

Managing Your Class with Senteo™ Teacher Software

This *Hands-on Practice* provides a structured exercise to help you familiarize yourself with managing your class.

To be successful with this *Hands-on Practice* ensure that you have read all of the *Quick Reference Guides* on the *Senteo interactive response system*.

You will also need to have Senteo assessment software and Microsoft® Excel® installed on your computer.

In this *Hands-on Practice* you will:

- Open a Teacher file
- Navigate to the *Gradebook* view
- Create a new class in Senteo Teacher
- Add student tags

Saving the *Hands-on Practice* file

Download the following files from the SMART Training website and save them to your desktop:

- [My Teacher Profile](#)
- [DB Biology Class List](#)

The first time you use Senteo assessment software, refer to the *Quick Reference* document *Setting up the Senteo interactive response system to collect and store student responses* for information on how to set up your class and create class lists.


Opening Senteo Teacher with a Teacher file

If your Senteo Teacher file is saved to a network or USB drive, you can easily transfer your profile and class information from one computer to another. The following steps guide you through transferring a Teacher file to another computer.

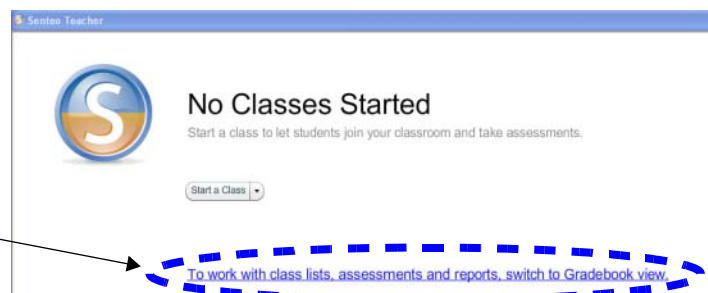
For this practice, use the “My Teacher Profile”



you downloaded to your desktop

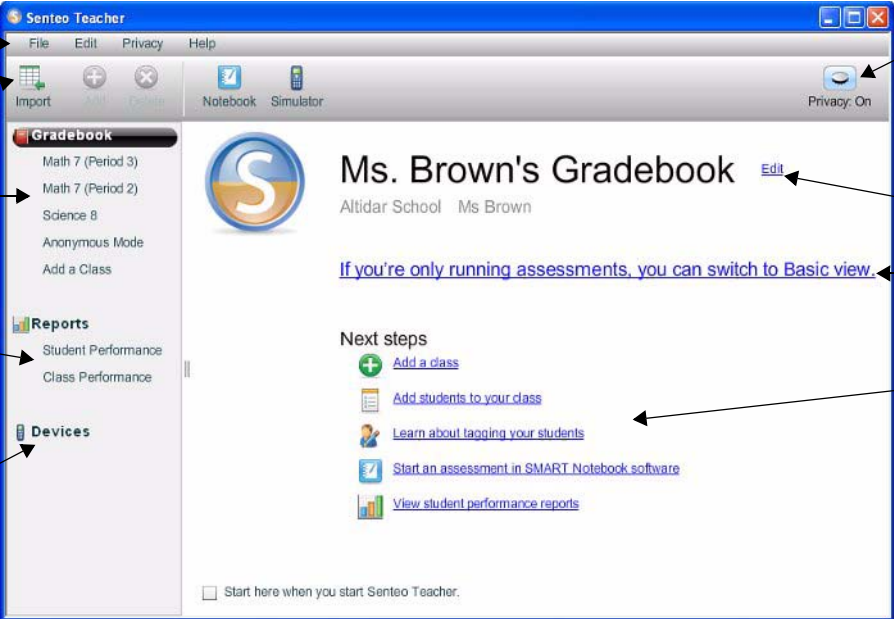
- 1 Locate the Teacher file  on your desktop
- 2 Double click the file to open it and displays Senteo Teacher opens in *Basic* view with the information in the Teacher file
- 3 Switch to the *Gradebook* view of Senteo Teacher by clicking the link

NOTE: The *Basic* view only allows you to start a class to work with assessments in SMART Notebook software using clickers.



Navigating within Senteo Teacher in *Gradebook* view

To use the full functionality of Senteo Teacher, switch to *Gradebook* view by clicking the link in the *Basic* view. This allows you to work with class lists, reports and assessments.



The screenshot shows the Senteo Teacher interface in the Gradebook view. The window title is "Senteo Teacher". The menu bar includes File, Edit, Privacy, and Help. The standard tool bar contains Import, Add Class, Reports, Notebook, and Simulator. The main content area displays "Ms. Brown's Gradebook" for Altidar School, Ms. Brown. It includes an "Edit" link, a link to switch to Basic view, and a "Next steps" section with links for adding a class, adding students, tagging students, starting assessments, and viewing reports. A privacy toggle is visible in the top right corner.

