

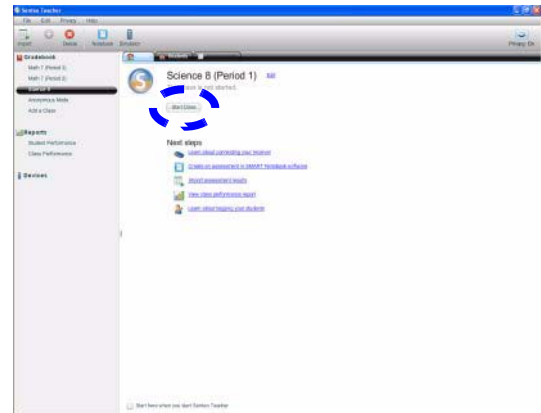
## Delivering an assessment using SMART Notebook software and Senteo<sup>™</sup> assessment software

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

### Starting your class

Before you start your assessment in SMART Notebook software, you need to start your class. To start your class, do the following:

- 1 Select the **Senteo Assessment Software** icon in the notification area
- 2 Select the class that you want to start in the Gradebook class list
- 3 Press **Start Class**



### Turning on the clickers

Once you have started the class, you are ready to have your students turn on and log in to the clickers. To turn on the clickers, do the following:

- 1 Press and hold the **Power** button on the clicker for about one second. A message appears.
- 2 You can choose to either join the last class the clicker was connected to or find a different class.
- 3 If you want to join the last class, press the **Enter** button
- 4 If you want to find a different class, press the **Down** button, and then press **Enter**
- 5 Press the **Up** and **Down** buttons to scroll through the list of classes in range
- 6 Select the class that you want to join, and then press **Enter**. A welcome message appears.
- 7 Have each student type their unique Student ID using the numeric keys on the clicker.
- 8 The clicker displays a message asking the user to confirm that they have entered the correct Student ID by displaying the name that corresponds to the Student ID. Press the **Y** (Yes) or **N** (No) button on the Senteo clicker to respond.

**NOTE:** If the students respond **N** (No), they have to re-enter a Student ID number.

## Starting your assessment in SMART Notebook

- 1 Open the .notebook file that contains the assessment that you want to deliver
- 2 Present any information that is required for the assessment
- 3 Navigate to the first page of the assessment
- 4 Press the Senteo tab
- 5 Select the **Properties** option in the Senteo tab
- 6 Check the **Description** fields to ensure that the information is accurate. If it isn't, make the required edits.
- 7 Select the appropriate student feedback option from the **Show grades to students** drop down menu
- 8 Press **Start this assessment now**

**Question Set #1**  
Title page

Properties Progress Next Steps

**Description**

Title: Question Set #1

Type: Assessment

Subject:

Topic:

**Summary**

	Marks
1× True/False	1
2× Multiple Choice	0
1× Numeric	1
<b>Total:</b>	<b>2</b>

[Start this assessment now](#)

**Feedback**

Show grades to students:  
After you stop collecting responses

☒ Remember names

☐ Auto-hide

## Delivering your assessment

After you start the assessment in SMART Notebook software, students can start responding to questions.

- 1 Navigate to the first question of your assessment by pressing **Next Page** button on the SMART Notebook software toolbar
- 2 Ask your students to select the correct response to the question, and then press **Enter** on their clickers
- 3 Press **Progress** on the Senteo tab to monitor how many students have answered the question

**TIP:** Open the Senteo tab and use the options provided at any point during your assessment. To keep these options open during the assessment, ensure that they **Auto-hide** check box is deselected.

- 4 Advance through your assessment, following the steps above
- 5 When all of the students have answered the question, advance to the next page by pressing **Next Page**
- 6 When the final question has been answered, press **Stop this assessment**