

# iRespond Web App Teacher's Guide

Teachers can use the web application (web app) to administer common assessments. These directions explain how a teacher will use the iRespond Application installed on his or her CCSD laptop and how students will access and complete assessments online using the iRespond Web App.

*Note: The iRespond base unit is not required for sessions using the Web App.*

## iRespond Web App Teacher Set-Up

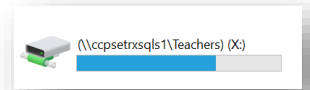
1. **Remove** teacher laptop from docking station, and **hardwire** by connecting an Ethernet cable directly into the teacher laptop.



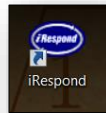
After plugging in Ethernet cable, **confirm** laptop is hardwired by checking for the following icon in the lower right corner of screen:



2. **Restart** the teacher laptop. Open **File Explorer**, and click on **This PC** to confirm the **X-drive** is green. If X-drive is red, **double click** on it to turn it green.

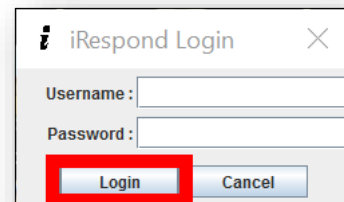


3. **Double click** the **iRespond icon**.



4. **Enter** the user name and password. **Click login**.

*Note: Username: Teacher's Badge ID  
Password: teacher.*



5. Set up the testing session in iRespond by selecting each item in sequential order from left to right across the top of the screen, and finally in the bottom left corner. To select and check/uncheck an item, hover your mouse over it and click once.

A. **Session Properties:** Select the **Session Type** as **Student Paced**.

B. **My Classes:** Select the **class roster** to be assessed from the list. Be sure to review the student names to make sure you have selected the correct roster.

*Note: More than one class roster can be selected by pressing Ctrl and selecting all rosters needed for testing.*

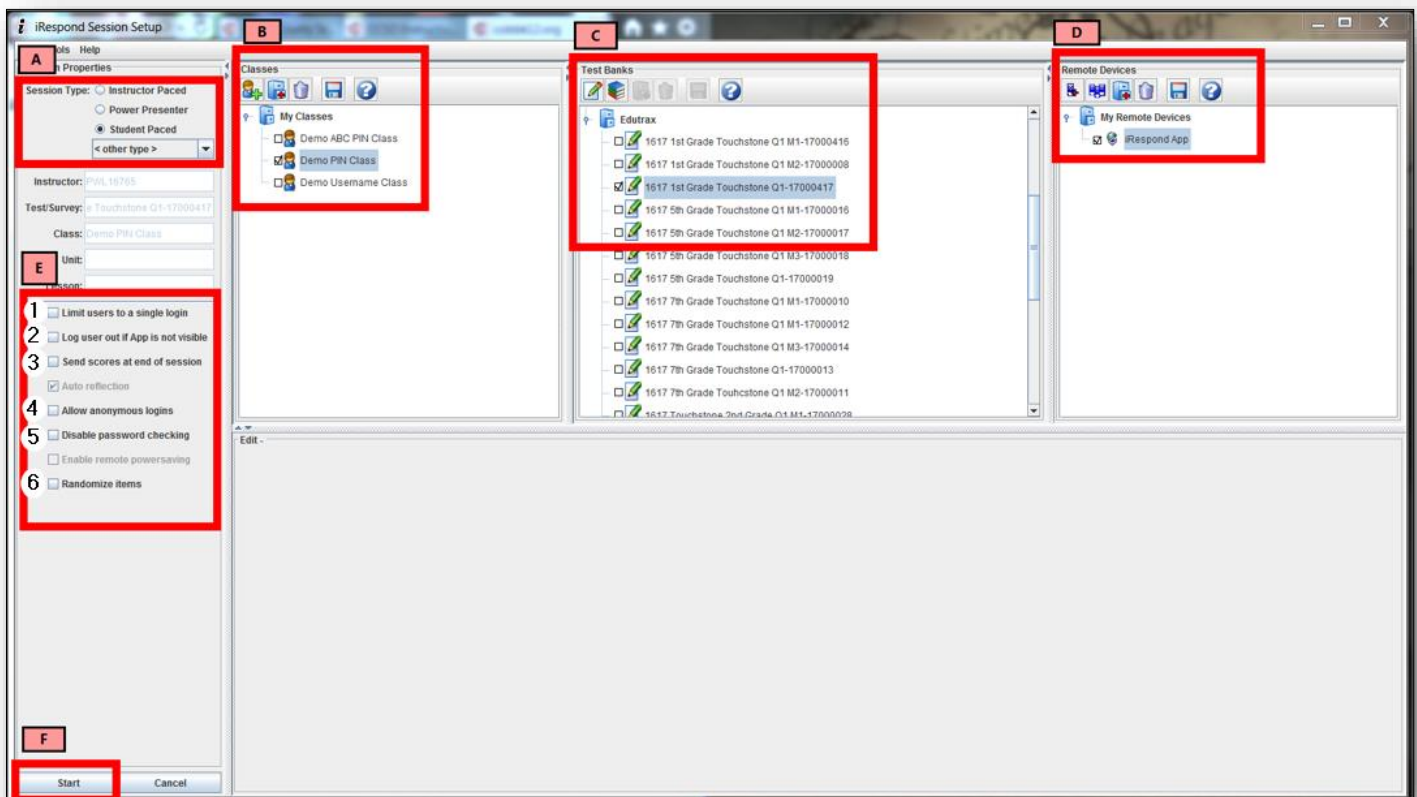
C. **Test Banks:** Select the **assessment** from **Edutrax**. Review the first question to make sure you have chosen the correct assessment.

