H-ITT CRS V2 Quick Start Guide

Revision E

Congratulations on acquiring what may come to be one of the most important technology tools in your classroom! The H-ITT Classroom Response System is quite easy to use, and following some basic steps will allow you to be up and running quickly. The software has many tools and options to suit the needs of education from elementary through graduate level as well as corporate applications. Please do not be overwhelmed by the options and tools; once you have learned the basics from this guide, you can easily set up the CRS to do what you want based on what you teach and how you teach it.

Even though H-ITT does offer other software that works with the clickers, we recommend you start your H-ITT journey with the CRS V2 software as described in these three sections.

SECTION 1 Install the software and test the hardware

FROM THE CD: Insert the H-ITT CD (supplied with your base unit) in your computer. If the CD does not "auto-launch" in a few seconds, browse to your CD drive and open the file name "index.html". Click on the H-ITT CRS tab, and click on the appropriate H-ITT CRS V2 for your operating system (i.e., for Windows, click on **H-ITT CRS V2 FOR WINDOWS**), and download (save) the file to your computer.
FROM THE INTERNET: Go to www.H-ITT.com and click on the Downloads link.

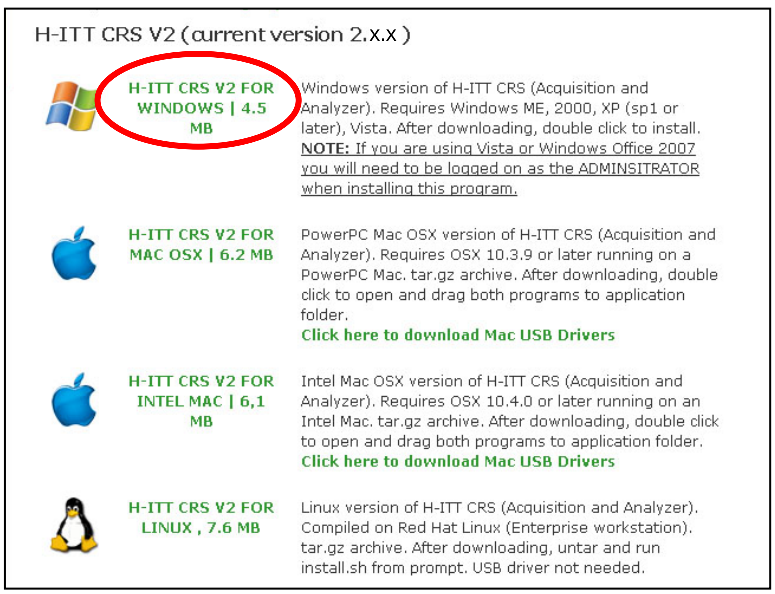
The below CRS V2 program downloads are available:

From the operating system selections, click on the H-ITT CRS V2 software for your operating system.

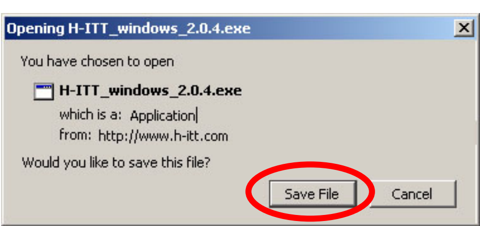
Read the notes in the text field to the right of the programs for important installation information.

If downloading from the Internet, a short questionnaire will appear. Fill out the information requested and follow the prompts to download the software.

NOTE: This instruction sheet describes using the Windows version; the Mac OSX versions and Linux should follow these same instructions. The difference is the appearance of the screens is slightly different, and native to the operating system.



Your browser download prompt will appear:



This prompt may look different depending on your browser, but in all cases, select the save option. This will save the program to your computer. If your browser asks for a location to save to, remember what location you've specified, or if you have previously specified a location to save files to, it will be saved there.

Now that you have saved the H-ITT CRS V2 application to your computer it can be installed
Installation varies based on your OS (Windows, Mac or Linux).
For Windows, use your local browser to locate the downloaded file name and run it (i.e. double click on file name “H-ITT_Windows_2.x.x.exe”). Follow the install wizard, (we recommend that you keep the default file locations) and click finish when completed.
For Mac, when the application is on your desktop, double click on it, a folder will open with Acquisition and Analyzer, drag these to a location of your choice.
For Linux, open the command prompt and change to the directory where ‘H-ITT CRS for Linux…’ resides and uncompress the archive and change into the directory H-ITT Linux x.y.z. Login as root by typing ‘su root’ and entering the root password. Run the install.sh script by typing ‘./install.sh

****This QuickStart uses the Windows version. The appearance may differ for other OS’s but the functions are the same*.**

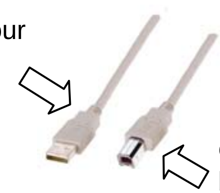
Once installed, you will see 2 new Icons appear on your desktop: **Acquisition** and **Analyzer**
(Windows Specific)

Now that you have installed the program, set up and test your hardware:

A. Connect the base unit with the USB cable

- The USB cable supplies power to the base unit and is the only connection needed.
- The power indicator light(s) on your base unit should turn on.

Connects to your computer.



Connects to your base unit.

B. Start the Acquisition program
Starting Acquisition may differ based on your operating system. For windows double clicking the desktop icon will start the program.

Press some buttons on the remotes.

