Managing your class with Teacher Tools software

This *Hands-on Practice* provides a structured exercise for managing your class using Teacher Tools software.

Before completing this *Hands-on Practice,* ensure that you have read the *Quick References* for the SMART Response interactive response system. Install SMART Response software and Microsoft® Excel® software on your computer before proceeding.

Download the following files from the SMART Training Center website and save them to your desktop:

- My Teacher Profile
- DB Biology Class List

Refer to the *Quick Reference* document Setting up the *SMART Response interactive response system to collect and store student responses* for information on how to set up your class and create class lists.

In this *Hands-on Practice* you'll learn how to:

- Open a Teacher File
- Create a new class and add students
- Add student tags

Opening Teacher Tools software with a Teacher File

Your **Teacher File** contains all of your student information, assessment results and grades. If you plan to access this information from multiple computers (with Teacher Tools software installed), you need to save it to your school's network or a USB storage device. The following steps demonstrate how to open your Teacher File.

For this practice, use the **My Teacher Profile.teacher** file on your desktop.

1 Double-click the **My Teacher Profile.teacher** file to open Teacher Tools software

2 Ensure you're in the *Gradebook view*

Note: The *Gradebook view* allows you to use the full functionality of Teacher Tools software. The *Basic view* only allows you to start a class or anonymous assessment. To open Teacher Tools software in *Gradebook view* every time, select the **Start here when you start Teacher Tools** check box.

3 Click **Math 7 (Period 3)** in the Teacher Tools side menu
4 Click the **Students** tab
5 Select different students and view the student information displayed in the bottom pane
6 Click the **Privacy** button and notice the changes to the student information displayed

You're now able to use your Teacher File to work with previously saved class lists, reports and assessments.
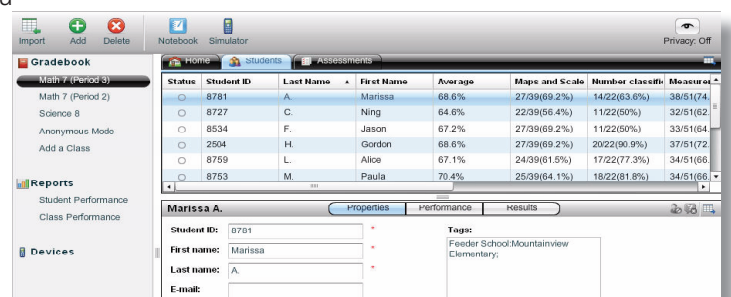
Creating a new class in Teacher Tools

You can easily add new classes to your Teacher Tools Gradebook by entering your class and student information.

    1 Click **Add a Class** in the Teacher Tools side menu

    2 Type *Science 7, Period 4, Bio Lab* in the Class Information fields

    3 Click **Add.** The Gradebook list displays the class.

You can now add students to your class individually through Teacher Tools software or by importing an existing class list.
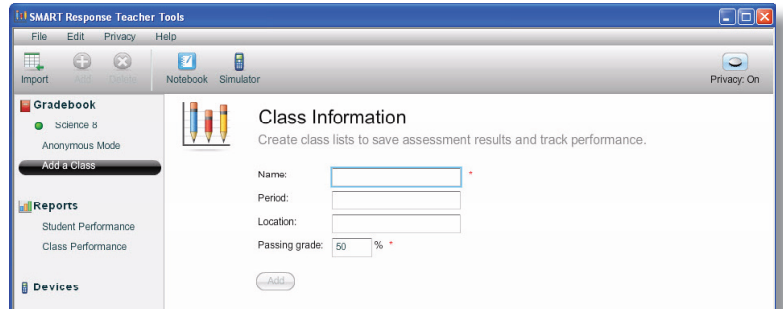
Importing a class list from Microsoft Excel

If you've already created a class list with Microsoft Excel spreadsheet software, you can import it into Teacher Tools software without having to re-enter student information.

    1 Select **File > Import > Students.** The Import window appears.

    2 Select **Science 7 (Period 4)** and click **Next**

    3 Select **Microsoft Excel** and click **Next**

    4 Browse to and select **db biology class list.xls** from your desktop

    5 Click **Open.** The imported students appear in the Students tab.

Microsoft Excel class list formatting

Refer to the *Quick Reference* document Setting up the *SMART Response interactive response system to collect and store student responses* for more information on how to import student information from other file formats.

Adding tags to student information

You can edit the information in the Students tab, to include tags. Student tags help you organize and evaluate student performance on assessments.

You can assign multiple tags for a student by separating each tag with a semicolon (;). You can also categorize a tag by typing the category followed by a colon (:) before a tag.

    1 Click **Science 7 (Period 4)** in the Teacher Tools side menu

    2 Click the **Students** tab

    3 Select **Taleja A.**

    4 Type *ELL; Feeder School: Blessed Damian Elementary; Gender: Female* in the **Tags** field.
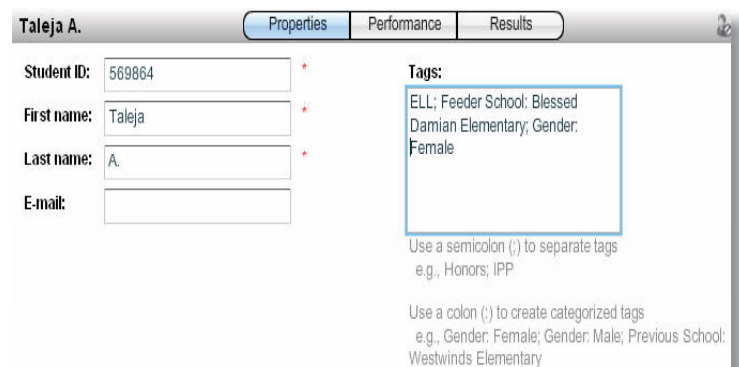
You can use custom student tags to produce class performance reports in Teacher Tools software.

