

Creating Assessments Using SMART Notebook and Senteo™ Assessment Software

This *Hands-on Practice* provides a structured exercise to help you familiarize yourself with designing an assessment in SMART Notebook for use with Senteo clickers.

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 Microsoft® Word, SMART Notebook and Senteo assessment software installed on your computer.

In this *Hands-on Practice* you will:

- Start SMART Notebook
- Create an assessment to work with the Senteo clickers
- Insert graphics into an assessment
- Edit and manage question sets

Saving the *Hands-on Practice* file

Download the following file from the SMART Training website and save it to your desktop:

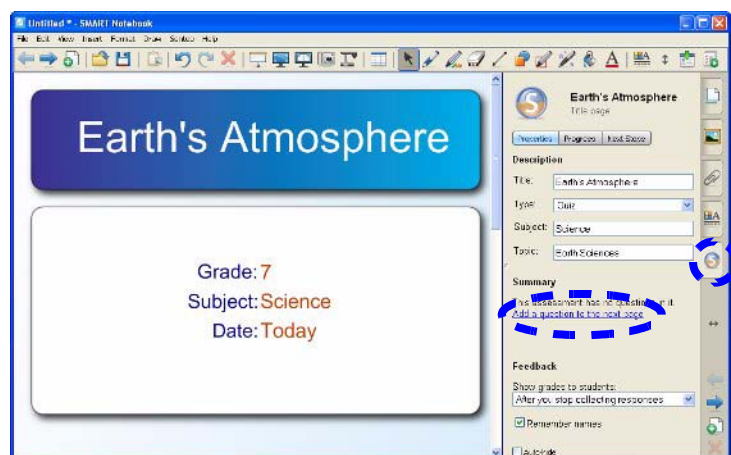
- [Earth's Atmosphere Quiz.doc](#)

Creating a quiz-style assessment in SMART Notebook

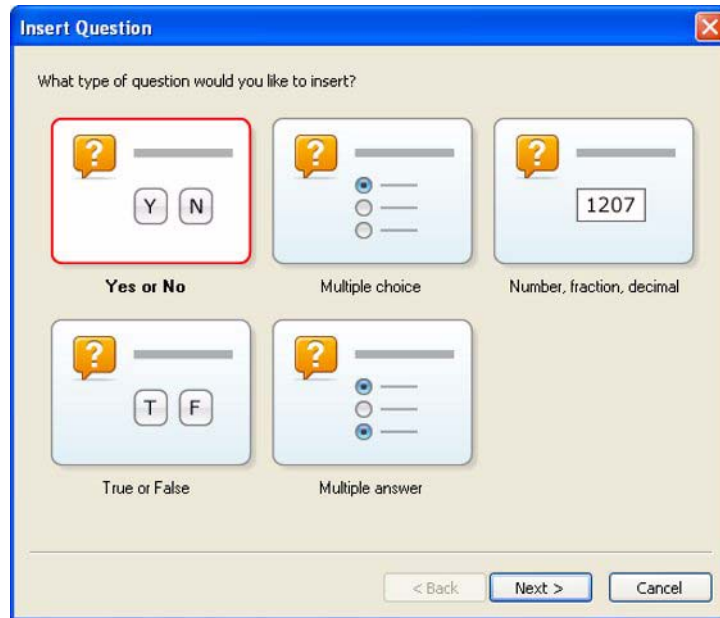
Designing an assessment in SMART Notebook allows it to connect with Senteo Teacher and the Senteo clickers. For this *Hands-on practice*, use the contents of the downloaded quiz **Earth's Atmosphere Quiz.doc** to create a Senteo assessment.

The first time you use SMART Notebook and Senteo assessment software, refer to the *Quick Reference* document *Creating an assessment using SMART Notebook software and Senteo™ assessment software* for information on how to open SMART Notebook.

- 1 Open SMART Notebook and select the *Senteo assessment software* tab in the sidebar
- 2 Open the downloaded Word document **Earth's Atmosphere Quiz.doc** to copy and create the quiz in SMART Notebook
- 3 Create a title page for your assessment to reflect the quiz
- 4 Click *Add a question to the next page*



5 The *Insert Question* wizard will appear

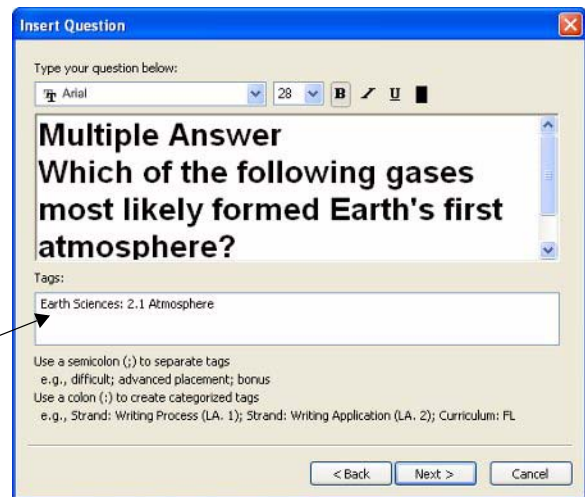


6 Click **Next** to continue. Type or copy and paste (Ctrl + V) the question and answers using the questions and answers from the downloaded Word document **Earth's Atmosphere Quiz.doc**.

