

## Creating and Administering Assessments in SMART Notebook:

### Creating the Assessment:

1. Open SMART Notebook
2. Exit Welcome Menu.
3. Insert a Title Page.
  - a. Click on “Response” from the top menu and select “Insert Title Page” from the drop down menu.

**\*\*You must insert a title page to keep your questions grouped as an assessment!\*\***

4. Title your assessment, and fill in required information on your title page.
5. Click “Add.”
6. Insert Questions.
  - a. Click “Insert”
  - b. Select “Smart Response Question”
  - c. Choose a type of question.
  - d. Click Next.
  - e. Type in question. (This step is only necessary if you want to see the information as you give the assessment. You can skip this if you are giving a paper test and not showing it on the screen to students.)
  - f. Click “Next”
  - g. Select number of choices and type in answer choices. (Typing in the answers is also optional)
  - h. Click “Next”
  - i. Choose the correct answer and assign points to each question. (These are not percentage points, so this is only necessary if each question is weighted differently. If not, leave this one point for each question)
  - j. To insert more questions, you will select “Insert Another.” When all answers have been inserted, click “Finish”

**\*\*If you wish to change the date and grade, you may do so at this time.\*\***

7. Save assessment.

## Administering Assessment:

**\*\*BE SURE SMART RESPONSE RECEIVER IS CONNECTED!\*\***

1. Open SMART Response Desktop Menu. (Orange icon on taskbar)
2. Select "Click here to start a class."
3. Select your class from the list on the left.
4. Click "Start Class."
5. Minimize SMART Teacher Tools.
6. Have students join your class and log in using their student ID. (see video for more instructions)
7. Open your assessment. (This should be the assessment that was saved in the last lesson.)

### **THERE ARE TWO WAYS TO BEGIN YOUR ASSESSMENT!**

1. Click on the icon at the top with the green "PLAY" (>) button.
2. Select "Response" and from the dropdown menu, select "Start Assessment."

**You may guide students through the assessment or give them a printed page for a self-guided assessment. If you give them a printed page, they may answer questions at their own pace.**

7. When students are finished, click "Stop Assessment" button at the top of the page. (There will be a red square on this button.)

**\*\*You may also click "Stop Assessment" from the same dropdown menu under "Response," where you started the assessment.**