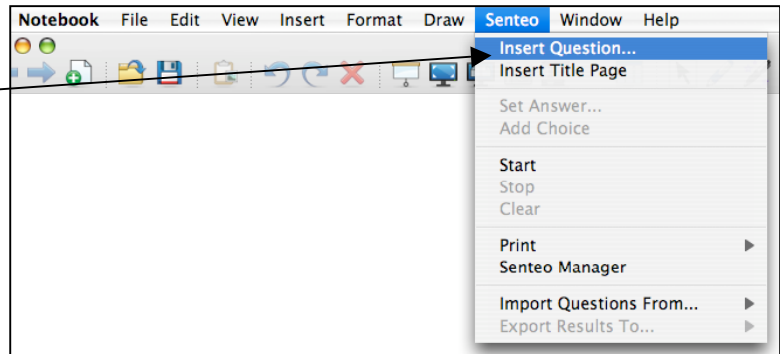


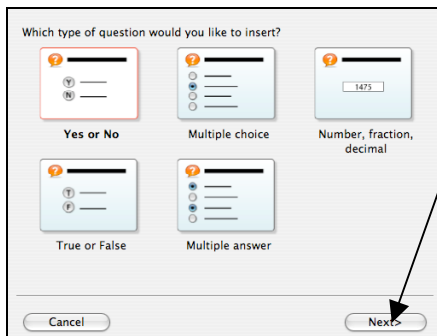
PART 1 - Making a Senteo document in Notebook:

1. Open the Notebook software.
2. On a blank page, select "Senteo" in the menu bar. Then click on "insert question."

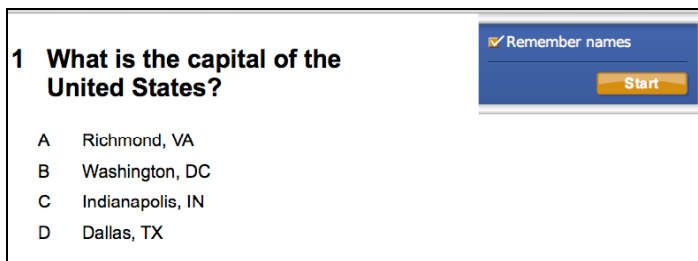
**** NOTE: If this does not appear for you, Senteo software is not installed on your computer. Contact Kevin Perkins or Obe Hostetter to install it for you.**



3. Choose your question type. Then click next.



4. For each type of question, it will guide you through creating the question and answer possibilities in their entirety. When you are finished with the question, click finish.
5. Something like this should appear on the notebook slide.



6. To insert another question, follow the same process as above. You do NOT have to create another slide, as the Notebook software will do that for you automatically.

Things to remember:

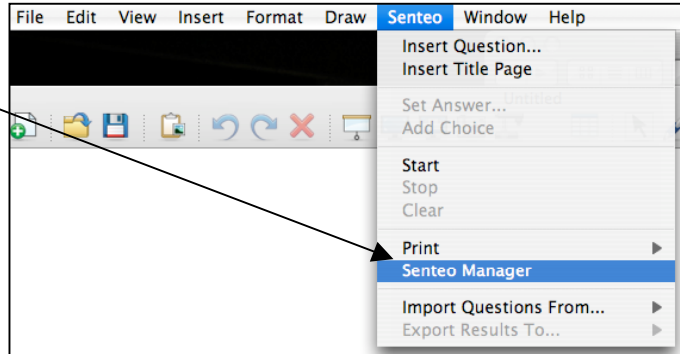
- Obe says that the software usually only likes to hold 30 questions in one Notebook file. If you have more than that, split them up between Notebook files.
- Notebook will ask you if you want to create a title page. You can if you want, but they are not necessary, unless you would like to administer the test all at once.