NOTE: You can only add text using this wizard. If you want to embed images and media files as a question or an answer choice, leave the fields blank to insert them later.

NOTE: Question tags are useful to help analyze the students' performance on the type of assessment questions. You can categorize a tag by typing the category followed by a colon (:) before a tag.

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



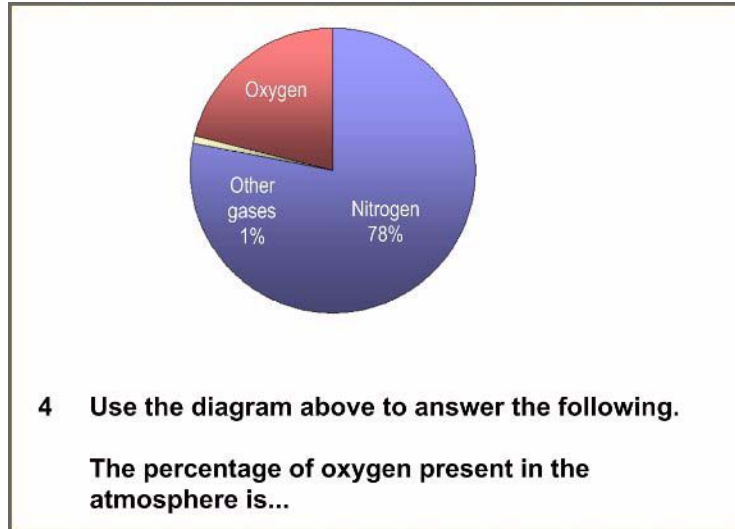
7 Once you have added all of the question sets that are in your assessment, click **End <<Name of assessment>> on this page**

TIP: You can import questions from a Microsoft Word document. Select **Senteo > Import Question From > Microsoft Word**. Browse to and select the Word document, and then click **Open**.

Adding objects and media to the assessment

You can use the full functionality of SMART Notebook when you're using Senteo assessment software. You can insert drawings, objects and media files into your assessment as you would when using SMART Notebook to develop lessons. You can also click and drag objects to where you want them on the page.

- 1 Copy the chart from the Word file and paste it into question 4



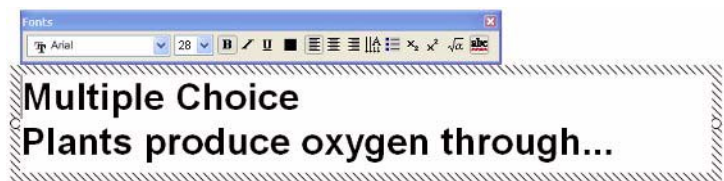
- 2 Use the Gallery to insert your own objects and themes

Refer to the *Quick Reference* document *Working with Notebook Software Gallery 10* for more information on how to insert media.

Editing question sets

You can edit questions and some answers as you would edit text objects in SMART Notebook.

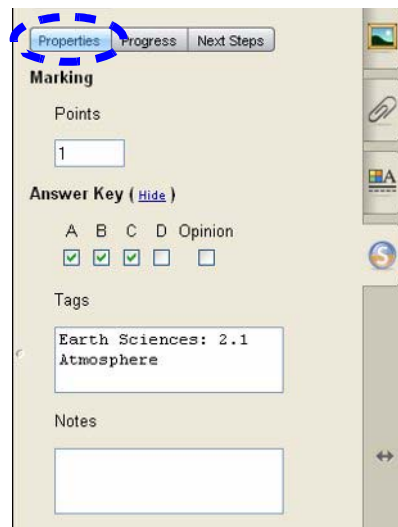
- 1 Choose the question you want edited
- 2 Double-click the text
- 3 A box appears around the selected text
- 4 Make your changes and click outside the box
- 5 Repeat the same steps to edit the answer choices



NOTE: Yes or No and True or False answers are set and cannot be changed. You can add additional information to the choices by double-clicking the answer choices.

To change the correct answer of a question, click the **Properties** button and click **Show** beside the *Answer Key*. Select or change the correct answer.

You can also add or change the *Question Tags*, *Notes*, and *Points* for the question using this view.



TIP: You can change and set the correct answers to all questions by selecting **Senteo > Set All Answers...** from the menu bar.

Sorting question sets

You can rearrange pages of your question set by using the **Page Sorter** in SMART Notebook.

- 1 Click the *Page Sorter* tab
- 2 Click a thumbnail of a page in the side bar and drag it to a spot above or below another page
- 3 Notice the change of the question numbering on the page

You can also use the Page Sorter to insert blank pages to your question set to use as a question or content page.

- 1 Click a thumbnail of a page
- 2 Click the **Add** icon on the bottom of the side bar
- 3 Notice the placement of the new page
- 4 Insert text or media if you want this to be a content page
- 5 To make the page part of your question set, click the *Senteo assessment software* tab and click *Add a question to this page*

You are now ready to conduct your assessment.

