

Import questions from a word document to create an assessment to use with SMART Response

You can use a Word document that has been formatted using auto-numbering to create a quick quiz with the student response "clickers"

By using the auto-numbering feature in Word - Notebook recognizes multiple choice questions and puts each question on a separate Notebook page.

IF you are not using the "clickers" - simply use it as a review or quiz.

These instructions are from the SMART Response User Guide - [full guide here](#)

Importing Questions from a Microsoft Word Document

NOTE This feature is available in SMART Response for Windows operating systems only.

USING SMART NOTEBOOK TO ASK QUESTIONS AND CREATE ASSESSMENTS

When you import questions from a Microsoft Word document, SMART Response's conversion utility identifies which paragraphs are questions, which are possible answers and what type of question to create. Its most basic identification technique is to format the numbering of the paragraphs. The software also searches for key words when parsing the paragraphs. The software then converts the paragraphs into SMART Notebook assessment pages.

NOTE SMART Response software doesn't provide the correct answers to the imported questions; however, you can specify the correct answers after importing the questions (see page 56).

Example Word Document Question Formats

1. According to the U.S. Census Bureau, the majority of poor children live in:

- a. urban areas
- b. suburban areas
- c. rural areas

2. Can you fill a 10 L aquarium with five 2 L pitchers of water?

Yes

No

3. True or false: Half of all even whole numbers are divisible by 4.

True

False

4. Let $x = 3$. Compute y from the equation below.

$$y = 20 - 4x$$

Answer: _____

5. Which Native American group lived in the highlighted area on the map?

a. Kwakiutl

b. Sioux

c. Iroquois

NOTE Ensure that you format the questions in your Microsoft Word document before you begin this procedure. In most cases, the import utility ignores headers and footers in the Word document.

To import questions from a Microsoft Word document

1. Click the **SMART Response** icon in the notification area (gold icon with remote - located in lower right corner), and then select **Open Notebook Software**. You can also double click the Notebook icon on your desktop.

A blank SMART Notebook page appears.

2. Select **Response > Import Questions From > Microsoft Word** from the menu.

3. Browse to and select the Word document, and then click **Open**. A progress bar appears and closes when the conversion is complete.

4. In the *Page Sorter* tab, select the thumbnail for the title page.

5. Edit and customize the page and description as needed.

6. In the *Page Sorter* tab, select the thumbnail for the first question page, and then check it carefully to verify that the conversion process was successful.

7. Repeat step 6 for all questions in the assessment.

To set the answers for imported questions

1. In the *Page Sorter* tab, select the thumbnail for the first question page.

2. Select **Response > Set All Answers** from the menu. The *Set All Answers* dialog box appears.

3. Type or select the correct answer from the options, and then click **Done**.

4. Repeat steps 1 through 3 for all questions.

5. Select **File > Save** (or **Save As**). The *Save As* dialog box appears.

6. Browse to a folder, type a file name, and then click **Save**. Make sure you are saving to your U drive (or a flash drive)

You can run the question set on this computer, or copy the assessment file to any computer that has SMART Response installed.