Assessment Results by Feeder School (Student Tags)

Assessment Results by Uncategorized Student Tags
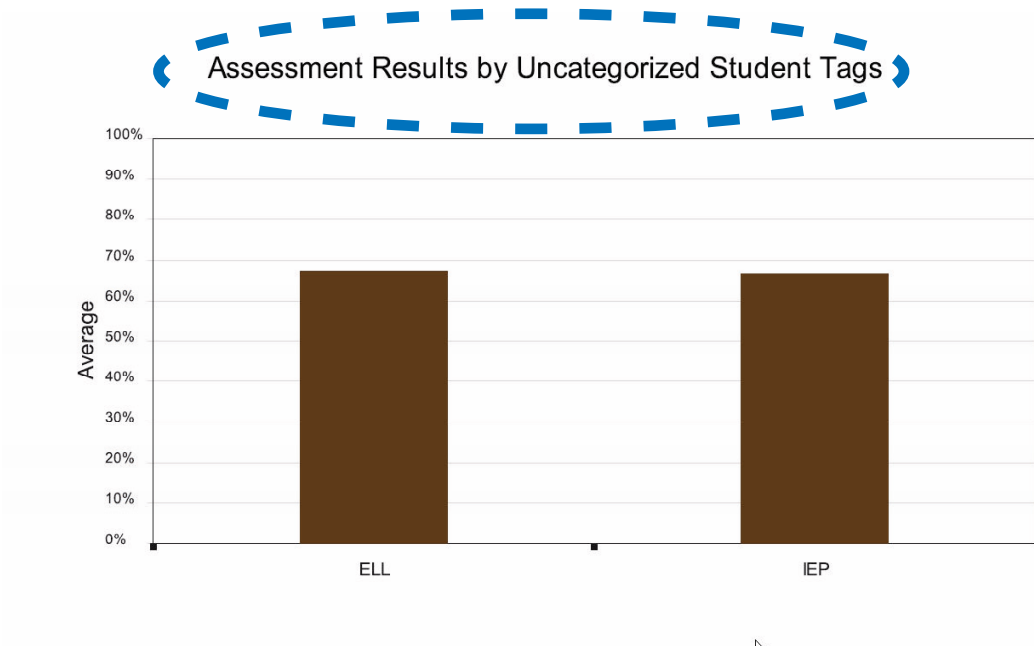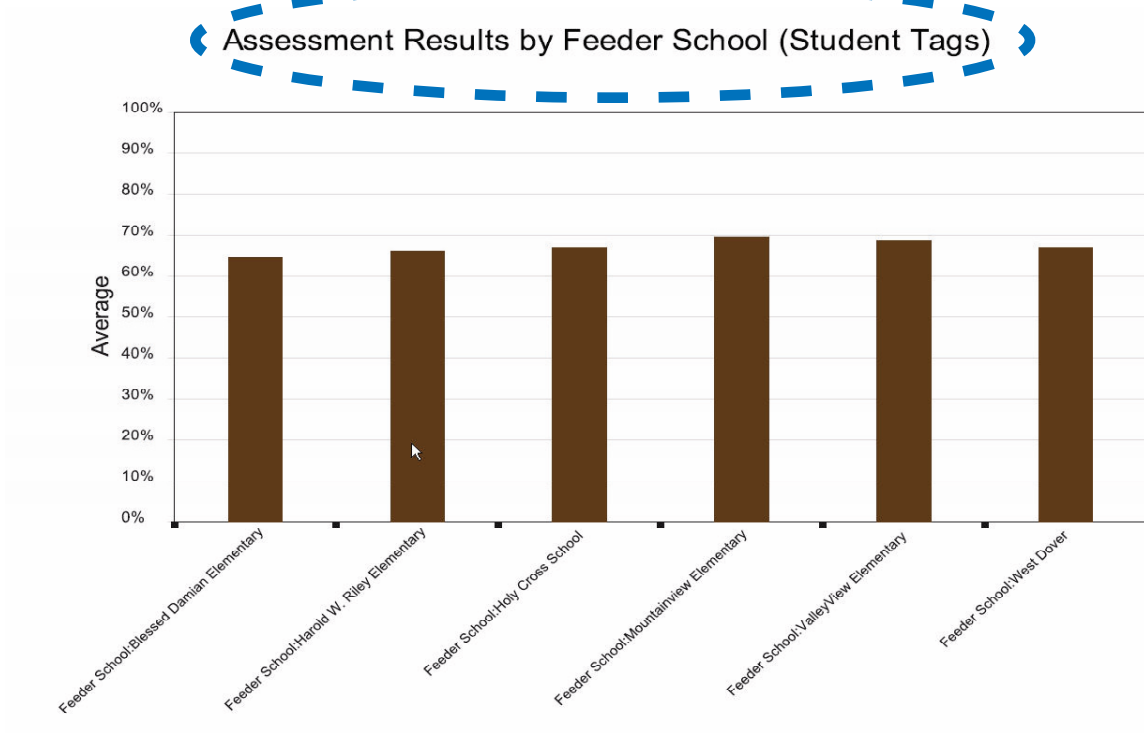
Congratulations, you're now ready to create an assessment for your class. Refer to the *Hands-on Practice* document *Creating assessments for digital delivery* for a structured exercise using SMART Notebook software to create assessments for digital delivery.