

How to Convert Study Island Worksheets Into Senteo Assessments

Generating the Questions

1. Log on to Study Island as a teacher using your Compass login and password.
2. Click on the lesson topic for which you want to generate questions.
(If you want multiple topics in one quiz, you can create multiple worksheets and import them into the same Senteo quiz or merge the Study Island worksheets to create one worksheet and import it once.)
3. Change the session type to Printable Worksheet
4. Set the number of questions you want. If you need more than what is offered, run the worksheet twice. They are generated from a bank of questions.

Creating a Worksheet

1. Click at the top of the window on the link "Open in Microsoft Word."
2. Choose open to view it in Microsoft Word.
3. Immediately do a Save As and change the format from Webpage to Microsoft Document and name the file by topic or standard being covered. With the words "with answers" at the end of the file name. Even though it appeared to do this upon the first save, it might convert back to a webpage.
(If you get a conversion window that says it is html, it is still in webpage format and must be changed to a Microsoft Document by doing a Save As. Ignore the warning)
4. Do a second save as and remove the words "with answers" from the file name. We will be deleting the answers and explanations at the end before importing into Senteo.

Formatting the Worksheet for Senteo Import

1. First, you must convert the tables to text.
 - a. Select everything on the page by going to the Edit Menu > Select All. The keyboard shortcut is control + A.
 - b. With everything selected, go to the Table Menu > Convert > Text to Table.
 - c. Hit the OK button at the bottom of the window. It will seem that nothing happened, but that is okay. Move on to the next step below.
 - d. Immediately with everything still selected, return to the Table Menu > Convert > Table to Text and click on the radio button next to Tabs in the dialog box. Then click the OK button.
2. Erase the first three lines of text and the first line. The fourth line of text will become your Senteo quiz title.
3. The circles before the ABCD answers must be removed. The easiest way I have found is to click on the first circle, hit delete or backspace, and then hit the down arrow on your keyboard and hit delete. Continue in this manner until you have deleted all of the circles.

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4. If you want to erase the black lines, you can do it now. If you do not erase them, they will appear at the bottom of your Senteo quiz card and may be erased at that time if you choose.
5. The answers with explanations are at the bottom. If you did not already save the master file twice, do a Save As now so you have a questions and answer file and a second file with just questions.

Importing Into Senteo

1. Close the Microsoft document you want to import.
2. Open a SMART notebook.
3. Go to the Senteo Menu > Import Questions From > Microsoft Word
4. You should see a window saying "Importing Questions..." This should take about 10 seconds, even though it says 1 sec. remaining.
5. Go through each card to check for possible formatting issues. Graphics sometimes create problems when converted, so fix any layout issues now.
6. Be sure to check every card in advance. This cannot be fixed in the middle of a quiz.

Setting the Answers and Explanations in Senteo

1. Now that the questions are set, you still need to program the answers.
2. Go to the Senteo Menu > Set Answer. In this window you can set the answer and cut and paste the Study Island Explanation for those who might need help understanding the reasoning behind an answer.

(Note: the explanation only shows up when you print the results of a quiz)

Paper Copies of Study Island Tests

1. You already have a paper copy of the test in your Microsoft Word Document.
2. If you want a print out from Senteo, go to the Senteo Menu > Print > Questions and print out a copy of the Senteo assessment.
3. If you shuffle the questions, you will need to print out a fresh copy of the Senteo assessment.