Qwizdom®

Connect

User Guide 2010

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1 Introduction

This is a user guide for ***Qwizdom Connect***. This guide provides information and tips on using ***Qwizdom Connect***.

If you need assistance, please contact *Technical Support*.

Website	www.qwizdom.com
Tech Support	(253) 770-1285
Email	support@qwizdom.com
Support Hours	6 a.m. to 4:30 p.m. PST
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Getting Started

Contents of Remote Set

Q2RF, Q4RF, Q5RF, or Q6RF Remotes*
1 HID or RF Host
1 Q5RF Instructor Remote or 1 Q7RF Instructor Tablet*
1 USB Cable
1 Charger (Q5RF Instructor Remote)*
1 Multi-charger (Q5RF Remotes)*
1 Screwdriver
AA Batteries (Q4RF) or AAA Batteries (Q2RF)*
1 Remote Carrying Case
1 Quick Reference Guide
1 Software; *Qwizdom Connect*

**Remote types and accessories based on actual order. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

2.1 Notice

Notices of Compliance for Qwizdom's RF Response Devices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Changes or modifications to Qwizdom's RF hardware that are not expressly approved by Qwizdom could void the user's authority to operate the equipment.

CE0981

This product is designed for the 2.4 Ghz WLAN network throughout the EC region and Switzerland with restrictions in France.

2.2 Installing Qwizdom Connect

System Requirements

Windows XP Service Pack 2, *Vista* or later

Microsoft PowerPoint® 2003 or later (registered version)

Microsoft Excel® 2003 or later (registered version)

Microsoft .NET Framework 3.5 (included in installer)

Microsoft .NET Framework 3.5 SP1 (included in installer)

Intel Pentium 233-MHZ or faster processor (*Pentium* III recommended)

1G of RAM

5 GB of disk space

CD-ROM drive

Open USB Port

Installing Qwizdom Connect from CD

If you have the RF Host (red host), plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port before installing Qwizdom Connect. The USB Drivers are located in the Qwizdom Connect installer and should auto-install if it detects the RF Host. If not, see ***Installing USB Drivers*** to manually install USB Drivers.

1. Before installing, please check System Requirements (see above).
2. Close all Microsoft® Office and/or Qwizdom Programs.
3. Insert the *Qwizdom Connect disc* into the CD-ROM drive, follow the *Installation Wizard*.
4. Click *Next*. The *Select Installation Folder* window appears.
5. You have the option to select the location where you would like *Qwizdom Connect* to be saved or use the default location.
6. Click *Next* to begin the installation. This will take a few moments.
7. Once the installation is complete, click *Close* and restart your computer.

2.3 Online Registration

Registration must be completed in order to use any of *Qwizdom Connect's* online features.

1. Check to see if there is a *Safe Senders List* and add @*qwizdom.com*. If not, after you register, check your *Junk or Spam* folder for emails sent by Qwizdom.
2. Click on the *Qwizdom Connect* icon on the desktop. *Qwizdom Connect* will open.
3. Go to the *Login* menu. This brings up the *Qwizdom Online Login* window.
4. Click on *New User.* This will bring you to the *Online Registration* form. Fill out the required fields and click *Submit*.
6. You will receive an email with your username and password.
7. In *Qwizdom Connect*, go to the *Login* menu. Login to *Qwizdom Online* with your username and password.

2.4 Hardware Setup

1. **Q2 Remotes**-place two AAA batteries and insert the screw (optional) into the back of the remote.
2. **Q4 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
3. **Q5 Remotes**-plug the Q5RF participant and instructor remotes into the multi-charger and/or single charger for 24 hours
   before first use.
5. **Q6 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
6. **Q7 Presenter Tablet**-the tablet needs to be charged a full 24 hours for the first time or after a long period of inactivity. The pen may take slightly longer to fully charge. Generally, the tablet will only need to be charged about 6 hours to be fully charged after the initial charge. To charge the pen and tablet, place the pen into the pen tray located at the top of the Q7RF Tablet. Using the USB cable, plug the tablet into the computer. The battery icon will be full when the tablet is fully charged.

If your computer goes into power saving mode, the charging of the Q7RF Tablet may be interrupted.

Installing the HID (Black) Host

**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

1. The HID Host is located in the back compartment of the Q7RF Tablet or in the front pocket if remote bag.
2. Plug the HID Host into an open USB port on the computer.
3. The computer will automatically detect and configure the new hardware device.

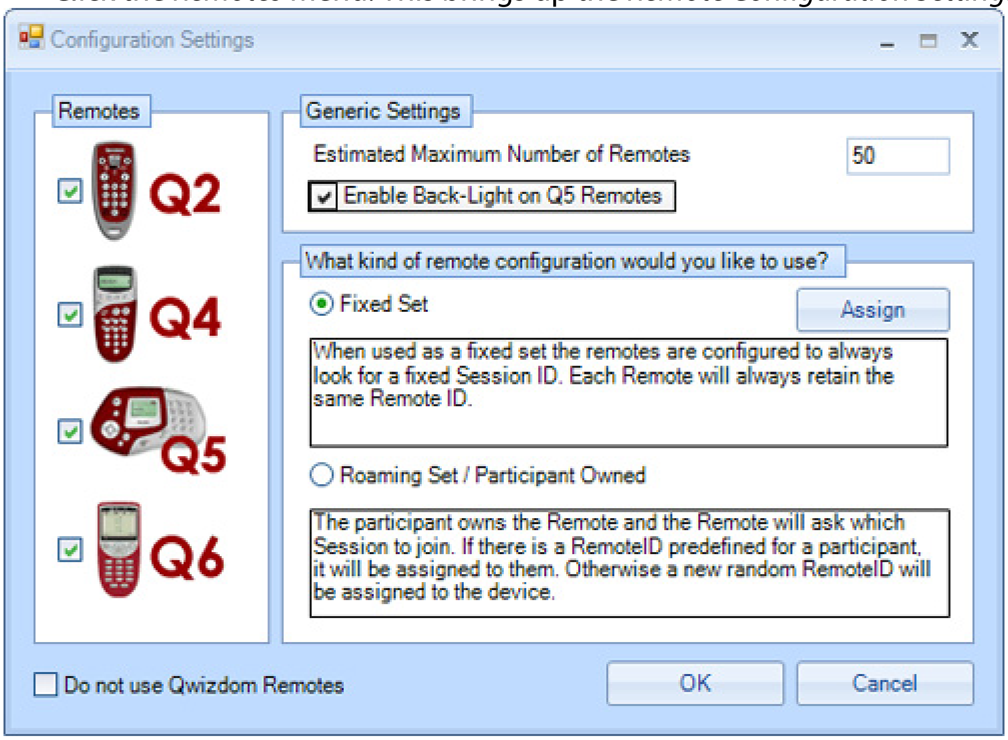
Installing the RF (Red) Host

The USB Drivers are located in the Qwizdom Connect installer and should auto-install if it detects the RF Host. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port before installing Qwizdom Connect. If drivers do not automatically install, see ***Installing USB Drivers*** to manually install USB Drivers.

3 Remote Setup

Follow the steps below to set up remotes. Be sure the HID or RF host* is properly installed before proceeding (see **Hardware Setup** for details). ** v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support.*

1. Click the *Remotes* menu. This brings up the *Remote Configuration Settings* window.



- ***Estimated Maximum Number of Remotes***-the number of remotes that will be in use for presentation. Class/group sizes vary, so it's best to enter the highest estimated amount of remotes rather than accommodating each class/group.
- ***Enable Backlight***-activates the back light on the Q5RF participant and Q5RF Instructor Remotes.
- ***Fixed Set***-select this mode if you are **K-12 or Corporate setting.** Assigning fixed numbers assigns the remote ID (*e.g. remote #1, remote #2, etc.*). The file that contains the remote assignments is saved onto the computer, not on the remotes. Logging in by ID is not mandatory.
- ***Roaming Set or Participant Owned***-check this option if the participants own the remotes. This mode is best-suited for **Higher Ed/University settings**. Participants are required to either enter a Session ID or Participant ID to join a presentation (see **Remote Login** for details.)

2. Enter an estimated number of remotes that will be used.
3. (Optional) Check the *Enable Backlight on Q5 Remotes* box.
4. **K-12 or Corporate Settings (Recommended)-** Select *Fixed Set*. If your remote set

is shared among several classrooms and used with different computers, you will need to assign fixed numbers **once on each computer.** Assigning fixed numbers (remote IDs) to Qwizdom remotes saves users time by allowing the remotes to be reused with minimal effort in future sessions. The IDs are stored inside the computer; therefore they will **ONLY** need to be reassigned each time that the remotes are moved to a new computer or host.

- Click *Assign*. The *Remote Assignment* window opens.
- Click the *Host* drop-down menu and select the *COM* number (of the host) you will be using. The Session ID will automatically appear in the *Session ID* field. For more information on Session IDs see below.
- Click *Start*.
- Turn on the remotes and enter the Session ID. When the remotes communicate with the host, the number of the remote (with a remote image) appears in the window. The Remote ID will also appear on the remote. (Note: If remotes have been labeled with numbers, turn on remotes in sequence. Be sure to wait until the remote has connected the host before turning on the next remote.)
- After all the remotes have been assigned, click *Stop*. Click *OK* to save and exit the *Remote Assignment* window.
- Click *OK* to save and exit the *Configuration Settings* window.

Higher Ed/University Settings (Recommended)- select *Roaming Set or Participant Owned*. Click *OK* to save and close window.

What is a Session ID?

When using RF Remotes for the first time, the remotes may ask for a Session ID. Each host has a unique six-digit Session ID. Session IDs "assign" the remote to the host, allowing the remote to only communicate with that specific host.

The Session IDs can be found:

- For both HID and RF Host, the Session ID can be found in the *Remote Assignments* window, the *Login* tab in the *Presentation Setup* window, and the *Login* tab during a presentation in the ***Qwizdom Toolbar***.
- For the *HID (Black) Host*, click *Qwizdom Tools*, found in the lower right hand corner of the *Windows Taskbar* (next to the clock). The *Session ID* will be displayed at the top of the menu.
- For the RF (Red) Host, the Session ID can be found on the bottom of the device on a white sticker.

You can also create your own *Session ID* in the *Presentation Setup* window. Creating your own *Session ID* does not change the host's default *Session ID*. The *Session ID* must be unique because if there are other hosts in the same building, the remotes will become confused about the host with which they are to communicate.

Changing Session IDs

If the RF remote or Tablet displays *No Net*, *Not Found*, *Not Active*, or *Inactive*, it could be that the Session ID is not correct.

- ***For Q2RF remotes:*** wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see --*S* on the display, it is prompting you for the Session ID. Enter it and press the *Join* key to confirm.
- ***For Q4RF remotes:*** press the *Menu* key, use the right arrow to scroll to *Sess. ID.,* and press the *Send* (double arrows) key to select the option. You will see the current Session ID and will be asked if you want to change the Session ID. Press *T* (*Yes*) to change. Enter the Session ID and press the *Send* key to send.
- ***For Q5RF remotes:*** wait for the remote to display *No Net*, *Not Active,* or *Not Found*. Press the *Menu* key and select *Enter Session ID.* Using the Send (double arrows) key or the circle key on the thumb pad, enter the Session ID and press the *Send* key.
- ***For Q6RF remotes:*** press the *Menu* key, scroll to *Enter Session ID,* press the *Menu Select* key, reenter the Session ID, and press the *Search Again* key.
- ***For Q7 Tablet:*** press the *Menu* key and use the *Scroll* button to scroll to *Enter Session ID*. Press the *Enter* key to select, use the *A* button to delete the Session ID and then reenter the Session ID. Press the *Enter* key to confirm.

3.1 Notice

FCC 15.19:

(3) All other devices shall bear the following statement in a conspicuous location on the device.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC 15.21:

The user's manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

FCC 15.105:

(b) For a Class B digital device or peripheral, the instructions furnished the user shall include the following or similar statement, placed in a prominent location in the text of the manual:

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.
-- Increase the separation between the equipment and receiver.
-- Connect the equipment into an outlet on a circuit different from that to

which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

3.2 Q2RF

Participant Remote

1. E ink™ display-displays the remote's ID number when it is turned off; displays remote's ID number and battery icon when it is turned on.
2. Navigation arrows-to scroll through question numbers. Left arrow is also used as a backspace.
3. ***True/Yes, False/No*** keys-use to answer True/False and Yes/No questions
4. ***Multiple Choice and Numeric*** keypad-answer multiple choice and numeric questions (with single digit answers).
5. ***Join*** key-press to turn remote on/off or confirm Session and/or User IDs.
6. ***Help*** key-press to request assistance or press to change Session ID when the remote cannot find the host.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Q2 Common Screen Displays

_ _ **S :** Enter Session ID. See ***Remote Setup*** for details.
_ _**U :** The remote is asking for a Participant ID. This applies to remotes configured for *Roaming Set or Participant Owned.* See ***Remote Setup*** for details.
_ _ **A :** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.

- - - : Remote cannot find host and will power down.
- - : Remote is searching for the host.
: Battery icon indicates battery charge when remote is on.

3.3 Q4RF

Participant Remote

1. ***Send*** key-press to submit answer or select menu options.
2. ***Menu*** [power] key-press to view menu options (use the scroll keys to scroll through options and press Send key to select the option). Holding the *Menu* key for two seconds will turn the remote on/off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a *PowerPoint®* presentation. *Search*, *Sess. ID*, *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login, User Id*, and *Exit*. To request help during presentation, press the *Menu* key, scroll to select *Help*, and press the *Send* key to select it.
3. ***Scroll*** keys-scroll through menu options, answer choices, or question numbers.
4. ***Clear*** [C] key-press to delete response or change answers if instructor has enabled the feature.
5. ***True/Yes*** and ***False/No*** keys--use to answer True/False and Yes/No questions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Q4 Common Screen Displays

- ***Qwizdom:*** Remote has found the host and is ready for a question slide.
- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- ***Sess. ID:*** Your remote may ask you to enter the Session ID. See ***Remote Setup*** for details.
- ***User ID:*** The remote is asking for a Participant ID. This applies to remotes configured

for *Roaming Set or Participant Owned*. See ***Remote Setup*** for details.

- ***Loading:*** An Answer Key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, reenter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," and pressing *SEND*. When prompted, reenter the Session ID and press *SEND*.
- ***No Net:*** Remote cannot find the host. Reenter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- ***Denied:*** User denied due to incorrect User ID or a duplicate User ID. Reenter User ID. Press *MENU*, scroll to "*User ID*," press *SEND*, enter the User ID, and press *SEND* again.

3.4 Q5RF

Participant Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. ***Send*** key-press to submit answer.
2. ***Clear*** [C] key-press to delete response or change an answer in a presentation (if option to change responses is allowed).
3. ***Thumb pad***-press to navigate between letters when keying in answer, press the circle key in the middle to select a letter or to select menu options or to scroll through question numbers during answer keys (paper-based tests).
4. ***Question*** [?] key-signals help to instructor during presentation.
5. ***Menu*** key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the *Send* key or circle key to select an option.
6. ***True/Yes*** and ***False/No*** keys-use to answer True/False and Yes/No questions.
7. ***Power switch***-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. ***Backlight switch***-turns Backlight on/off.

