

Creating an assessment using SMART Notebook software and Senteo™ assessment software

This *Quick Reference* gives you the information that you need to design an assessment using SMART Notebook software and Senteo™ assessment software. Before you begin, make sure that SMART Notebook software and Senteo assessment software are installed on your computer.

What is SMART Notebook software?

SMART Notebook collaborative learning software is an electronic notebook for creating, teaching and managing interactive lessons. SMART Notebook has a rich set of features and digital resources that bring learning to life and connect students and educators to content, tools and support. For more information on Notebook software, review the training material at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Preparing your assessment

- 1 To open SMART Notebook software, click the *Senteo Assessment Software* icon in the notification area, and then select **Ask Questions**
- 2 Click the *Senteo assessment software* tab

TIP: Deselect the **Auto-hide** check box to keep the Senteo assessment software tab open while you're working with the SMART Notebook file.

- 3 Select **Add a title page for a new assessment**. The *Insert Senteo Title Page* window appears.
- 4 Type your assessment information into the fields
- 5 Click **Add**. The title page for your assessment appears in the SMART Notebook work area.
- 6 Select **Next Steps** in the Senteo tab.

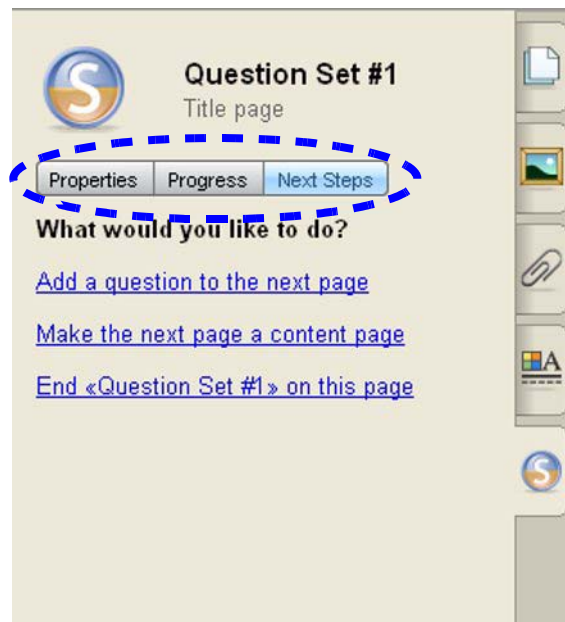
The Senteo assessment software tab provides you with Senteo's features every step of the way.

Properties – Displays the properties of your assessment, such as the description and summary. This is also where you set the feedback method in which students receive their grades.

Progress/Results – Provides you with assessment detail while the assessment is in progress and when it is complete.

Next Steps – Provides you with a series of links. These links are the actions that you can perform with your assessment at that point.

NOTE: The options available to you in each Senteo assessment software tab change depending on whether or not you have an assessment open/started.

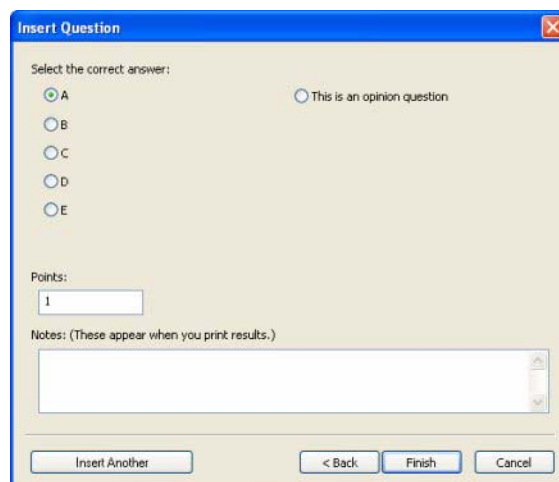


- 7 Select **Add a question to the next page**. The *Insert Question* window appears.
- 8 Select the type of question that you want to insert
- 9 Type your question in the field provided
- 10 Add any tags that you want to associate with the question

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

- 11 Click **Next**
- 12 Select the correct answer
- 13 Assign a point value to the question
- 14 Add any notes that you want to be displayed if you print the results
- 15 Click **Finish**. The question appears in SMART Notebook.
- 16 To continue adding questions to your SMART Notebook file, press **Add a question** and follow the steps above.

If one of your assessment pages requires students to reference information prior to answering a question (e.g. a piece of reading material, a timeline or an image), click **Make the next page a content page** before adding the related question. Add the reference content to the blank page.



TIP: Use SMART Notebook's features to add interactivity to your assessments. Embed pictures, sound, video and Adobe® Flash® files from the Gallery or from your own material.

- 17 Once you have added all of the questions that you want to include in your assessment, click **End [Name of assessment] on this page**