

Designing an Assessment Using the Senteo Interactive Response System and Notebook Software

Before you start

Before you start developing your assessment, ensure that your computer is turned on and that Senteo™ assessment software is installed. The *Senteo Assessment Software* icon should be visible in the notification area at the bottom right of your screen, indicating that Senteo assessment software has been installed.



The notification area.

If the *Senteo Assessment Software* icon is not visible, select **Start > All Programs > SMART Technologies Inc > Senteo > Senteo Menu**. The *Senteo Assessment Software* icon will appear in the notification area.

For more information on how to begin using the Senteo interactive response system, refer to the *Quick Reference Guides* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

The information in this *Hands-on Practice* is presented assuming you have a basic understanding of the Microsoft® Windows® operating system and Notebook™ software.

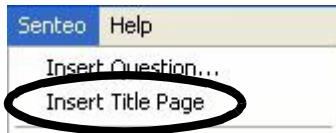
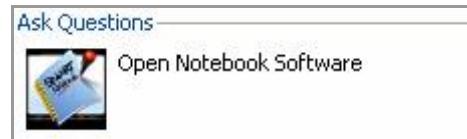
What is Notebook software?

Notebook collaborative learning software is an electronic notebook that enables you to quickly capture and save notes, drawings and graphics if you are using a SMART Board™ interactive whiteboard. You can also use Notebook software as a presentation application to display lesson information and questions that use the Senteo interactive response system. For more information on Notebook software, refer to the *Quick Reference Guides* and *Hands-on Practices* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp.

Preparing your assessment

You will prepare a geography assessment that asks students questions about the flags of three North American countries (Canada, the United States and Mexico). You can use the concepts outlined in this *Hands-on Practice* to prepare and deliver assessments in other subject areas.

- 1 Open Notebook software by clicking the *Senteo Assessment Software* icon in the notification area and then selecting **Ask Questions** from the Senteo Menu
- 2 You will first need to insert a title page because this will be a formal assessment (i.e., not an *instant question*). To do this step, select **Senteo > Insert Title Page** from the Notebook software menu bar.



- 3 When the title page appears, highlight the current title by selecting and dragging over it, and then type the following: *Geography Quiz*

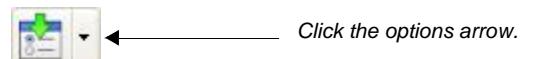
NOTE: This page will not contain much information now, but once you have created a question set, the title page will allow you to change your preferences and to start your quiz.

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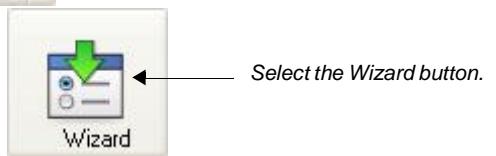
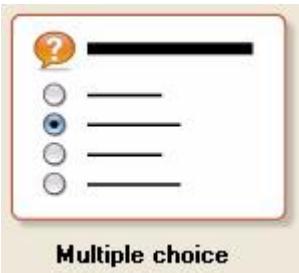
Designing a multiple choice question

For this quiz, you will design all of the different question types. The first of your questions will be multiple choice. To begin your question, do the following:

- 1 Click the **Insert Question** button options arrow, and then select the **Wizard** button from the menu



- 2 When the *Insert Question* dialog box appears, select the option for *Multiple choice*, and then click **Next**



- 3 In the *Type your question below:* field, type the following: *Which of the flags below is the flag for Mexico?* Then click **Next**.
- 4 In the next dialog box, set the number of options at four (by default), and leave the options blank since you will later import graphics of each flag. Then click **Next**.
- 5 Select option C as the correct answer by clicking in the corresponding radio button. Remember that when you design the question, you will need to put the Mexican flag in option C.
- 6 Click the **Finish** button

Your first question is now almost complete. On the Notebook software work area you will see your question, four blank answer fields and the *Senteo Question Object* in the upper right-hand corner. Now you need to add the four flags to represent the correct answer and your distractors.

