



Creating assessments for digital delivery

This *Hands-on Practice* provides a structured exercise for designing an assessment in SMART Notebook software that you can deliver with the SMART Response interactive response system.

Before completing this *Hands-on Practice*, ensure that you have read the *Quick References* for the SMART Response interactive response system. Install SMART Response, SMART Notebook and Microsoft® Word software on your computer before proceeding.

Download the following file from the [SMART Training Center](#) website and save it to your desktop:

- [Earth's Atmosphere Quiz.doc](#)

In this *Hands-on Practice* you'll learn how to:

- Create a new assessment
- Import an existing assessment
- Edit and manage question sets

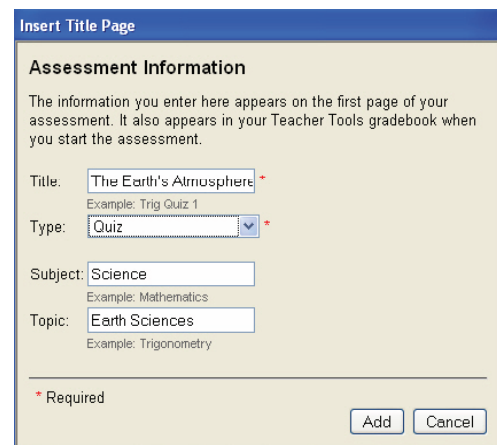
Creating a new assessment in SMART Notebook software

You can use SMART Notebook software to create and deliver an assessment for your students to answer using the SMART Response clickers. There are three steps involved in creating a SMART Response assessment.

- Creating a title page
- Adding question pages or content pages
- Ending the question set

Creating a title page

- 1 Open SMART Notebook software by clicking the **SMART Response** icon in the notification area, and selecting **Ask Questions**
- 2 Click the **SMART Response** tab
- 3 Click the **Title Page** button. The *Insert 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 Double-click the **Grade** and **Date** fields to edit the text on your title page

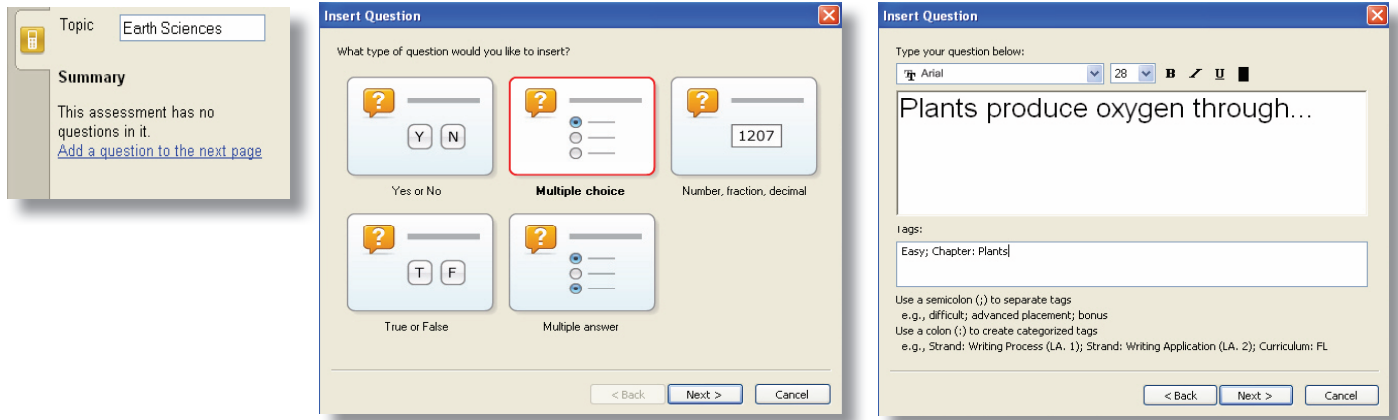


Assessment Information

Your title page signals the beginning of a question set. You're now ready to add question and content pages to your assessment.

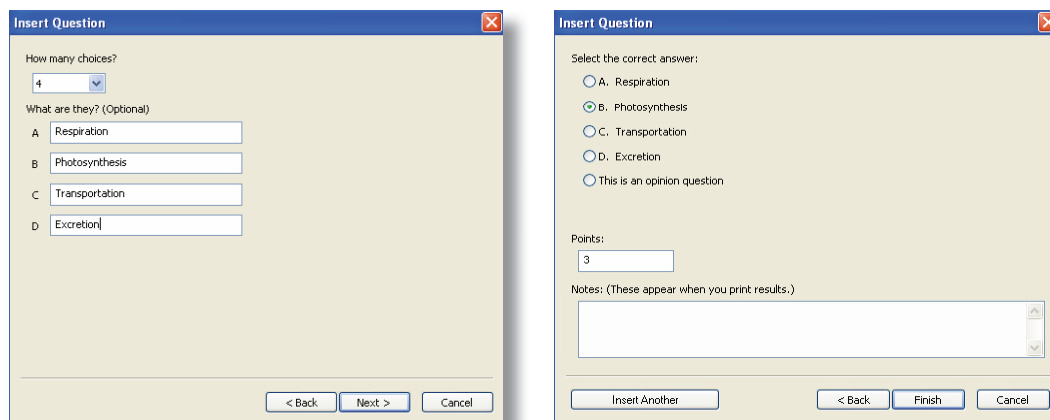
Adding question pages or content pages

- 1 Click **Add a question to the next page**. The *Insert Question* window appears.
- 2 Select **Multiple choice** and click **Next**
- 3 Type your question in the field provided. Click **Next**.



