

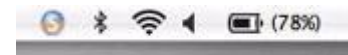
## Using the Senteo Manager and Setting Up a Class List

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.

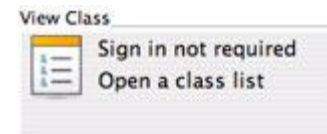
### The Senteo Manager window

To access the Senteo Manager window, select the **Senteo Assessment Software** icon in the menu bar, 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 Response System* Quick Reference at the following website:

<http://smarttech.com/trainingcenter/macintosh/trainingmaterials.asp>.



You can also use the Finder to access the Senteo Manager. To do this, select **Finder > Applications > Senteo > Senteo Manager**. The Senteo Manager will launch and the Senteo Assessment Software icon will appear in the Dock.

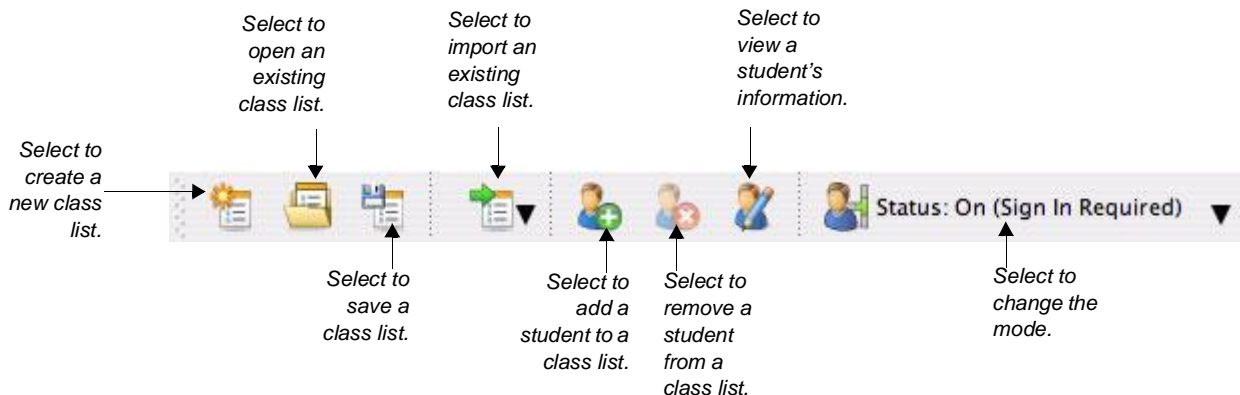


The Dock.

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, 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.

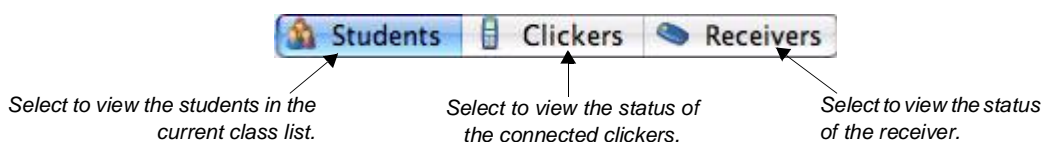
### The Senteo Manager toolbar

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.



### 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.



## 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 Fill in the information in the *Add Student* dialog box. The last name and e-mail address are optional. The ID must be a unique number of up to 15 digits.

**NOTE:** Students will need this unique ID number 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.

- 3 The students' names will appear under the Student tab

- 4 Click the **Save Class List** button

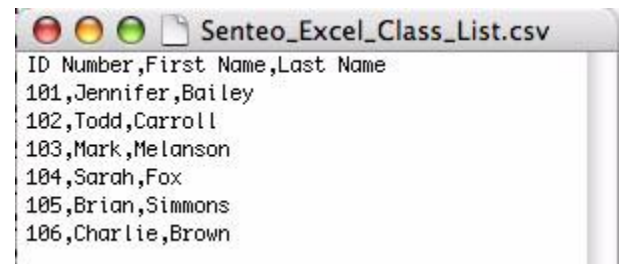


when you are finished adding all of the students to your class list

## Importing a class list

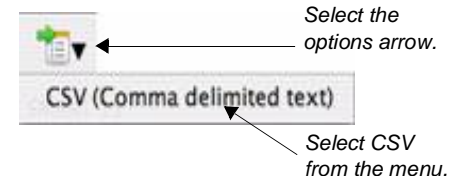
If you use spreadsheet or database software to compile your class lists, you can save these files in CSV (comma delimited text) format, and import them into the Senteo Manager. This action allows you to enter all of your students at one time without the need to enter each student's information manually.

After saving your CSV file, verify that the file contains a title row, that each row in the CSV file represents one student and that the data is in the following order: ID Number, First Name, Last Name.



To import a class list from a CSV file, do the following:

- 1 Select the **Import Class List From** options arrow, and then select **CSV (Comma delimited text)** from the menu



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

- 3 If you need to edit any 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, make any required edits, and select **OK**

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

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

Double-click the saved class list on your desktop or in your folders.



Senteo101.classlist