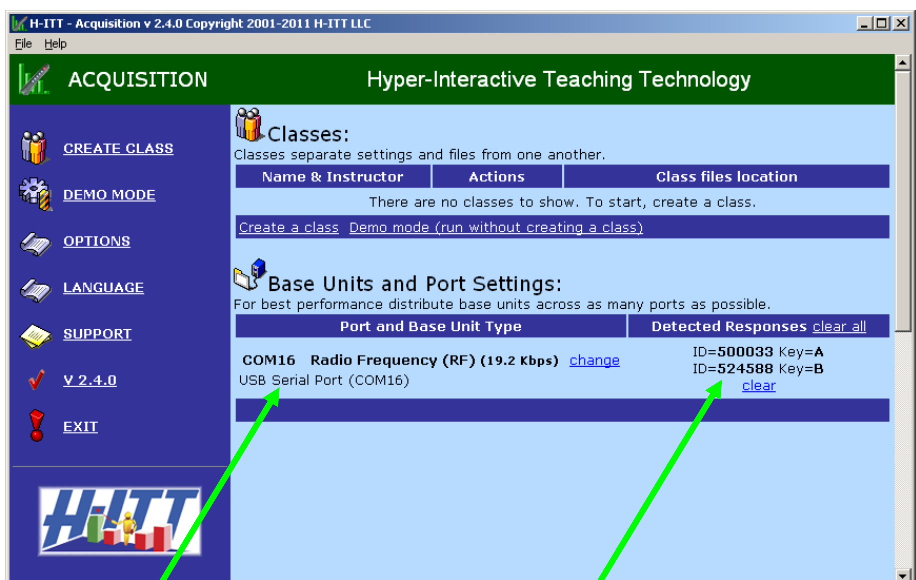
What to verify:

The remote’s green light should turn on (acknowledgment that response is received).

The base unit’s light(s) should flash.

The remote’s unique serial number and the key pressed shows up in the detected response column

NOTE: *if you have an IR kit, point the remote at the face of the base unit.*



If you have multiple com ports available, the com port the base unit is connected to will be labeled “USB Serial Port (com x)”.

Remotes serial numbers and key pressed will show up here.

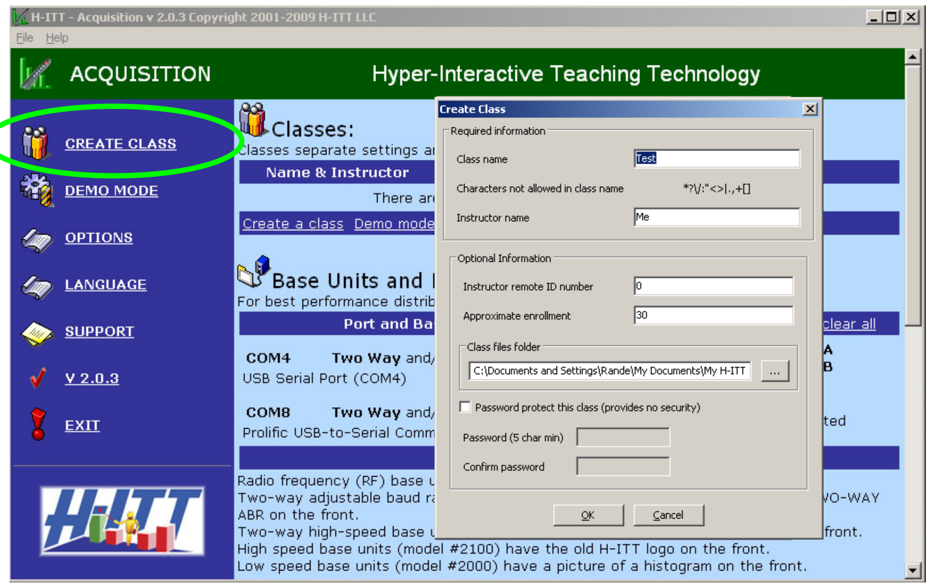
If you are not getting responses detected, the FAQ’s posted at www.h-itt.com>Support>Software has topic specific help and instructions; click here for [clickers not responding help](#).

SECTION 2 Create a class and collect responses

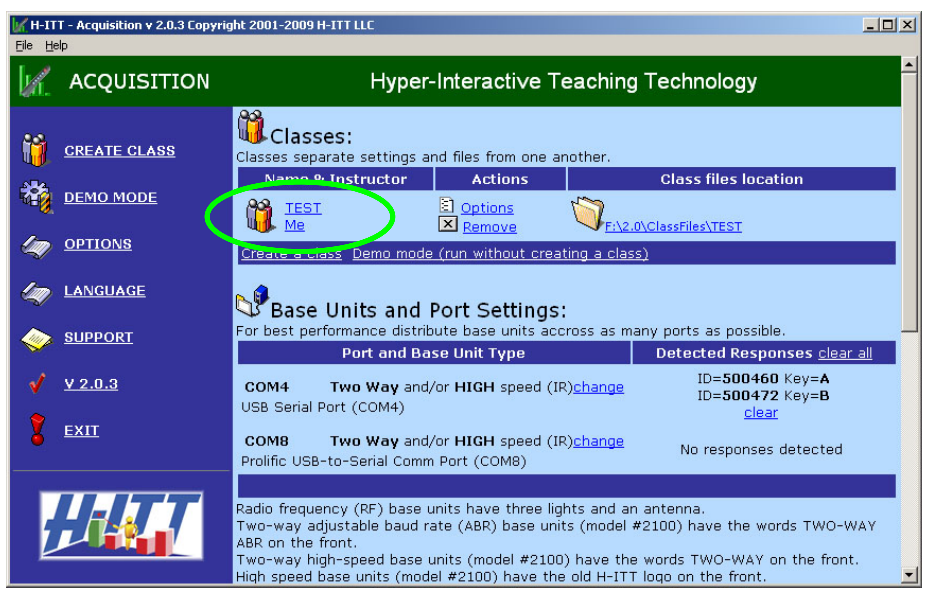
Step 1: Create a class

Click the Create Class link. In the Create Class dialog box enter TEST as the class name, and enter your name an d click OK. The class name “TEST” will appear in the list of classes.