D. **Remote Devices:** Select **iRespond App**.

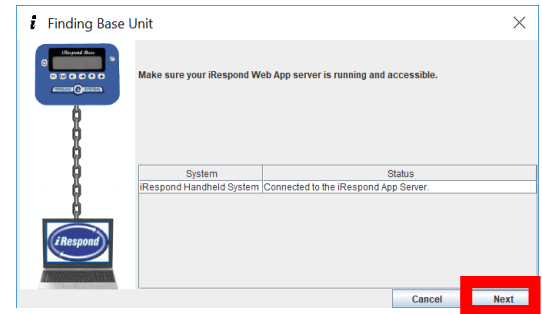
E. **Session Properties:**

1. **Limit users to a single login:** If selected, this will only allow students to login 1 time. If they lose connectivity or logout, they will not be able to log back in without teachers granting access by [right clicking on the student name on the teacher dashboard to enable login](#).
2. **Log user out if App is not visible:** If selected, students will automatically be logged out of the test if they are viewing anything other than the test itself. Teachers receive a notification on the dashboard when this occurs. *Note: Students are able to log back in unless Limit users to a single login is also selected.*
3. **Send scores at end of session:** If selected, iRespond scores will be sent to student remotes/devices at the end of the testing session for student viewing.
4. **Allow anonymous logins:** If selected, students will be able to take an assessment anonymously and data will not be attached to their student ID number. *Make sure this is not selected for Touchstones and SLO assessments.*
5. **Disable password checking:** If selected, this feature allows students to login without checking passwords.
6. **Randomize items:** Select this feature if you would like items to be randomized for each student.

