CASTLE LEARNING ONLINE

Senteo "Clicker" SMART Response and Castle Learning Online

Classes – All students must have Identification numbers

1. Select **Classes**
2. Verify that all students are in a class **AND** each student has an **Identification** number.

   *See your Castle Learning Administrator to add Identification numbers to student accounts if they are missing. If all students need Identification numbers, please contact support@castlelearning.com to upload this information rather than the administrator editing each student account.

	Last Name	First Name	Identification	Login ID	Clear Password
	Amatulo	Denny		danatulo	>
	Armitage	Milton		marmitage	>
	Barbonne	Vinnie	333333	vbarbonne	>
	Ranowski	Ron	1271445	ronbonowski	>

Assignments – Assign to students in Offline mode

1. Select **Assignments**
2. Select the **Assign/Monitor Students** icon
3. Select **Assign to Students** or **Quick Assign** tab on top
4. Check students/classes to assign to
5. Do not check Randomize question order (not necessary)
6. Next to **Initially set the Assignment Mode to** select **Offline**

	Assignment	Question Count	Date Created	Date Last Assigned	View / Edit	Complete / Assigned	Assign / Monitor Students
	Quadratic Equations	5	03/24/10		✏	0 / 0	📄
	Review Quiz 1	2	03/10/10		✏	0 / 0	📄
	Review Quiz 1-	2	03/10/10		✏	0 / 0	📄

Assign to checked students using the following options:
- Randomize question order
- Initially set the Assignment Mode to [Offline ▼]
  - Open
  - Lock
  - Quiz
  - Exclusive Quiz
  - Review A Quiz
  - Open Auto Lock
  - Open From/To
  - Offline
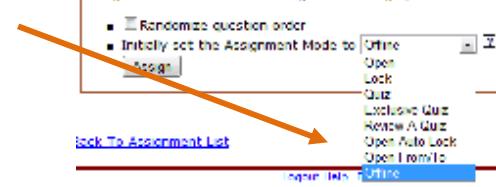
Print Assignment/Answer Key to Use with Clickers

1. Click on **Assignments**
2. Select **View/Edit** icon

	Assignment	Question Count	Date Created	Date Last Assigned	View / Edit
	Quadratic Equations	5	03/24/10		✏
	Review Quiz 1	2			
	Review Quiz 1-	2			

3. On the left side of screen, select double-arrow button next to **Display/Print** to expand the print options
   a. Print **Assignment***
   b. Print **Answer Key****
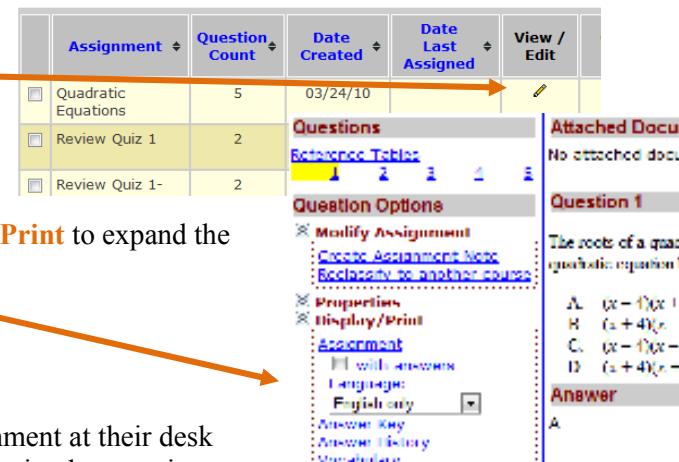
*Students can view the printed assignment at their desk and use their clickers to answer question by question rather than viewing the questions projected on a teacher's screen

**Answer Key will be used by the teacher to input answers into the SMART Response software. The software will collect the data as students click their response to questions.

Questions
Reference Tables
1 2 3 4 5

Question Options
- Modify Assignment
  - Create Assignment Note
  - Reclassify to another course
- Properties
- Display/Print
  - Assignment
    - with answers
  - Language: English only ▼
  - Answer Key
  - Answer History
  - Vocabulary

Attached Documents
No attached documents

Question 1
The roots of a quadratic equation
A. (x – 1)(x +
B. (x + 4)(x –
C. (x – 1)(x –
D. (x + 4)(x –

Answer
A

Prepare SMART Notebook File with Answer Key information

NOTE: If you are planning on copying and pasting to MS Word the assignment questions with answers from Castle Learning, use Step C under Collecting Data section below.