NOTE: Once you get familiar, you would name your actual class something like “1st period math”. This is a class that you will be using to collect responses for a particular set of students. The other information is optional and can easily be added later from the class options pallet.



Click on the class name to open the class you created and start an Acquisition session.

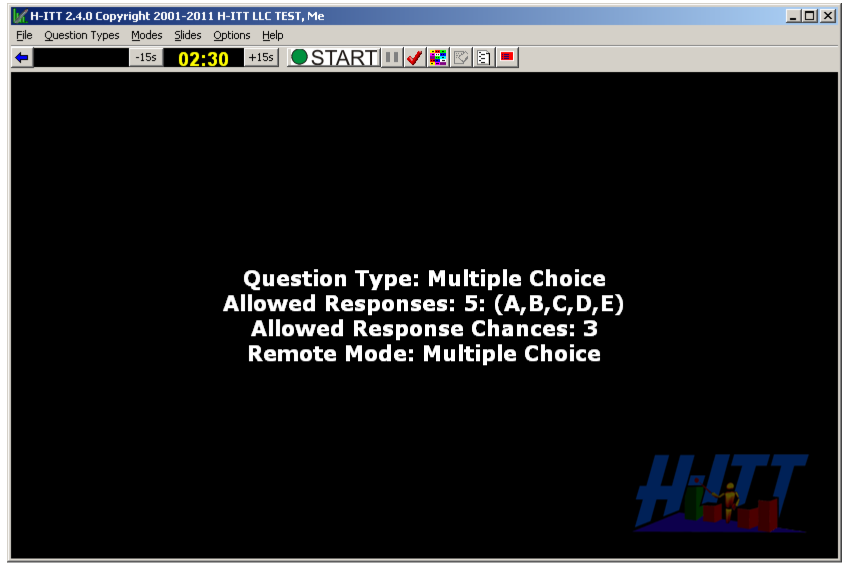


Step 2 Collect some clicker responses

Imagine asking your class a verbal question, or a poll where you want students to participate:
Press the <u>GREEN button</u> at the top to start collecting responses

NOTE: There are many ways to display your questions here. Verbal is one way, but files like PPT, Word as well as paper tests and web sites can be used. See the help guides in the documentation folder for more information.

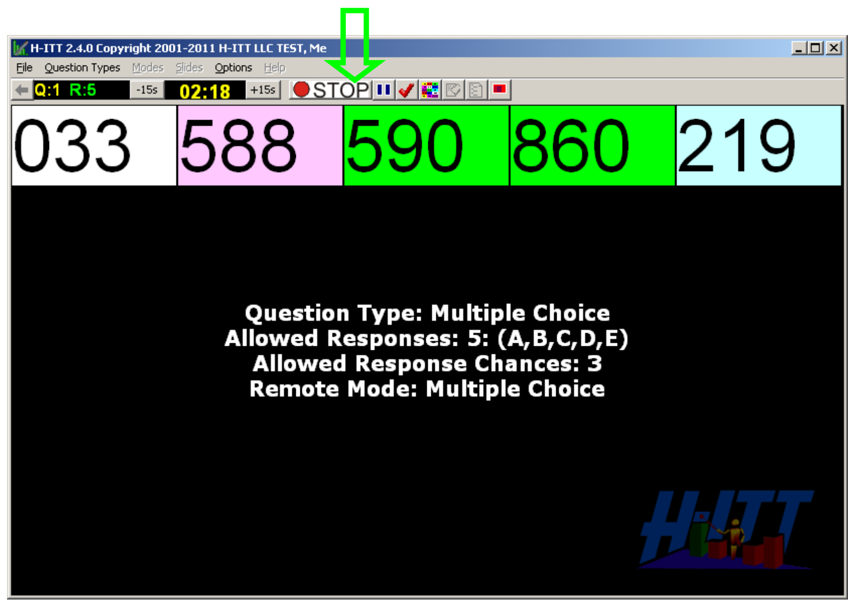
Press a key (A/1 thru E/5) on your remotes. An ID box will appear for each remote.



Inside the ID box is the last 3 digits of the remote's ID number for reference.