Q5RF Instructor Remote

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1. ***Send*** key-press to submit command.
2. ***C*** [Clear] key-press to clear names from the *Help Request* list.
3. Thumb pad-press right/left to navigate between slide sets, up/down for menu options, and "on-the-fly" question choices. Press the circle key (in the middle) to select an option, play *Microsoft PowerPoint®* animations, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. **?** [Help List**]** key-displays list of participants who requested help on the LCD screen.
5. ***Menu*** key-view menu options such as entering Session ID and search again for host.
6. ***True/Right*** and ***False/Wrong*** keys-not applicable using *Qwizdom Actionpoint.*
7. ***New Q*** [-] key-press to pose an "on-the-fly" question.
8. ***Pick*** [.] key-press to display/hide a random participant's name on the computer screen.
9. Private Graph [0] key-displays the results of participant responses as a graph on the LCD screen of the instructor's remote.
10. Public Graph [/] key-displays the results of participant responses as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle key (in middle of thumb pad) to show/hide correct responses.
11. ***Show*** [7] key-displays animations during game presentations.
12. ***Play*** [8] key-will play animation/sound in *Connect* only.
13. ***Fn*** (Function) key-allows you to re-pose a question if you go back during to a

previous slide during presentation-previous answers will be overwritten.

14. Power switch-turns remote on/off.
15. Light switch-turns Backlight on/off. The "*Enable Backlight"* box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

Q5RF Common Screen Displays

- ***Qwizdom:*** Displays when slides are non-question types, such as lessons or information.
- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- ***Loading:*** An answer key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, reenter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," reentering Session ID, and pressing *SEND*.
- ***No Net:*** Remote cannot find the host. Reenter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- ***Denied:*** User denied due to incorrect Session ID, User ID, or a duplicate User ID.
- ***Ready:*** Displays on the **instructor remote** is ready to use.
- ***Last Key:*** Will appear on the **instructor's remote** showing the last key that was pressed.

3.5 Q6RF

Participant Remote

1. ***Menu/Power***-press and hold on to power remote on/off. Press to view menu options: *Help*, *Search*, *Sess. ID*, *User ID*, *Adjust Contrast*, and *Exit*.
2. ***Enter***-press to submit commands from LCD menu choices.
3. ***Directional Arrows***-press to navigate between menu options, answer choices, and questions.
4. ***Multi-function***-serves as multi-function for Send/Change.
5. ***Symbols***-select to enter fraction, punctuation, etc.
6. ***Delete***-press to delete the last character.
7. ***Q#***-displays the current question number.
8. ***Help Request***-indicates your requested help.
9. ***Battery Power***-displays battery charge.
10. ***ID#***-displays the remote ID number.
11. ***Right/Wrong Feedback***-displays check mark for correct answer, X for incorrect answer, and both check mark/X for response received.
12. ***Shift***-changes case options: *ABC/Abc/abc/123/Superscript/Subscript.*

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Q6 Common Screen Displays

- ***Searching for Session ID:*** Remote is searching for the host.
- ***Ready:*** Remote has found the host and is ready for a question slide.
- ***Power Save Mode:*** Remote is idle. Click *RESUME,* to reactivate.
- ***Help:*** First available Menu option. With Help selected, press the menu select key (↵) to privately ask for help or scroll to "EXIT" and press (↵).
- ***Session ID Not Found:*** Remote cannot find the host. Re-enter the "Session ID." Press

MENU, scroll to "Enter Session ID," click (↵), enter the Session ID, and press *JOIN*.
Session ID Login Denied: User denied due to incorrect User ID, or a duplicate ID. Re-enter User ID. Press *MENU*, scroll to "Enter User ID," click (↵) , re-enter the User ID, and press *JOIN*.

- ***Enter User ID:*** The remote is asking for a Participant ID. This applies to remotes configured for *Roaming Set or Participant Owned*. See **Remote Setup** for details.
- ***Loading:*** Loading an Answer Key; may take a few moments.
- ***Enter Activity ID:*** Requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.

To send question text to Q6RF remotes click on the Advanced Options button and check the Send Question Text to Remotes box. This option is set per questions slide if desired. See Creating Slides for details.

3.6 Using Remotes in Presentation

Q5RF Instructor Remote Tips

- The Q5RF Instructor Remote will display *Ready* or *Last Key*.
- Since the Q5RF Instructor Remote is not applicable during answer keys, the LCD screen will display *Access Denied*.
- Press the / key on the Q5RF Instructor Remote to display the response graph.
- Press the / key on the Q5RF Instructor Remote to close the response graph.
- Press the 0 key on the Q5RF Instructor Remote to display the graph on the instructor's LCD.
- Press the Pick (.) key on the Q5RF Instructor Remote to randomly call upon a participant during presentation.
- Press the *1* (*A*) key on the Q5RF Instructor Remote to go to the next question in Fast Track/Mars Mission games.
- Press the *Show* (7) key on the Q5RF Instructor Remote to show current scores of participants/group during game mode.
- Press the *New Q* (-) key to pose a spontaneous question. A list of question types appear on the LCD. Use the up/down arrows on the thumb pad to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press Send; if the answer is survey only, press the *Send* key without selecting an answer.
- Press the *?* key to display the list of participants who have requested help.
- Press the circle key, in the thumb pad, to close out of the presentation (must be on last slide), play the *PowerPoint*® animation and schemes (if any were applied), move to the next slide, or display/hide the correct answer on response graph.

Participant Remote Tips

- ***Remotes's displays will vary when they are Ready to Start an activity/presentation.***
  Qwizdom will be displayed on the Q4RF and Q5RF remotes when a lesson (non-question) slide is in view. *Ready* will be displayed on the Q6RF remotes have found the host and are ready for a question slide.

- ***Remotes' displays will vary during an activity/presentation.***
  For Q2RF remotes, participants will see a blank screen with a battery icon. For Q4RF and Q5RF remotes, participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide. For Q6Rf remotes, question text and/or answer choices will appear on the LCD screen (display varies depending on question type). See ***Creating Slides*** for information on setting up the different question types.

- ***Request Help-***
  For Q2RF remotes, press the *Help* (Hand) key. To request help on the Q4RF, Q5RF and Q6RF remotes, press the *Menu* key to select *Help* and press *Send*.

- ***Change Session ID-***
  To change the Session ID on the **Q2RF remote**, when the remote is on, wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see *--S* on the display, enter the Session ID and press the *Send* key to confirm.

  To change the Session ID on the **Q4RF remote**, press the *Menu* key and use the right arrow to scroll through the menu options. When you see *Sess. ID*, press the *Send* key to select it. An existing Session ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter the new Session ID. Press the *Send* key to confirm.

  To change the Session ID on the **Q5RF remote**, press the *Menu* key when the remote displays *No Host Found*. Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.

  To change the Session ID on the **Q6RF remote**, press the *Menu* key, scroll to *Enter Session ID*, press the (↵) menu select key, re-enter the Session ID, and press the *Search Again* key.

- ***Troubleshooting Tips-***

The Q4 LCD screen on the participant remotes may read *Push Key, Inactive*, *Not Active*, press the *Send* (double arrows) key to "wake up" the remote. If the remote still displays *Not Active*, re-enter the Session ID. Go to ***Changing Session IDs*** for more information.

The Q6 LCD screen on the participant remotes may display *Power Save Mode*. This indicates that the remote is idle. Click *RESUME,* to reactivate.

If the Q4RF displays *No Net*, or the Q5RF remote displays *Host not found*, *Session ID*

Not Found, or the Q2RF remote displays - - - and turns off, re-enter the Session ID. Go to ***Changing Session IDs*** for more information.

If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied*, or the Q6RF displays *Session ID Login Denied,* or the Q2RF remote displays --*U*, the Participant ID is incorrect, or the Remote ID attempting to participate isn't in the participant list that was loaded. re-enter the Participant ID, and check to make sure that Remote ID is in the participant list.

Below are the procedures on how to respond for each question type during presentation for Q2RF, Q4RF, and Q5RF remotes:

- **True/False**-press *T* or *F* key and then press the *Send* key.
- **Yes/No**-press *Y* or *N* key and than press the *Send* key.
- **Multiple Choice**-press *A, B, C, D, E,* or *F* and then press the *Send* key.
- **Multiple Mark**-select multiple letter choices and than press the *Send* key.
- **Numeric**-enter the numbers and than press the *Send* key.
- **Sequence**-enter the numbers in the correct order and press the *Send* key.
- **Short Text Response**; for *Q5* remotes only. The alphabet menu will automatically appear when this question type is displayed. Use the arrows on the thumb pad to navigate through the letters, using the Circle key to select the letter(s). Press the *Send* key to confirm your answer.

Below are the procedures on how to respond for each question type during presentation for Q6RF remotes:

- **True/False**-use down arrow to scroll to *T* or *F* and then press the *Send* key.
- **Yes/No**-use down arrow to scroll to *Y* or *N* and then press the *Send* key.
- **Multiple Choice**-use down arrow to scroll to *A, B, C, D, E,* or *F* and then press the *Send* key.
- **Multiple Mark**-use down arrow to scroll to answer choice, click the (↵) *Menu Select* key to select multiple answer choices, and then press the *Send* key.

- **Numeric**-enter the numeric answer and then press the *Send* key.
- **Sequence**-enter the numbers in the correct order and then press the *Send* key.
- **Short Text Response**-enter in the appropriate answer and then press the *Send* key.
- **Text Response**-enter in the sentence/s answer and then press the *Send* key.
- **Text Edit**-use directional arrows to scroll to the text that needs editing, press *Delete* to remove incorrect character/s, enter correction, and press the *Send* key when finished.
- **Equation**-enter the numeric answer (add special characters by pressing the *Sym* button) and then press the *Send* key.

4 Q7RF Tablet

Instructor Tablet

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The active area of the Q7RF Instructor Tablet acts as an absolute position mouse or standard mouse, controlling standard keyboard shortcuts such as:

- copy, paste, and delete
- navigating presentations

File Browser-opens file browser window

New Item-creates new slide, file, or document depending on application (acts like Control + N)

Open-browse and open files (acts like Control + O)

Copy-copies selected object(s) (acts like Control+C)

Paste-pastes copied object(s) (acts like Control+V)

Undo-undo last action(s) (acts like Control+Z)

Redo-redo previous action(s) (acts like Control + Y)

Delete-deletes selected object(s)

Media Control-play and pause presentations and multimedia files

Pick-picks random participants

Show Presentation-displays image or presentation or game window

Help Requests-privately displays list of participants who requested help

Insert Slide-creates slides for presentation (See *Posing Spontaneous Questions* for details.)

Pose-re-poses current question slide

Time tool-adds additional time to timer

Stop-stops the question being posed

Private Graph-displays private graph of responses on tablet (See *Response Graph* for details.)

Public Graph-displays response graph to participants (See *Response Graph* for details.)

LCD Backlight-turns Backlight on or off

Pen tool-use to draw

Highlighter-use to highlight

Line tool-use to draw lines

Text tool-use to create text

Insert Multimedia-inserts images, audio, and video files

Window Shade-hides portion of displayed screen

Laser Pointer-displays laser dot when using the Pen

Absolute Position Mouse-displays arrowhead when using the Pen and works as an absolute position mouse

Mouse-operates pen with mouse functions as it changes to standard mouse mode from absolute position

Keyboard tool-activates keyboard region

Function tool-lock/unlock functions for freehand. Access user-defined list of functions

Volume Control

Quick Pose Controls (See *Posing Spontaneous Questions* for details)

For *Numeric* question types

For *Multiple Choice* question types

For *Rating* question types

For *Yes/No* or *True/False* question types

Pen (for Q7RF Instructor Tablet)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The Pen is used as a mouse that can left-click, right-click, and double-click to execute commands and actions on the Q7RF Instructor Tablet.

HID Host (for Instructor Tablet)

**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

The USB Host is used to collect data from the remotes and record into the Qwizdom software. This HID Host does not require driver installation.

4.1 Using the Q7RF Tablet

New Item-creates new slide, file, or document depending on application
Open-browse and open files
File Browser-opens file browser window
Copy-copies selected object(s)
Paste-pastes copied object(s)
Delete-deletes selected object(s)
Pose-poses question slide
Insert Slide-creates slides for presentation
Stop-stops the question being posed
Window Shade-hides portion of displayed screen

You must be in *Presentation Mode* to utilize the features on the Tablet.

Creating Slides

1. Press the *New Question* icon on the Tablet. A list of question types appear on the Tablet's LCD.
2. Use the *Scroll* button to navigate through the different question types.
3. Select one and press *Enter*.
4. Use the Pen to select or enter a correct answer using the answer choices, located at the bottom of the Tablet.
5. Draw or enter text and/or multimedia onto the slide.
6. Press the *Send* key to pose the question.

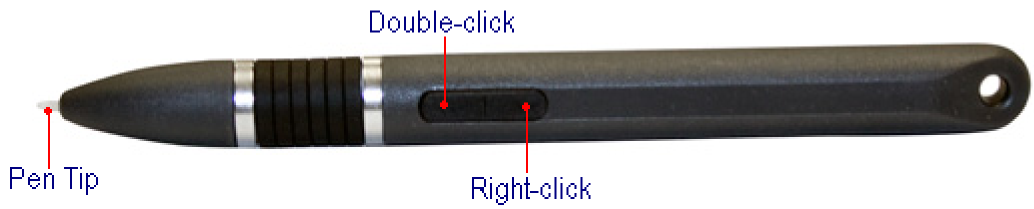
Window Shade

Window Shade hides (covers) what is being displayed on the computer screen (portion or all).

1. Press the *Window Shade* icon on the Tablet. A window shade will cover the computer screen.
2. Use the *Scroll* button to navigate through the different question types.
3. Select one and press *Enter*.
4. Use the Pen to select or enter a correct answer using the answer choices, located at the bottom of the Tablet.
5. Draw or enter text and/or multimedia onto the slide.
6. Press the *Send* key to pose the question.

4.2 Using the Pen

The Pen is used (with the Tablet) to write, draw, and control mouse movements.



Pen Tip-same as a mouse cursor.
Left-click button-same as double-clicking with left button on the mouse.
Right-click button-same as the right-click button on the mouse.

Pen Actions

- ***Press, Tap, Push Down with Pen Tip***-activates Tablet icons, similar to left-clicking with mouse.
- ***Double tap with Pen Tip***-is similar to double-clicking with mouse.
- ***Left-click***-activates Tablet icons, similar to double-clicking with mouse.
- ***Right-click***-similar to right-clicking with the mouse.

Sleep Mode

The Pen goes into sleep mode after a minute of inactivity. Touching the pen to the Q7RF Tablet surface or pressing the Left/Right buttons on the pen will reactivate it.

4.3 Drawing and Editing Tools

Pen Tool-use to draw

Highlighter-use to highlight

Line Tool-use to draw lines

Text Tool-use to create text

Laser Pointer-displays laser dot when using the Pen

Absolute Position Mouse-displays arrowhead when using the Pen and works as an absolute position mouse

Mouse-operates pen with mouse functions

Keyboard-activates keyboard region

Select Tool

Selects drawing and text objects such as text boxes, shapes, lines, etc.

1. Press the *Absolute Position Mouse* icon on the Tablet.

Mouse

Changes the Pen to replicate the movement of a computer mouse.

1. Press the *Mouse Tool* icon on the Tablet.
2. Press the Pen Tip anywhere on the Tablet's surface as if you were using a computer mouse.
3. Select another tool or press on the *Absolute Position Mouse* to turn *Pen Tool* off.

Drawing and Writing

Pen Tool is used to draw objects and write text.

1. Press the *Pen Tool* icon on the Tablet.
2. Place the Pen Tip on the Tablet's surface to draw or write with the *Pen Tool*.
3. Select another tool or press the *Absolute Position Mouse* to turn *Pen Tool* off.

Highlighting

Highlighter Tool is used to highlight text and/or objects.

