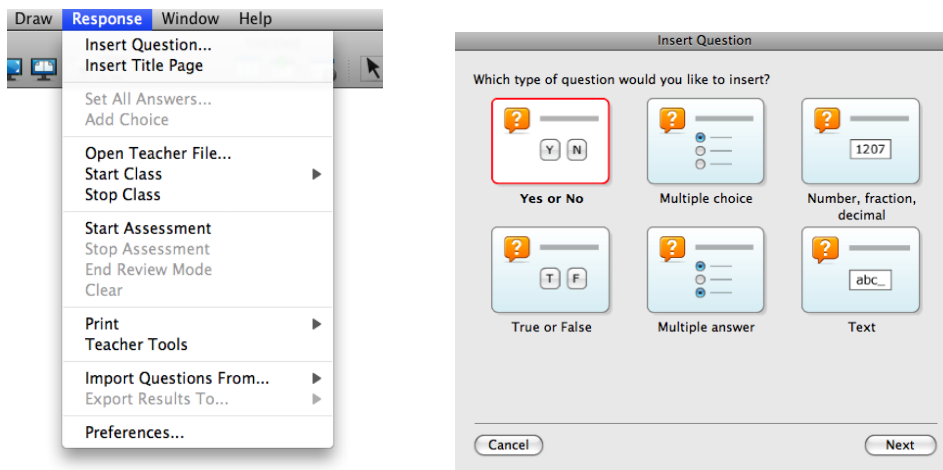


Creating an Assessment in Notebook (Response)

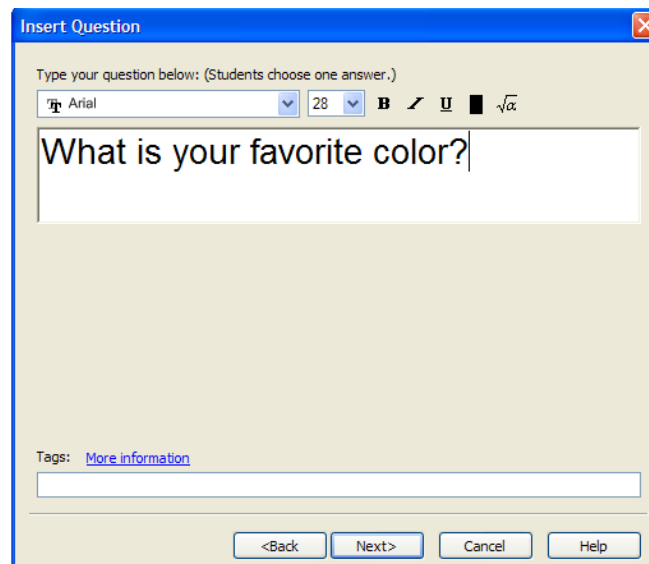
Open a new Notebook file > Click Response menu at top toolbar



> Select Insert Question > Choose question type > Click Next



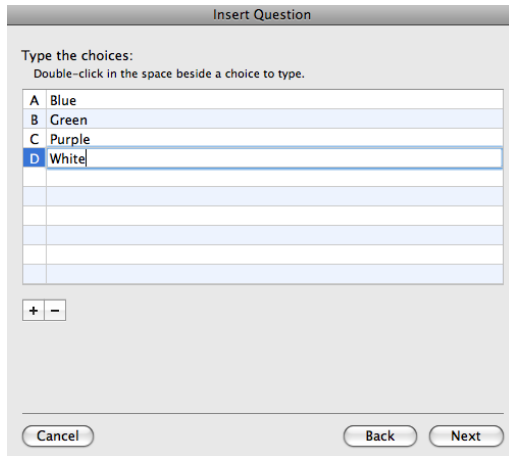
> Insert question > Click Next



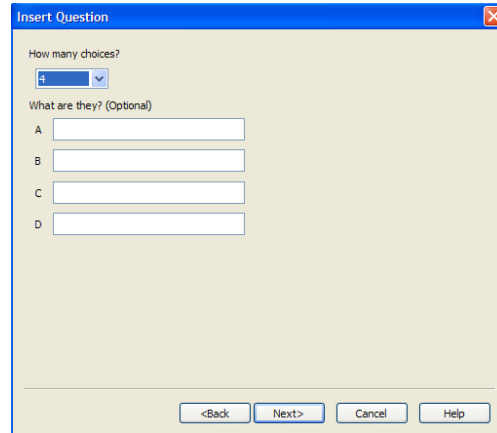
NOTE: For multiple choices questions, the answer choice window is different for a Mac and PC.