PART 2 - Connecting to the Senteo:

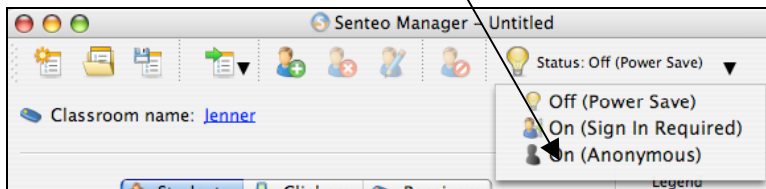
There are 2 ways to administer a Senteo Notebook file: anonymous or sign in required. Anonymous mode will give results on the percentage of the class that answered a question correctly/incorrectly. Use sign in required if you want to use the Senteo to grade a test or know what each student answered on each question.

Anonymous Mode:

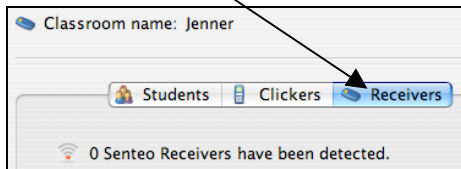
1. Plug in the Senteo usb receiver into the back of the computer
2. Open your Notebook file. Click on Senteo, then on Senteo Manager.



3. From the drop down menu, choose On (Anonymous).



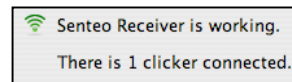
4. Select the receivers tab. The Classroom name shows at the top of the window:



5. Students will need to:

- Power on the Senteo clickers by holding in the top left green button for 2 seconds.
- Click the down yellow arrow on the clicker. Select "Find a Class"
- Click the enter button to join the class name.

6. On the Senteo Manager, make sure the number of clickers connected is the same number of students in your class.

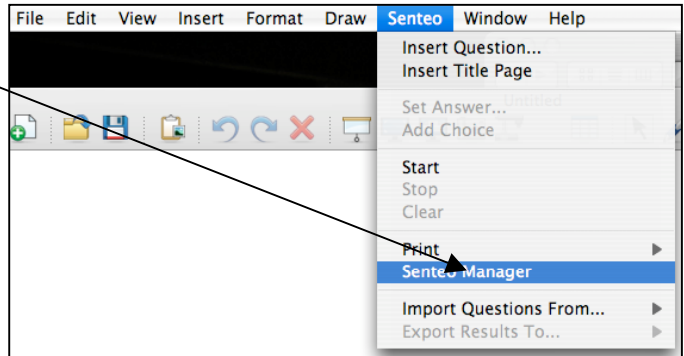


7. Click the yellow circle in the top left corner of the Senteo Manager to minimize it (DON'T close Senteo Manager).

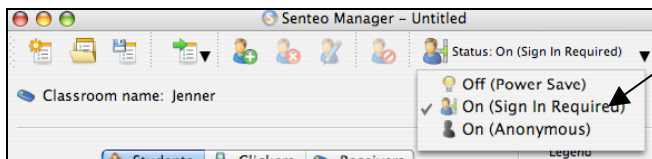


Sign In Mode (each Student has a ID number assigned to them):

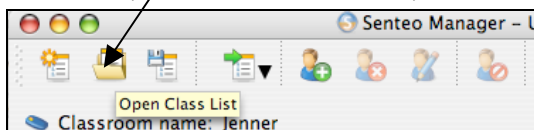
1. Plug in the Senteo usb receiver into the back of the computer
2. Open your Notebook file. Click on Senteo, then on Senteo Manager.



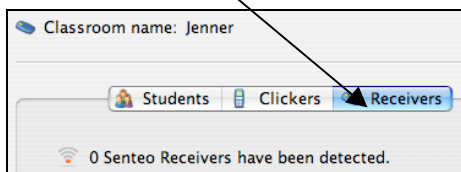
3. Click on the down black arrow in the top left and choose Sign In Required



4. Click on Open → Class list. Find your saved list. (See Part 3 on creating a class list)



5. Select the receivers tab. The Classroom name shows at the top of the window:



6. Students will need to:

- Power on the Senteo clickers by holding in the top left green button for 2 seconds.
- Click the down yellow arrow on the clicker. Select "Find a Class"
- Click the enter button to join the class name.
- Enter in the ID number that the teacher has assigned them.