1. Press the *Highlighter* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to highlight text and/or objects.
3. Select another tool or press the *Absolute Position Mouse* to turn *Highlighter* off.

Entering Text

The combination of the *Text Tool* and *Keyboard* allows you to create text without the use of the Tablet's keyboard.

1. Press the *Text Tool* icon on the Tablet.
2. Use the Pen to create a text box on the computer screen by touching the Pen Tip onto the Tablet surface and drawing out the text box.
3. Press the *Keyboard* icon on the Tablet to activate the keyboard region.
4. Use the Pen Tip to enter the text into the text box using the keyboard on the Tablet.
5. Press the *Absolute Position Mouse* to deactivate the keyboard region on the Tablet.

Drawing Lines

Draws straight lines with or without arrowheads.

1. Press the *Line Tool* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to draw a line.
3. Select another tool or press the *Absolute Position Mouse* to turn *Line Tool* off.

Laser Pointer

Changes the computer cursor into a laser pointer.

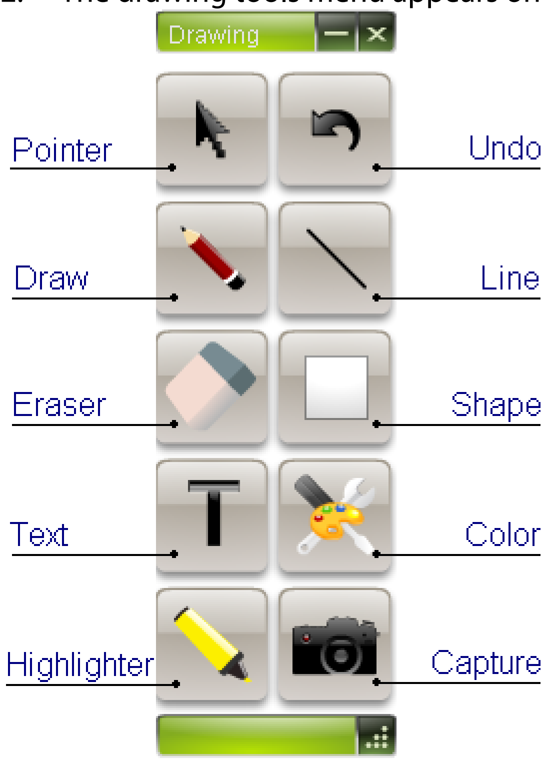
1. Press the *Laser* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to activate the laser.
3. Select another tool or press the *Absolute Position Mouse* to turn *Laser Pointer* off.

4.4 Wizteach Tools

Wizteach tools is set by default to activate when using the drawing and editing tools on the Tablet using *Qwizdom Tools*, *Actionpoint*, and outside of *Qwizdom Connect.*

1. Press any one of the drawing tools on the Tablet with the Pen.

2. The drawing tools menu appears on the computer screen.



- ***Select***: selects objects
- ***Undo***: removes last action
- ***Draw***: use to draw
- ***Line***: creates lines
- ***Erase***: erases selected objects
- ***Shape***: creates shapes
- ***Text***: adds a text box to create text (using the Keyboard feature on the Tablet)
- ***Color***: color palette
- ***Highlighter***: use to highlight objects on screen
- ***Capture***: use to take screen captures of current screen

Select Tool

Use to select drawing and text objects such as text boxes, shapes, lines, etc.

1. Click the  *Pointer* to activate the selecting tool.

Undo

1. Click the *Undo* to undo the last action(s).

Drawing and Writing

1. Click the *Draw* tool.
2. Place the Pen Tip on the Tablet's surface to draw or write with the *Draw* tool.
3. Select another tool or press the *Pointer* to turn *Draw* tool off.

Drawing Lines

Draws straight lines with or without arrowheads.

1. Click the *Line* tool.
2. Place the Pen Tip onto the Tablet's surface to draw a line.
3. Select another tool or press the *Pointer* to turn *Line* tool off.

Eraser

1. Click the *Eraser* tool.
2. Select to erase a certain object , erase the selected area , or erase all objects .
2. Select another tool or press the *Pointer* to turn *Eraser* off.

Shapes

Creates basic shapes such as square, triangle, circle, and free form.

1. Click the *Shapes* tool.
2. Place the Pen Tip onto the Tablet's surface to create and add a shape.
3. Select another tool or press the *Pointer* to turn *Shapes* tool off.

Entering Text

The combination of the *Text Tool* and *Keyboard* allows you to create text without the use of the Tablet's keyboard.

1. Click the *Text* tool.
2. Use the Pen to create a text box on the computer screen by touching the Pen Tip

onto the Tablet surface and drawing out the text box.

3. Click the *Keyboard* icon on the Tablet to activate the keyboard region.
4. Use the Pen Tip to enter the text into the text box using the keyboard on the Tablet.
5. Click the *Pointer* to deactivate the keyboard region on the Tablet and click the *Pointer* to turn *Text* tool off.

Highlighting

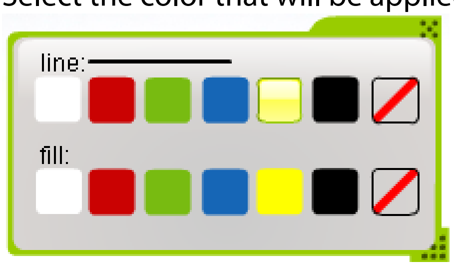
Highlighter Tool is used to highlight text and/or objects.

1. Click the *Highlighter*.
2. Place the Pen Tip onto the Tablet's surface to highlight text and/or objects.
3. Select another tool or press on the *Pointer* to turn *Highlighter* off.

Color Palette

Color palette is used to set the color of drawing objects that will be created.

1. Click the *Color Palette*.
2. Select the color that will be applied to the drawing object.



3. Click the *X* in the color palette to close the color palette.

Capture

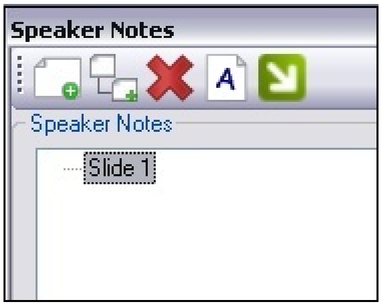
Takes a full-screen capture of the current screen.

1. Press the *Capture* icon on the Tablet.
2. The *Save As* window appears.
3. Enter the name for the screen capture and click *Save*.

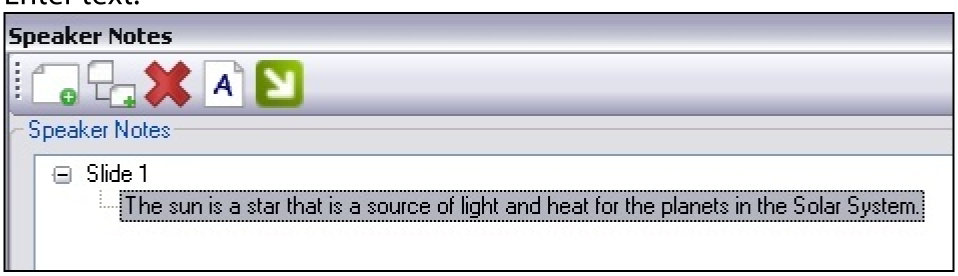
4.5 Speaker Notes

Speaker notes allow you to view notes on the Q7 Tablet while in presentation mode.

1. Select a slide to place speaker notes on.
2. Click *Settings*.
3. Select *Speaker Notes*. The *Speaker Notes* window appears.
4. Click *Insert at Root* . Root appears for you to enter text.
5. Enter text.



6. Click *Insert*  to insert a subroot.
7. Enter text.



8. When finished, click close to save the information.
9. Click *Save* to save the changes.

5 Creating & Organizing Content

Click the *Content* tab; or right-click the *Qwizdom Tools* and select *Content Manager*. *Content Manager* is where all created and imported activities are stored and organized.

Create a New Folder

1. Click the *New Folder* button.
2. Enter a name for the folder and click *OK*.
3. The folder appears in the *Content Tree* on the left.

Create a New Activity

1. Click the *New Activity* button.
2. Enter a name for the activity and click *OK*.
3. The activity appears in the *Content Tree* on the left.
4. Select the newly created activity and click the *Edit* button to launch Live Editor. See ***Creating Slides*** for more information.

Create a New Answer Key

1. Click the *New Activity* button.
2. Select *Create and Add Answer Key file* and enter a name.
3. Click *OK* and the answer key appears in the *Content Tree* on the left.
4. Double-click the answer key file to launch the *Answer Key* window. See ***Answer Key*** for more information.

5.1 Importing and Exporting

Importing Activities (*.QAP* and *.QZA*)

1. Go to the *File* menu and select *Import/ Qwizdom Activity*. The *Open* window appears.
2. Select the activity *(.QAP or .QZA)* and click *Open*. The activity will import into the *Content Tree*.

You can also drag and drop activities (*.QAP, .QZA, .QAK, .PPT, .PPTX*) into the *Content Tree*.

Importing External Documents

1. Go to the *File* menu and select *Import/External Document*. The *Open* window appears.
2. Select the file you would like to import and click *Open*. The external document will import into the *Content Tree*.

Exporting Activities

1. Select the activity in that you wish to export.
2. Go to the *File* menu and select *Export*. The *Save As* window appears.
3. Choose the location to which to export your file and select *OK*.

5.2 Printing

1. Click on an activity in the and click the *Print* button. This brings up the *Print Activity* window.
3. Set print options including number of slides per page, slide range, headers, footers, etc and click *Print*. The activity will print.

Under Print Type, select workspace to give students extra room to show their work and/or answers.

5.3 Standards

Installing Standards

1. Go to the *Login* menu and enter your username and password (see **Online Registration** for details on how to create a username and password.)
2. Go to the *File* menu and select *Preferences.*
3. Click the *Standards* tab.
4. Select your state standards in the *Select State* drop-down list.
5. Click *Download State Standards* to download your state standards into *Qwizdom Connect.*

Applying Standards

You can apply standards to a single slide or activity.

Apply standards to whole activity.

1. Click on the *Content* tab.
2. Select an activity in the Content Tree.
3. Click the  *Standards* button. The *Standards* window appears.
4. Select the standard at the level you want to apply to all of the slides in the activity.
5. Click *Add* and then *Done*. The standards appear in the *Standards* tab at the bottom of the *Content Manager* window.

If the *Standards Properties* tab isn't displayed, go to the *View* menu and select *Properties*.

Apply standards to individual slide/s.

1. Click on the *Content* tab.
2. Select an activity in the Content Tree. Click on a blank slide/s in the *Activity Preview* window.
3. Click the  *Standards* button. The *Standards* window appears.
4. Select the standard at the level you want to apply to the slide(s).
5. Click *Add* and then *Done*. The standards appear in the *Standards* tab at the bottom of the *Content Manager* window.

If the *Standards Properties* tab isn't displayed, go to the *View* menu and select *Properties*.

6 Live Editor

Create activities, lessons, and tests in styles, tools, and templates.

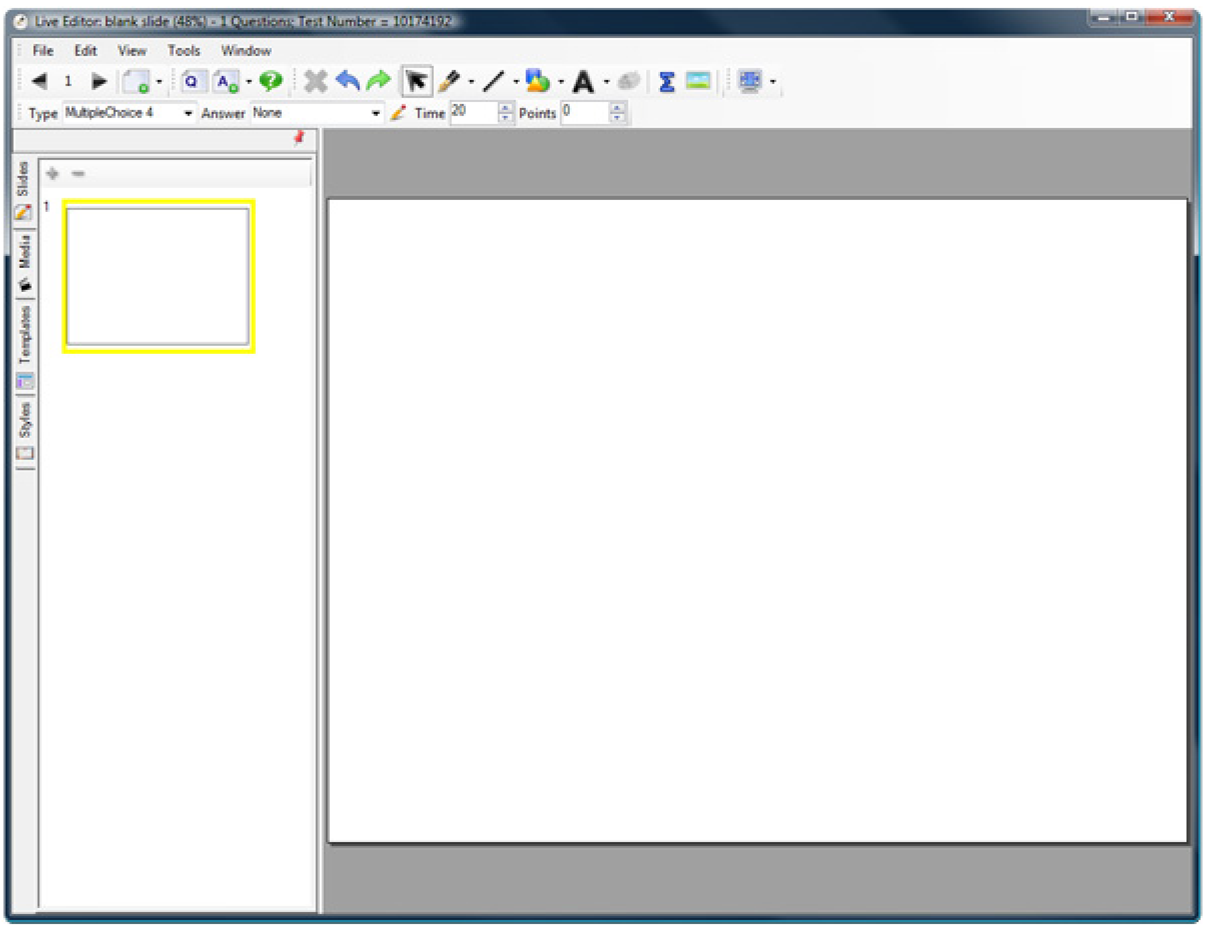
To open Live Editor:

- Go to the *Programs* menu and select *Live Editor*.

