

# Setting up the Senteo interactive response system to collect and store student responses

The Senteo™ interactive response system is an assessment tool designed to enhance learning and save teachers time. You can pose questions during your lesson to engage students and make sure that they understand what you teach, or create a group of questions as a self-grading exam.

Senteo Teacher software is the part of the Senteo interactive response system that stores and organizes student responses to assessment questions. Some initial setup is required before the system is able to store student responses.

This *Quick Reference* guides you through the initial setup of Senteo Teacher software. This guide assumes that you have installed Senteo assessment software but haven't yet performed the initial setup of Senteo Teacher. Before you begin, make sure that Senteo assessment software is installed on the computer that you want to use for delivering Senteo assessments.

## Loading Senteo Teacher software

- 1 Select the **Senteo Assessment Software** icon in the notification area
- 2 Select **Click here to start a class** under the Senteo Teacher heading. The *Welcome to Senteo Teacher* window appears.

## Distinguishing your receiver from others within range

- 1 Type a classroom name for your receiver
- 2 Click **Begin**



The classroom name appears as an option on the Senteo clickers. Students are asked to select your classroom from a list of all classrooms within range.

**TIP:** Your classroom name appears on the student clickers. Choose a name that students will easily recognize as your class. It can be a maximum of eight characters.

- 3 Connect the Senteo receiver to a USB port on your computer
- 4 Select **Create a new SMART Teacher file and set up your class lists**. The *Gradebook Information* window appears.
- 5 Type your classroom information into the fields. This information will appear in reports printed from Senteo Teacher software.
- 6 Choose a location to save your SMART Teacher file in

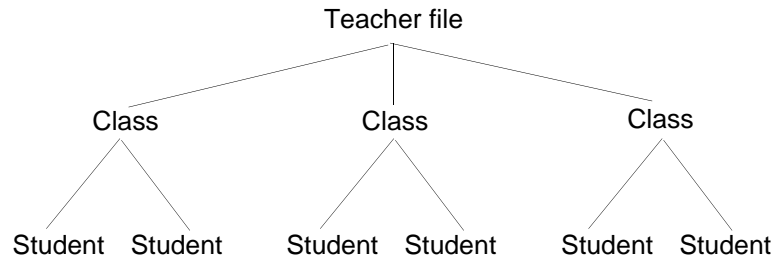
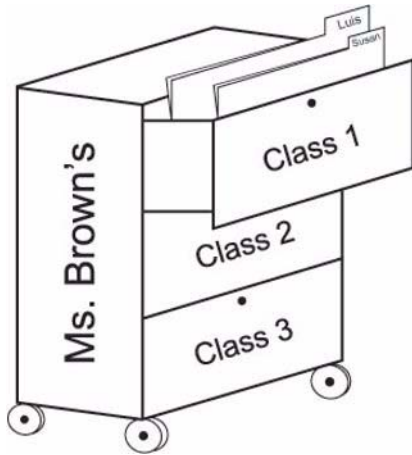
**NOTE:** Your SMART Teacher file will contain all of your student information, assessment results and grades. To keep this information accessible from multiple computers, you may want to save it to your school's network or a USB drive.

- 7 Select **Done**. The *Anonymous Mode* window appears.

You're now ready to deliver assessments using the Senteo interactive assessment system in **Anonymous** mode. Anonymous mode allows students to enter responses to questions but doesn't store student results. To store student results you must setup a filing system in Senteo Teacher software.

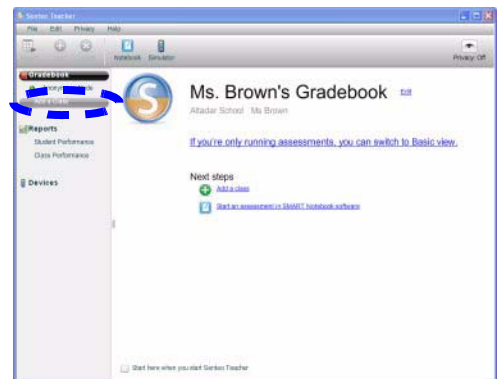
## Setting up a filing system to store student results

Senteo Teacher stores student information in a way that is similar to a mobile file cabinet.




### Create a Class folder

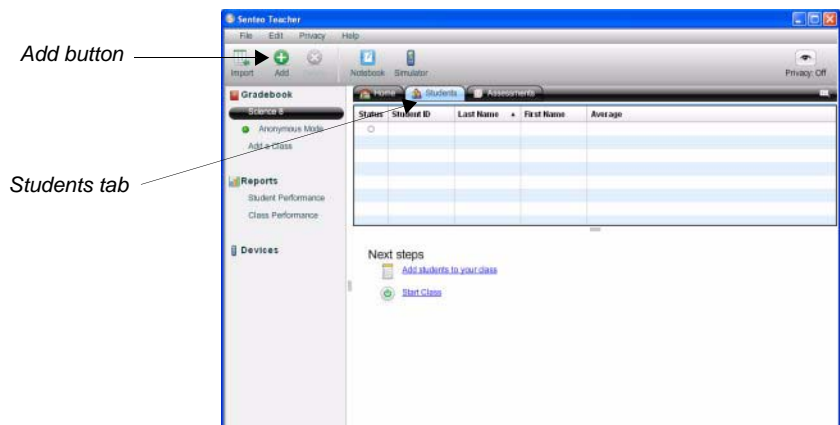
- 1 Select **Add a Class** in the Senteo Teacher side menu
- 2 Type your class information into the fields
- 3 Click **Add**. The class is displayed in the Gradebook list.



**TIP:** Classes separate student information and allow you to compare student performance between or within classes. Both elementary and secondary teachers may want to create a variety of classes to keep results separate between subject areas.

## Add student folders to each class

- 1 Select the **Students** tab
- 2 Click **Add**  or select **Edit > Add**
- 3 Type the student information into the fields. Use the **Tab** key on your keyboard to advance to the next field.
- 4 In the **Tag** field, type in terms that you would like to associate with that student



**TIP:** Tag students with keywords to track specific characteristics of a student. These characteristics are used to measure and analyse student performance in greater detail.

- 5 To add another student, press the **Tab** key on your keyboard to advance to the next row

## Add student folders to each class by importing a class list from another application

If you already have class lists created in Microsoft<sup>®</sup> Excel<sup>®</sup> spreadsheet software, in Senteo 1.0 assessment software or as Comma Separated Values, you can import them into Senteo assessment software without having to re-enter student information.

- 1 Format your class list according to the following guidelines

### Microsoft Excel class list formatting

	A	B	C	D
1	ID Number	First Name	Last Name	
2	1	Student	One	
3	2	Student	Two	
4	3	Student	Three	
5	4	Student	Four	
6	5	Student	Five	

### Comma Separated Values (CSV) class list formatting

```

IDNumber, FirstName, LastName
IDNumber, FirstName, LastName
IDNumber, FirstName, LastName
    
```

### Senteo 1.0 class list formatting

No formatting required

- 2 Select **File > Import > Students**. The *Import* window appears.
- 3 Select the class that you want to import the class list into
- 4 Select the file type that you will import the class list from
- 5 Navigate to and select the file
- 6 Press **Open**