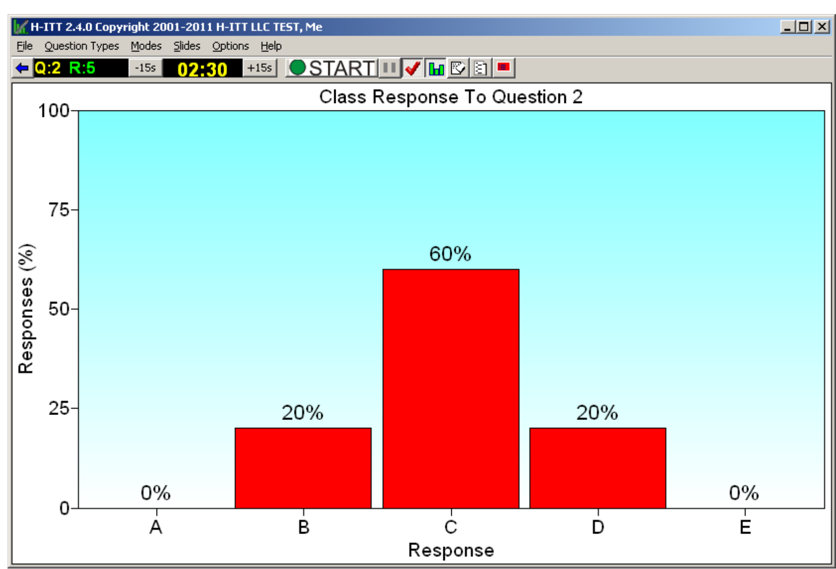
FYI The ID box text can be changed to a "Screen name" of your choice by loading a roster with screen name from the Analyzer.

After all responses have been received press the <u>RED button</u> at the top to display the histogram of results



The Histogram of results will appear

TIP: This simple example is a great way to poll students during a lecture, it keeps them engaged (they get participation points just for answering) and you get instant feedback of the class understanding of the material to guide your lectures.



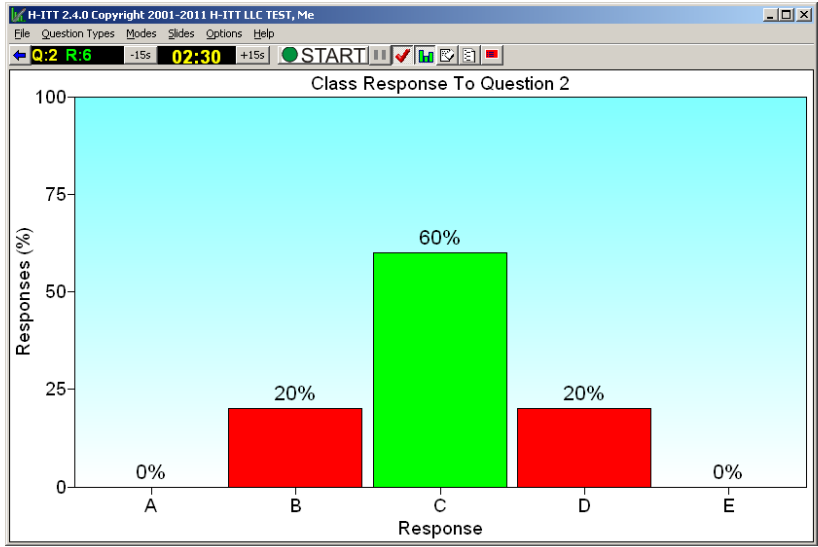
Step 3 Grade, or rather assigning a correct answer to the question

If your question has a correct answer, you can enter this on your keyboard now.

TIP*: you can set the default to not show the correct answer from the Options>Histogram pallet*

In this example the correct answer was assigned by pressing the "C" key on the computer keyboard.
This teaches the software the correct answer for this question so grading is all done.

TIP: *You can assign any remote as your "instructors remote" from the Options>General pallet to enter correct answers*



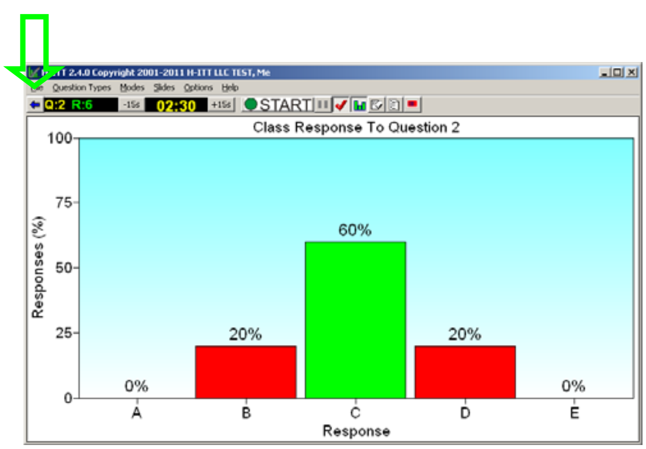
You can repeat the above 3 steps for as many questions as you want, and it does not matter if you have 5 or 500 students, you collect their responses and grade them with just a few mouse clicks.

FYI: There are many options in Acquisition that allow you to deliver your questions your way:
The Slides pull down menu lets you open your question files in many different forms (i.e. Word.doc, PowerPoint, PDF files, web sites, and many more) select "open slides file" then select the file type from the "files of type" menu, and browse to and open your content in the Acquisition window.
The Modes pull down sets up Acquisition for many more question delivery options like; paper based testing, toolbar mode, multiple choice and fill in the blank, homework and more.

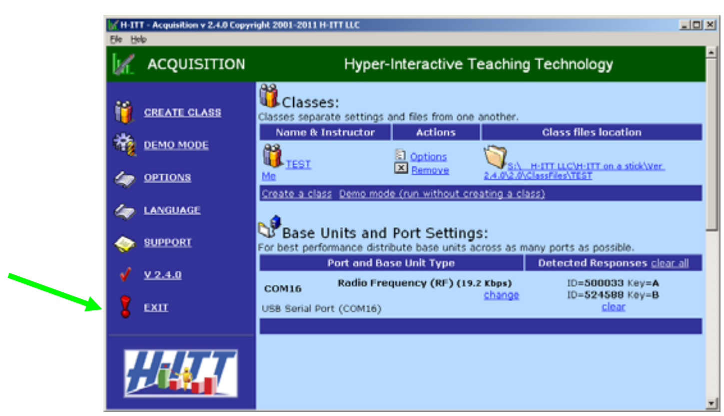
FACT: The fundamental steps: green button starts data collection, red button stops, and optionally grade with your keyboard or instructor's remote are used in all modes and applications within the Acquisition program.