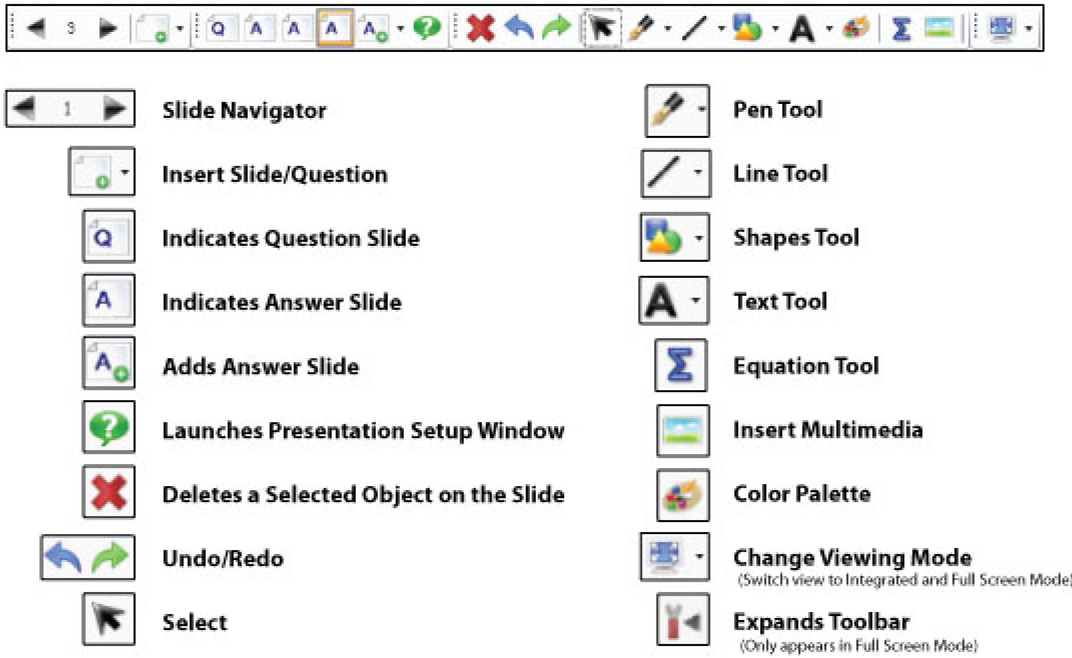
Live Editor can also be launched through the Content Manager. Double-click any slide thumbnail in the Activity Preview window located to the right of the Content Tree.

Overview Live Editor Tools

Live Editor Window



Editor Toolbar



Pen Tool

1. Click the *Pen* tool drop-down arrow and select a *Pen* style.
2. If you wish to create a custom style, select *Customize* . The *Customize Pens* window appears.
3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a pen style.

4. Click *OK* to save the pen style(s).

Line Tool

1. Click the *Line* tool drop-down arrow and select a *Line* style.
2. If you wish to create a custom style, select *Customize* . The *Customize Line* window appears.
3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a line style.

4. Click *OK* to save the line style(s).

Shapes Tool

1. Click the *Shapes* tool drop-down arrow and select a *Shape*.
2. If you wish to create a custom style, select *Customize*. The *Customize Shapes* window appears.

3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a shape.

4. Click *OK* to save the custom shapes.

Text Tool

1. Click the *Text* tool drop-down arrow and select a *Font* style.
2. If you wish to create a custom style, select *Customize*. The *Customize Text* window appears.
3. Click *Add* and choose font type, size, and attributes.

Click *Delete* to delete the custom font.

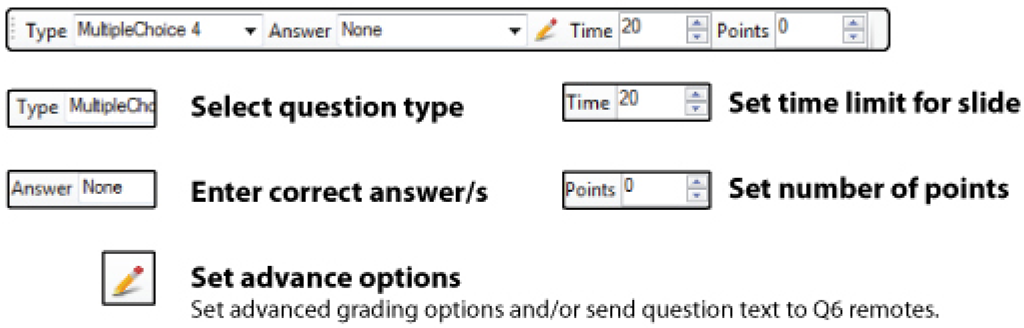
4. Click *OK* to save the custom font.

Font Toolbar

To view *Font* toolbar either click an active text box or the *Text* tool.

- Font: Arial — **Font Type Selector**
- 72 — **Font Size Selector**
- **Bold Font**
- **Italicize Font**
- **Underline Font**
- **Justify Text Left**
- **Justify Text Center**
- **Justify Text Right**
- **Subscript**
- **Superscript**
- **Bullets**
- Type — **Text Type Selector** (Choose a Text Type of Heading, Body, or Answer Choices.)

Answer Toolbar - see Creating Slides for details

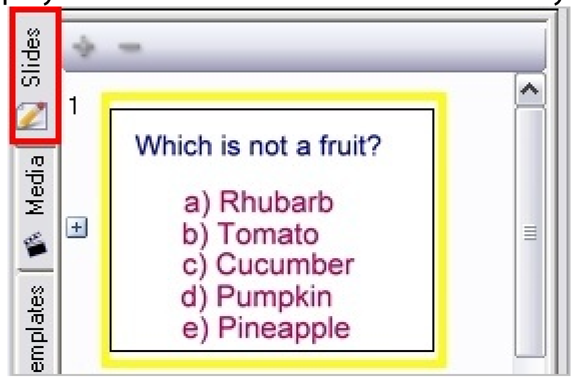


Question Types

- ***Information***-non-question slide (non-remote).
- ***Multiple Choice***-multiple choice question slide (up to six choices); use with Q2RF, Q4RF, Q5RF, and Q6RF.
- ***Yes/No***-yes/no question slide; use with Q2RF, Q4RF, Q5RF and Q6RF.
- ***True/False***-true/false question slide; use with Q2RF, Q4RF, Q5RF, and Q6RF.
- ***Numeric***-numeric question slide; single digit numeric answer allowed for Q2RF; nine digit numeric answer allowed for Q4RF; eight digit numeric answer allowed for Q5RF; fourteen digit numeric answer allowed for Q6RF.
- ***Sequence***-place item choices in the specified order; use with Q4RF, Q5RF, and Q6RF.
- ***Multiple Mark***-this question type enables two or more correct answers (up to six choices); use with Q4RF, Q5RF, and Q6RF.
- ***Rating Scale/Survey***-rating/opinions/polling using scales from 1-5, 1-10, etc.; use with Q4RF, Q5RF, and Q6RF.
- ***Short Text Response***-answer can be up to 32 characters long; use with Q5RF and Q6RF remotes.
- ***Text Response***-answer can be up to 102 characters; use with Q6 RF remotes.
- ***Text Edit***-participants are given a sentence, phrase, or item that they can correct on the Q6RF remote.
- ***Equation***-create questions that allows participants to respond with numeric answers, including special characters; use with Q6 RF remotes.

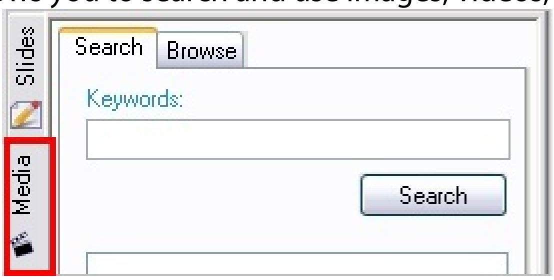
Slides Tab

Displays thumbnails of all slides in the activity.



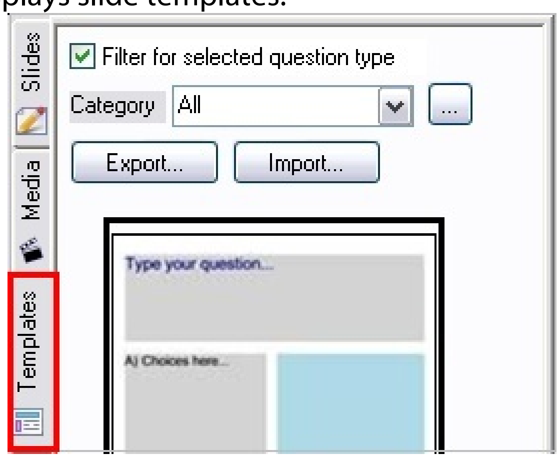
Media Tab

Allows you to search and use images, videos, etc in the *Qwizdom* database.



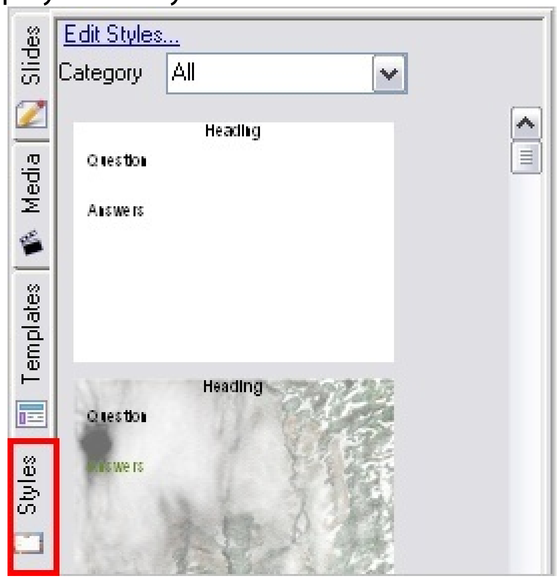
Templates Tab

Displays slide templates.



Styles Tab

Displays slide styles.



6.1 Creating Slides

Click the *Content* tab and click *Add Live Editor File*. Name the new activity. Double-click on the blank slide in the window to launch .

Information

Non-question slide.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *None* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Multiple Choice (Q2RF, Q4RF, & Q5RF)

Multiple choice question slide (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Choice* as the slide type.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Set partial grading options. Click the *Advanced Options* button. This will bring up the *Question Properties* window. Select the correct answer and enter

multiple point values for partial grading (whole numbers only). Click *OK* to save and close window.

10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Multiple Choice (Q6RF)

Multiple choice question slide (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Choice* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.
8. Click the *Advanced Options* button. This will bring up the *Question Properties* window.
   - (Optional) Check the *Send Question Text to Remotes* box to send questions to Q6RF LCD screens. Questions can have a maximum of 102 characters, including punctuation and spacing.
   - In the *Answer Data* field, select the correct answer and enter multiple point values for partial grading (whole numbers only).
   - Check the *Send Answer Choices to Remotes* box.
   - Click *OK* to save changes and close window.

Multiple choice answers are limited to a maximum of 15 characters. If you would like to display answer choices on Q6RF LCD screens longer than 15 characters, uncheck the Send Answer Choices to Remotes option. Then enter in your question and answer choices into the Send Question Text to Remotes field, keeping in mind that there is a 102 character limit.

9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank

answer slide, click on the *Add Slide* button.

10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Yes/No (Q2RF, Q4RF, & Q5RF)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Yes/No* as the slide type.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Yes/No (Q6RF)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Yes/No* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.

8. Click the *Advanced Options* button. This will bring up the *Question Properties* window.
    - (Optional) Check the *Send Question Text to Remotes* box to send questions to Q6RF. Questions can have a maximum of 102 characters, including punctuation and spacing.
    - Select the correct answer and enter the number of points.
    - Click *OK* to save changes and close window.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

True/False (Q2RF, Q4RF, & Q5RF)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *True/False* as the slide type.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

True/False (Q6RF)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *True/False* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the

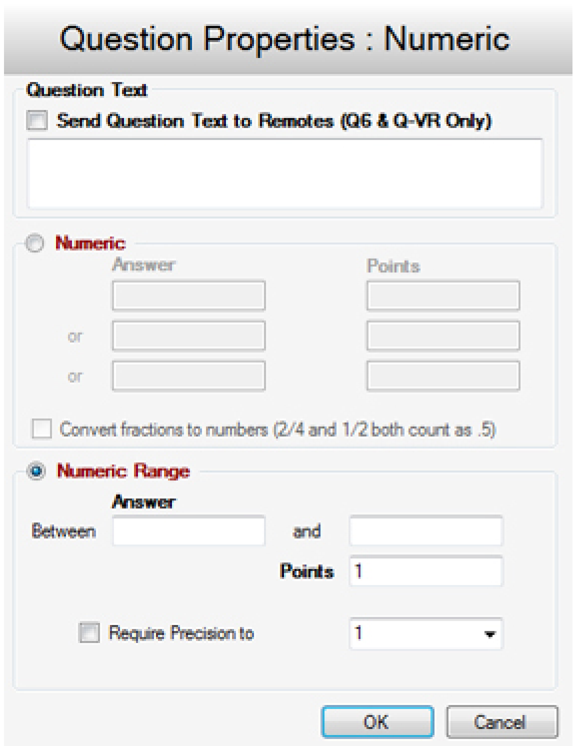
template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit and number of points.
8. Click the *Advanced Options* button. This will bring up the *Question Properties* window.
   - (Optional) Check the *Send Question Text to Remotes* box to send questions to Q6RF. Questions can have a maximum of 102 characters, including punctuation and spacing.
   - Select the correct answer and enter the number of points.
   - Click *OK* to save changes and close window.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create blank answer slides click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Numeric (Q2RF, Q4RF, & Q5RF)

Numeric question slide. Single digit numeric answer allowed for Q2RF; eight digit numeric answer allowed for Q4RF; ten digit numeric answer allowed for Q5RF; 14 digit numeric answer allowed for Q6RF.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Numeric* as the slide type.
3. Type numeric answer in *Answer* field .

4. (Optional) Set partial grading options. Click the *Advance Options* button. This brings up the *Question Properties* window. Enter the answer/s and point value/s. Click *OK* to save and close.



- ***Numeric -*** Select *Numeric* to add in standard numeric answer/s. (Optional) Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
- ***Numeric Range -*** Select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range. (Optional) Check the *Require Precision to* box and select a place value from the drop-down menu.

5. (Optional) Set the time limit.
6. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the

Add Slide button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.

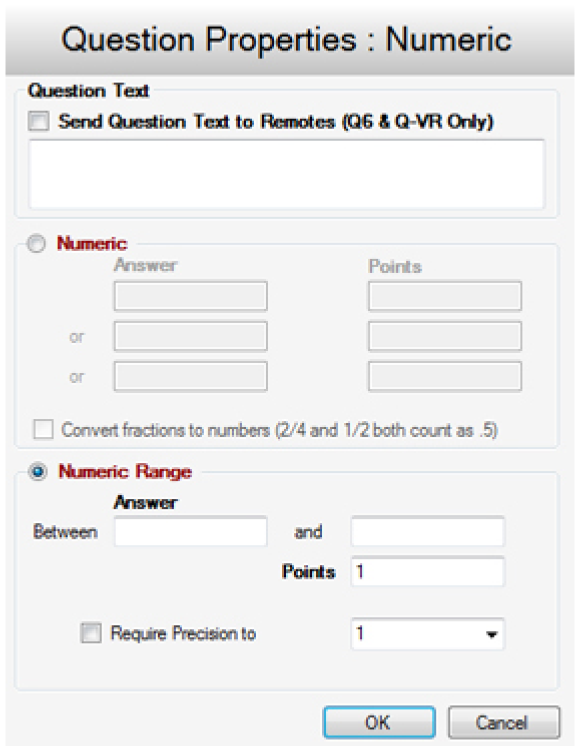
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Numeric (Q6RF)

Numeric question slide. Single digit numeric answer allowed for Q2RF; eight digit numeric answer allowed for Q4RF; ten digit numeric answer allowed for Q5RF; 14 digit numeric answer allowed for Q6RF.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Numeric* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.

8. Click the *Advance Options* button. This brings up the *Question Properties* window. (Optional) Check the *Send Question Text to Remotes* box to send questions to Q6RF. Questions can have a maximum of 102 characters, including punctuation and spacing. Enter the answer/s and point value/s. Click *OK* to save and close.



- ***Send Question Text to Remotes***-check to send question text to Q6RF remotes.
- ***Numeric -*** select *Numeric* to add in standard numeric answer/s. (Optional) Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
- ***Numeric Range -*** select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range. (Optional) Check the *Require Precision to* box and select a place value from the drop-down menu.

