



## Using Your Gradebook

1. Open the Gradebook in the MimioStudio menu.
2. Select the Gradebook software.
3. Click on the "Add a Class" button and name our class.
4. Click on the "Add student" button and enter the first name, last name, and desired handset number.
5. Continue the previous process until all of the students in your class are entered into your grade book.

## What is $23 \times 4 = \underline{\quad}$ ?

A 92  
 B 27  
 C 112

## Text Question

1. Open the MimioStudio Gallery.
2. Click on the arrow next to the Questions and Results folder. A drop down menu will appear.
3. Click on the arrow next to the Questions subfolder. A questions menu will now appear.
4. Click on the "Text" option.
5. Below the MimioStudio Gallery menu, there is a separate menu labeled "Questions and Results." Click on the arrow next to the folder.
6. Select the question format that fits best for your purpose and drag the question to the page you wish to have the question appear.
7. Type in your question and the multiple choice options for the students to select.
8. Click on the bubble next to the correct question if there is only one correct answer.

## Universal Question

1. Open the MimioStudio Gallery.
2. Click on the arrow next to the Questions and Results folder. A drop down menu will appear.
3. Click on the arrow next to the Questions subfolder. A questions menu will now appear.
4. Click on the "Universal" option.
5. Below the MimioStudio Gallery menu, there is a separate menu labeled "Questions and Results." Click on the arrow next to the folder.
6. Select the question format that fits best for your purpose and drag the question to the page you wish to have the question appear.
7. A picture, screen shot, or text box can be used as a choice for students to select for answer.
8. Click on the bubble next to the correct question if there is only one correct answer.