For Mac > Click plus or minus button to decide on the number choices > Double click in the cell next to the letters to input answer > Click Next

PC > Click the drop down menu to select number of choices > Type in choices next to corresponding letter > Click Next

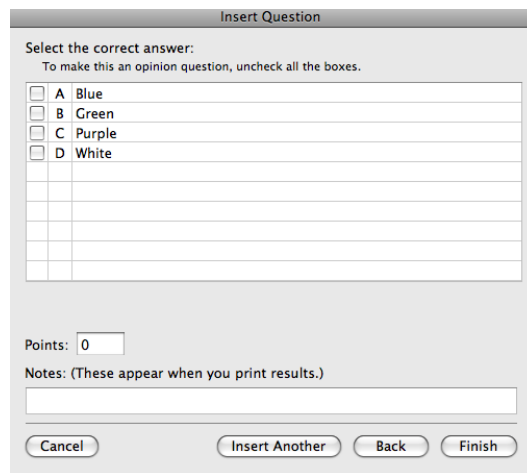


The Mac dialog box is titled "Insert Question". It contains the text "Type the choices:" and "Double-click in the space beside a choice to type." Below this is a table with four rows labeled A, B, C, and D. The first row contains "Blue", the second "Green", the third "Purple", and the fourth "White". Below the table are plus and minus buttons. At the bottom are "Cancel", "Back", and "Next" buttons.



The PC dialog box is titled "Insert Question". It contains a "How many choices?" dropdown menu set to "4". Below it is the text "What are they? (Optional)" followed by four input fields labeled A, B, C, and D. At the bottom are "<Back", "Next>", "Cancel", and "Help" buttons.

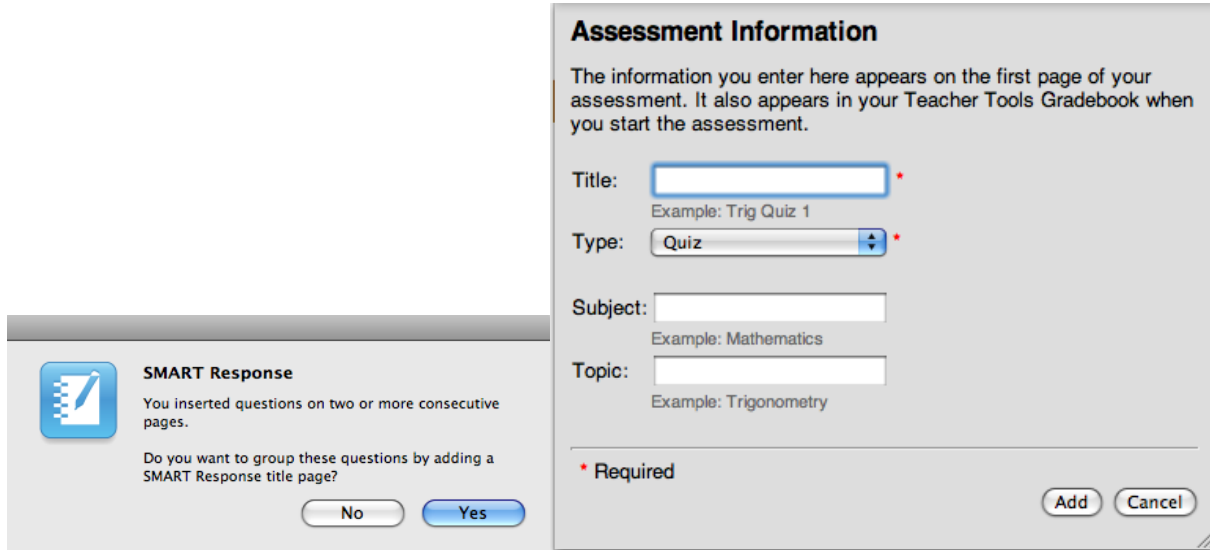
> Set the correct answer > Input point value > Click Finish



This Mac dialog box is titled "Insert Question" and is for selecting the correct answer. It contains the text "Select the correct answer:" and "To make this an opinion question, uncheck all the boxes." Below this is a table with four rows labeled A, B, C, and D. Each row has a checkbox and the corresponding choice name. Below the table is a "Points:" field with the value "0" and a "Notes: (These appear when you print results.)" field. At the bottom are "Cancel", "Insert Another", "Back", and "Finish" buttons.

NOTE: After a second question is added, a dialogue box will appear on the screen prompting you to create a title page; it is recommended to create a title page because it will group all the questions for that particular assessment together.

In dialogue box: Click Yes > Enter Title > Select Type > Click Add



The image shows a software interface with two overlapping windows. The background window is titled "SMART Response" and contains the following text: "You inserted questions on two or more consecutive pages. Do you want to group these questions by adding a SMART Response title page?" Below this text are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue. The foreground window is titled "Assessment Information" and contains the following text: "The information you enter here appears on the first page of your assessment. It also appears in your Teacher Tools Gradebook when you start the assessment." Below this text are four input fields: "Title:" (with a red asterisk and a text box containing "Example: Trig Quiz 1"), "Type:" (with a dropdown menu showing "Quiz" and a red asterisk), "Subject:" (with a text box containing "Example: Mathematics"), and "Topic:" (with a text box containing "Example: Trigonometry"). At the bottom of the "Assessment Information" window, there is a legend: "* Required" and two buttons: "Add" and "Cancel".