9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Sequence (Q4RF & Q5RF)

Place item choices in the specified order.

1. Click the *New* *Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list; select *Sequence* and number of items.
3. Type numeric answer in *Answer* field and press the *Enter* key on the keyboard to save it.
4. (Optional) Set partial grading options. Click the *Advance Options* button. This brings up the *Question Properties* window. In the *Answer* field, type in the correct sequence. Check the *Give 1 Point for every item in the correct position* box for partial grading. Click *OK* to save and close.
5. (Optional) Set the time limit.
6. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Sequence (Q6RF)

Place item choices in the specified order.

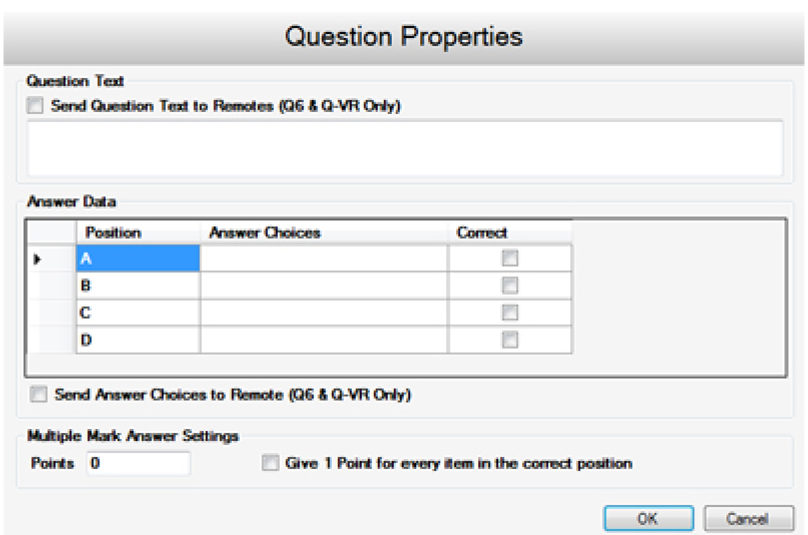
1. Click the *New* *Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list select; *Sequence* and number of items.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.

7. (Optional) Set the time limit.
8. Click the *Advance Options* button. This brings up the *Question Properties* window. (Optional) Check *Send Question Text to Remotes* to send question text to Q6RF remotes. Questions can have a maximum of 102 characters, including punctuation and spacing. Enter the answer and point value. (Optional) Check the *Give 1 Point for every item in the correct position* box for partial grading. Click *OK* to save and close.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Multiple Mark (Q4RF & Q5RF)

This question type enables two or more correct answers (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Mark* as the slide type.
3. Enter the correct answers in the *Answer* field and press the *Enter* key on the keyboard to save it.
4. (Optional) Set partial grading options. Click the *Advance Options* button. This brings up the *Question Properties* window. In the *Answer Data* field, select the correct answers. Set the number of points. Check the *Give 1 Point for every item in the correct position* box to give participants partial credit for every correct answer entered. Click *OK* to save and close.



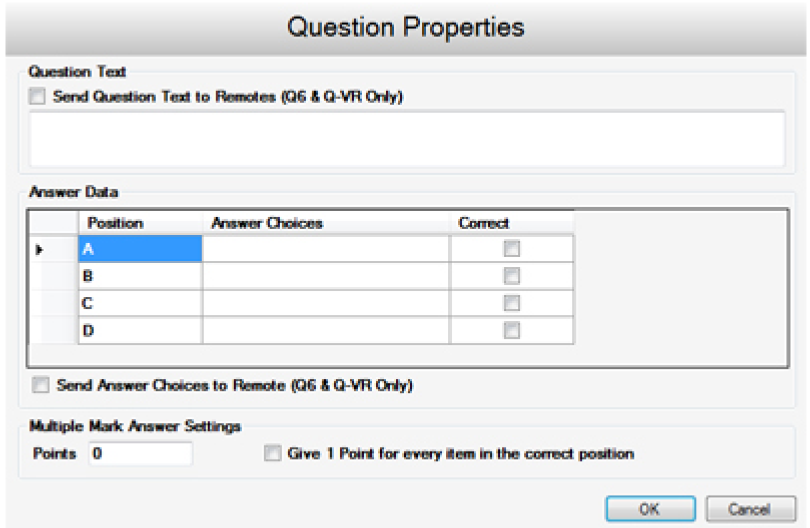
5. (Optional) Set the time limit.
6. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Multiple Mark (Q6RF)

This question type enables two or more correct answers (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Mark* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.

8. Click the *Advance Options* button. This brings up the *Question Properties* window.



- (Optional) Check the *Send Question Text to Remotes* box to send questions to Q6RF LCD screens. Questions can have a maximum of 102 characters, including punctuation and spacing.
- In the *Answer Data* field, select the correct answers. Set the number of points. Check the *Give 1 Point for every item in the correct position* box to give participants partial credit for every correct answer entered (whole numbers only).
- Click *OK* to save changes and close window.

9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Rating Scale / Survey(Q4RF & Q5RF)

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Rating Scale* as the slide type.
3. (Optional) Type in answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media*

tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.

8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See **Styles and Templates** for more details.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Rating Scale / Survey (Q6RF)

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Rating Scale* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See **Styles and Templates** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click Search. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See **Styles and Templates** for more details.
7. (Optional) Set the time limit and number of points.
8. (Optional) Send questions to Q6RF. Click the *Advanced Options* button. This brings up the *Question Text* window. Check the *Send Question Text to Remotes* box. Questions can have a maximum of 102 characters, including punctuation and spacing. Click *OK* to save and close the window.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Short Text Response (Q5RF)

Answer can be up to 32 characters long on the Q5RF remote.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.

2. Click the *Type* drop-down list and select *Short Text Response* as the slide type.
3. Click the *Answer* field, type in answer, and press enter when finished.
4. (Optional) Set time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Short Text Response (Q6RF)

Use this question type for fill-in-the-blank and/or any other short answer questions.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Short Text Response* as the slide type.
3. Click the *Answer* field, type in answer, and press enter when finished.
4. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
8. (Optional) Set time limit and number of points.
9. (Optional) Send questions to Q6RF. Click the *Advanced Options* button. Check the *Send Question Text to Remotes* box. Questions can have a maximum of 102 characters, including punctuation and spacing. Click *OK* to save and close the window.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.

11. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

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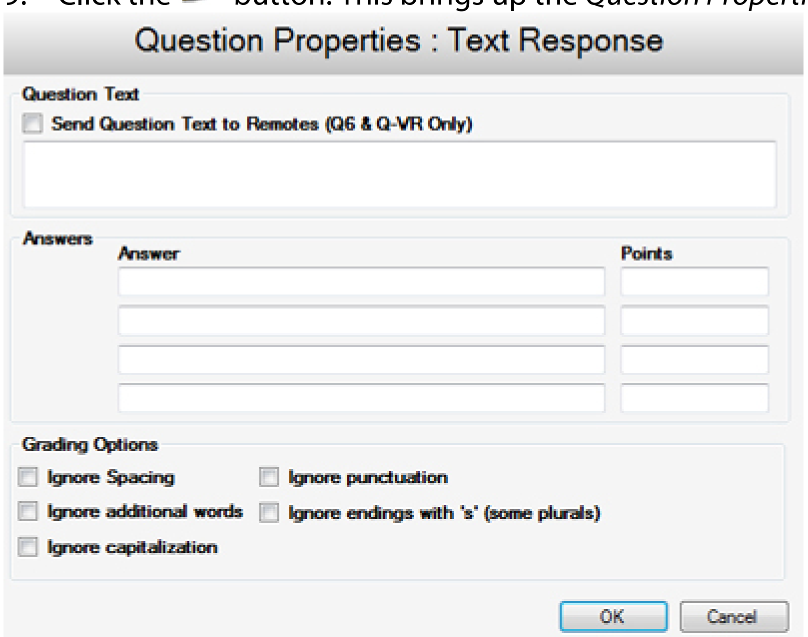
Text Response (only applicable to Q6RF)

Answer can be up to 102 characters on the Q6RF remote.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Response* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See **Styles and Templates** for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See **Styles and Templates** for more details.
8. (Optional) Set the time limit.
9. Click the button. This brings up the *Question Properties* window.

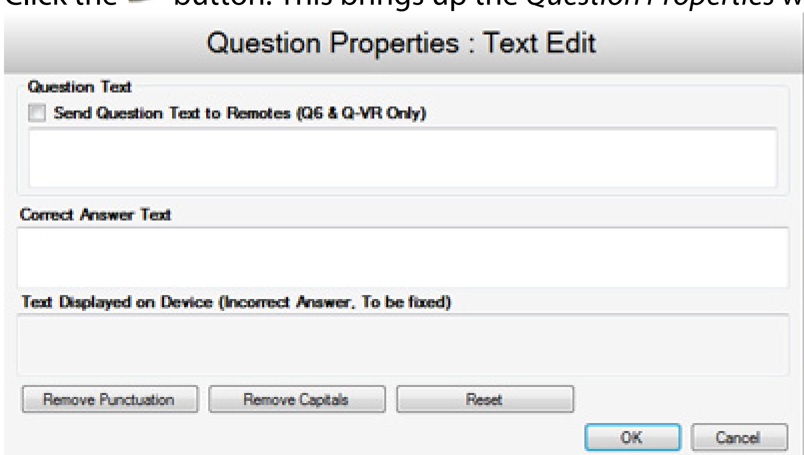


10. (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box. Questions can have a maximum of 102 characters, including punctuation and spacing.
11. Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
12. (Optional) Set grading options. Participant's answers will be marked right or wrong based on these options.

13. Click *OK* when finished.
14. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
15. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Text Edit (only applicable to Q6RF)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Edit* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. Click the button. This brings up the *Question Properties* window.



8. (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box. Questions can have a maximum of 102 characters, including punctuation and spacing.
9. Enter the correct answer in the *Correct Answer Text* field.
10. Enter the text to be edited by participant in the *Text Displayed on Device* field.
11. Click *OK* when finished.
12. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank

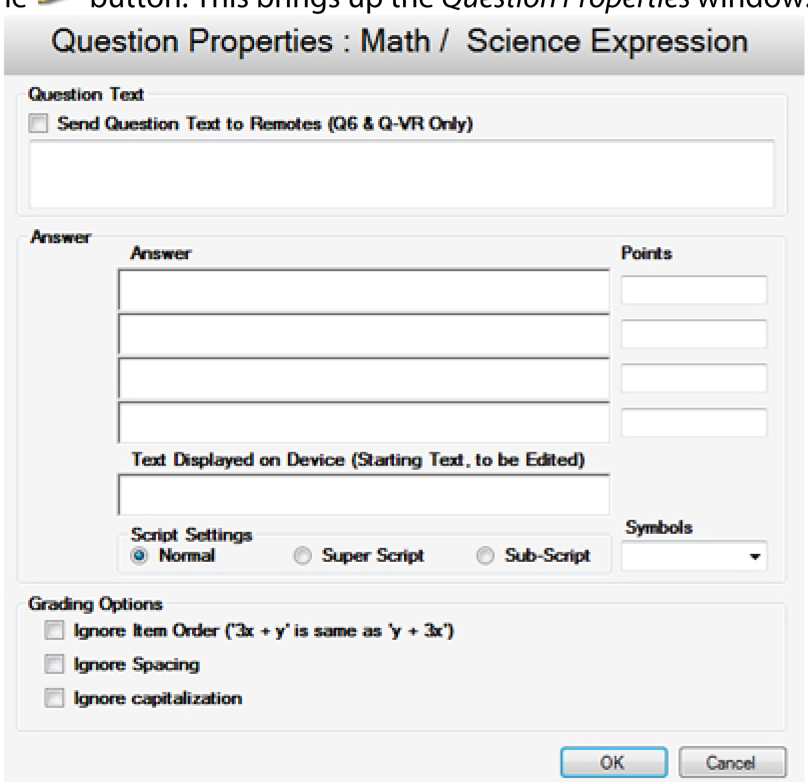
answer slide, click on the *Add Slide* button.

13. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

Equation (only applicable to Q6RF)

Create questions that allow participants to respond with numeric answers, including special characters.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Equation* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.
8. Click the button. This brings up the *Question Properties* window.



9. (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box.

Questions can have a maximum of 102 characters, including punctuation and spacing.

10. (Optional) Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
11. (Optional) Add an equation to be edited by participant in the *Text Display on Device* field.
12. (Optional) Set grading options. Participant's answers will be marked right or wrong based on these options.
13. Click *OK* when finished.
14. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
15. When the slide is complete, either go to *File* menu and select *Exit* to save and close *Live Editor*; or click the *New Question* button to create a new slide set.

6.2 Equation Tool

1. Click the *Equation* button. Click and drag on the slide to select the area in which the equation will be displayed.
2. The *Set Equation* window opens. Enter an equation.
3. Click *Close* (red X) when finished.
4. The equation appears on the slide as an object.
5. You can resize the equation by stretching the handles (click and drag).

6.3 Styles and Templates

Live Editor makes creating, editing, and applying styles and templates easy.

Applying Styles

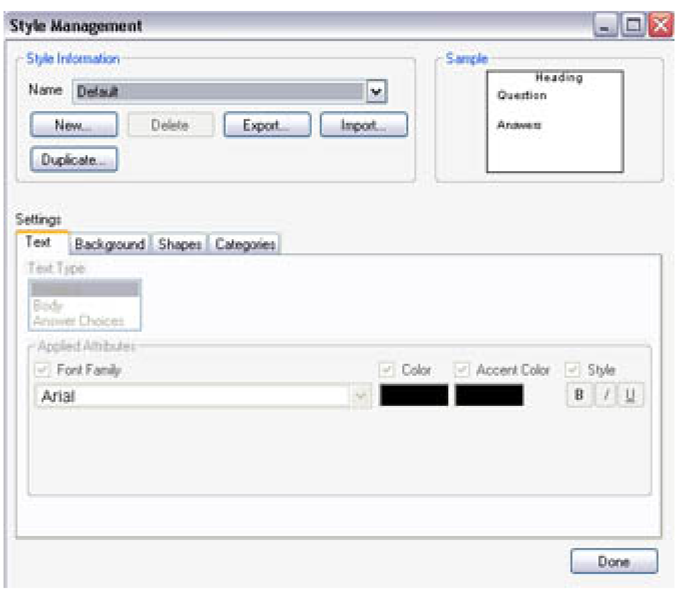
1. Create a slide with text.
2. Click each text box and set the text box type (*Heading*, *Body 1*, *Body 2*, *Answer Choices*).
3. Click the *Styles* tab. Select a *Category* from the drop-down menu.
4. There are two ways to apply a style.
    - Click and drag the style to the slide (on the right) to apply.
    - Right-click the style and select *Apply to Slide*, *Apply to Question*, or *Apply to Activity*.
5. You are able to change the font style, size, and color after applying the style.

Creating Styles

1. Click the *Styles* tab.
2. Click *Edit Styles*. This will bring up the *Styles Management* window.
3. Click *New*. The *Input* window appears.
4. Enter the name of your style, and click *OK*.

Create a unique name for each style to make it easier and more accurate for importing, exporting, and applying styles.

5. Click each tab to customize text, background, shapes, and categories of your newly created style.
6. Create as many styles as you like. Click *Done* when finished.



