to the program, you can also click **Product Administration** under Renaissance Place on the Home page and then click **Download Supporting Software**.

4. Click **Downloads** on the left side of the page (or the top).
5. Write down the server name or IP address shown on the Downloads page. You will need this information later.
6. Click the **Renaissance Responder** link on the tab for your operating system.
7. Select **Save** when the system asks if you want to run or save the file. When the download is complete, close the window.
8. Double-click the file that you downloaded.
9. On Macintosh computers only, double-click **Renaissance Responder Installer** in the folder that opens.

10. Follow the instructions in the Wizard or Assistant to install the software. Your computer may need to be restarted.
11. Start the Renaissance Responder program. In most Windows versions, you can find it in the Start menu; on Macintosh computers, you can find it in the Applications folder.
12. If the program asks you to enter your Renaissance Place server address, enter the address that you wrote down when you downloaded the program (see step 5).
13. Click **OK**. You will go to the Renaissance Responder Login page.

Using Renaissance Responders with Accelerated Math

Follow these steps to use Renaissance Responders with Accelerated Math paper assignments:

1. Make sure your students have printed copies of the assignments. (The questions do not appear on the Responder.)
2. Start the Renaissance Responder program (see below).
3. Ask your students to use the Responders to enter their answers (see page 45).
4. End the session (see page 46).

How to Start a Session



If the program can't communicate with the server, click

Server Settings and enter the server name or IP address. (For Macintosh computers, use the IP address.)

1. Start the Renaissance Responder program at the computer with the Renaissance Receiver connected. In most Windows versions, you can find it in the Start menu; on Macintosh computers, you can find it in the Applications folder.
2. Enter the user name and password that you use to log into the Accelerated Math RP software. Then, click **Log In**.

The Renaissance Responder program will start, with the Renaissance Wireless Server Utility running in the background.



You can't use AccelTest or the 2Know! Toolbar at the same time you use the Renaissance Responder program with Responders or NEO 2s. The Receiver can only work with one program at a time. If you try to use the Renaissance Responder program at the same time you are using AccelTest or the 2Know! Toolbar, the Receiver and the Responders or NEO 2s will only recognize the first program you started.

In the Renaissance Responder program, you can see which students are working on assignments, their form numbers and assignment types, and which items they've completed. For example, in the session shown here, Jacob is working on a practice with the form number 16. He is working on problem number 9 and has completed 2 of the 24 problems on this practice. Students will disappear from the list as they complete the assignments.

Student	Assignment	Current / Completed / Total
Arnold, Jacob	Form# 16, Practice	9 / 2 / 24

0/1

How Students Use the Renaissance Responder to Enter Their Answers



Do you have more than one Receiver with the same name? This can make it hard for students to choose the right one. To find out how to change the name of a Receiver, see page 9.

1. Press and hold **On/Off** on the Responder for a few seconds to turn it on.
2. If the Responder asks for a student PIN, it has an assigned owner for AccelTest (see page 16). Enter the PIN for the student name shown.
3. With **Join Session** highlighted in the main menu, press **Select**.
4. The Responder will either show you a list of Receivers or ask if you want to stay connected to a specific one:
 - If it shows you a list, use the arrow buttons to move to the Receiver you want to choose. When it is highlighted, press **Select** or **Enter**.
 - If it asks if you want to stay connected to a specific Receiver, press **yes (True)** or **no (False)**. After entering your answer, press **Enter**.
5. Enter the form number printed on the assignment. Then, press **Enter**.
6. If the Responder tells you to wait until your assignment is retrieved, press **Enter** again.
7. When the screen shows your name and form number, press **yes (True)**. (If it shows the wrong name, press **no**.)



If the student turns off the Responder without finishing, the student can join the session again by following steps 3–8 (unless the teacher has ended the session). If the student joins the session again, the assignment will go back to the last problem the student was working on.

8. Press **Enter**.
9. Use the letter buttons (**A**, **B**, **C**, and **D**) to enter your answer to each question. Then, press **Enter**.

You can skip problems and come back to them later. You can also go to a specific problem:

What You Can Do	Buttons to Press on the Responder
Use the arrow keys to go forward or back one question.	Press ? . Then, use the up arrow button to go back one question and the down arrow button to go to the next question. To use the arrow keys to scroll instead, press ? again.
Go to a specific question number.	Press Select , enter the problem number, and press Enter .

10. When you've answered the last problem, the Responder asks if you're ready to submit your work. If you are, press **yes (True)**. Then, press **Enter**. (If you are not ready, press **no** to go back.)
11. When the Responder confirms that the assignment is complete (or asks you to wait while it is saved), press **Enter**. You will be asked to get your TOPS Report at the printer.

How to End a Session

First, check to see if students have finished entering their answers. Then, at your computer, click **End Session** in the Renaissance Responder program. You will go back to the login screen.

If some students are still entering their answers, the program will ask you whether to score the assignments with the answers entered so far or not to save them (the student can enter the answers again in the next session). Click one of the options; then, click **OK**.