When you are done asking questions and collecting responses, close Acquisition: All data from this session is automatically saved and now we can analyze all of the information collected in Acquisition, in next section.

Press the blue arrow to stop the class



Click the Exit button to exit Acquisition



About delivering your questions with Acquisition

Displaying questions in the Acquisition window.

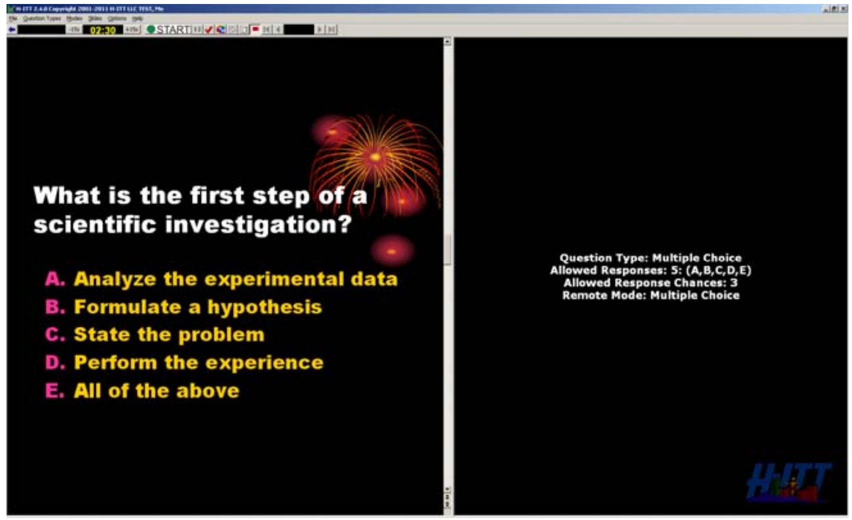
From the Slides pull down menu, select Open slides file. Note the "Files of Type" pull down, and select the file type you want to open (the default is PowerPoint). Browse to your question file and click open.

The Acquisition screen will split to display your file. In this example it is a PowerPoint.

You Advance PPT slides as you normal would (i.e. click or scroll on the PPT for advance animation or to next slide). When you advance to a question slide, click the green start question button.

In this example the orientation was selected as Vertical (from the Slides pull down).There are many more options from the Slides menu.

Also you can "grab " the split bar to enlarge the slide file window.



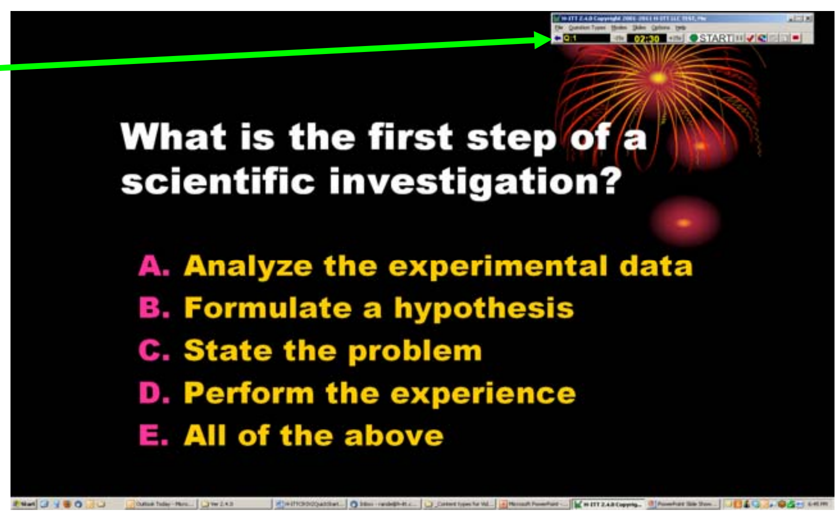
Displaying questions using the Toolbar mode

From the Modes pull down select "toolbar only". Acquisition shrinks to a small toolbar that floats on top of any file being displayed.

Here is the Acquisition toolbar floating on the same PPT as above. The PPT is in the full screen presentation mode. You can grab this toolbar and move it anywhere on the monitor.

The width of the Acquisition screen was reduced using Windows tools to resize the program (i.e. pull the right side in). When a question is stopped, the Histogram will appear under the toolbar.

When the histogram is showing you can re-size the Acquisition program for best width and height.



The toolbar mode does not show the ID grid but it does show the response counter letting you know how many responses are received. When you stop the question the histogram will appear (in the size you allowed for) There are many other question delivery options that you can use, the above is only the basics.

There are more ways to pose questions and collect gradable responses

For example, selecting Testing mode(s) you can pass out a paper based test and students answer at their own pace. These and more are selectable from the Modes pull down menu in Acquisition.

The H-ITT CRS V2 Manual contains complete information on all features and functions of the CRS software.