1. Open the SMART Notebook Software
2. Start a new file
3. Select from the menu on top
   a. **Response**
   b. **Insert Question**
   c. **Multiple Choice**
4. There is no need to type in your question. Click on **Next**
5. Below the section *How Many Choices*, leave selection at 4 and select **Next**
6. Click on the correct radio button (circle) next to the correct answer for the question
7. Click on **Finish**
8. To add next question, click on menu at top: Response, Insert Question, Multiple Choice
9. To continue, Next, Next, fill in radio button for correct answer for next question
10. Click on **Finish**
11. Respond **Yes** to prompt about grouping questions if you have more than one question for this assignment
12. Fill in the *Assessment Information* screen the first time grouping is selected
13. Click on **Add**
14. Repeat steps 8-11 to continue adding more questions
15. Save the Notebook file

> **Notebook 10.8 with SMART Response**
> 1. Select Response
> 2. Select Create Answer Key
> 3. Title the test
> 4. Select Type – Quiz, Assessment, Exam, Test (if weighted differently)
> 5. Select Question type: mult choice, t/f, mult answer, text, etc.
> 6. Type answer in box to left or click on correct answer
> 7. If multiple answer choice, must be both answers, not an OR
> 8. Click Create when finished
> 9. Change text in title page
> 10. Save file and ready to go

Prepare SMART Response Class

1. Open your SMART Response Software
   a. Select All Programs then SMART Technologies
   b. Select SMART Response
   c. Select Teacher Tools

Note: If you haven't used this program before you may need to add in some personal information regarding your name and classroom number.

2. Add a Class (if you have a class already created skip to step 3)
   a. Switch to Gradebook view by clicking on **To work with class lists, assessments and reports, switch to Gradebook view**.
   b. Click on **Add a class**
   c. Fill in class information and select **Add**
   d. Click on the **Students** tab at top
   e. Import students from a list or click cancel and manually enter students
   f. If manually entering students, click on an empty row to bring up the add students screen

➢ **NOTE**: Make sure you include student ID number that matched Identification number in Castle Learning. This is the common link to connect data from SMART with Castle Learning.

g. Click on **Start Class** to activate the Senteo clickers to begin collecting data

h. Be sure the green light is on the Senteo USB hub connected to your computer

i. Students can now start their clicker devices and join your class.

OR If Class is Already Created

3. Click on **Start Class** to activate the Senteo clickers to begin collecting data – be sure the green light is on the Senteo USB hub connected to your computer

4. Students can now start their clicker devices and join your class.

Collecting Data

1. Students will use their clickers to select answers question by question – from the Notebook file, go to the assessment's title page and click on **Start this assessment now**

   a. Students use a printed copy of the assignment at their desks

   OR

   b. Assign the Castle Learning assignment to yourself and students view the questions projected on the teacher's screen

      ➢ In Castle Learning click on Assign/Monitor button next to assignment

      ➢ Click on Self Assign

      ➢ Click on Assign to myself

   OR

   c. Copy and paste the assignment into a MS Word document and students view the questions projected on the teacher's screen

      ➢ In Castle Learning Assignments, select View/Edit

      ➢ Click on Display/Print

      ➢ Below Assignment check box next to with Answers

      ➢ Click on **Assignment**

      ➢ Highlight all questions and select copy

      ➢ Open a MS Word documents and select paste

      ➢ Save the MS Word document

      ➢ In the Smart Notebook Software, under the Response menu, select Import Questions from Microsoft Word

2. When finished, click on **Stop this assessment**

3. From the Teacher Tools Response system, select **Stop Class**.

Exporting Data from Senteo software to Castle Learning

1. In the Notebook software select **Response** then **Export to CSV**

2. Select radio circle next to the first choice **One column containing <Last Name>, <First Name>**
3. Select the check box next to **ID Number**
4. Select the check box next to **Answers to Individual Questions**
5. Click on **OK**
6. Open the file in an Excel spreadsheet and delete Column A – Student Names
7. Save the document (remember to keep as CSV file format)

Importing Data into Castle Learning from CSV file

1. Get into Castle Learning
2. Click on **Assign/Monitor Students** icon next to assignment
3. Click on the tab above **Upload Offline Answers**
4. Choose **Format 1** next to Options: File Format (middle of screen)
5. Scroll to the bottom and click on **Browse**
6. Select the CSV file you saved
7. Select **Upload and Process**
8. To view the results select the tab **Assignment Results**
9. Click on the Class Cumulative Report and Results Report to view data results from the assignment

For checked students:

- Unassign assignment
- Change Assignment Mode to Open

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 ans