

Setting up the Senteo interactive response system to collect and store student responses

The Senteo™ interactive response system is an assessment tool designed to enhance learning and save teachers time. You can pose questions during your lesson to engage students and make sure that they understand what you teach, or create a group of questions as a self-grading exam.

Senteo Teacher software is the part of the Senteo interactive response system that stores and organizes student responses to assessment questions. Some initial setup is required before the system is able to store student responses.

This *Quick Reference* guides you through the initial setup of Senteo Teacher software. This guide assumes that you have installed Senteo assessment software but haven't yet performed the initial setup of Senteo Teacher. Before you begin, make sure that Senteo assessment software is installed on the computer that you want to use for delivering Senteo assessments.

Loading Senteo Teacher software

- 1 Select the **Senteo Assessment Software** icon in the notification area
- 2 Select **Click here to start a class** under the Senteo Teacher heading. The *Welcome to Senteo Teacher* window appears.

Distinguishing your receiver from others within range

- 1 Type a classroom name for your receiver
- 2 Click **Begin**



The classroom name appears as an option on the Senteo clickers. Students are asked to select your classroom from a list of all classrooms within range.

TIP: Your classroom name appears on the student clickers. Choose a name that students will easily recognize as your class. It can be a maximum of eight characters.

- 3 Connect the Senteo receiver to a USB port on your computer
- 4 Select **Create a new SMART Teacher file and set up your class lists**. The *Gradebook Information* window appears.
- 5 Type your classroom information into the fields. This information will appear in reports printed from Senteo Teacher software.
- 6 Choose a location to save your SMART Teacher file in

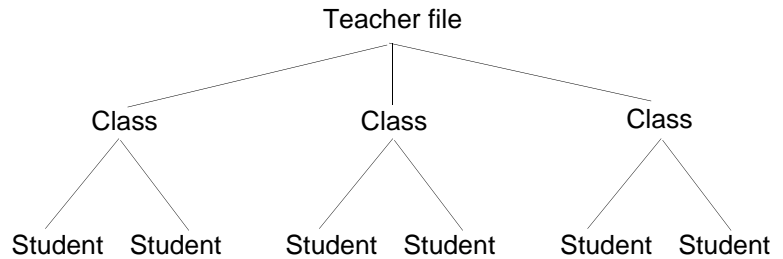
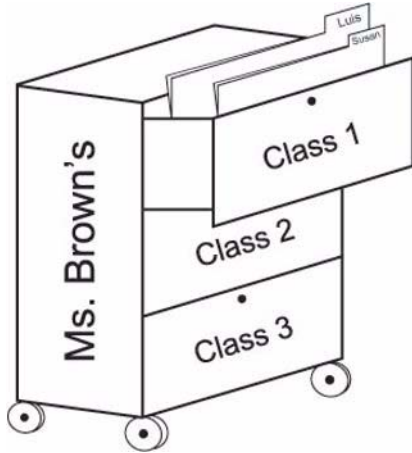
NOTE: Your SMART Teacher file will contain all of your student information, assessment results and grades. To keep this information accessible from multiple computers, you may want to save it to your school's network or a USB drive.

- 7 Select **Done**. The *Anonymous Mode* window appears.

You're now ready to deliver assessments using the Senteo interactive assessment system in **Anonymous** mode. Anonymous mode allows students to enter responses to questions but doesn't store student results. To store student results you must setup a filing system in Senteo Teacher software.

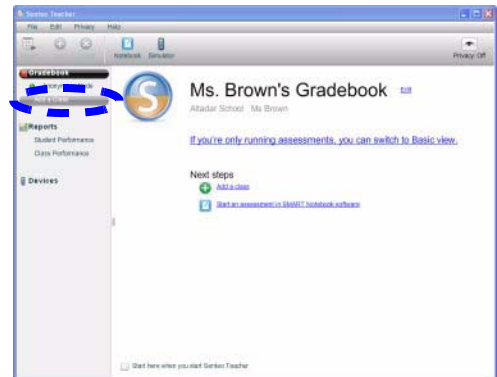
Setting up a filing system to store student results

Senteo Teacher stores student information in a way that is similar to a mobile file cabinet.




