

The screenshot shows the MimioStudio Gradebook interface. At the top, there are three dropdown menus: 'Class Selection' (set to 'Mimio'), 'Date Selection' (set to '2/6/2012'), and 'Activity Selection' (set to '-Choose Activity-'). Below these is a table with columns for 'Last Name', 'First Name', 'Attendance', 'Average', 'Test', and 'Test 2'. The 'Test' column is circled in red. To the right of the table are panels for 'Activity' (showing 'Test (Test)', 'Questions: 5', 'Points: 5.00') and 'Actions' (with 'Edit Activity' and 'Generate Report' buttons). Above the interface, three icons with plus signs are labeled 'Add Class', 'Add Student', and 'Add Activity'.

Last Name	First Name	Attendance	Average	Test	Test 2
Adams	Colleen	Present	14.0/15.0 (93.3%)	4.0	10.0
Brown	Debra	Present	12.0/15.0 (80.0%)	5.0	7.0
Charles	Gavin	Present	13.0/15.0 (86.7%)	5.0	8.0
Fitzgerald	Elie	Present	12.0/15.0 (80.0%)	4.0	8.0
James	Noah	Present	13.0/15.0 (86.7%)	3.0	10.0
Class Average			12.8/15.0 (85.3%)	4.2/5.0	8.6/10.0

Features:

- + **Imports/exports Class Lists** quickly and easily.
- + **Records each question and correct answer** automatically from the question templates.
- + **Provides quick view** of student responses on assessments.
- + **Allows you to export class data** for use in Excel and other applications.
- + **Provides a student and class average** automatically for each day, each activity, and each question.
- + **Provides a picture of your desktop** at the time you start polling while using Quick Vote Mode.
- + **Allows you to edit** student, activity, and question information as needed.
- + **Generates Class and Student Reports** with just a click of the mouse.

Student Activity Points Earned

Last Name	First Name	Attendance	Average	Test	Test2
Adams	Colleen	Present	14.0/15.0 (93.3%)	4.0	10.0
Brown	Debra	Present	12.0/15.0 (80.0%)	5.0	7.0
Charles	Gavin	Present	13.0/15.0 (86.7%)	5.0	8.0
Fitzgerald	Elie	Present	12.0/15.0 (80.0%)	4.0	8.0
James	Noah	Present	13.0/15.0 (86.7%)	3.0	10.0
Class Average			12.8/15.0 (85.3%)	4.2/5.0	8.6/10.0

Class Average Points
 Total Points Possible
 Activity Average Points
 Activity Points Possible

Student Answers for Particular Question

Last Name	First Name	Attendance	Average	Q1	Q2	Q3	Q4
Adams	Colleen	Present	4.0/5.0 (80.0%)	C	A	C	T
Brown	Debra	Present	5.0/5.0 (100.0%)	C	A	C	T
Charles	Gavin	Present	4.0/5.0 (80.0%)	C	A	B	T
Fitzgerald	Elie	Present	4.0/5.0 (80.0%)	C	B	C	T
James	Noah	Present	3.0/5.0 (60.0%)	C	B	C	T
Class Average			4.0/5.0 (80.0%)	5/5	3/5	4/5	5/5

Number of Students Correct / Number of Student Responses

Student names and information can be added manually to a class in MimioStudio Gradebook, but if you have an existing list of students, the information can be imported quickly. You can import students from a Unicode text file (TXT) or from a comma delimited file (CSV). To be imported, each student must have at least a first or last name assigned to him or her.

The following fields are supported for importing into Gradebook:

- StudentId
- Gender
- State
- FirstName
- Birthdate
- Zipcode
- MiddleName
- Address
- Country
- LastName
- City

To begin, set up your Excel document:

- At a minimum, you will need the student names. Label the column headers FirstName and LastName (see Figure 1).
- The field headers in the Excel document cannot contain spaces. If you are importing a file that was exported from another application, you may need to edit the column headers.

TIP: Each student added to the MimioStudio Gradebook is automatically assigned a MimioVote number, based upon the order of your list. It is recommended that your list be alphabetically sorted by last name.

- To enter other student information, use the fields identified above as your Excel headers (for example: StudentId, Birthdate, etc).
- When you have your Excel file prepared, choose "Save as type" and select "CSV" or "Unicode Text" from the drop-down menu (see Figure 2).

Note: CSV (comma delimited) is preferred.

- Close the Excel file.