Contact H-ITT Support anytime you have a question: Email support@h-itt.com, or phone (888) 322-0089

SECTION 3 Analyze, report and build a roster for your class

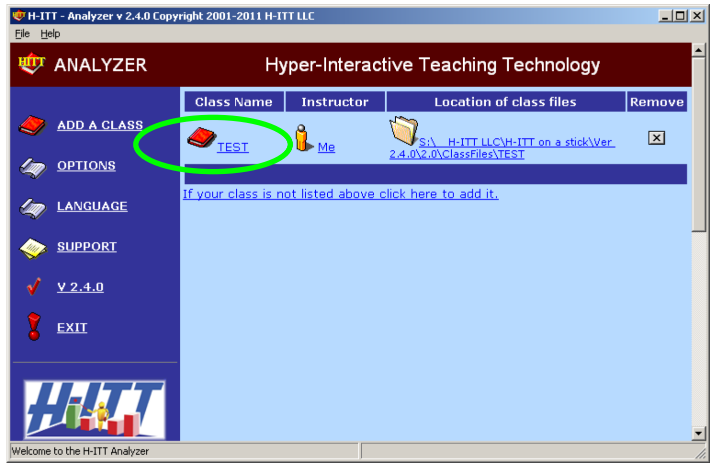
Step 1: Start the Analyzer program and open the class.

Starting Analyzer may differ based on your operating system. For Widows, double clicking the desktop Icon will start the program.

NOTE: The Class name "TEST" was created in Acquisition, as you create your actual classes like 1st period math, etc., hese class names will all be listed here under the Class Name column.

Click on the class name to access all data for that class.

The class will open in the Answer Key window below.

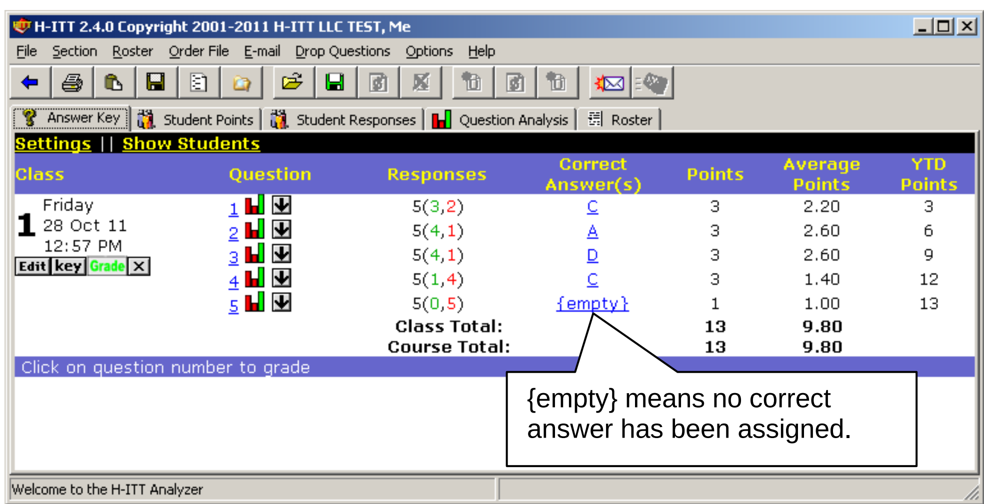


Step 2: Review/edit the results of the Acquisition session

The answer key window lets you view overall class performance and provides tools for assigning correct answers and points values per question (click on the blue question number), or load a global answer (click on the key).

For this example there were 5 questions asked in the Acquisition session (shown under the Question Column).

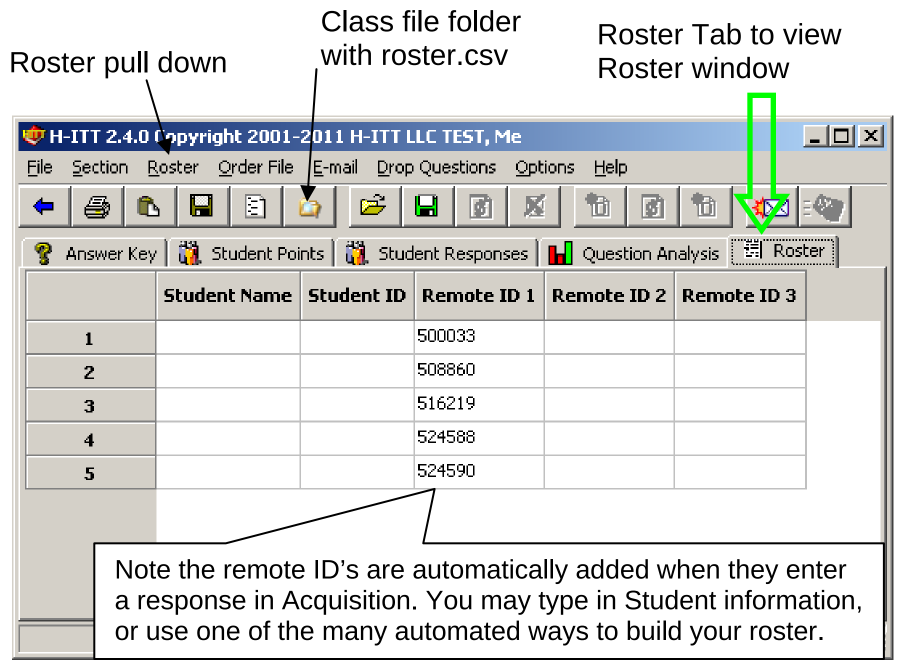
The default points are 3 for a correct answer, 1 for an incorrect answer and 0 points for no answer.
Note the points scale automatically adjusts when no correct answer is assigned; it's worth 1 point for answering, 0 points for no answer.