Text tab:

- Select Font Family, color, accent color (highlight), and style (Bold, Italic, and/or Underline)

Background tab:

- ***Apply a Background Image***- check the *Back Image* box and browse for the image. Click *Open*, and thumbnail preview appears in the *Sample* window.
- ***Apply a Background Color***- check the *Back Color* box and double-click inside the *Color* box (located to the right of the *Back Color* box).
- ***Apply a Filter Color***- applies a tint to your background image. Double-click in the *Color* box and use the up and down arrows to apply the *Filter Opacity*. Notice the thumbnail preview changes as you change *Filter Opacity*.
- ***Content Filter Color***- changes the color behind your content. Double-click in the *Color* box and use the up and down arrows to apply the *Content Filter Opacity*. Notice the thumbnail preview changes as you change *Content Filter Opacity*.

The *Content Filter Opacity* will overwrite your *Filter Color* unless you scale the size of content (see below for *Content Scaling*).

- ***Content Scaling***- allows you to shrink and justify your content area. To decrease overall size use the up and down arrows to increase or reduce percentage. To justify scaling, select an icon that best fits your content needs.

Shape tab:

- ***Shape thickness***-determines the size of stroke applied to drawn shapes. To select thickness, check the *Shape Thickness* box, and type in the thickness of the line.
- ***Fill Color***- applies selected color to all shapes drawn on an activity. To select color, check the *Fill Color* box (if *Fill Color* box is unselected, the default color will be applied to any drawn shapes), and double-click the *Color* box.
- ***Border Color***-applies selected color to outline/stroke of any drawn shape. To select color, check the *Border Color* box (if fill *Border Color* box is unselected, the default color will be applied to any drawn shapes).

Categories tab:

- ***Categories***-organizes styles in categories. Scroll through the list and check all categories that apply(*All*, *Abstracts, Biology, Cultures, Education, History, etc.*). This will add your style to the appropriate category in the main *Style* tab.
- ***Edit Categories***- create, rename, and delete categories.

Edit Styles

1. Click the *Styles* tab.
2. Double-click the style you want to edit. The *Style Management* window appears.
3. Edit the style settings. See ***Creating Styles*** above for options.
4. Click *Done* when finished editing.
5. Reapply the style to view the updated style.

Delete Styles

1. Click the *Styles* tab.
2. Double-click the style that you want to delete. The *Style Management* window appears.
3. The style name appears in the *Name* field.
4. Click *Delete*. A prompt appears asking if you want to delete.
5. Click *OK*.
6. Click *Done* to exit the *Style Management* Window.

Import Styles

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Style Management* window appears.
3. Click *Import*. The *Open* window appears.
4. Select the .QSP (styles) file you want to import.
5. Click *Open*. The styles will import into *Live Editor*.

If there is a duplicate style already in *Live Editor*, it will ask you to *Overwrite* or *Ignore*.

Export Styles

Exporting styles exports all styles as a *.QSP* file.

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Style Management* window appears.
3. Click *Export*. The Save As window appears.
4. Select the location where you want to save the styles.
5. Enter the name with which you want the styles to be saved.
6. Click *Save*. The styles are saved in the selected location.

Applying Templates

1. Click the *Templates* tab.
2. There are two ways to apply a template.
    - Click and drag the template onto the slide.
    - Right-click the template and select *Load Template*.

Templates must be applied before creating the slide.

Creating Templates

1. Create a slide with text and/or images and multimedia.
2. Go to the *File* menu and select *Save As Template*.
3. Enter a name for the template.
4. Select the slide type in the *Question Types* tab to set template question type filter.

Use Question Type Filter to sort and display the templates for a specified question type. Use the Type menu to select the question type, (Multiple Choice, True/False, etc) and then check the Filter for selected question type box.

5. Select the *Categories* tab.
6. Select a category and click *Done*.

Creating Categories for Templates

1. Click the *Templates* tab.
2. Click ... *Browse*. The *Categories Editor* window appears.
3. Enter a category name.
4. Click *OK* when finished.

6.4 Multimedia

Adding Images

There are two ways to add an image to a slide.

Inserting an Image

1. Click the *Add Image* button in the toolbar. The *Open* window appears.
2. Select the image and click *Open*.
3. The image appears on the slide.
4. Grab and drag the handles of the image to resize to desired size.

Using Media Search

1. Click the *Media* tab.
2. Enter the keyword(s) in the *Keywords* field to search for an image.
3. Images matching the keyword(s) you entered appears in the *Media* tab.
4. Select an image by dragging and dropping it onto the slide (on the right).

Adding Movies

There are two ways to add a movie file.

Inserting a Movie

1. Click the *Add Media* button in the toolbar. The *Open* window appears.
2. Select the movie and click *Open*.
3. The movie appears on the slide.
4. Double-click the movie to play or right-click to set the media properties.

Using Media Search

1. Click the *Media* tab.
2. Enter the keyword *flash* in the *Keywords* field to search for a movie file (movie files are Flash-based).
3. All available Flash files appear in the *Media* tab.
4. Select the desired Flash file and click, drag, and drop it onto the slide (on the right).

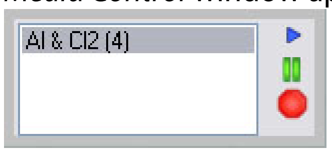
Adding Sound

1. Click the *Add Media* button in the toolbar. The *Open* window appears.
2. Select the sound file and click *Open*.
3. The sound file appears on the slide.
4. Double-click the sound file to play or set the media properties.

Media Control

Media Controls are most commonly turned on if an instructor device will not be used during the presentation.

1. To turn on Media Controls. Go to the *Window* menu and select *Media List*. The *Media Control* window appears. The *Media Control* appears during presentation.



- ***Play***-blue triangle
- ***Pause***-double green bars
- ***Stop***-red circle

Setting Transparency for Flash Movies

1. Insert a flash movie onto the slide.
2. Right-click the flash movie and select *Properties.*
3. Check the *Play Transparently* box.
4. Click *OK*.
5. Click the movie. The flash movie is transparent only when playing.

Media Properties

1. To set *Media Properties,* right-click the movie or sound file.
2. Select *Properties*. The *Media Properties* window will appear. Select the options for presentation.

- ***Visible in presentation***-displays the movie and the name of the sound file on the slide.

- ***Play when clicked***-plays the movie or sound file when clicked with mouse.
- ***Show Controller***-displays a box of the movie and/or sound file names with play and stop buttons.
- ***Repeat***-repeats movie or sound file continuously when the slide is displayed.
- ***Close when finished***-stops movie or sound file when finished.
- ***Play full screen***-plays movie in full size; displays sound in colors (best used with only the sound file on the slide).
- ***Play Transparently***-applies to *Flash* movies; background becomes transparent when movie is played.
- ***Play automatically***-plays the movie or sound file upon slide display.
- ***Delay ---- seconds before playing***-enter number of seconds to pause before the movie or sound file plays.

4. Click *OK* to apply.

7 Participants

Creating a Participant List

1. Click the *Participants* tab.
2. Click the *Participant Wizard* button. The *Participant* wizard opens.
3. Select *Create New Participant List.*
4. Enter a name for the participant list and click *Next*.
5. Templates are commonly used fields that allow you to quickly add fields to a participant list. Select a template or click *Next* to skip this step.

Remote ID is a default column within the templates. You do not need to create a field for the Remote IDs, otherwise you will have two *Remote ID* columns.

6. In the *Participant Field Selection* window, add and/or remove the different fields you would like to use. If you do not see a field you would like in the participant list, you can create a customized field. Click *Next* when finished.
7. A blank participant list will appear.
8. Fill in the fields and click *Finish*. The participant list will save into the *Participants Tree*.

Importing a .CSV (Comma Separated Values) File

You can import *.CSV* file and convert it into ***Qwizdom*** participant lists (*.QPL*).

If you have a participant list in *Microsoft Excel®* you would like to import, save it as *.CSV* files.

1. Click the *Participants* tab.
2. Click the *Participant Wizard* button. The *Participant* wizard opens.
3. Select *Import / CSV.*
4. The *Open* window will appear. Search for the *.CSV* file you want to import.
6. Select the *.CSV* file and click *Open*.

7. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*.
8. If the information on the left are headers, check the *First Record is Header* box, otherwise leave it unchecked. For example, if the imported information on the left shows column headers such as *Last Name, First Name, Remote ID*, etc., those are headers so you would check the *First Record is Header* box. If the information on the left shows the actual name, Remote ID, etc., uncheck *First Record is Header* because those are not headers.
9. Click *Next* when all the fields have been matched.
10. The participant list will appear. Click *Finish to save and close*. The participant list will be saved in the *Participants Tree.*

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct estimated number of remotes set within the *Configurations Settings* window. For example, if you create an anonymous list with a hundred participants but only have eighty as the estimated number of remotes, then not all remotes will register.

1. Select an activity, answer key, etc. to present.
2. Click the *Present* button. The *Presentation Setup* window opens.
3. Click the *Participant List* drop-down list and select *Anonymous*.
4. Enter in the number of participants. The anonymous list has been created.

In *Configuration Settings*, check to make sure the estimated maximum number of remotes reflects the number of the participants (or higher). *e.g If you have 32 participants but 24 as the estimated maximum number of remotes, then only 24 remotes will be allowed.*

5. Click *OK* to begin presentation.

Editing an Existing Participant List

1. Click the *Participants* tab.
2. Click the *Participant Wizard* button. The *Participant* wizard opens.
3. Select *Browse and Modify Existing List*.
4. Click *Next*. The *Open* window opens.
5. Search for the participant list you want to edit.
6. Select it and click *Open*. The name of the participant list appears in the *Name* field.
7. Click *Next*. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
8. Click *Next*. The participant list will appear.

You can renumber the remotes according to the order of any column you choose by going to *Options* menu (located in the *top left corner of the Participant Wizard* window) and selecting *Auto number Remotes*.

9. Make the necessary changes and click *Finish* when done. The participant list will save into the *Participants Tree*.

Importing Class Lists from Qwizdom Interact

1. Click the *Participants* tab.
2. Go to the *File* menu and select *Import*.
3. Select *Import Classes from Interact*. The *Interact Import* window opens.
4. Select the class(es) you want to import and click *Import.*
5. The classes will import into the *Participants Tree*.

7.1 Groups

Automatically organize students into groups based on Ability, Odd and Even Numbers, Activity Score, or Performance.

Creating Groups

1. Click the *Participants* tab.
2. Select a participant list for which you want to create groups.
3. Click the *Groups* button. The *Group Management* window will open.
4. In the *Automatic Grouping Options* tab, select the *Grouping Action*.
    - ***Balance***-groups students by ability. Each group will have an equal number of high, medium, and low performing students.
    - ***Group Similar***-groups students by ability; high together, medium together, low together.
    - ***Random***-groups students randomly; groups may be odd/even.
    - ***Group Size***-specifies the number of students in each group.
    - ***Activity Score***-groups students based on overall grade on a particular activity.
5. Click *Generate.* The created groups appears in the window.
6. (Optional) To manually alter groups, click a student and then drag and drop the selected student into the desired group.
7. Click *Done* when finished. The group numbers of each participant appears in the *Participants* window.

7.2 Seating Chart

The seating chart is used to track student seating.

1. Select the participant list for which you want to set up the seating chart.
2. Click the *Seating Chart* button. The *Seating Chart* window appears.
3. A list of the participant names will display in the column on the right.
4. Click and drag the names of participants to place them onto the seating chart.
5. Click *OK* when finished.

8 Presentations

Activities can be presented with or without *Qwizdom* remotes.

Presenting an Activity (with Remotes)

1. Click on the *Content* tab.
2. Select an activity to present.
3. Click the *Present* button. The *Presentation Setup* window appears. (See ***Presentation Setup*** for details.)
4. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
5. Click the *Saved Results* drop-down arrow and select how you would like to save the results.
6. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to begin the presentation.
8. Have the participants turn on their remotes.
9. Either the answer choices or a blank screen appears on the remote, depending on the question type.
10. Here are a few things you may execute during presentation:
    - Display the public response graph or private graph (See ***Response Graph*** for details.)
    - Randomly call upon a participant (See ***Presentation Features*** for details.
    - Pose a spontaneous question (See ***Posing Spontaneous Questions*** for details.)
11. Go through the presentation until all the question slides are answered.

See *Using Remotes in Presentation* for description and troubleshooting of all the remote LCD screen messages.

12. When you are unable to advance to the next slide, this means the presentation is complete. Click the *Utilities* button and select *Exit*.

Presenting an Activity (without Remotes)

1. Go to the *Remotes* menu and check the *Do not use Qwizdom Remotes* box.
2. Click on the *Content* tab.
3. Select an activity to present.
4. Click the *Present* button. The *Presentation Setup* window appears. (See ***Presentation Setup*** for details.)

5. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
6. Click the *Saved Results* drop-down arrow and select *None (Do not save)*.

7. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window. See **Presentation Setup** for complete descriptions of presentation features.
8. Click *OK* to begin the presentation.
9. Go through the presentation until all the question slides are answered.
10. When you are unable to advance to the next slide, this means the presentation is complete. Click the *Utilities* button and select *Exit*.

Presenting Multiple Answer Keys

Before presenting an activity using *Qwizdom* remotes, please see **Presentation Setup** to learn about the presentation features.

1. In the *Content Manager* tree, select the folder that contains the answer keys.
2. Click the *Present* drop-down arrow and select *Present Multiple Answer Keys*.
3. The *Presentation Setup* window appears.
4. Click the *Participant List* drop-down field and select what type of participant list you would like to use.
5. Click the *Saved Results* drop-down field and select how you would like to save the results.
6. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to begin the presentation.
8. The *Privacy Screen* appears.
9. *Activity ID* appears on the remote LCD screen.

An activity ID is the answer key test number. Double-click the answer key to launch *Answer Key* to view the test number. Write down the test number for each answer key for participants to enter.

10. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.
11. The answer key will load into the remote.

See *Using Remotes in Presentation* for description and troubleshooting of all the remote LCD screen messages.

12. Click the red X (within the window) to show a grid of the participants' progress (optional).
13. When all answer keys have been completed, click End Session *End Session*.
14. You will be taken back to the *Answer Key Maker* window.
15. The saved results will save in the location you selected.

8.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.

General tab:

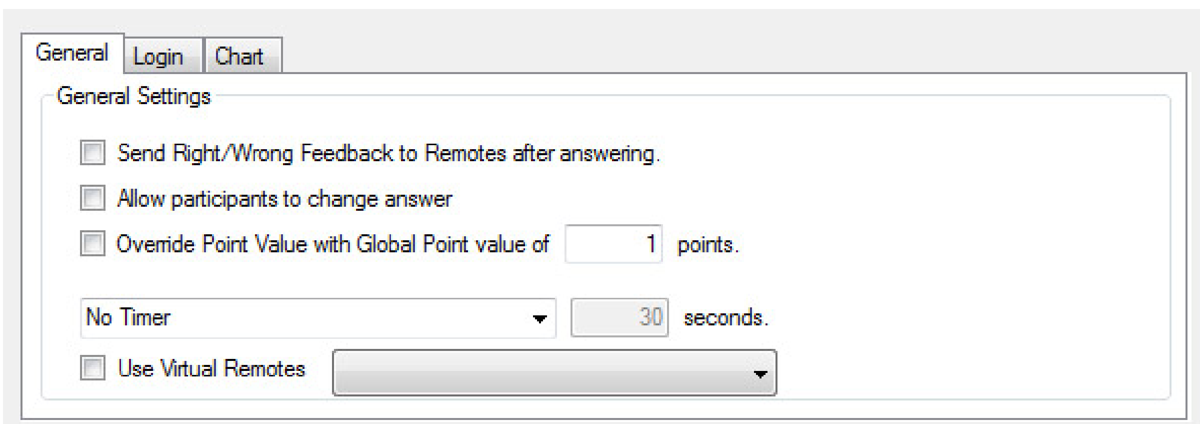
Send Right/Wrong Feedback to Remotes after answering-remotes will receive a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a check mark and X to indicate that the response has been received, if feedback is turned off.