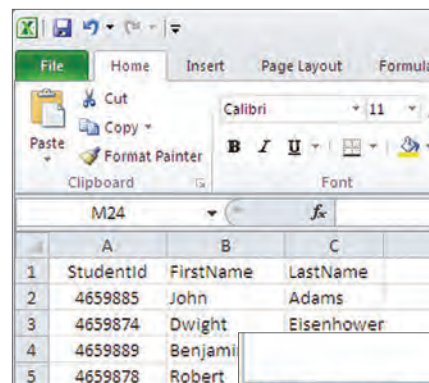


Figure 1

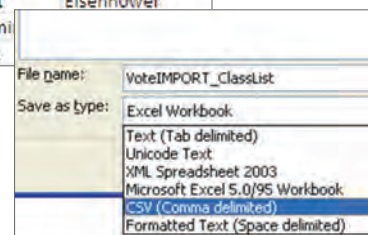


Figure 2

To import your Excel class list:

- Open MimioStudio Gradebook and select the class into which you want to import the student list. If you don't have any classes, you will need to create a class by clicking the "Add Class" icon.
- From the File menu in MimioStudio Gradebook, choose "Import" and then choose "Students" (see Figure 3). The Open dialog box appears.
- Navigate to and select the Excel file (CSV or TXT) that you want to import, and then select "Open." The list of students will be imported and displayed in MimioStudio Gradebook.

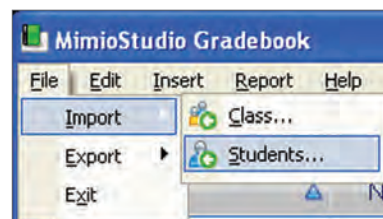


Figure 3

For a demonstration of how to import Excel files into MimioStudio Gradebook, please visit http://www.mimioconnect.com/content/qa/ask_master_setting_mimiostudio_gradebook_and_importing.

MimioStudio Notebook	Windows/Linux	Mac
Create new page in a Notebook file	CTRL + N	Command + N
Open a file	CTRL + O	Command + O
Save a file	CTRL + S	Command + S
Print	CTRL + P	Command + P
Undo an action	CTRL + Z	Command + Z
Redo an action	CTRL + Y	Command + Shift + Z
Cut selected object	CTRL + X	Command + X
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Select all items on a page	CTRL + A	Command + A
Delete selected object	Backspace/Delete	Delete
Create new page in a Notebook file	CTRL + M	Command + M
Duplicate a page	CTRL + D	Command + D
Open MimioStudio Gallery	CTRL + G	Command + G
Lock a selected object	CTRL + L	Command + L
Unlock all objects	CTRL + U	Command + U
Hyperlink/Action Settings for an object	CTRL + K	Command + K
Zoom in	CTRL + +	Command + =
Zoom out	CTRL + -	Command + -
Zoom full	CTRL + 0	Command + 0
Fullscreen on/off	F5	Command + Option + F
Open/Close MimioStudio Tools	CTRL + T	Command + T
Duplicate selected object when dragging the mouse	CTRL + mouse click/drag	Option + mouse click/drag
Select multiple objects with each click	CTRL + mouse click	Command + mouse click
Align selected objects left	CTRL + Shift + L	Command + Shift + L
Align selected objects center	CTRL + Shift + C	Command + Shift + C
Align selected objects right	CTRL + Shift + R	Command + Shift + R
Align selected objects top	CTRL + Shift + T	Command + Shift + T
Align selected objects middle	CTRL + Shift + M	Command + Shift + M
Align selected objects bottom	CTRL + Shift + B	Command + Shift + B
Group selected objects	CTRL + Shift + G	Command + Shift + G
Ungroup selected objects	CTRL + Shift + U	Command + Shift + U
Recognize Text - converts selected writing to text	CTRL + Shift + X	Command + Shift + X
Recognize Shapes - converts drawn objects to a shape	CTRL + Shift + S	Command + Shift + S
Hide Notebook		Command + Option + H
Hide other applications		Command + H
Quit Notebook		Command + Q
Settings/Preferences	CTRL + ,	Command + ,
Collaborate	CTRL + ALT + C	Command + Option + C

MimioStudio Gallery	Windows/Linux	Mac
Create a new folder	CTRL + N	Command + N
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Delete selected object	Backspace/Delete	Delete
Select all objects	CTRL + A	Command + A
Export Gallery folder	CTRL + E	Command + E
Object Properties	CTRL + P	Command + P