Tip: Adding tags to questions allows you to compare student results based on the type of question. Many teachers choose to tag questions with keywords that refer to level of difficulty, learning objectives or another classification.

- 4 Type the answer choices in the fields provided. Click **Next**.
- 5 Select the correct answer to your question and assign a point value



- 6 Click **Finish**. The question appears in SMART Notebook.
- 7 Click the **Next Steps** button in the SMART Response tab
- 8 Click **Add a question to the next page** or **Make the next page a content page** to add additional question or content pages to your assessment.

Tip: You can only add text using the *Insert Question wizard*. If you want to add images and media as part of a question or an answer choice, leave the fields blank to insert the media at later time

Ending the question set

Once you've added all of the questions to an assessment, end the question set to signal the display of student results.

- 1 Click the **Next Steps** button in the SMART Response tab
- 2 Click **End [Name of assessment] on this page**
- 3 Select **File > Save**
- 4 Type a name for your assessment. **Click Save.**

Importing an existing assessment

You can import an existing Microsoft Word assessment into SMART Notebook for use with the SMART Response system

Tip: Ensure that you format the questions in your Microsoft Word assessments like the example in the *SMART Response User's Guide*. In most cases, headers and footers in the Word document are ignored by the import utility.

- 1 Click **File > New** to open a new Notebook file
- 2 Select **Response > Import Questions From > Microsoft Word**
- 3 Browse to and select the **Earth's Atmosphere Quiz.doc** file from your desktop. Click **Open**.
- 4 Select the thumbnail for the title page in *Page Sorter* view
- 5 Edit and customize the title page, as desired
- 6 Check each question to verify that the conversion process was accurate

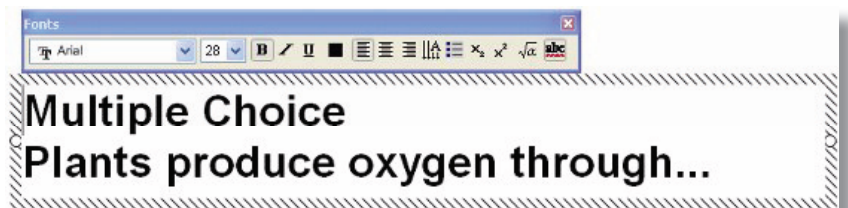
Setting the answers for questions you import from Microsoft Word

- 1 Select the first question page in *Page Sorter* view
- 2 Select **Response > Set All Answers** from the SMART Notebook menu bar
- 3 Type or select the correct answer from the options, and click **Done**
- 4 Select **File > Save**
- 5 Browse to a destination folder, type a file name for the .notebook file, and click **Save**

Editing and managing question sets

You can edit questions and some answer choices the same as you would edit text objects in SMART Notebook.

- 1 Choose the question you want to edit
- 2 Double-click the text. A text editing box appears around the selected text.
- 3 Type the edits to the text. Click anywhere outside the text editing box when finished.
- 4 Repeat steps 1 through 3 to edit the answer choices or other question sets



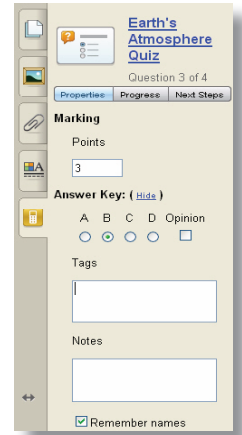
Note: **Yes or No** and **True or False** answer choices are set and cannot be modified.

Changing the correct answer

You can change the correct answer for a question or update question tags, notes and grading points.

- 1 Choose the question you want to edit
- 2 Click the **Properties** button in the SMART Response tab
- 3 Click **Show** beside *Answer Key*
- 4 Select or change the correct answer
- 5 Type or edit question tags, notes or points for the question

Tip: Tip: You can change and set the correct answers for all questions by selecting **SMART Response > Set All Answers** from the menu bar.



Sorting question sets

You can rearrange pages of your question set by using the **Page Sorter** in SMART Notebook

- 1 Click the **Page Sorter** tab
- 2 Click a page thumbnail in the side bar and drag it to a spot above or below another page
- 3 Notice the change of the question numbering on the page

Inserting a new page

You can also use the Page Sorter to insert blank pages into your question set to use as a question or content page.

- 1 Click a page thumbnail
- 2 Click the **Add** icon on the bottom of the side bar
- 3 Notice the placement of the new page
- 4 Insert text or media to make the new page a content page

Tip: To make the new page part of your question set, click **Add a question to this page** in the SMART Response tab.

Adding objects and media to a question

You can insert images, objects and media files into your assessment as you would when using SMART Notebook software to develop lessons. Click and drag objects to where you want them on the page.

To add objects to your question page you can do any of the following:

- Drag content from the **Gallery** tab onto the question page
- Use the **Insert** menu to insert images or media
- Copy and paste images or media
- Drag files from your computer onto the question page

Congratulations, you're ready to deliver an assessment to your class. Refer to the *Hands-on Practice* document *Delivering an assessment* for a structured exercise using SMART Notebook and Teacher Tools software to deliver an assessment.