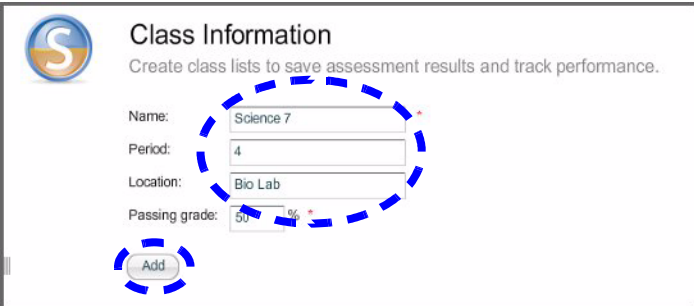
Annotations:

- Menu Bar
- Standard Tool Bar
- Select a class to work with.
- View or print out results of students and class assessments.
- View information from Senteo receivers and clickers.
- Turn Privacy on or off to show or hide student information and grades.
- Edit the teacher profile.
- Switch to Basic view.
- Quick links to common tasks

Creating a new class using a class list from Excel

If you have a class list in Microsoft Excel that you would like to add to Senteo Teacher, first enter the class information, and then import the class list.

- 1 Click the **Add a Class** link on the *Gradebook* view
- 2 Type *Science 7, Period 4, Bio Lab* in the Class Information fields
- 3 Click the **Add** button. The new class appears in the side bar.

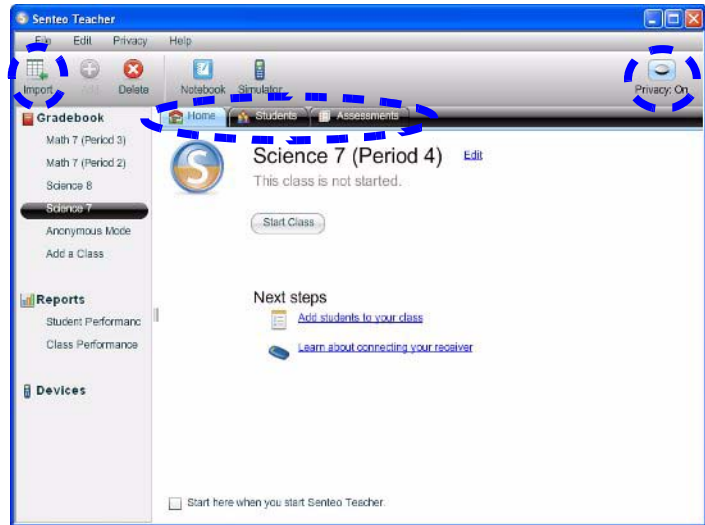


The screenshot shows the "Class Information" form. The title is "Class Information" and the subtitle is "Create class lists to save assessment results and track performance." The form has the following fields:

- Name: Science 7
- Period: 4
- Location: Bio Lab
- Passing grade: 50%

The "Add" button is located at the bottom left of the form.

- 4 Click the tabs in the viewing area to view the *Gradebook's* spreadsheets for the selected class
- 5 To add students to your new class, click the **Import** icon in the tool bar and select **Students**
- 6 Select **Import students into > Science 7**
- 7 Select **Import from > Microsoft Excel**
- 8 Locate and open the downloaded **DB Biology Class List** file from your desktop
- 9 Return to the **Students** tab and select different students to view their information in the pane below the spreadsheet
- 10 Click the **Privacy** button at the far right of the menu bar on and off and notice the change in the information displayed



Refer to the *Quick Reference* document *Setting up the Senteo interactive response system to collect and store student responses* for more information on how to import student information from another application.

Adding tags to student information

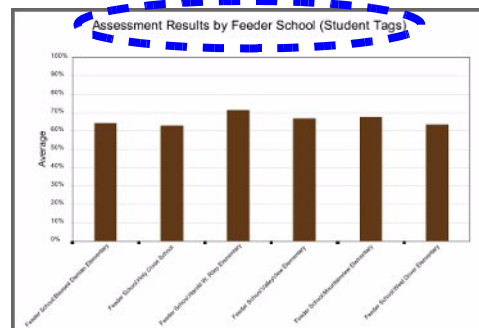
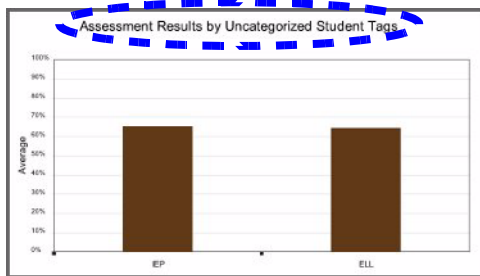
Under the Students tab of the selected class, you can edit the students' information to include tags. These tags are useful to help analyze the students performance on assessments.

You can have multiple tags for a student by separating each tag with a semicolon (;). You can also categorize a tag by typing the category followed by a colon (:) before a tag.

Example

ELL; Feeder School:Blessed Damian Elementary;

You can chart students' performance based on these tags in **Senteo Teacher**.



You are now ready to start using this class to conduct assessments.