FREQUENTLY ASKED QUESTIONS

Below are answers to the most commonly asked questions concerning the 2Know! Classroom Response System. For more information, please call (800) 338-4204.

About the 2Know! Classroom Response System

Is training on 2Know! available for educators?

Yes. Visit www.renlearn.com/training/ for information about free online training.

Should I be concerned about the technical requirements and setup for 2Know!?

All that's required is the AccelTest or 2Know! Toolbar software (which comes with the 2Know! Classroom Response System) and a computer that meets the requirements you'll see at www.renlearn.com/requirements.

Setup is a snap. Even those with limited computer experience can set it up and have it running in as little as five minutes. Our technical staff is also available at (800) 338-4204 should you have any questions.

Is the 2Know! Classroom Response System portable?

Yes, very portable. The complete system comes in a carrying case, designed to be transported from one classroom to the next.

Does the 2Know! Classroom Response System work with all interactive whiteboards?

Yes. You can also use it with your PowerPoint presentations.

Do I need a projector or television to use 2Know!?

No. The great thing about 2Know! is that questions and answer choices can be displayed right on the Renaissance Responders, eliminating the need for a projector or television, or turning off lights in the classroom. However, it does have the capability to be connected to either a projector or television monitor if you choose.

Will 2Know! work with a laptop?

Yes. You simply need a USB port for the receiver. No AC adapter is needed.

About AccelTest Software

Can AccelTest be installed on a network?

2Know! is meant to be installed and used in a classroom environment. AccelTest software is meant to be installed on individual computers, but the database may be stored on a network. Only one person may use AccelTest with a database at a time.

What is the default password for the AccelTest software?

The default password is **admin**.

Does the AccelTest software come with content?

Yes. The AccelTest comes with 8,000 pre-loaded items covering reading, math, science, social studies, and language arts.

Can we use existing paper assignments in AccelTest?

Yes. Simply create a Score Key so that students can take the assignments using Responders and their responses can be instantly scored.

Can questions be imported from other (non-AccelTest) databases?

There are two ways to include additional content: copy and paste questions from any existing assignment or quiz, or import assignments from one AccelTest database to another.

Can I share assignments/quizzes with other teachers who have AccelTest?

Yes. AccelTest software is designed to leverage a group effort. Educators could divide up a textbook or content area, enter in their assignments and quizzes, and add them to the same shared database. Once assignments and quizzes have been created, they can easily be saved and used over and over again, or exported and sent to other users.

How many students/assignments/questions can I have in my AccelTest database?

You may have an unlimited amount of students, assignments, and questions in your database.

Can I use my Accelerated Math libraries in AccelTest?

Yes, you can use desktop Accelerated Math libraries. For more information, refer to the *AccelTest User Manual*.

About the Renaissance Receivers and Responders

Do Renaissance Responders come with batteries?

Yes. Each Renaissance Responder comes with two AA batteries, which may last more than a school year, even with heavy use.

Do the Renaissance Responders have an automatic shut-off feature?

Yes. Renaissance Responders will shut off after 30 minutes of inactivity.

Is student work saved when the Renaissance Responder is turned off?

Yes.

What is the default administrator PIN (Responders and the Renaissance Wireless Server Utility)?

The default administrator PIN is **1234**.

How do I change the administrator PIN?

See page 9.

What is the default student PIN for an owned Renaissance Responder?

The default student PIN is **1212**.

How do I assign owners to Renaissance Responders, reset owners or display or change a student PIN?

See page 16.

FREQUENTLY ASKED QUESTIONS

About the Renaissance Receivers and Responders

What do I do if a student forgets his or her Responder PIN?

1. Press **?** and join the session.
2. Enter the administrator PIN (default is **1234**) and press **Enter**. The student's name and PIN will be displayed.

What are the differences between “owned” and “shared” Renaissance Responders?

Owned Renaissance Responders	Shared Renaissance Responders
Each one has one owner and cannot be shared.	Can be shared among students.
Homework and Notes features are enabled.	Homework and Notes features are disabled.
Students enter PINs (default is 1212) when they turn on Renaissance Responders.	Students enter ID numbers when they join a session. (AccelTest shows ID numbers next to student names in the Gradebook.)

How do students use the Calculator, and how can a teacher disable it?

See page 17 to find out how students use the calculator or how to disable it.

When would a student use the “?” (the question mark button)?

The **?** button serves two purposes:

- If the student wants to scroll to previous questions in an AccelTest assignment, possibly to change an answer, the student would press **?** and scroll to the question.
- The **?** button is also used to unlock an owned Renaissance Responder if the student cannot remember his or her PIN. To unlock the Renaissance Responder, the teacher presses **?** and enters the administrator PIN to see the student's PIN on the screen.

How do I join an AccelTest session?

See page 13.