Create a Class folder

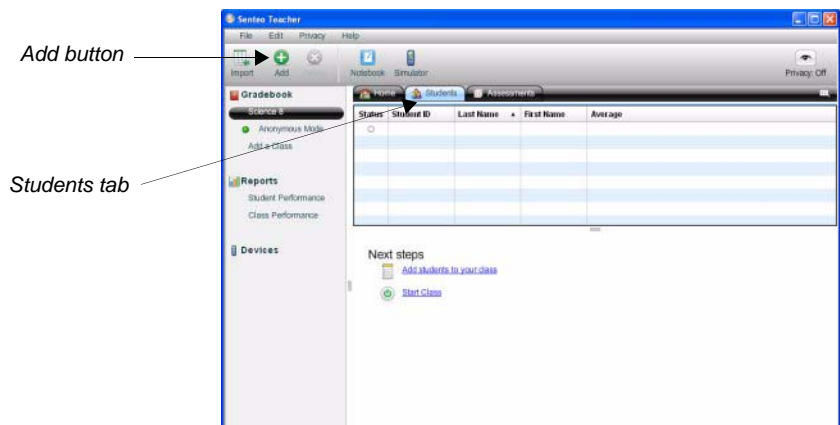
- 1 Select **Add a Class** in the Senteo Teacher side menu
- 2 Type your class information into the fields
- 3 Click **Add**. The class is displays in the Gradebook list.



TIP: Classes separate student information and allow you to compare student performance between or within classes. Both elementary and secondary teachers may want to create a variety of classes to keep results separate between subject areas.

Add student folders to each class

- 1 Select the **Students** tab
- 2 Click **Add**  or select **Edit > Add**
- 3 Type the student information into the fields. Use the **Tab** key on your keyboard to advance to the next field.
- 4 In the **Tag** field, type in terms that you would like to associate with that student



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

- 5 To add another student, press the **Tab** key on your keyboard to advance to the next row

Add student folders to each class by importing a class list from another application

If you already have class lists created in Microsoft[®] Excel[®] spreadsheet software, in Senteo 1.0 assessment software or as Comma Separated Values, you can import them into Senteo assessment software without having to re-enter student information.

- 1 Format your class list according to the following guidelines

Microsoft Excel class list formatting

	A	B	C	D
1	ID Number	First Name	Last Name	
2	1	Student	One	
3	2	Student	Two	
4	3	Student	Three	
5	4	Student	Four	
6	5	Student	Five	

Comma Separated Values (CSV) class list formatting

```

IDNumber, FirstName, LastName
IDNumber, FirstName, LastName
IDNumber, FirstName, LastName
    
```

Senteo 1.0 class list formatting

No formatting required

- 2 Select **File > Import > Students**. The *Import* window appears.
- 3 Select the class that you want to import the class list into
- 4 Select the file type that you will import the class list from
- 5 Navigate to and select the file
- 6 Press **Open**

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.

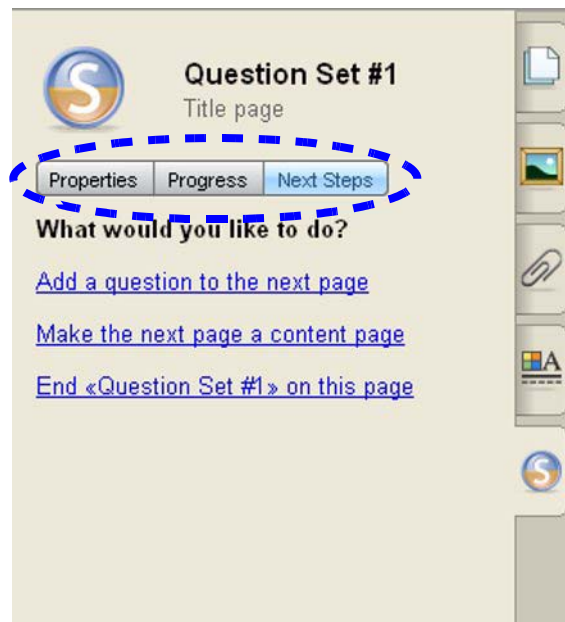
The Senteo assessment software tab provides you with Senteo's features every step of the way.

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.

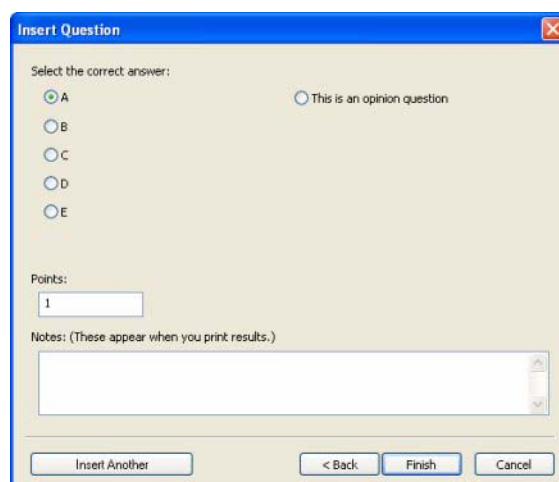


- 7 Select **Add a question to the next page**. The *Insert Question* window appears.
- 8 Select the type of question that you want to insert
- 9 Type your question in the field provided
- 10 Add any tags that you want to associate with the question