- 1 Select the **Gallery** tab on the right-hand side of the Notebook software interface
- 2 In the search field type the word *flags*, and then select the **Search** button
- 3 Double-click the folder thumbnail, and scroll through the collection to find the flags for Canada, the United States, Mexico and Italy. Drag each flag to the work area of your Notebook page.
- 4 Reposition each flag, so that Canada's flag corresponds with the letter A, the United States with the letter B, Mexico with letter C and Italy with letter D

TIP: The letters for your answers are also moveable objects, so you can reposition both the letters and the flags.



- 5 Select **File > Save** to save your Notebook file at this stage, as you have completed your first of five questions.

Designing a true or false question

The next question will be a true or false question. To begin your question, do the following:

- 1 Select **Senteo > Insert Question** from the Notebook software menu bar
- 2 From the *Insert Question* dialog box, select the option for *True or False*, and then click **Next**
- 3 In the *Type your question below:* field, type the following: *This is NOT one of the flags of North America.* Then click **Next**.
- 4 Select *True* by clicking in the corresponding radio button, and then click **Finish**
- 5 Select the **Gallery** tab, and scroll to find the flag for the United Kingdom. Drag it onto the work area, and position it underneath the answers to your question as shown here.
- 6 Click the **Save** button on the Notebook software toolbar

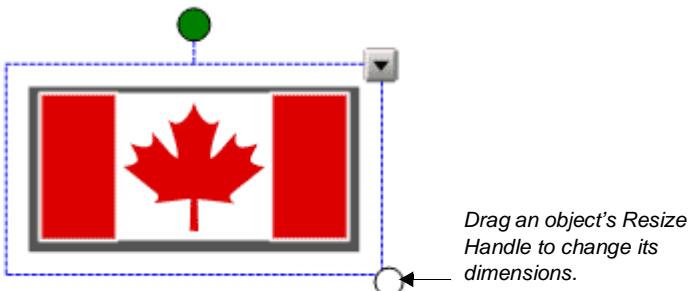
NOTE: A Yes or No question is made the same way as a True or False question.

Designing a numeric question

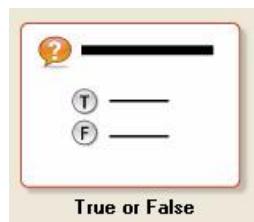
For numeric questions, students use the numbers on the keypad to answer the question with the correct number, fraction or decimal. To begin your question, do the following:

- 1 Select **Senteo > Insert Question** from the Notebook software menu bar
- 2 From the *Insert Question* dialog box, select the option for *Numeric, fraction, decimal*, and then click **Next**
- 3 In the *Type your question below:* field, type the following: *How many North American flags are visible in the jumble below?* Then click **Next**.
- 4 In the *Type the correct answer:* field, type the number 2. Click **Finish**.
- 5 Select the **Gallery** tab, and scroll to find the flags of the United States and Canada. Drag them onto the work area.
- 6 Drag six more flags onto the work area, making sure that none of them are North American flags

NOTE: You may need to resize your flags to make them fit. Click and drag an object's **Resize Handle** to make it smaller or larger.



- 7 Click the **Save** button on the Notebook software toolbar



2 This is NOT one of the flags of North America.

True

False



Designing a multiple answer question

A multiple answer question is a multiple choice question that requires more than one correct answer. To begin your question, do the following:

- 1 Select **Senteo > Insert Question** from the Notebook software menu bar
- 2 From the *Insert Question* dialog box, select the option for *Multiple answer*, and then click **Next**
- 3 In the *Type your question below:* field, type the following: *What colors do the flags of Canada, the United States and Mexico have in common?* Then click **Next**.
- 4 In the next dialog box, type the following in the answer fields: for A type *Blue*, for B type *Red*, for C type *Green* and for D type *White*. Then click **Next**.

What are they? (Optional)

| | |
|---|-------|
| A | Blue |
| B | Red |
| C | Green |
| D | White |

- 5 Select the check boxes beside *B Red* and *D White*. Click **Finish**.
- 6 Click the **Save** button on the Notebook software toolbar

Congratulations, you have now completed building your quiz.