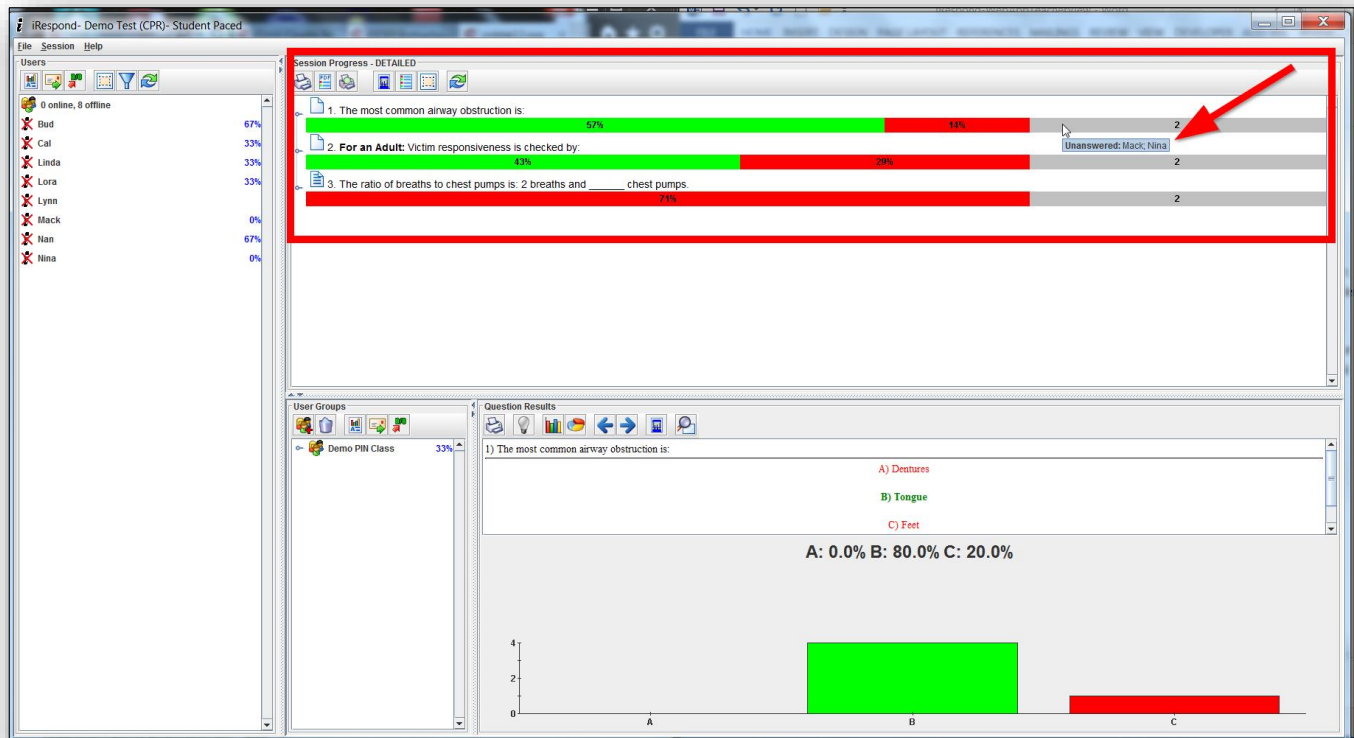
F. Click the **START** button.



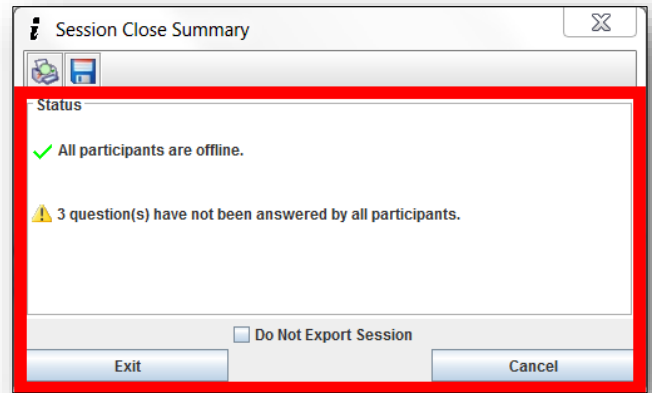
6. The Finding Base Unit dialog box will appear. When the **chains connect**, click the **NEXT** button.  
*Note: Remember that no base unit is needed for iRespond Web App sessions, and chains will automatically connect.*



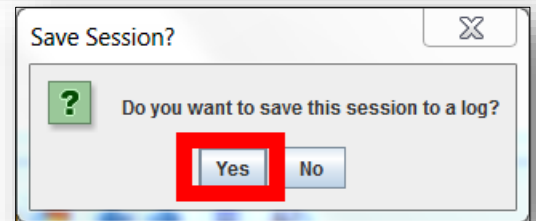
7. The iRespond dashboard will appear. Have students log into the testing session at this time. **During the testing session, teachers must observe the iRespond dashboard to check on student progress.** The dashboard will display how students are progressing on each question with green, red, and gray indicators. A gray indicator on any question means that the number of students shown have skipped the question. By hovering the mouse over the gray section of the progress bar for each question, users can see the names of the students who have skipped it so they may check in with them to follow up. Be sure to review the entire progress bar by scrolling up and down through Session Progress to see that students have answered all questions prior to ending your session. When you have verified that all students have submitted all answers to complete the assessment, click the **X** in the upper right corner of the dashboard and follow the dialog boxes to close out the iRespond session.



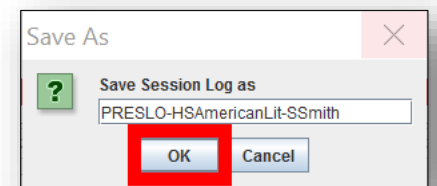
- The Session Close Summary dialog box will appear. Verify that all students are offline and that all questions have been answered. To follow up on unanswered questions, click the **CANCEL** button, and review the session progress bars as described above. If all questions have been answered, click the **EXIT** button.