When students use their Renaissance Responders, they have multiple Renaissance Receivers to choose from, and they are all named “Renaissance Receiver.” Why is this happening?

This means that multiple Renaissance Receivers are within range of the Renaissance Responders, and the Receivers have not been given unique names. To change the name of a Receiver, see page 9. Enter a name that is unique. For example, if the teacher’s name is John Smith, give the network the name “Smith’s Receiver.”

How many Renaissance Responders or NEO 2s can be used with one Renaissance Receiver at the same time when using the 2Know! Toolbar?

Up to 300 can be used with one Receiver and the 2Know! Toolbar.

What is the range of a Renaissance Receiver (how far away from the Renaissance Receiver can a student with a Responder or NEO 2 sit)?

Up to 150 feet.

Will students have to point their Responders or NEO 2s directly at the Renaissance Receiver in order to get their responses accepted?

No. The 2Know! Classroom Response System uses Radio Frequency (RF) technology, which is not blocked by line-of-sight obstructions. The answer is recorded as long as the device is within the range of the receiver (up to 150 feet).

What radio technology does 2Know! use?

2Know! operates in the public 2.4 GHz band, the frequency used by WiFi, Bluetooth, and other wireless devices. The system uses standard IEEE 802.15.4 modulation and communication protocols to avoid interference with other devices operating in the same area.

Will the system hop to an open channel?

Renaissance Receivers and Responders include logic to select a clear channel from the 15 available channels when the Renaissance Receiver is started.

FREQUENTLY ASKED QUESTIONS

About the Renaissance Receivers and Responders

How does the Renaissance Receiver handle interference?

The system uses Direct Sequence Spread Spectrum (DSSS) in addition to Carrier Sense Multiple Access with Collision Avoidance (CSMA-CA) in order to communicate when other wireless devices are near.

Will the radio frequency (RF) technology of 2Know! interfere with my wireless network?

No. The system is designed to work in a “noisy” environment without interfering with other wireless technology.

What is a “firmware update” and how do I install one on a Renaissance Responder?

Firmware is the software inside your Renaissance Responders and Renaissance Receiver. For more information, see page 18.

How do I install a firmware update for the Renaissance Receiver?

1. In the Renaissance Wireless Server Utility, click the **Tools** menu and choose **Update Receiver Firmware**.
2. Click **Next** when the Firmware Installer wizard opens.
3. Select the firmware update to install, or click **Browse** to select a file not listed; then, click **Next**.
4. Click **Next** again to begin installation.

How do I change the font size on a Renaissance Responder?

Use the Change Font Setting. See page 15.

How do I start the Renaissance Wireless Server Utility?

In most Windows versions, you can find it in the Start menu; on Macintosh computers, you can find it in the Applications folder.

After you start the utility, enter the administrator PIN (**1234** if you have not changed it).

LIMITED WARRANTY

Renaissance Learning, Inc. (RLI) warrants each Renaissance Responder and Renaissance Receiver sold by RLI to be free from defect in material and workmanship under normal use and service beginning with the date of delivery to the purchaser. This warranty is subject to the following conditions:

The warranty period is classified as one (1) year and is limited to the replacement or repair during the warranty period and subject to conditions enumerated below, of such product returned intact which shall appear to RLI, upon inspection, to have been defective in material or workmanship. Replacement or repair will be accomplished at the Renaissance Distribution Center. (See address information below.) Such replacement shall be made free of charge if a defect becomes apparent and RLI is notified within the warranty period.

This warranty does not include any taxes which may be due in connection with replacement or repair, nor any installation, transportation, or postage costs to return the unit to RLI. This warranty does not cover repair or replacement because of damage from unreasonable use (damage from road hazards, accident, fire or other casualty, misuse, negligence, incorrect wiring, lightning, etc.) and any use or installation not in conformance with instructions furnished by RLI or repairs or replacement needed because of modifications not authorized or supplied by RLI. This warranty is expressly in lieu of any other warranties, express or implied, including any warranty of merchantability or fitness for particular purpose. Remedies under this warranty are expressly limited to the provision of products as specified above and any claims for loss arising out of the failure of products to perform for any period of time, or special, indirect, or consequential damages or other economic loss are expressly excluded.

If it is necessary to return the product, contact Technical Support (see page 5) for an RMA (Return Material Authorization) number and for the procedures to follow.

Note: 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 an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by Renaissance Learning could void the user's authority to operate the 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.

About Renaissance Learning

Renaissance Learning, Inc. is a leading provider of technology-based school improvement and student assessment programs for K12 schools. Renaissance Learning's tools provide daily formative assessment and periodic progress-monitoring technology to enhance core curriculum, support differentiated instruction, and personalize practice in reading, writing, and math. Renaissance Learning products help educators make the practice component of their existing curriculum more effective by providing tools to personalize practice and easily manage the daily activities for students of all levels. As a result, teachers using Renaissance Learning products accelerate learning, get more satisfaction from teaching, and help students achieve higher test scores on state and national tests.