SMART Technologies

Using the Senteo Manager and Setting Up a Class List

The Senteo™ interactive response system is an assessment tool designed to enhance learning. By setting up a class list, you can use it as a formal assessment tool.

This Quick Reference has basic information about the *Senteo Manager* window and instruction on how to set up a class list. Before you begin, make sure that Senteo assessment software has been installed on your computer.
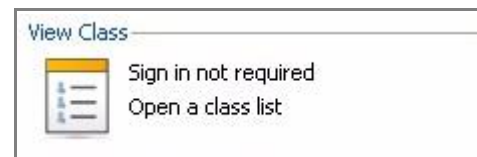
The Senteo Manager window

To access the Senteo Manager window, select the **Senteo Assessment Software** icon in the *notification area*, and then select **View Class** from the menu.

NOTE: If you have not already named your class, you should do this first. For instructions, consult the *Getting Started with the Senteo Interactive Res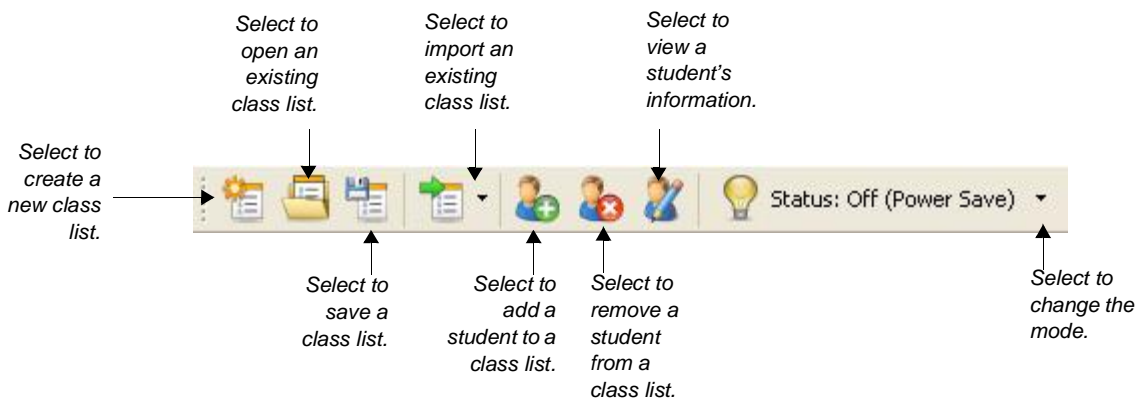ponse System* Quick Reference at the following website: http://smarttech.com/trainingcenter/windows/trainingmaterials.asp.

The *Senteo Manager* window will open, and if you have not opened a class list, the *Students* tab will appear empty. From the *Senteo Manager* window, you can create or import a new class list, open a class list, add or remove students,

The notification area.

View Class

investigate properties of individual clickers, check the status of the receiver, change the mode that Senteo assessment software is operating in and change various options related to how it provides feedback to you.
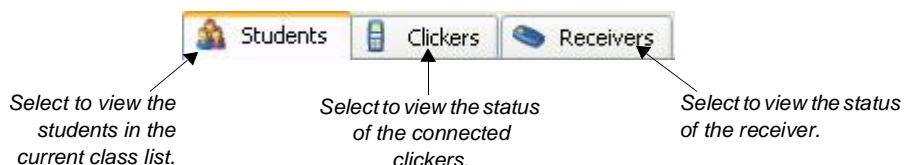
The Senteo Manager toolbar

The *Senteo Manager* toolbar enables you to create and work with your class list. It also allows you to change the software's mode, from *Anonymous* to *Sign-in Required* mode. *Anonymous* mode does not need a class list. *Sign-in Required* mode does require a class list and should be used when you wish to give a more formal assessment.

Select to open an existing class list.

Select to import an existing class list.

Select to view a student's information.

Select to create a new class list.

Select to save a class list.

Select to add a student to a class list.

Select to remove a student from a class list.

Select to change the mode.

The Senteo Manager tabs

In addition to the toolbar, there are three tabs that reveal information about the students in your class list, the status of the clickers and the status of the receiver.

Select to view the students in the current class list.

Select to view the status of the connected clickers.

Select to view the status of the receiver.

Creating a class list manually

If you have not created a class list before, create a new class list simply by adding students. If you have already created a class list and wish to create a new one, first select the **New Class List** button.

To begin adding students to your class list manually, do the following:

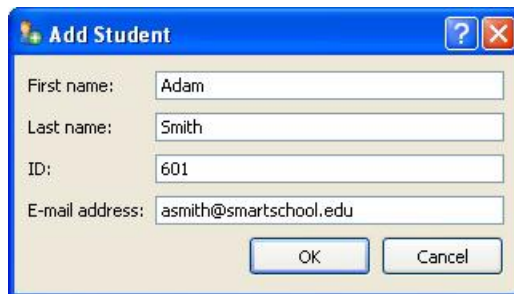**1** Click the **Add Student** button

2 In the *Add Student* dialog box, type a student's name in the *First name* field. The last name is optional.

3 Type a unique ID number of up to 15 digits in the *ID* field

> **NOTE**: This unique ID number is what the students will need to sign in using the clickers. For older students, you could use their school ID numbers. For younger students, you may want to use simpler numbers.

The Add Student dialog box

4 If you wish, type the student's e-mail address into the *E-mail address* field, and then click **OK**. The student's names will appear under the *Student* tab.

5 Click the **Save Class List** button when you are finished adding all of the students to your class list

Importing a class list from Microsoft Excel spreadsheet software

If you use Microsoft® Excel® spreadsheet software to compile your class lists, you can automatically import your class list from your Excel spreadsheet into the Senteo Manager. This action allows you to enter all of your students at one time without the need to enter each student's information manually.

To import a class list from Excel software, do the following:

1 Select the **Import Class List From** options arrow, and then select **Microsoft Excel** from the menu

Select the options arrow.

Select Microsoft Excel from the menu.

2 In the *Open* dialog box, select the Excel spreadsheet you wish to import, and click **OK**. The students' names will appear under the *Student* tab.

> **NOTE**: The students' names will appear in alphabetical order. Depending on how you have set up your class list in Excel software, you may need to adjust the position of columns in your spreadsheet.

3 If you need to adjust the information, select the name of the student whose information you wish to change

4 Click the **Student Information** button

5 In the *Student Information* dialog box, change the information you want to adjust, and select **OK**

6 When you have finished changing the information, click the **Save Class List** button to save your class list

To open a class list, click the **Open Class List** button, and select it from your folders or desktop. You can also simply double-click on the saved class list on your desktop or in your folders.
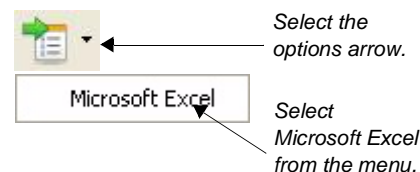
Double-click the saved class list on your desktop or in your folders.

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