Common Assessment via Web Application

Teachers can use a web application (APP) to administer common assessments and SLO assessments. This direction page outlines what the teacher will need to set up via the iRespond Application installed on the teacher instructional laptop and how the students will access the “app”, how to log in, and how to complete the online assessment.

**iRespond Teacher Set Up:** (icon on teacher laptop)

1. Teacher log into iRespond:
   a. Username = Badge ID
   b. Password = teacher (all lower case)
   c. Click Login
   d. Click Overwrite button to ensure up-to-date rosters are loaded into iRespond.

2. Set up the test in iRespond:
   a. Select **Session Type** - **Student Paced**.
   b. **Classes** - Select the **class roster** to be assessed (more than one class can be selected by pressing **Ctrl + arrow down**).
   c. **Test Banks** - Select the **correct test** from the “My EduTrax Content”.
   d. **Remote Devices** – choose “iRespond App”.
   e. Make sure “Limit users to a single login” remains UNCHECKED.
   f. Make sure “Log user out if App is not visible” AND “allow anonymous user” remains UNCHECKED.
   g. Select “**Send scores at end of session**” according to directions from your Test Coordinator.
   h. Select **Start**.
   i. “Finding Base Unit” will appear – (No need to connect the iRespond Base Unit). When you see the chains connect, click on **Next**.
   j. Have students log in at this time (see Student Login directions). Once all students are logged in...
   k. Click “**Finish**” to send the test to the students.
   l. During the assessment, teachers **must** observe the iRespond dashboard to check on student progress. The dashboard will display how students are performing on the assessment, if a student has skipped a question, etc. When a teacher clicks on the “key” icon next to the question, the dashboard will reveal more helpful information.
   m. When the students have completed the assessment, the teacher will click on the **red X** in the upper right-hand corner of the dashboard and will follow the prompts to close out of the program. Teacher needs to **save the session log** when prompted.
iRespond Web App Student Log In:  (Web link/App)

1. In any web browser on a computer or on a device... navigate to irespond.cobbk12.org or an iRespond Icon may be visible on a school desktop or iPad.

2. Student will enter the Session ID in the Session ID section. Session ID is the teacher’s "firstname.lastname" (as it appears in your email address)

3. Student will enter PIN (Student number).

***NOTE: How a teacher can identify the Session ID – The session ID can be found within the iRespond program.
   i. Teacher will log into iRespond.
   ii. Select the Tools drop-down menu.
   iii. Select the Change Address choice
   iv. The Web Session ID is the web application’s Session ID.
iRespond Web App - - Student Completing the Online Assessment:

4. Student will take assessment by selecting the correct answer. Students may need to click on a video link or sound link to access more information about the test question.

5. To move to the next question, student will click/tap on NEXT. Students can click Back to check answers.

6. Students may change/edit any answer up to the point that the student logs out by clicking on the button in the upper left corner with three lines. Students must select each question to make sure answers have been recorded by the device.

7. Students must select each question to make sure answers have been recorded by the device. To “turn in” a test using the APP, the student will click on LOGOUT.

8. If the teacher selected “send scores at end of session” in iRespond, the student grade will appear when the student logs out.