7. On the Senteo Manager, make sure the number of clickers connected is the same number of students in your class.



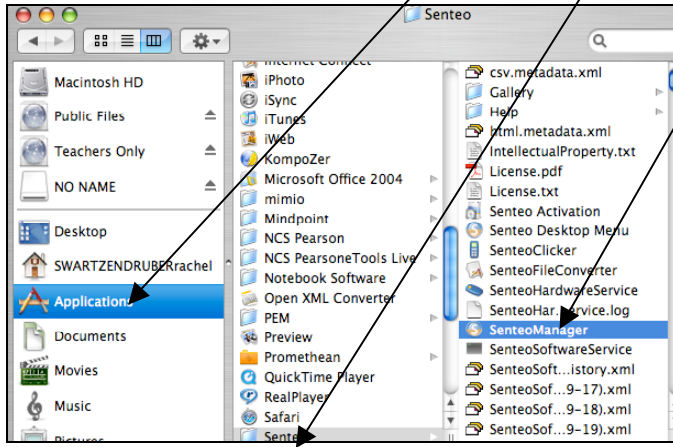
8. Click the yellow circle in the top left corner of the Senteo Manager to minimize it (DON'T close Senteo Manager).



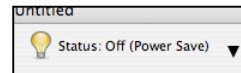
PART 3 - Class Lists:

Creating a class list by typing in a list of students

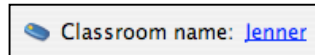
1. Open the Senteo Manager (Applications → Senteo → SenteoManager)



2. Make sure the status is Status: Off (Power Save):



3. Click on the blue link to the right of Classroom Name



4. Rename your classroom name. This is what your students will search for or join when they use the clickers. You must have the Status: Off (Power Save) mode in order to change the name.

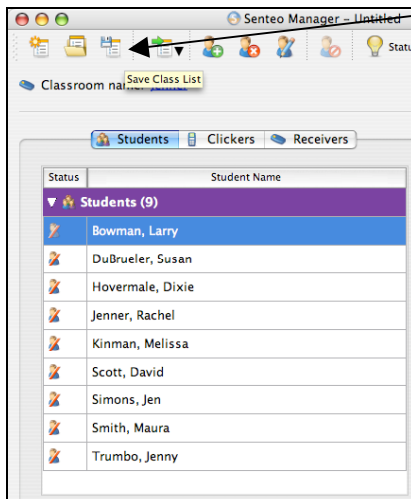
5. Click on Add a new student



6. Enter in the First, last and ID (whatever you wish to use). Ignore the e-mail address box.

First name:	Obe
Last name:	Hostetter
ID (max. 15 digits):	100
E-mail address:	

7. After you have entered in all students, save the claslist.



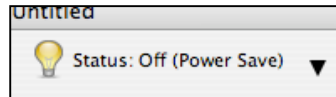
Importing a class list from Excel

1. Type up an Excel file with these headings: First Name, Last Name, ID for your headers in row 1. Make sure you don't add any spaces before or after the headings or the file won't import.

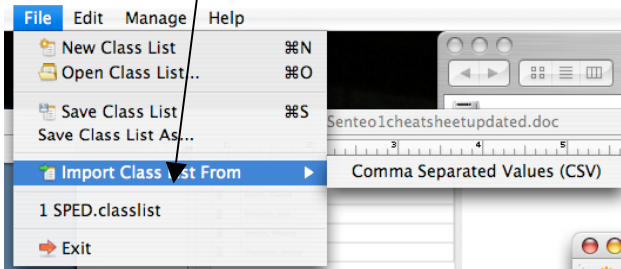
	A	B	C
1	First Name	Last Name	ID
2	Obe	Hostetter	286
3	Alice	Bair	316
4			

