Setting up classes and adding students

From your Teacher Home Page

- Click on Classes
- Click on Add Class
- Give your class a name and select a Primary Course from the Pull Down Menu

To Add Students to your Class

- Click on Class Name
- If there are no students in this class they will need to be added. Select OK

Teacher/Add Student Menu

- Students can be searched by grade or by last name.
- Check students as they are found.

Add Checked Students

- Click on Add Checked Students to add them to your class
Creating Assignments

Add Questions

Add a new Short Answer Assignment in folder: Default folder

New Assignment name: [ ] You can rename it later.

Create New Short Answer Assignment

Add questions from the over 70,000 question database

• Click on Add Questions
• Define your Units, Sections, Themes, Difficulty Level and Attributes

Add Randomly Selected Questions Automatically

Questions that match the Question Criteria are selected randomly and added to the assignment. An assignment is limited to 100 questions. The actual number of questions added may be less depending on your selection criteria.

Maximum number of questions to add: [ ] (1 - 100)

Add Randomly Selected Questions Automatically

• Click on Add Randomly Selected Questions to let the computer find questions for you

Browse Questions and Select Individually

Browse questions that match the Question Criteria and select the individual questions to add to the assignment.

Browse and Select Questions Individually

Do not add any questions

Cancel

Browse Questions and Select Individually

• Click on Browse and Select Questions Individually to review database and select from all questions that meet this criteria
• Select Do not add any questions if you want to opt out
Assigning Assignments in the Offline Mode for the Senteo Clicker

Quick Assign
- All assignments that will be given using a Senteo Clicker must be created in Quick Assign, offline Mode. 1.
- Under the Quick Assign tab, select session to be assigned by checking the class to be assigned. 2.
- Do not place a checkmark in the Randomize question order. 3.
- Select Offline, from the pull down menu in the Initially set the Assignment Mode. 4.
- Click on the grey button Assign.

Quick Assign in the Offline Mode
- Once sessions are Assigned, there will be a yellow menu showing that sessions were Assigned to the classes that were selected.
- Click on Assign/Monitor Students
- Verify in Assignment Mode, that your session is in Offline Mode.
Castle Learning Online
Using the Interactive Response Systems with Castle Learning Online

Preparation your session with the Smart Notebook /Senteo software

From your Teacher Home Page
- From the Home Page, Click on Assignments
- Click on pencil under View/Edit
- Click on Display/Print Answer Key
- Use this answer key for your Senteo/Smart Notebook Session.

Preparing your class with the Senteo Software
- Open up Teacher Tools from your Smart Response program files

Next steps
Add a class
Add students to your class
Learn about tagging your students
Start an assessment in SMART Notebook software
View student performance reports

Class Information
Create class lists to save assessment results and track performance.
Name: Senteo Session #1
Period: 3
Location: Room 218
Passing grade: 70%

Add students information
- Important Make sure that you include the student ID number. This is the most important field because this is the link back into Castle Learning. The Student ID field is the connecting information between Senteo and Castle Learning.
- There is no need to fill out the student email field.

Add students to your class
- Click on the Students tab
- Click on an empty row to bring up the add students screen

Add a class
- Click on Add a class
- Fill in your class information
- Click on Add

Next steps
Add students to your class

Start Class
- Click on the start class button.
- This will activate the Senteo clickers to begin collecting data.
- Make sure green light is on the Senteo USB hub
Adding Castle Learning questions to the Smart Notebook Software

From the Smart Note Book Software
- Open up a new file
- Under Response Select Insert Question
- Click on Multiple Choice

Insert Question Wizard
- No need to type in your question—just click on Next
- Leave the selection to 4 under How many Choices. Click on Next
- Select the correct answer Click on the correct answer radio button to select the correct answer.
- When you are done with this selection click on the Finish button.

Adding multiple questions
- Once you’ve created more than one question, a prompt will appear asking if you would like to group these questions together.
- Click Yes to this prompt.
- Fill in the information on the Assessment Information screen
- Click on the Add button.

