

Using the Senteo System with Microsoft PowerPoint

Senteo Software Integrated with PowerPoint

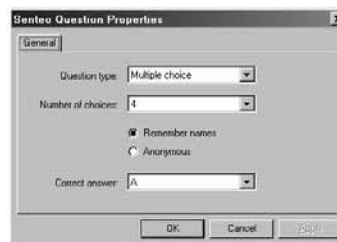
If you install Senteo software onto a computer that has Microsoft PowerPoint presentation software installed, a *Senteo Question* option appears in the PowerPoint *Insert* menu. You can use this option to create and then run questions from within PowerPoint. You can also add Senteo software question tools to existing PowerPoint presentations, saving you time if you already have your questions in a presentation.

The following procedures show how to use Senteo software with PowerPoint to create and ask questions.

NOTE: You don't require SMART Notebook software to use Senteo software with PowerPoint.

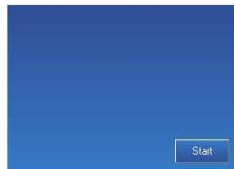
To create questions in PowerPoint

1. Start **PowerPoint** software and open a new PowerPoint presentation.
2. Select **Insert > New Slide** and select a suitable page layout for your question.
3. Select **Insert > Senteo Question**.
A *Senteo Question* object appears in the slide's bottom-right corner.
4. Right-click the question object and select **Senteo Question Object > Properties**.
The *Senteo Question Properties* dialog box appears.
5. Select the question type. The five options are:
 - Multiple choice
 - Yes/no
 - Number/fraction/decimal
 - True/false
 - Multiple answer
6. Select the other options and type the answer in the **Correct answer box** as required for the question type selected.
For multiple answer questions, put all answers in a line in the **Correct answer** text box.
7. Select **Remember names** or **Anonymous** mode, and click **OK**.
8. Add text and objects to the slide, as required.
9. Repeat steps 2 through 8 for all questions.
10. Save the presentation and close PowerPoint.



To run PowerPoint questions

1. Click the **Senteo** icon in the Windows notification area or Mac menu bar, and select **View Class**.
The *Senteo Manager* window appears. The *Students* page displays the most recent class list, or an empty class list.
2. If you selected the *Remember names* option, open a class list.
Refer to page 11 for more information.
3. Start PowerPoint and click **File > Open**, select your presentation and click **Open**.
4. Select **Slide Show > View Show** or press **F5** to start the PowerPoint presentation.
PowerPoint software signals Senteo Manager software to turn on the receiver, if it isn't already on.
5. If the students aren't yet connected, tell them to turn on their clickers and log on.
6. Click the **Start** button on the blue PowerPoint object.



The question's answer options appear on the clickers and responses are counted in the blue box as students submit answers.

7. Click **Stop**.
The results graph appears on the blue PowerPoint object.
8. Click **Clear**.
PowerPoint inserts a new slide displaying the question results.
9. Press **Page Down**, to view the results slide.
10. Press **Page Down**, to advance to the next question.
11. Repeat steps 6 through 10 until you've asked all the questions.
12. Press **ESC** to stop the presentation, and then click **File > Save** to save the presentation with the results slides.