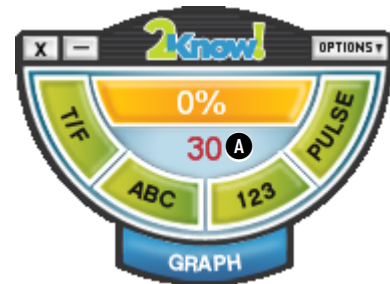# Using the 2Know!™ Toolbar

Get Ready for the Session

First, connect the Renaissance Receiver to your computer and set the Receiver name. (See the *Installation and Setup Guide* that came with your 2Know! Classroom Response System.) Make sure that neither AccelTest™ nor the Renaissance Responder program are running. Then, start the 2Know! Toolbar:

Windows: Click **Start** (or ⊞) ▸ **Programs** (or **All Programs**) ▸ **2Know! Toolbar** ▸ **2Know! Toolbar**.
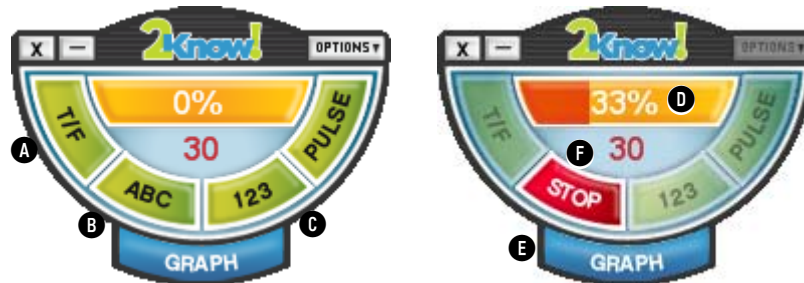
Macintosh: Open the Applications folder on the computer's hard drive. Open the 2Know! Classroom Response System folder, then the 2Know! Toolbar folder. Double-click **2Know! Toolbar**.

Start the Session

1. Ask students to turn on their Responders.

2. With **Join Session** highlighted, students press **Select** on their Responders.

3. Students highlight your Receiver name and press **Select**. The toolbar shows you how many students have connected Ⓐ.
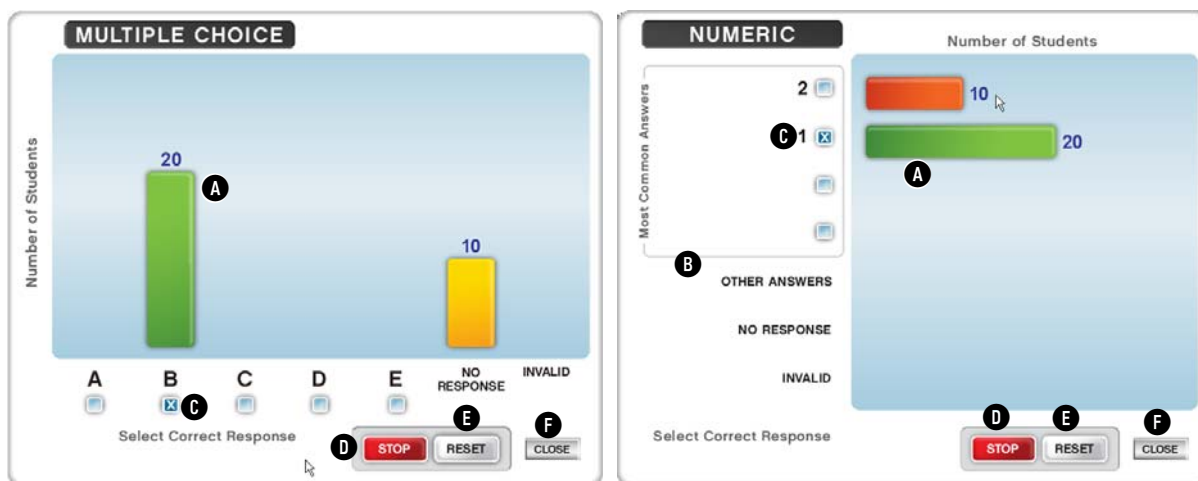
Ask the Questions

1. Ask or show students the question. Then, press or click **T/F** for true/false Ⓐ, **ABC** for multiple-choice Ⓑ, or **123** for numeric response Ⓒ.

2. Ask students to choose or enter their answers and then press **Enter**.

3. Watch the toolbar to see the percentage of students who've answered the question Ⓓ.

4. Press or click **Graph** Ⓔ to see a graph that shows the answers the students chose. (For more information, see the next page.)

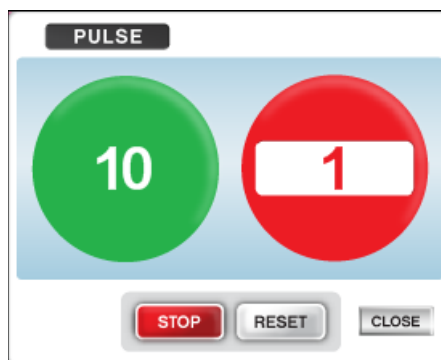5. Press or click **Stop** Ⓕ when you want to stop accepting answers.

Use the Graph

Note: If you are projecting the toolbar and students can see it, you may want to wait until after all students have responded before you display the graph.

Ⓐ The bars show you how many students chose each answer.