Using the Smart Notebook to show the questions, vs assigning the session to yourself in Castle Learning
1. Click on Display/Print Assignment and check with answers
2. Highlight to copy all questions and answers
3. Paste all questions and answers into a word document
4. Save the word document with a name you can navigate to later.
5. In the Smart Notebook Software, under Response, select Import Questions From, Microsoft Word
Preparing Data for Export in Senteo

Export to CSV
- Leave Student Name Box at the default
- Click on ID Number and Answers to Individual Questions
- Select OK

Open up CSV file in Excel
- Remove Column A Student Names
- Leave Column B (Student ID’s) and all the Session Answers Columns alone.

CSV File
- File should only contain Student ID’s information and Session Answers.

Save CSV File
- Save CSV file in a place that it can be Browsed to.
Importing CSV file in Castle Learning Online

1. **From the Assignment Page**
   - From the Home Page, Click on Assignments
   - Click on the pencil under View/Edit
   - Click on Icon under Assign/Monitor Students.
   - Select Upload Offline Answers

2. **Browse for CSV File**
   - Under Select Upload File click on the grey box Browse

3. **Search for CSV File**
   - In the Browse Menu, find the CSV File
   - Click on the Grey Box Upload and Process

**Assignment Information**
- Names, Scores, Date Assigned, Date Completed and reports are available.
- Class Cumulative Report View class progress with this assignment.
- Results report View scores in a printable window.
- Export all responses as spreadsheet file.
- Vocabulary Study Sheet with vocabulary related to questions answered incorrectly.

**Assignment Results**
You have assigned this assignment to the following students in the class specified above.

1. **Select Upload File:**
   - Click the Browse button to select the Offline Answers File for this assignment, then click the Upload and Process button.

2. **Browse for CSV File**
   - In the Browse Menu, find the CSV File
   - Click on the Grey Box Upload and Process

For checked students:
- Unassign assignment
- Change Assignment Mode

**Class Cumulative Report** View class progress with this assignment.
- Results Report: View scores in a printable window.
- Export all responses as spreadsheet file.
- Vocabulary Study Sheet with vocabulary related to questions answered incorrectly.
Castle Learning Online
Using the Interactive Response Systems with Castle Learning Online

Reports in Session Responses

- **Class Cumulative Report** View class progress with this assignment.

- **Results Report** View scores in a printable window.

- **Export all responses as spreadsheet file**

### Assignment Scores Report

**Assignment:** SenteoTest  
**Course:** Elementary English  
**Teacher:** Test Teacher1  
**Class:** SenteoTest  
**Report Date:** 4/6/2009

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date Assigned</th>
<th>Score</th>
<th>Score With Retry As Full-Credit</th>
<th>Score With Retry As Half-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1</td>
<td>Test</td>
<td>4/3/2009</td>
<td>2 1</td>
<td>67</td>
<td>67</td>
</tr>
<tr>
<td>Student2</td>
<td>Test</td>
<td>4/3/2009</td>
<td>2 1</td>
<td>67</td>
<td>67</td>
</tr>
<tr>
<td>Student3</td>
<td>Test</td>
<td>4/3/2009</td>
<td>2 1</td>
<td>67</td>
<td>67</td>
</tr>
</tbody>
</table>

Score: counts only the first answer attempt as correct  
Score With Retry As Full-Credit: counts correct answers on a retry as full credit  
Score With Retry As Half-Credit: counts correct answers on a retry as half credit  
All scores rounded to nearest whole number

### Vocabulary Study Sheet

**Assignment:** SenteoTest  
**Course:** Elementary English  
**Teacher:** Test Teacher1  
**Class:** SenteoTest  
**Report Date:** 4/6/2009

**capitalization**  
The use of capital (upper case) letters, such as in writing proper nouns and titles or for the first word in a sentence.

**noun**  
A word that names a person, place, thing, idea or quality

**proper noun**  
The name of a particular person, place or thing. For example: Joanna, New York City or General Electric.