Allow participants to change answer-checking this option allows participants to change their answer for the current question slide.

Override Points Value with Global Point value of ---- points-enter the new amount of points that will be temporarily applied to the slide for that presentation.

Timer-you can select no timer, use the time set within the slides, or global timer by entering the number of seconds for all slides in the presentation.

Use Virtual Remotes--feature coming soon



Login tab:

Require Login by ID-checking this option will have remotes prompt participants to enter their Participant ID.
Show Login Screen-displays the login screen so the instructor can view the participants that are logging in.
Add & Allow Unregistered participants-participants will be added to the participant list by logging in with their Participant ID. This option must be checked when using an *Anonymous* list. For the *Anonymous* list, participants will only log in with the Session ID.
Deny Login After ---- minutes-logins after the set amount of time will not be accepted.

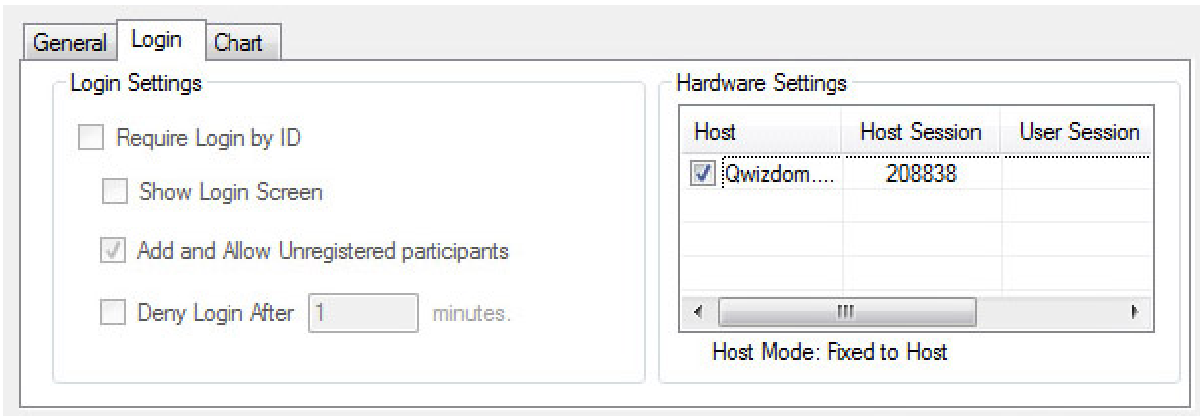
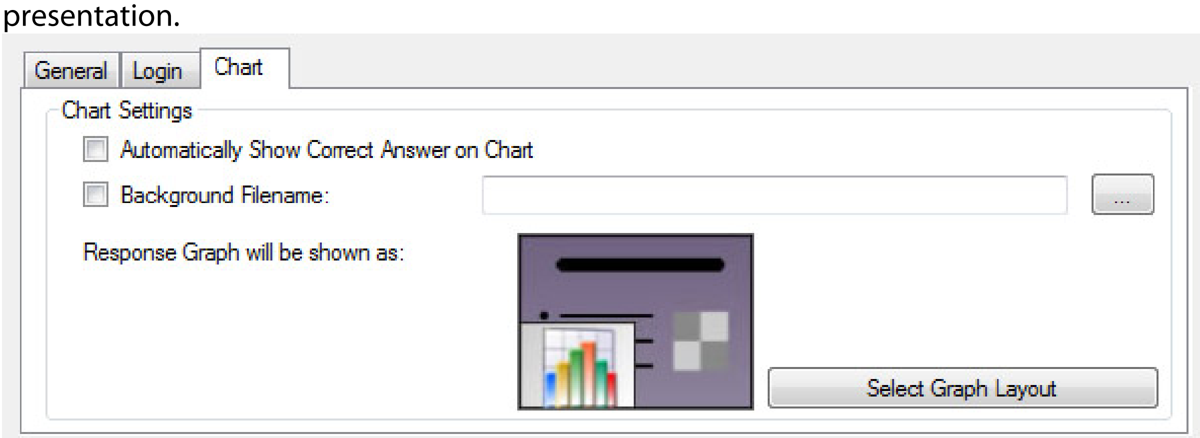


Chart tab:

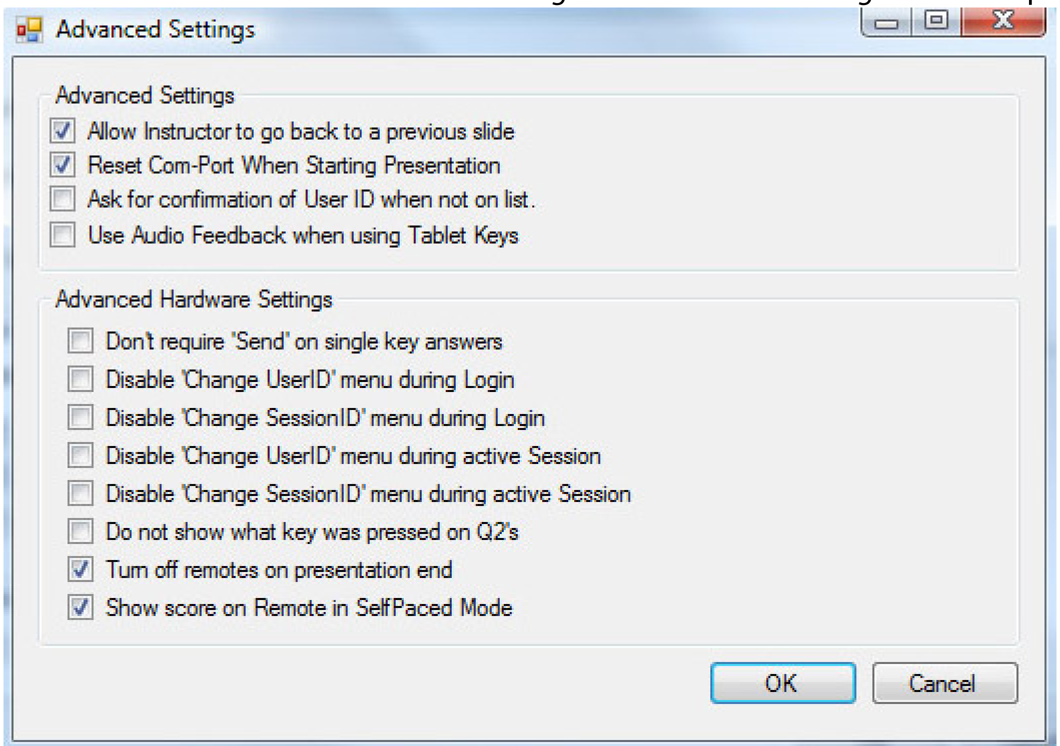
Automatically Show Correct Answer on Chart-displays a fraction and percentage of correct answers.
For example: Correct Answer(s)10/12 83%.
Background Filename-allows you to select an image to display as the response chart background.
Select Graph Layout-selects how the response chart will be displayed during presentation.



Advanced Settings

To change advanced settings

1. Click  *Present*. The Presentation Setup window appears.
2. Go to *File* and select *Advanced Settings*. The *Advanced Settings* window opens.



Advanced Settings

- ***Allow Instructor to go back to a previous slide***-allows the Q5RF Instructor Remote and Q7RF Tablet to move back to a previous slide.
- ***Reset Com-Port When Starting Presentation***-this option is checked by default to ensure the host activates when presentation begins.
- ***Ask for confirmation of User ID when not on list***-the remote will prompt the participant for the user ID again, if the participant is not in the participant list that is loaded.
- ***Use Audio Feedback when using Tablet Keys***-when using the Tablet, the computer will emit a beeping sound as a notification that the Pen and Tablet are communicating.

Advanced Hardware Settings

- ***Don't require "Send" on single key answers***-the remote will automatically send the answer once it has been entered.
- ***Disable "Change UserID" menu during Login***-hides the *User ID* option from the menu.
- ***Disable "Change SessionID" menu during Login***-hides the *Session ID* option from the menu.

- ***Disable "Change UserID" menu during active Session***-hides the *User ID* option from the menu during presentation.
- ***Disable "Change SessionID" menu during active Session***-hides the *Session ID* option from the menu during presentation.
- ***Do not show what key was pressed on Q2's***-does not show the key that is pressed on the display.
- ***Turn off remotes on presentation end***-automatically turns off the Q2RF and Q4RF remotes when a presentation ends.
- ***Show score on Remote in Self-Paced Mode***-checking this option displays the participant's score on the remote when the participant has completed the answer key.

8.1.1 Presentation Settings

Presentation settings can be saved and loaded (onto the same computer or another computer) into the *Presentation Setup* window.

Saving Presentation Settings

1. In the *Presentation Setup* window, select the options you would like during presentation.
2. Go to the *File* menu and select *Save Settings*. The *Save As* window appears.
3. Enter the name for the selected settings.
4. Click *Save*. The settings will save as a *.CFG* file in the location you selected.

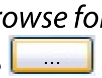
Loading Presentation Settings

1. In the *Presentation Setup* window, go to the *File* menu.
2. Select *Load Presentation Settings*. The *Open* window appears.
3. Select the saved settings file (*.CFG*) and click *Open*.
4. The current settings in the *Presentation Setup* window will change to the settings you selected to load.

8.1.2 Saving Results

All results are saved as a *.QRX* file but can be converted into a *.CSV* (Comma Separated Values) file.

Manual Save

1. Click the  *Present* button. The *Presentation Setup* window opens.
2. Select *Browse for Save Location*.
3. Click the  *Browse* button. The *Save As* window appears.
4. Select a location in which to save the results.
5. Enter the name with which you want the results to be saved.
6. Click *Save*. The file name and location appears in the *Save Results* field.
7. The results will save in the selected location when the presentation is complete.

Auto-save

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click *OK*. The save results will always save in this location unless you select another save location.
5. The file name will contain the location, name of the participant list, date, and time in the *Save Results* field.
6. The results will save in the selected location when the presentation is complete.

Auto-Save to Results Manager

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save to Results Manager.*
3. The results will save in the *Results* tab when the presentation is complete.

8.1.3 Remote Login

If you are presenting with remotes for the first time please see *Remote Setup*.

Logging in with IDs allows participants to use any remote. If you use Participant IDs from a participant list, the ID will link the remote to the participant's information in the list.

To have participants log in, they must have a Participant ID. Participant IDs are setup when creating participant lists. (Go to ***Participant Lists*** for more information). Each participant should have a unique ID assigned to his or her name.

- Participant IDs can only be numeric.
- The maximum number of digits allowed for IDs using the Q2RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q4RF remotes is 9.
- The maximum number of digits allowed for IDs using the Q5RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q6RF remotes is 15.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).

1. Select an activity or create one to present.
2. Click the *Present* button. The *Presentation Setup* window opens.
3. Select a participant list from the *Participant List* drop-down menu.
4. Click the *Login* tab.
5. Check the *Require Login by ID* option.
6. Checking the *Show Login Screen* is optional.
7. Select all other preferred options and click *OK* to present. The presentation will begin.
8. The remotes will display *User ID*.
9. Participants will enter their ID and press the *Send* (double arrows) key.
10. Once everyone has logged in, begin the presentation.

You can start the presentation as participants log in. Participants who are late can log in later if you have not set a timer to deny log-in.

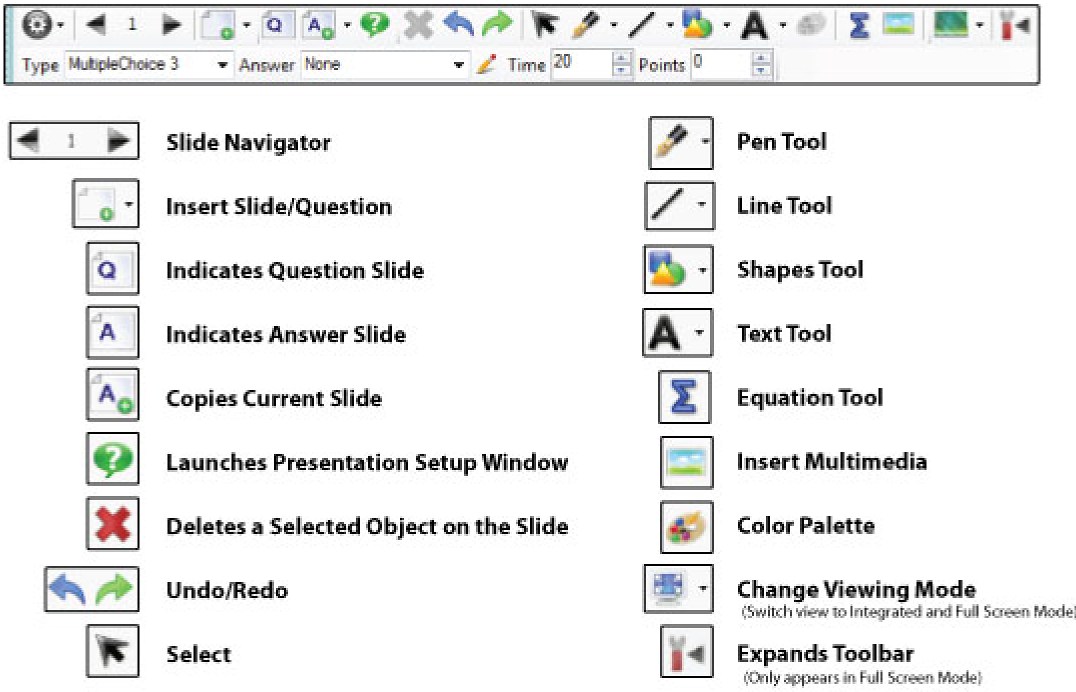
Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the *Deny Login After ---- Minutes* option.
2. Enter the number of minutes that participants have to log in.

For example, you have selected to deny log in after 5 minutes. After 5 minutes have passed, participants who try to log in will be denied.

8.2 Presentation Toolbar



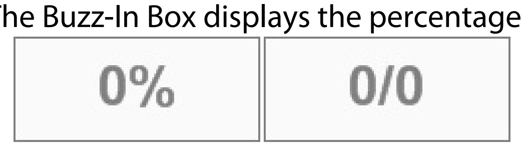
8.2.1 Presentation Features

Qwizdom Toolbar

There are many ways to customize your Qwizdom presentations. Right-click on the Qwizdom Toolbar to view options menu.

Buzz-In Box/Participant Counter

The Buzz-In Box displays the percentage of participants who have answered.



During a presentation:

1. Right-click the *Qwizdom Toolbar* and go *View/Buzz-in Box.*
2. Click the *Buzz-In Box* to change the indicator view from percentage to fraction.

Answer Grid

The *Answer Grid* indicates participant response by corresponding remote ID numbers.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

To Show/Hide the *Answer Grid.*

1. Right-click the *Qwizdom Toolbar* and go *View/Answer Grid.*
2. Right-click Answer Grid to change display settings, including size, number of columns, placement, etc.

Qwizdom Tools

Includes three presentation tools including , the *Response Graph*, *Pick, Re-pose,* and *Game/Show*. Use when presenting activities without the Q5RF Instructors Remote or the Q7RF Presenter Tablet.

Response Graph

1. Click the *Response Graph* button.
2. The *Response Graph* appears.
3. Click the available chart(s) to view the results.
4. Double-click the title bar of the window to display the graph in full screen.

