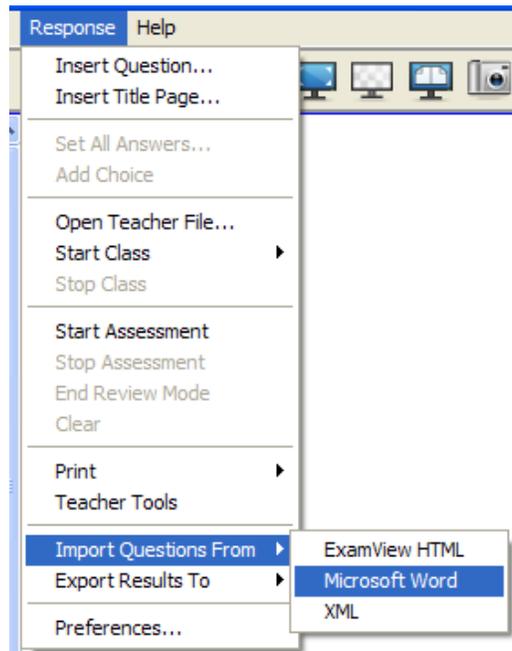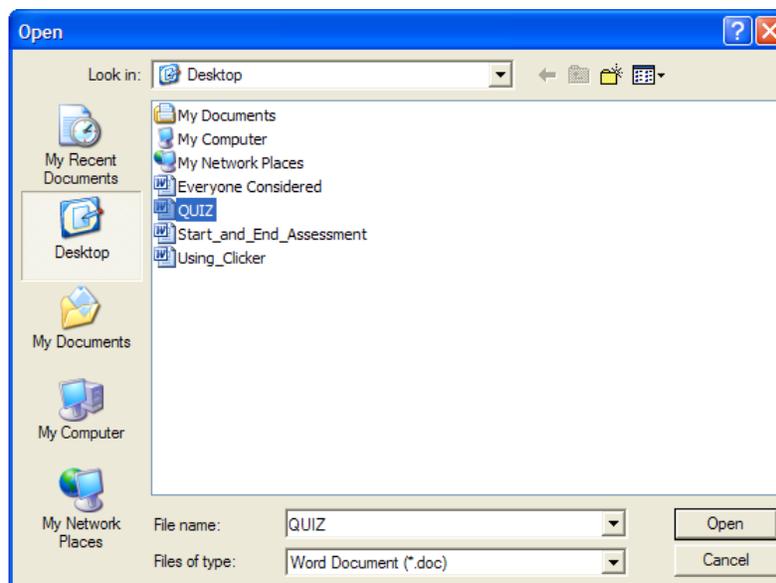# <u>Importing Assessments from Microsoft Word</u>

In Notebook Software: Click Response > Select Import Questions From > Select Microsoft Word

> Locate the document > Open (Questions will automatically upload into Notebook

Set answers: Click Response > Select Set All Answers > Input the correct answers > Click Done

Response | Help

Insert Question...
Insert Title Page...

Set All Answers...
Add Choice

Open Teacher File...
Start Class ▶
Stop Class

Start Assessment
Stop Assessment
End Review Mode
Clear

Print ▶
Teacher Tools

Import Questions From ▶
Export Results To ▶

Preferences...

Set All Answers - QUIZ

○ This is an opinion question

Question 2. (Multiple choice, 1 points)
Current answer: B Prophase II

Which of the following are stages of mitosis?

○ A Prophase
⦿ B Prophase II
○ C Anaphase
○ D Telophase
○ This is an opinion question

Question 3. (True/False, 1 points)
Current answer: True

The state capital of New York is Albany.

⦿ True
○ False
○ This is an opinion question

[Done] [Cancel]