MimioStudio Recorder	Windows/Linux	Mac
Create new recording	CTRL + N	Command + N
Save recording	CTRL + S	Command + S

MimioStudio Gradebook	Windows/Linux	Mac
Add Class	CTRL + L	Command + L
Add Student	CTRL + T	Command + T
Add Activity	CTRL + D	Command + D
Cut	CTRL + X	Command + X
Copy	CTRL + C	Command + C
Paste	CTRL + V	Command + V
Delete	Backspace/Delete	Delete

MimioView Document Camera	Windows/Linux	Mac
Cut selected object	CTRL + X	Command + X
Copy selected object	CTRL + C	Command + C
Paste selected object	CTRL + V	Command + V
Delete selected object	Backspace/Delete	Delete
Select all objects	CTRL + A	Command + A
Zoom in	CTRL + +	Command + =
Zoom out	CTRL + -	Command + -
Zoom full	CTRL + 0	Command + 0
MimioStudio Tools	CTRL + T	Command + T

Mimio Interactive Systems

- MimioStudio™ software options and updates
- Mimio interactive systems hardware review
- Connecting your Mimio interactive device to the computer
- Powering your Mimio interactive system
- Attaching your Mimio interactive system
- Using your Mimio interactive system

A Tour of MimioStudio

- Access the MimioStudio Notebook
- Access the MimioStudio Tools toolbar
- Learn about the MimioStudio Notebook menu
- Learn about the MimioStudio Tools toolbar
- Get an overview of MimioStudio Tools
- Practice using various MimioStudio Tools

Using the MimioStudio Gallery

- Access the MimioStudio Gallery
- Learn the difference between INK and MCF files
- Explore the functions of MimioStudio Gallery, including:
 - Navigating and Searching
 - Moving Gallery files within the Gallery
 - Importing Content Packs
 - Importing MCFs
- Import various file types into MimioStudio Gallery
- Export Gallery content

MimioStudio: Adding Content

- Create interactive exercises with MimioStudio ActivityWizard
- Add content using the Copy/Paste method
- Add content using the Screen Clipping method
- Import content into MimioStudio Notebook using the Insert menu and Insert File button

MimioStudio: Formatting I

- Fixed Aspect Ratio
- Object Grouping
- Object Ordering
- Object Locking
- Object Transparency
- Object Alignment

MimioStudio: Formatting II

- Adding Animations
- Object Cloning
- Object Hyperlinking
- Object Action Settings
- Backgrounds/Templates

MimioStudio: Presenting Lessons

- Reveal Tool
- Spotlight Tool
- Calculator Tool
- Magnifier Tool
- File Attachment
- Screen Annotation

MimioStudio: Extending Lessons

- Page Transitions
- Recognize Text
- Text Tools
- Recorder

MimioStudio Gradebook

- MimioStudio software options and updates
- Overview of MimioStudio Gradebook
- Gradebook setup — adding classes and students
- Adding activities
- Navigating the Gradebook
- Editing Gradebook information
- Generating class and student reports
- Exporting and importing data
- Professional Development

MimioVote: Setup and Support

- How to download MimioStudio software
- MimioVote™ assessment hardware review
- Connecting to the MimioHub™ wireless receiver
- Powering the MimioVote stations
- Unit buttons
- Cleaning the MimioVote units and station
- MimioVote Toolbar and Gradebook overview

MimioVote: Creating Assessments

- Use MimioVote templates
- Create questions and answers
- Create activities
- Practice conducting activities

Mimio Goes Mobile

- MimioPad™ hardware review
- Connecting the MimioPad wireless pen tablet
- Setting up the MimioMobile™ application
- Control and Collaboration with the MimioMobile application
- Using MimioVote assessment with the MimioMobile application
- Using the MimioMobile application in the classroom

MimioView: Setup and Support *

- MimioStudio software options and updates
- MimioView™ document camera hardware review
- Powering the MimioView camera
- Connecting the MimioView camera to your computer
- Microscope eyepiece adapter
- Using the device buttons and menu buttons
- Cleaning the MimioView camera

MimioConnect *

- About the MimioConnect® interactive teaching community
- Grand tour of mimioconnect.com
- Searching for and downloading resources for your interactive classroom
- Sharing your content with the MimioConnect community

* These sessions are offered as On-Demand only.

For more information and to register,
please visit: mimio.com/QuickLearn.

For more info, please visit us at mimio.com or 877.MY.MIMIO.
Join our worldwide teacher community at mimioconnect.com.