Ⓑ For numeric response questions, the four most common answers are shown, and others are grouped together in "Other Answers."

Ⓒ If you want to choose the correct answer, click the box for the answer to check it. (You can change the correct answer.)

Ⓓ Press or click **Stop** to stop accepting answers.

Ⓔ **Reset** deletes all answers so students can answer the question again.

Ⓕ **Close** takes you back to the toolbar.
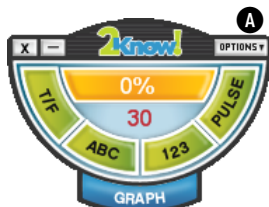
Decide When to Move On (Pulse)

1. Press or click **Pulse** to ask students if they're ready to go on to the next concept.

2. Students press **Yes** (green) or **No** (red), then **Enter** on their Responders. Watch the toolbar to see the percentage who've 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 here. The red circle shows you how many students 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 as a teacher Responder; you can then use that Responder to control the toolbar program from anywhere in your classroom. Follow these steps to set up and use a teacher Responder:
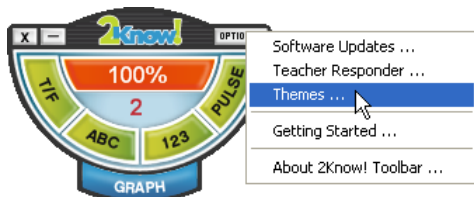
1. Click **Options** Ⓐ and choose **Teacher Responder**.

2. If the program tells you that you haven't assigned a Responder to the teacher, click **Assign**.

   Then, start the Responder, join the session, and enter the PIN the program shows you.

   When the program shows the ID, click **Close**.

3. The Responder will list your options. Press **A** to ask a question, **B** to show a graph, or **C** to minimize the toolbar; then, press **Enter**.
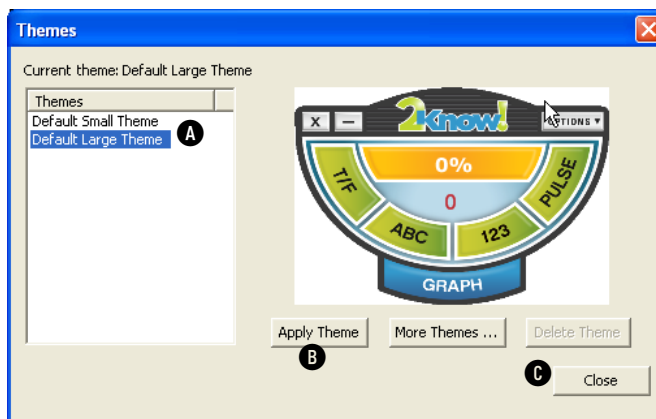
To ask a question:	While viewing a graph:
1. Press **A**, then **Enter**. 2. Press the letter for the question type and press **Enter**. 3. After students answer, press **A** and **Enter** to stop receiving responses. If you want to see a graph, press **B** and **Enter**. To minimize the toolbar, press **C** and then **Enter**; to restore it again, press **C**, then **Enter** again.	• Press **A** and **Enter** to stop receiving responses. • Press **B** and **Enter** to close the graph. • Press **C** and **Enter** to reset (start over) and receive new responses. • Press **D** and **Enter** to mark the correct answer. Then, enter the answer.

Change the Size of the Toolbar (Theme)

1. Click **Options** and choose **Themes**.

2. Click the size you want (small or large) **A**.

3. Click **Apply Theme** **B**. (**Note:** More themes and the delete feature are not available in this version.)
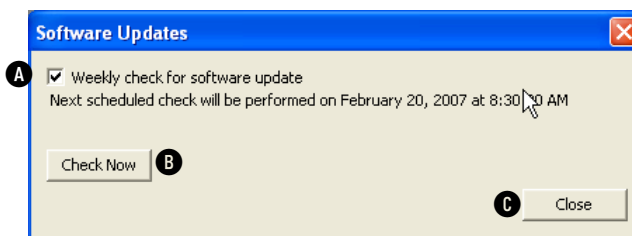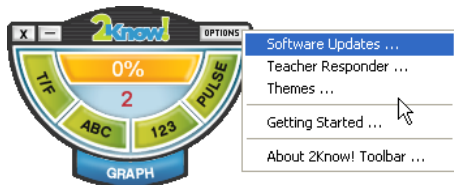
4. Click **Close** **C**.

Hint: Use the large size on your computer so you can see the toolbar as you move around the classroom. Use the small size on interactive whiteboards to make the most of the whiteboard space.

Get Software Updates

1. Click **Options** and choose **Software Updates**.

2. If you want to allow weekly software updates, make sure the box is checked **A**.

3. If you want to check for updates now, click **Check Now** **B**.

4. Click **Close** **C**.

Note: You may need to update the firmware on your Responders after updating the 2Know! Toolbar software. For more information about firmware updates, see the *User Manual* for the 2Know! Classroom Response System with AccelTest Software. This manual is installed with your AccelTest software; you will find it in the Start menu (Windows) or the program folder (Macintosh).

View This Document while Using the Toolbar

To open this document in PDF form while using the 2Know! Toolbar, click **Options** and choose **Getting Started**.

View the Toolbar Version and Other Information

Click **Options** and choose **About 2Know! Toolbar**. The information window will appear; you can close it by clicking the window.