Delivering your assessment in the classroom

Before you begin administering your quiz in the classroom, you have to set up your class list. This is reviewed in the following Quick Reference Guides: *Getting Started with the Senteo Interactive Response System* and *Using Senteo Manager and Setting Up a Class List* available at www.smarttech.com/trainingcenter/windows/trainingmaterials.asp. If you are unfamiliar with these tasks, read the Quick Reference Guides before continuing.

To deliver your quiz as a formal assessment, make sure that the receiver is plugged in and functioning, and that you have selected the *Sign-in Required* mode in the *Senteo Manager* toolbar. Also ensure that the students have all turned on their clickers and that they are signed in to the correct classroom.



TIP: If you wish to test your assessment before delivering it live, you can use the *Clicker Simulator* that is available when you click the **Senteo Assessment Software** icon in the notification area. You can open multiple instances of the *Clicker Simulator*, and assign each one a unique ID.

To deliver your assessment, do the following:

- 1 Open the Notebook software file that you created earlier. It should open to the title page.
- 2 Select the *Remember names* check box. This action will ensure that the students' grades are reported accurately for the quiz.

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3 You are given four options for how you wish the grades to be displayed on the clickers. For this quiz, select the radio button beside the option *After all questions are answered*. This selection will display the students' grades on their clickers only after the quiz is complete.

4 When you are ready to begin, click the **Start** button on the title page, or select **Senteo > Start** from the Notebook software menu bar

Show grades on the clickers

- After all questions are answered
- After each question is answered
- After you stop collecting responses
- Don't show grades on the clickers

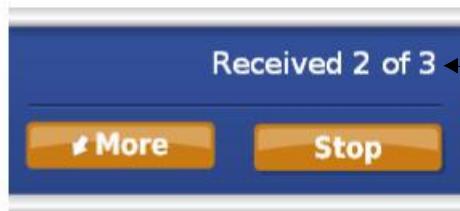
5 Once you start the quiz, you will first notice that the title page changes to a progress graph. You can ignore this for now and simply advance to the first page of your quiz by clicking the **Next Page** button on the Notebook software toolbar.



Click to
advance the
pages of
your quiz.

6 Ask your students to select the correct response to the first question, and then press the **Enter** button on their clickers

7 You can monitor how many students have answered the question by looking at the **Senteo Question Object** in the upper right-hand corner of the page



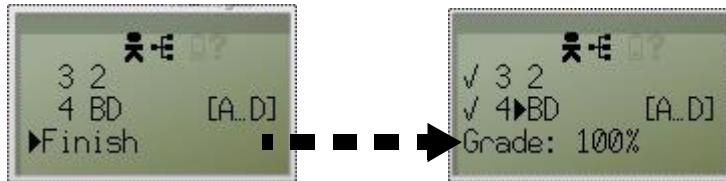
Two of the three
students in the class
have responded to the
question.

8 To see who you are still waiting for, click the **More** button on the **Senteo Question Object**

TIP: If the **Senteo Question Object** is hidden behind items in your quiz (in this case, behind one of the flags), right-click on the object and select **Order > Bring to Front**.

9 When all the students have answered the question, advance to the next page by clicking the **Next Page** button

10 When the final question has been answered, the students will be able to instantly see their grades by selecting *Finish* on their clickers



