

RANDOM CHOOSER

in SMART Notebook



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There often is the need to either choose a random student OR create a randomly generated group of students within your class. There is a pretty simple solution for accomplishing this using SMART Notebook's *Random Word Chooser* (to pick a random student name) or *Random Group Picker*. You'll be able to set up a SMART Notebook template file to re-use for each class.

Step 1: Open SMART Notebook (from the Dock or spotlight search - ⌘+Space - for SMART Notebook)

Step 2: Make sure you are in a new Notebook file (⌘+N) and click on the  icon in the sidebar (on either the left or the right side of the window); this should open the Gallery panel.

Step 3: In the search field (A), type "random word" and hit enter; in the results (B), expand the *Interactive and Multimedia* menu and you should see *Random Word Chooser*.

Step 4: Control+click on the *Random Word Chooser* icon and choose *Add to My Content...* This will add that item to the your *My Content* list (C) for easy access in the future.

Step 5: Repeat Steps 3 & 4, but search for "random group" instead; add the *Random Group Picker (text)* to the *My Content* list.

Step 6: Click on *My Content* (C) and expand the *Interactive and Multimedia* (B) menu item.

Step 7: Drag and drop the *Random Word Chooser* onto your SMART Notebook document (adjust the location and/or size of the chooser as needed).

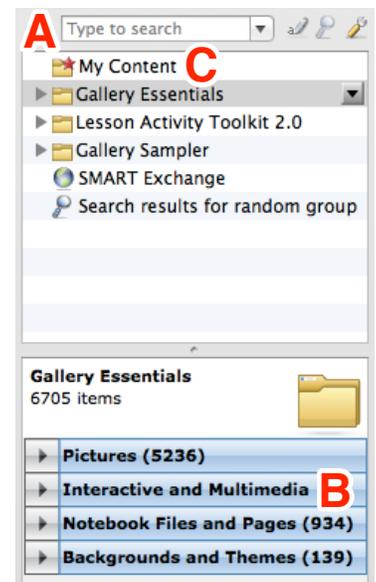
Step 8: Create a new page for the *Random Group Picker* by clicking Insert → *Blank Page*

Step 9: Click the  in your sidebar to see both "random chooser/picker" pages.

Optional: If you would like, you can even change the page labels by double-clicking on the dated label below the thumbnail of each page.

Step 11: Save the Notebook file so that you can re-use it for each of your classes (*File* → *Save*, or ⌘+S)

NOTE: When creating separate Notebook files for your separate classes using the directions below, make sure to use *Save As...* so as to not save over the template.



Random Word Chooser

Step A: Choose the number of students (names) in your class (**D**).

Step B: Click inside the top left field (**E**), enter the first name, and hit TAB to go the next name (or mouse down to the next field) and continue to enter the remaining names.

Step C: When finished entering names, test it out by clicking *Select* (**F**). The *Chooser* will go through the process and land on a name. (If you are choosing multiple names and do not want a chosen name to be chosen again, check the *No Repeat* (**G**) box. Then, press *Select* multiple times to ensure names are not repeated.)

Step D: Click *Reset* (**H**) before you continue. Then, click on the *Group Picker* page.

Random Group Chooser

Step A: Choose the number of groups you want to place your students in (**I**). (NOTE: NOT number of students per group; number of groups.)

Step B: Click inside the top left field (**J**), enter the first name, and hit TAB to go the next name (or mouse down to the next field) and continue to enter the remaining names.

Step C: When finished entering names, test it out by clicking *Generate* (**K**). A list of groups will appear with their group number. (If you are unhappy with the groups, you may hit the *Regroup* button to have the groups regenerated.)

Step D: If you would like the list of groups added to your SMART Notebook page, click the  inject arrow and arrange the “injected” lists wherever you would like; hit the Back button when finished with those generated groups.

When finished with each class' lists, choose *File* → *Save As...*, give the file a unique name, reopen the template file, and repeat the steps above for the next class.