The Settings link (also available from Options > Answer Key) brings up the Options pallet where you cansetup many other user preference options such as setting the global points values for all questions. As mentioned above, the default is the 3,1,0 participation points method, but you can easily change this to 1 for correct and 0 for incorrect for tests and quizzes to get correct/total for percentage grading.

As you hold more Acquisition sessions, they will show up under the class column. Each will be time and date stamped, and a running total of all classes will be shown in the Course Total row.

Step 3: Create your roster



Click the Roster tab. This is where you associate students to the remote they are using.

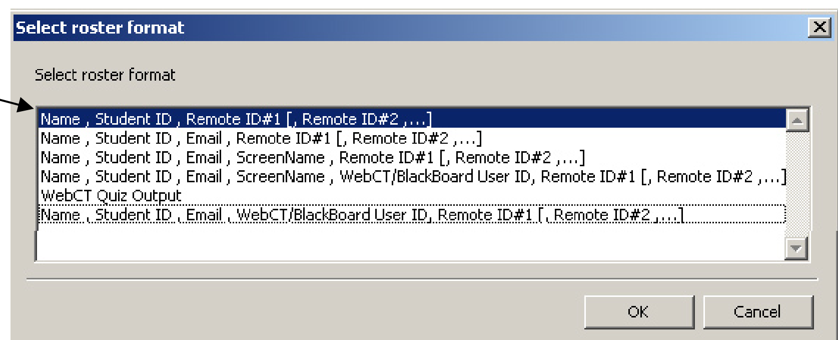
Creating the roster is optional: You do not need to build the roster for the software to work.
All grades and reports are assigned to the remote's ID number that entered the response. You can associate a student's name to the remote he or she is using at any time.

The H-ITT roster is very versatile with many options which are beyond the scope of this quick start guide to describe in detail.

However, the following provides some guidelines to consider for creating your roster with options from the Roster pull down menu.

1. Selecting the right roster format is based on what information you want in the roster.

The different roster formats are shown to the right. This is the default (shown above).



Choose the format that best fits your needs
For example:
If the remotes remain in the classroom, you may want to number them with the sticker labels. If so, choose a roster format with a screen name so the ID box in Acquisition can display the same number that is labeled on the remote.

If your students own their remotes and have email or WebCT/Blackboard, select a format that contains this, not only can the students send in information from these to automatically build your roster, you can send all your students their up to date grades with a click of the button.

2. Adding student information to the roster.

You can type in the roster information directly in the Roster window: Simple, but may be time consuming especially if you have several hundred students.

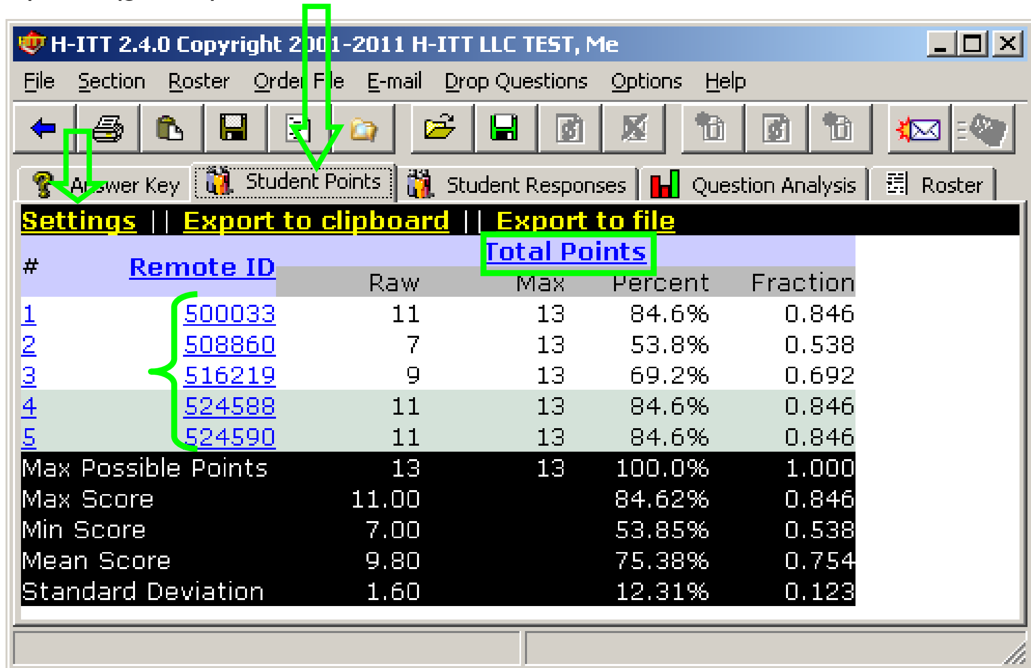
The most popular automated roster building tools are the RosterMaker for small class sizes. RosterMaker is started from the Roster pull down menu, and includes complete instructions. For large class sizes the Web Registration method is best, students complete their roster information on-line (www.h-itt.com/webreg.php) and the roster is automatically generated.

Other options include having your students email you their roster info; the Analyzer can mine these emails and build the roster automatically. Or if you have WebCT/Blackboard, you can give your students a quiz to collect all this information. In addition, if you have a multi-digit system, your students can send in the roster information from their remotes. You may also create a separate spreadsheet roster and load this.