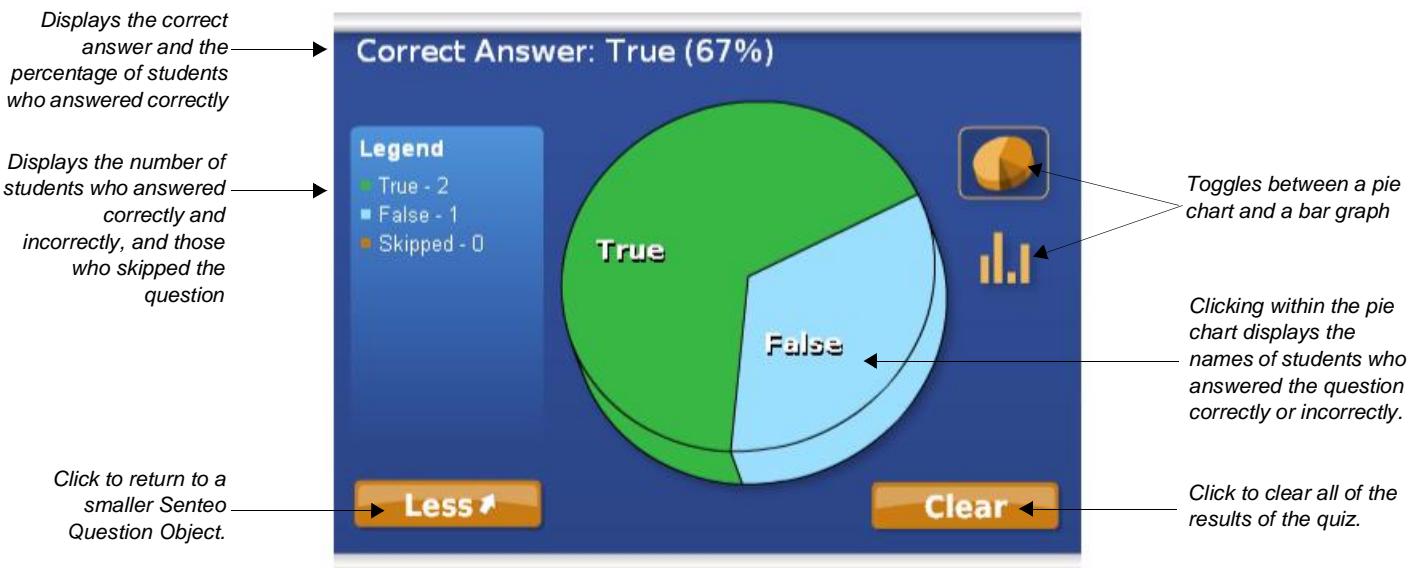
11 When the last question has been completed, click **Stop** on the **Senteo Question Object**. The quiz will revert to the **Results** page, where you will be able to view a graph of the results.

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Reviewing your results

Before closing your quiz, you can review each question's results with your class. This approach can be useful in gauging which concepts the students had trouble with. The results graph provides an indication of how the questions have been answered. The green portion of the bar indicates the percentage of students who answered correctly, and the red portion indicates those who answered incorrectly. To analyze the results in greater detail, do the following:

- 1 On the results graph, click on the bar for the question you wish to analyze
- 2 On the question page, you will notice that the Senteo Question Object now displays a graph. If necessary, bring the graph to the front layer by right-clicking on the object and selecting **Order > Bring to Front**.

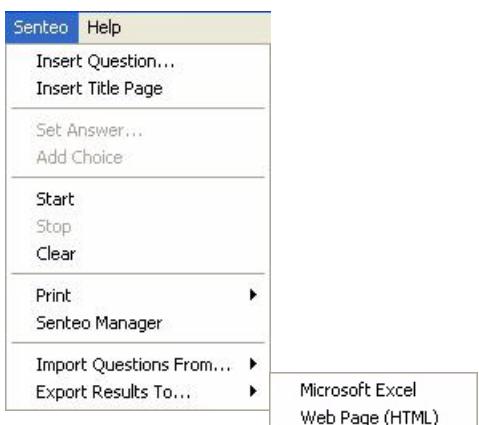


- 3 Flip through each page of your quiz to review the results for every question

Exporting your results to Microsoft Excel software

When you are finished reviewing the questions, you can export your results to Microsoft Excel® spreadsheet software. This approach is useful because you can then transfer the results of this quiz to your main gradesheet if you keep records using Excel software. To export your results, do the following:

- 1 With your completed quiz open, select **Senteo > Export Results To > Microsoft Excel**
- 2 In the Save As dialog box, type a name for your spreadsheet and click **Save**
- 3 An Excel spreadsheet will open displaying the students' names, ID numbers, answers for each question and final grade. Use the tools in Excel software to copy information from the columns into your main gradesheet.



Congratulations! You have now designed, delivered and documented a formal assessment using Notebook software with the Senteo interactive response system.