2. Open the Senteo manager.

3. Make sure you are in Status: Off (Power Save)



4. Select File → Import Class List From → Comma Separated Values (CSV)

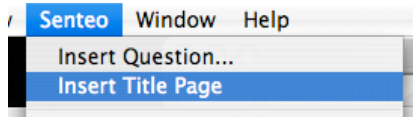


PART 4 – Administering the Test:

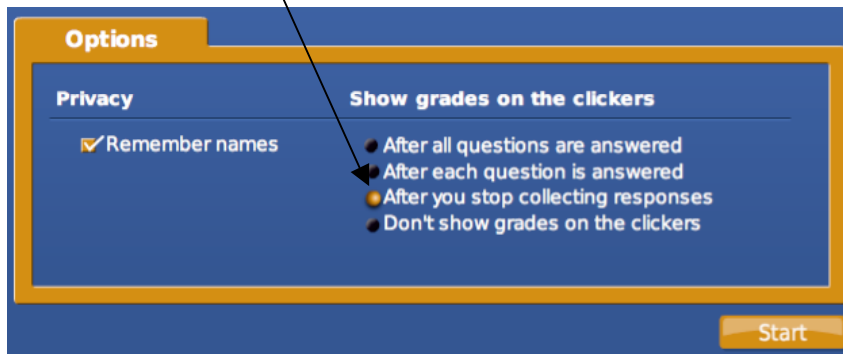
The Senteo Notebook file should be already opened. There are two choices for administering the Senteo test: all questions at once or one at a time.

Students get all questions at once. Good for giving a paper copy test.

1. Use the Senteo to give a test to your students.
2. Give each student a paper copy of the test.
3. Make sure you have a Senteo title page for your first page. If you don't, add a title page by clicking on Senteo → insert Title page.



4. Select "After you stop collecting responses" so students don't see their grades until everyone is done with the test or choose don't show grades on the clickers if you don't want the students to see their test grade.



5. Click the **Start** button. Students will then be able to answer all the questions on the test using their Senteo clickers. The student can delete and change answers by using the arrow buttons and clicking on the DEL button on the clickers.

Students get questions one at a time. Good for in class assessment.

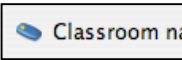
1. Delete the Notebook Senteo title page if there is one by clicking on the down arrow and selecting delete. *Sometimes you have to delete the title page twice before it deletes.*
2. Click on each question. Click on the start button on the top right. After all students have answered, click the stop button.

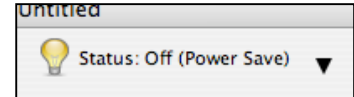
Saving or Exporting Results

1. Save the Notebook file.
2. Click on Senteo menu → export results to web page or CSV (Excel) **OR**
Click on file → print. Choose results. It will print every student's test with a question per page.

PART 5 - Other Information:

Change Classroom Name

1. Open the Senteo Manager.
2. Click on the blue link to the right of Classroom Name 
3. Rename your classroom name. This is what your students will search for or join when they use the clickers. You have to have the Status: Off in (Power Save) mode in order to change the name.



Senteo Notebook files can be downloaded from these websites:

1. K-12 Senteo Notebook files
<http://education.smarttech.com/ste/en-US/Ed+Resource/Lesson+activities/Senteo/USA/default.htm>
2. K-12 Senteo Notebook files
<http://technology.usd259.org/resources/whiteboards/smartlessons.htm>
3. Grades 3-5 Senteo files by Shenandoah County Teachers
<http://schools.shenandoah.k12.va.us/senteo.htm>
4. Middle & High School (6-12) Senteo files
<http://sites.google.com/site/smartsharecenter/smart-downloads/smart-senteo>
5. Senteo Questions Sets K-12
<http://exchange.smarttech.com/search.html?m=3&q=senteo>