- The Save Session dialog box will appear. Click the **YES** button.



- Save the session log when prompted. For CTLS Assess classroom assessments, teachers may name the iRespond session file in any unique that notes the class, date, version or period.



- To rename the file, click in the file name box to type the new file name. When finished, click the **OK** button to close the session.

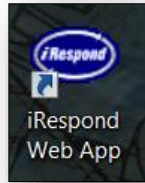
*Note: If another session automatically opens up, click the X in the upper right corner of the screen to fully close iRespond.*

## After Testing Session

- Open CTLS Assess to confirm that student scores from the iRespond session correctly transferred to the Results widget. If the test name and average score shown in the score icon does not appear, you have 2 options before submitting a help desk ticket. First, try running a [Session Playback to resend the scores](#). After saving the session playback and confirming that your scores are still not in CTLS Assess, [resume the saved session](#).
- If the scores do not transfer to CTLS Assess after the Session Playback and Session Resume attempt, the teacher can [submit a Help Desk ticket](#) and attach the saved iRespond session file.  
*Note: When giving an assessment, any discrepancy between iRespond results and CTLS scores may be due to weighted or invalidated questions.*

## Student Use of the iRespond Web App

1. In **Google Chrome** in the CCSD network or the CCSD Wireless network, using a computer or device, navigate to [irespond.cobb.org](http://irespond.cobb.org), or students may use the iRespond icon on a school device or personal device on the CCSD Wireless network.



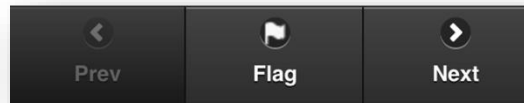
2. Students will login by completing the following information:
  - **Session ID:** teacher's firstname.lastname as it appears in his or her e-mail address.  
Ex. john.baggett or sarah1.smith
  - **PIN:** Student ID number

A screenshot of the iRespond login form. It features a dropdown menu at the top labeled "Select a class..." with a downward arrow. Below this are three input fields: "Session ID", "PIN", and a "Login" button.

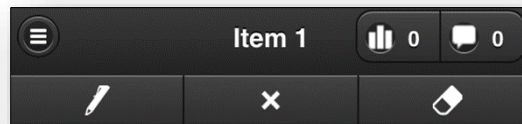
3. Students will take an assessment by **clicking/tapping** to **select the correct answer**. They may need to click on a video or sound link to access more information about the test question.

A screenshot of an assessment question in the iRespond app. The question is "The most common airway obstruction is:". Below the question are three radio button options: "A) Dentures", "B) Tongue", and "C) Feet". The options are enclosed in a red rectangular box.

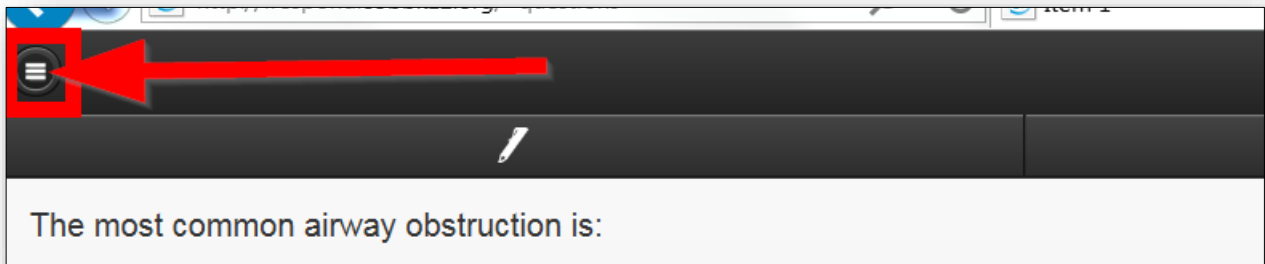
4. Students will navigate through the assessment questions using the buttons at the **bottom** of the screen – Prev. and Next. Clicking the **FLAG** button allows students to **mark a skipped question**, so they can easily return to answer it later in the testing session. To **UNFLAG** a question, students should **reclick** the **FLAG** button.