There is additional information and topic specific "how to" guides on the roster as well as all other features and functions of the H-ITT CRS available at www.H-ITT.com in the Support section under FAQ's.

Step 4: View and report student points (grades)

Student Points Tab to view Student Points window



The Student Points window is where you can view, analyze and report individual scores.
Note that grades are referenced to the remote ID. When you create your roster with student names, these names will show up in place of the remote ID.

FYI: This example only shows responses from one Acquisition session which may be typical for a single test or quiz, but it could be the points accumulated from the entire school year where the Max (points available) could be in the thousands, and Raw (each student's points earned) equates to their participation factor for inclusion in their final grade.

The following are some key items that you should be aware of when evaluating and reporting student's performance:

Click the Settings link to bring up the set-up options for student points, both viewing and exporting.

Click on the **Total Points** to sort students by their grades; either ascending or descending - great to identify students that are falling behind and need special attention.

Click on a students name (The student name would appear here when the Roster is completed) to get a detailed report of their progress. You can see all the answers they gave compared to the correct answer assigned, see what classes they missed and attended as well as the ability to enter or modify their answers for makeup tests and quizzes.

Click on Export to clipboard to make a copy of the student's grade information that you can paste into any program or file that accepts the paste function.

Click on export to file to generate a grades report file, either spreadsheet (*.csv) or plain text (*.txt) that is formatted based on your selections made in the student points options pallet. A prompt will appear with save as selections that let you save your students grades report where you want in the format you need.

Some General Information:

The Acquisition and Analyzer applications do not necessarily need to be used on the same computer. You can use Acquisition at the lecture hall podium computer and use Analyzer at your office computer. The data collected from Acquisition (a Class file.zip) can be automatically sent to an alternate location either on a local network, or via Email, or FTP.

The H-ITT CRS can be installed on a USB memory drive and all data can be maintained on the USB drive. This is very useful if your school cleans user data files from the schools computers on a regular basis.

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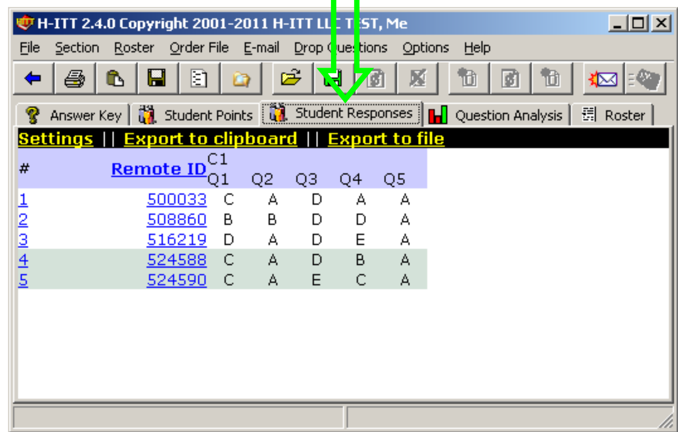
The Student Responses window:

Student Responses Tab to view Student Responses

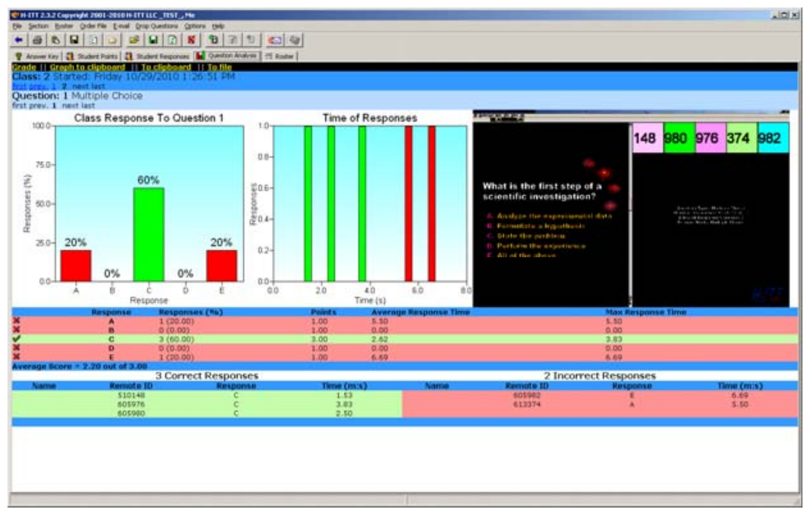


The Student Responses window shows which key each student used.

This data is more informational for educational purposes, and is most used by corporate customers for voting applications, where Yes, No, Abstain are the desired data.

The Display Options link lets you set up display and export options.

The Question Analysis window:



The Question Analysis window duplicates the Histogram from the Acquisition session, plus it displays a time analysis (actual response times) both graphically and numerically. In addition, a screen shot of the Acquisition question and ID grid is provided. You can click the screenshot to enlarge it.

Response times and correct/incorrect responses data are provided for your analysis.

The Settings link, or Options> Question Analysis pallet lets modify the histogram appearance.

As you are learning about Acquisition and Analyzer, do not become overwhelmed by the many options and tools available.
The purpose of all these user preference set-up tools and options is to allow you to implement your classroom response system your way:

- Use your content
- Deliver it your way
- Grade by points for participation or percent for testing
- Report to your gradebook, or use Analyzer to track and report all year

Visit http://www.h-itt.com/support/software.htm for video quick starts and detailed instruction manuals and topic specific "how to" guides from the common inquiries links.