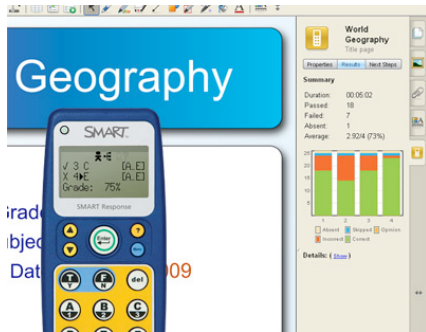


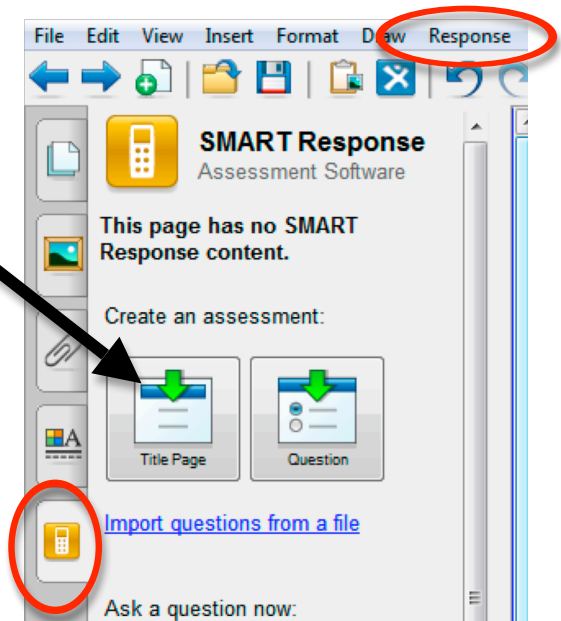
## QUICK STEPS:

# Creating an Assessment



1. **Open SMART Notebook** on your computer

2. From the **SMART Response menu or side tab icon**, click on **“Title Page”** (\*\***Essential** for graded assessments)



**Assessment Information**

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.

Title:  \*  
Example: Trig Quiz 1

Type:  \*

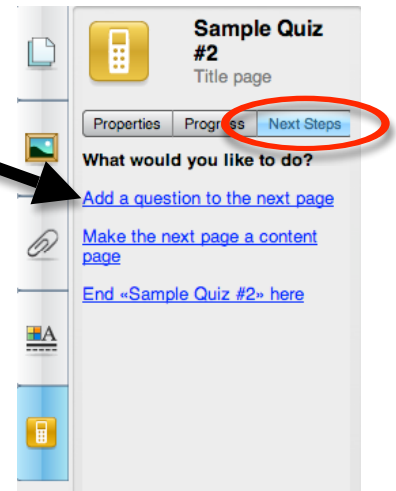
Subject:   
Example: Mathematics

Topic:   
Example: Trigonometry

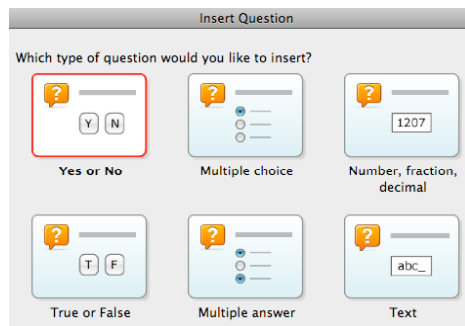
\* Required

3. **Fill in** Title Page items; be consistent with your use of “Quiz”, “Test”, “Assessment”, etc. (NOTE that only Title and Type are REQUIRED, but **Topic** is good to fill in with the **concept** being assessed!)

4. Select “**Next Steps**” and then “**Add a question to the next page**”



5. **Choose a question type** (Yes/No; Multiple Choice, Number/Fraction/Decimal; True/False, Multiple Answer; or Text)... then **click Next**.



6. **Creating the question:**

- a. Type in your question, add expressions (math) or tags (descriptors), if needed... **Click Next**
- b. Type in the answers/selections (if any)... **Click Next**
- c. Type or select the correct response or answer; change point values (if needed); and add notes if printing results for students (such as where to find that answer, what to review, etc.)
- d. Select Finish or Insert Another (and repeat steps above)

7. **Change background and/or fonts**, if needed (see video below for demo of this)

8. **AND SAVE!!!!**

**FMI:** Watch **SMART’s 2-minute video tutorial** at:

**<http://tiny.cc/SMTresponse-create>**