Class Cards App Tip Sheet for iPhone, iPod Touch, and iPad

TEXT IN THIS FORMAT indicates an on-screen button

Class, Add New
tap **EDIT**; tap **CREATE NEW CLASS**; enter name of new class; tap **SAVE**

Class, Delete
tap **EDIT**; tap **DELETE CLASS**; select class to delete; confirm

Class, Duplicate
tap **EDIT**; tap **DUPLICATE CLASS**; select class to duplicate; enter name; tap **SAVE**
all scores will be reset to zero in the newly created class

Class, Rename
swipe finger from left to right across the class name; enter new name; tap **SAVE**

Class, Roster
select class; tap **EDIT**; a roster of students in the class will be displayed

Class, Select/Deselect
tap class name to select it; tap again to deselect it

Hold, Return From
tap student name in hold queue
student will be returned to top box; other students back up one space

Hold, Send To
tap student name in top box
sending a student to one of the gray hold boxes allows the student more time to generate a response while enabling you to call upon another student

Scores, Email All Classes
tap **SCORES**; tap **EMAIL SCORES**; tap **ALL CLASSES**; tap **SEND**

Scores, Email Selected Class
tap **SCORES**; tap **EMAIL SCORES**; tap **SELECT A CLASS**; select class; tap **SEND**

Scores, Export to Server
tap **SCORES**; tap **EXPORT SCORES**
requires prior registration at classcardsapp.com and email address and password entered in app settings

Scores, Landscape View
select class; tap **SCORES**; rotate device
this is the only feature that displays in landscape mode; all other screens are displayed in portrait view

Scores, Percentage
select class; tap **SCORES**
the number in the left column indicates the quality of a student's responses calculated as a percentage

Scores, Privacy Screen
select class; tap **SCORES**; select student
ST=Student percentage; CL=Class average

Scores, Reset
tap **SCORES**; tap **RESET SCORES**; select class; confirm

Scores, Response Opportunities
select class; tap **SCORES**
the number in the right column represent how many times the student has been called upon

Scores, Sort From High to Low
select class; tap **EDIT**; tap **SORT SCORES** (bottom right)

Scores, View
select class; tap **SCORES**

Student, Absent
- before use: select class; tap **EDIT** button; select student; tap **ABSENT**
- during use: press on student name in top box; tap **ABSENT**
  absent indicators cleared at midnight

Student, Add
select class; tap **EDIT**; tap **ADD**; enter name; tap **SAVE**

Student, Delete
select class; tap **EDIT**; select student; tap **DELETE STUDENT**

Student, Edit Name
select class; tap **EDIT**; select student; tap **EDIT**

Student, Jump to Top Box
tap any of the four students in the next queue; the student you tapped will switch places with the student in top box; thelpful when you can tell that one of the four students in the next queue is ready with a response; also helpful if you want to delay calling upon a student who is in the top box

Settings (found by tapping general settings icon)

User
your email address; used to receive emailed class lists for importing; used by the app to login to classcardsapp.com for exporting scores

Password
created during registration on classcardsapp.com; used by app to login

Sort Email Data By
the student data you receive in an email can be sorted by first name, last name, or score from high to low

Passcode
used to prevent unauthorized use of the app; you can only use A, B, C, or D for each key since the app uses the class cards icon as the entry screen

Sort Student By
class roster sorted first name or last name

Shake to Shuffle
set feature to ON and names will be shuffled whenever you give the device a shake

Sound While Shuffle
set feature to ON and a short jingling sound will be heard whenever you shuffle

Return Students to Queue
set feature to ON and the names of students who have been called upon with be returned to the end of the queue; the default setting of OFF removes students from the queue; you'll know when you're getting to the end of the queue as you begin to see empty next boxes

Score Setting
the values of the six score buttons can be customized
default values: A=95; B=85; C=75; D=65; Plus=100; Minus=12.5

Info Screen (info button top left corner of Class Screen)

The info screen contains links to a number of websites.

Mobile-Friendly User Guide
videos, 6 part how-to guide; teacher suggestions

How to Import a Class List
one of the pages from the User Guide above

ClassCardsApp.com
secure server for achiving and printing scores

NewManagement.com
my own site with suggestions about effective teaching

Rate Class Cards
takes you to the App store where you can rate and comment upon the app

Email Rick
send me an email with suggestions or questions

Random Screen

1. The name of the class you selected.

2. Previous student called upon and the score given. (Debbie Massa A)

3. Allows you to change the score for the previous student.

4. Top Box: name of student to call upon.

5. A/B/C/D: letter grades used for subjective, open-ended questions (opinion; analysis; synthesis; evaluation, etc.)

6. PLUS/MINUS: score buttons for objective questions (yes/no; true/false; multiple choice; fill-in-the-blank)

7. Next Queue: the next four students to be called upon.

8. Hold Queue: students who had asked for more time when called upon.

9. NR: no response from student called upon.

10. SELECT: allows you to choose a student to call upon from the class roster.

11. PASS: allows you to skip a student. Can also be used to call upon students without scoring their responses.