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**

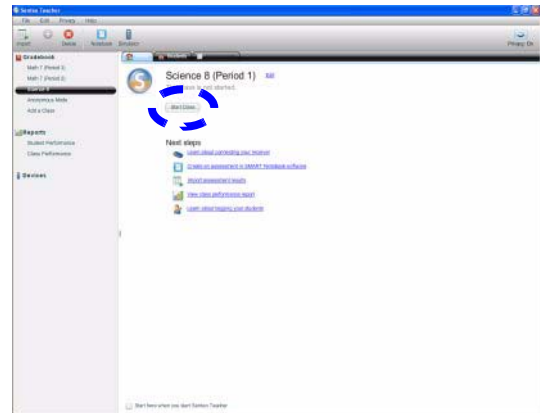
Delivering an assessment using SMART Notebook software and Senteo[™] assessment software

This *Quick Reference* gives you the information that you need to deliver 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.

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
Total:	2

[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**

Evaluating your Senteo™ assessment results

This *Quick Reference* gives you the information that you need to review and explore the results of your assessments with 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.

Reviewing results in SMART Notebook

After your students have answered the questions using the Senteo interactive response system and you have stopped the assessment, you can review the assessment results with your students without leaving the SMART Notebook file.

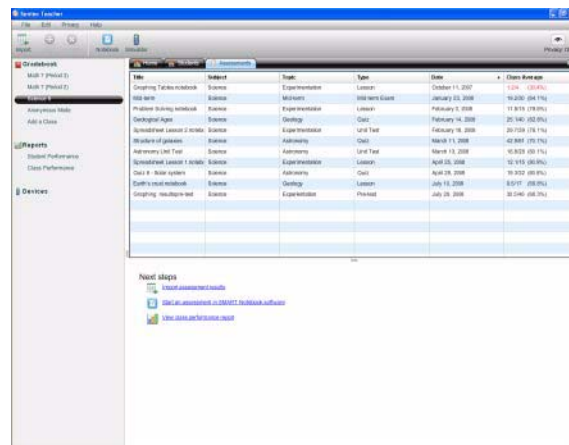
- 1 Navigate to the title page of your assessment
- 2 In the Senteo tab, select the **Status** option
- 3 Press **Next Page** to advance through your assessment. The details in the Status option display the results of the question on the current SMART Notebook page.

Reviewing results in Senteo Teacher

After your students have answered the questions using the Senteo interactive response system and you have stopped the assessment, the results import automatically into Senteo Teacher. The results are saved in the SMART Teacher file that you had open at the time of the assessment.

- 1 Open Senteo Teacher
- 2 Select the class that you want to review in the Gradebook list/tab
- 3 Select the **Assessments** tab
- 4 Select the assessment that you want to view the results of

TIP: You can sort assessments by Title, Subject, Topic, Type, Date or Class Average. Click the header of the field that you want to sort your assessments by.

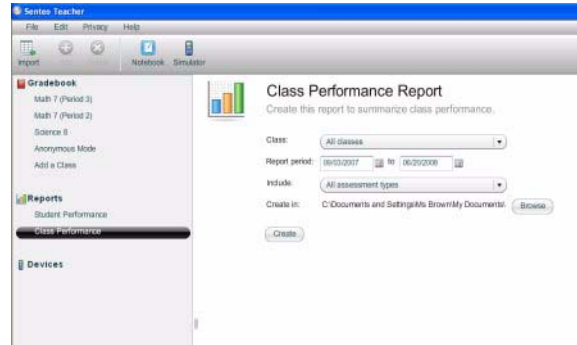


- 5 Review the details of the assessment in the *Assessment Detail* window
- 6 Select **Performance** to view a graphical representation of your student's achievement per question
- 7 Select **Results** to view a list of your student's averages

TIP: You can sort the student results list by Last Name, First Name, Student ID and Mark. Click the header of the field that you want to sort your students by.

Generating reports

- 1 In the Reports list, select either **Student Performance** or **Class Performance**
- 2 Use the drop-down menus to select the criteria for the report
- 3 Click **Browse** to select a location to save the report in
- 4 Click **Create**



Exporting the results

- 1 Select **File > Export**. The *Export* window appears.
- 2 Select the class that you want to export the results from
- 3 Click **Next**
- 4 Select the option to export your results **By Student** or **By assessment**
- 5 Use the drop-down menu to select a student or assessment
- 6 Click **Next**
- 7 Select the format that you want to export your results to
- 8 Click **Next**. The *Save As* dialog box appears.
- 9 Type a name for your file
- 10 Click **Save**