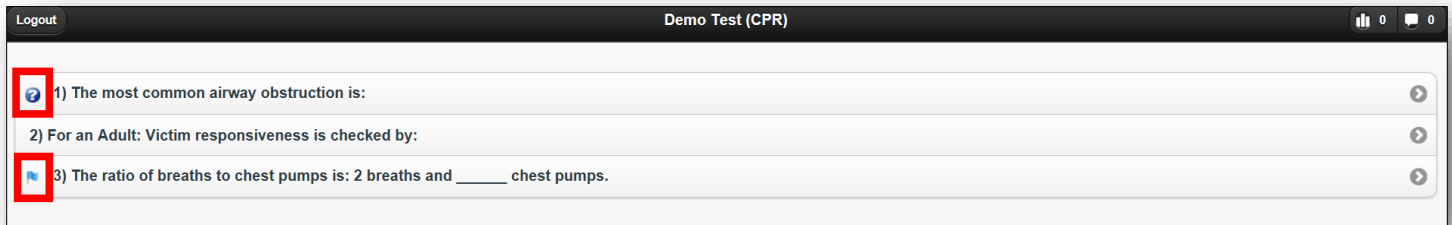
5. Students may mark the assessment questions by using the buttons at the **top** of the screen. To **highlight key words** in a question, click the **PEN** button. To **erase highlighting**, students may click the **ERASER** button, and then click on the marks they wish to erase. Students may use process of elimination to **mark out incorrect answers** by clicking the **X** button and clicking/tapping on the **answer they wish to eliminate**. All buttons are blue when activated. To turn off the PEN, ERASER, and X buttons, students may click/tap on them when finished.



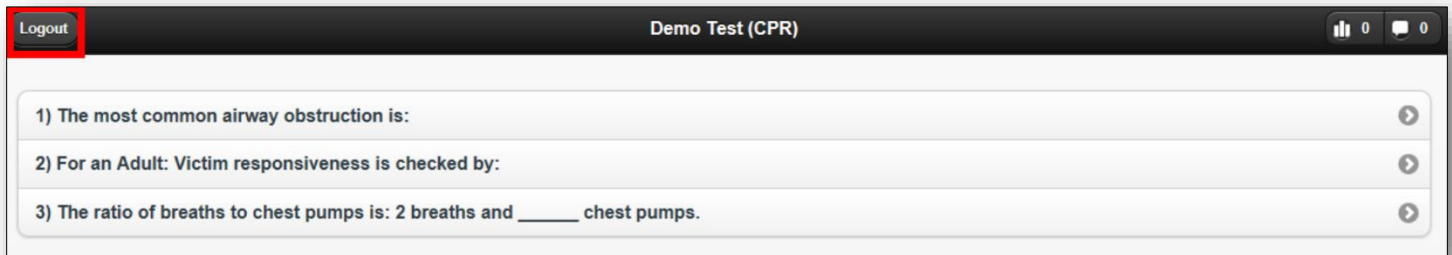
6. Students may **change an answer** at any time by clicking on the **3 line button** in the upper-left corner of the screen to show a list of all assessment items.



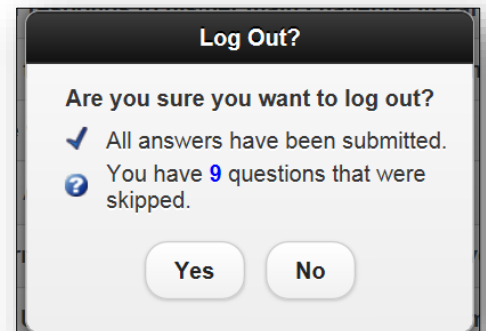
7. The status of each question is shown in a list. Questions that have **questions marks** have been **skipped** by the student with no answer recorded by the device. Questions marked with **blue flags** have been **flagged** by the student to recheck. If a student has lost connectivity during the session, a **!** will appear next to questions where answers were not recorded by iRespond. **Students may return to any question by clicking/tapping on the question.**



8. To **submit a test** using the Web App, students will click/tap on **LOGOUT**.



9. Students will be given one final opportunity to review their test. ***The number of skipped/unanswered questions will be noted for students, and they should click NO to return to the question list so the skipped/unanswered questions may be completed.*** These will be indicated with a **question mark**. Students will also see the number of submitted answers. To **submit** a completed assessment, students should click/tap **YES**.



10. If the instructor selected **Send scores at end of session** in the iRespond dashboard during set-up, the student grade will appear when the student logs out.