Picking Participants

1. Click the *Pick* button to randomly call upon a participant.
2. The participant's name appears on screen.
3. Click the *Pick* button again to remove the name.

Re-posing a Question

Re-posing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Reposing the question overwrites the previous responses if any are recorded.

1. Click the *Re-pose* button to ask the question on the slide again.

Game/Show

Shows game animation.

1. Click the *Game* button to view game windows, including scores, animations, etc.

Automatically Show Correct Answer on Chart

Displays a fraction and percentage of correct answers. For example: Correct Answer(s)10/12 83%.

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, select *Automatically Show Correct Answer on Chart*

Timer

You can set the timer two ways; use the time from each slide or apply a new time during the presentation.

To set a new time to the presentation:

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, select *Use Global Timer Value of---* from the Timer drop-down menu.
3. Enter the number of seconds.
4. Click *OK* to close presentation options and apply changes.

To quickly view or hide Timer, right-click the Qwizdom Toolbar and go View/Timer.

Points

You can set the point value two ways; use the point value from each slide or apply a new point value to all the questions in the presentation. When you create a slide, you enter the number of points the correct response will be awarded. Go to ***Creating a Slide*** for more information.

To apply a new point value to all the questions in the presentation:

1. Click the Present button. This brings up the *Presentation Setup* window.
2. Check the *Override Point Value with Global Point value of --- points* option in the *General* tab.
3. Enter the number of points.
4. Click *OK* to present the presentation with the newly set point value.

Right/Wrong Feedback

This allows participants to see if their response is right or wrong.

1. Click the Present button. This brings up the *Presentation Setup* window.
2. Check the "*Send Right/Wrong Feedback to Remotes after answering"* box in the *General* tab.

Feedback appears on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* appears on the LCD screen indicating that a response was received.

8.3 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Public Response Graph using the Q7RF Tablet

1. Press the *Public Graph* icon on the Q7RF Tablet.
2. The response graph appears on the computer screen.
3. Press the *Public Graph* icon on the Q7RF Tablet again to close the response graph.

If you have a graph displayed, either on the Q7RF Tablet or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q7RF Tablet

1. Press the *Private Graph* icon on the Q7RF Tablet.
2. The response graph will display on the Q7RF Tablet's LCD.
3. Press the *Private Graph* icon on the Q7RF Tablet again to close the response graph.

Public Response Graph using the Q5RF Instructor Remote

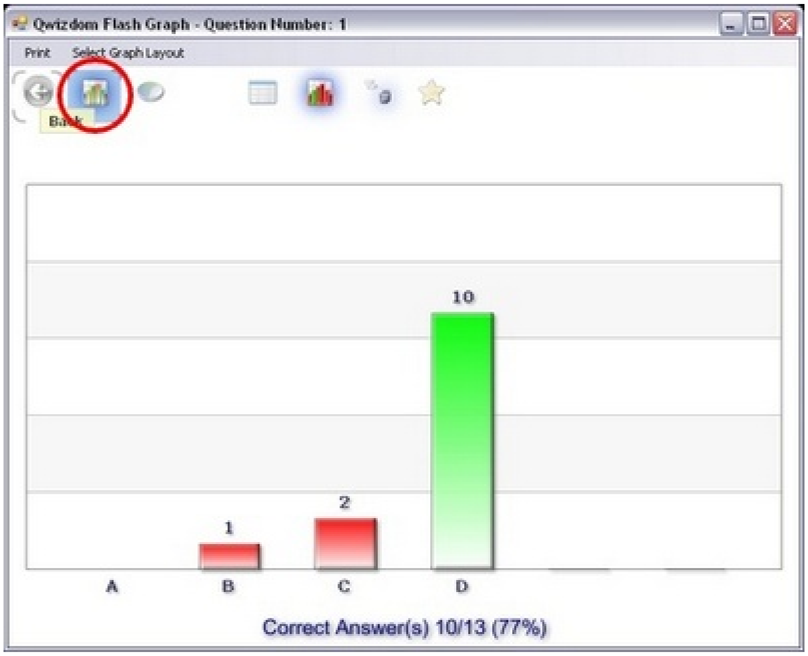
1. Press the */* key on the Q5RF Instructor Remote.
2. The response graph appears on screen for the participants to view.
3. Press the right/left arrows to view a different graph of the results.
4. Press the */* key again to remove the response graph.

If you have a graph displayed, either on the Q5RF Instructor Remote or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q5RF Instructor Remote

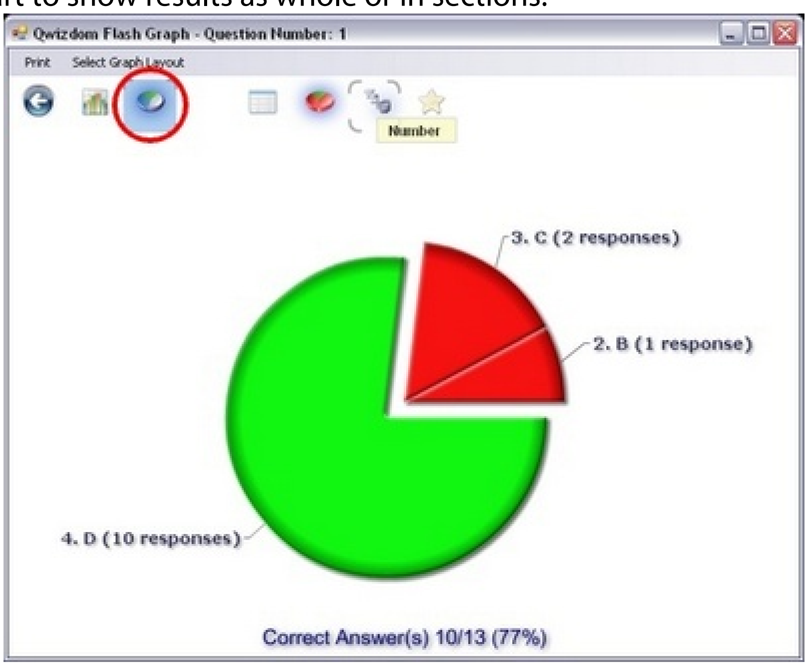
1. Press the *0* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *0* key again to remove the graph.

Bar Chart
Displays results as a bar chart. Click or press the Bar Chart to change the bars from horizontal to vertical.



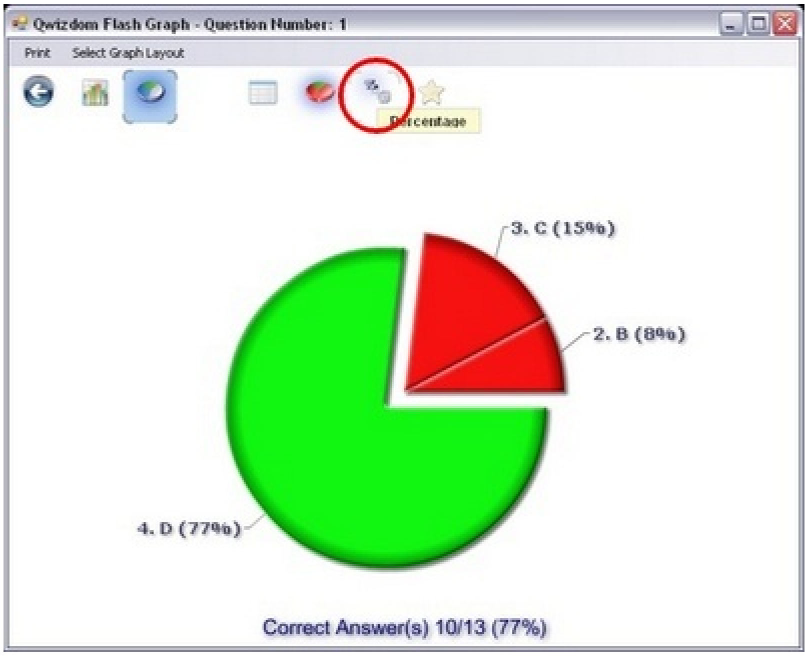
Press the circle key to show bars horizontally or vertically.

Pie Chart Displaying Correct Answer with Number of Responses
Displays results as a pie chart with numbers and the correct response. Click on actual pie chart to show results as whole or in sections.



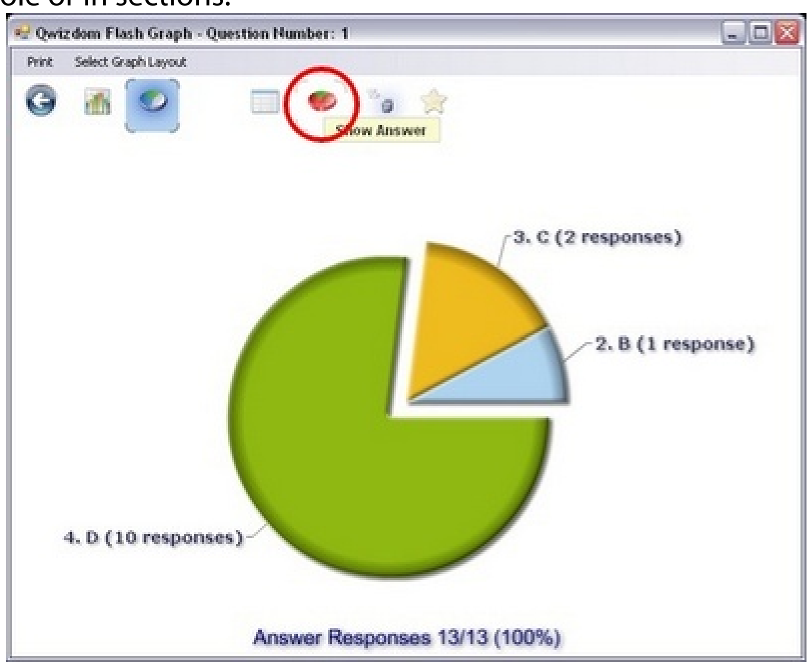
Pie Chart Displaying Correct Answer with Percentages

Displays results as a pie chart with percentages and the correct response. Click on actual pie chart to show results as whole or in sections.



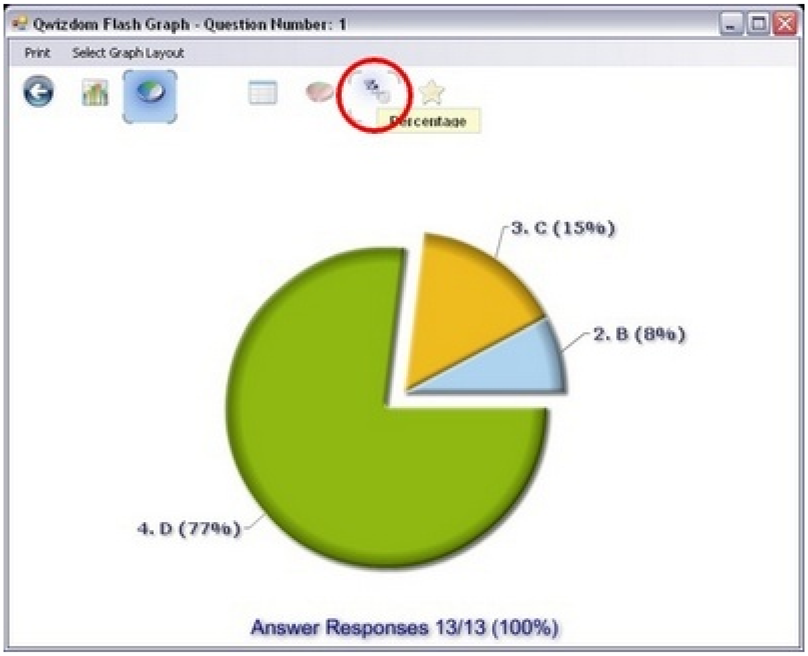
Pie Chart Displaying Number of Responses

Displays results as a pie chart with numbers. Click on actual pie chart to show results as whole or in sections.



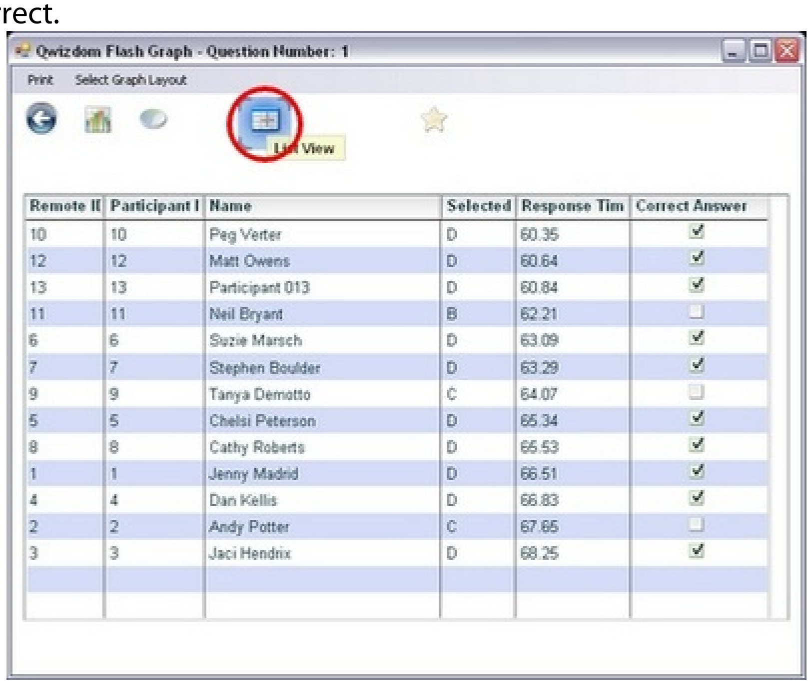
Pie Chart Displaying Percentage of Responses

Displays results as a pie chart with percentages. Click on actual pie chart to show results as whole or in sections.



List View Chart

Displays results in the order it was received by Remote ID, Participant ID, Participant Name, their response, how long it took for the response to be received, and if their response was correct.



Scores Chart

Displays results by Remote ID, Participant ID, Participant Name, points, and their current percentage (which is accumulative) for the presentation.

Private Response Graph

1. Press the *0* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *0* key again to remove the graph.

8.4 Posing Spontaneous Questions

Spontaneous questions can be posed during presentation with the Q5RF Instructor Remote or Q7RF Tablet.

Pose Question (with Q7RF Instructor Tablet)

An activity must be in presentation mode before following the instructions below.

1. Click the *New Question* drop-down arrow. A list of question types appear on the remote's LCD screen.
2. Use the up and down arrows to scroll through the list of question types.
3. Press the *Enter* key to select the question type you want to pose.
4. Select or enter the correct answer.
5. Click the *Send* button on the Q7 Presenter Tablet.
6. Participants will either see the answer choices or a blank on their remotes. At this time, they would select or enter their response and press the *Send* key to confirm.
7. Click the *Stop* icon when time is up or after everyone has responded.
8. (Optional) Click the *Public Graph* icon to display the response graph. Click the *Public Graph* icon again to close the response graph.

Quick Pose Question (with Q7RF Instructor Tablet)

1. Using the pen, touch on any answer on the bottom of the tablet.
   - If you are posing a numeric question, touch the answer and then press the *Enter* key to send it.
   - If you are posing a survey (no answer) question, touch one of the *Any* icons for the specific question type.
2. Click the *Send* button on the Q7 Presenter Tablet.
3. Participants will either see the answer choices or a blank on their remotes. At this time, they would select or enter their response and press the *Send* key to confirm.
4. Click the *Stop* icon when time is up or after everyone has responded.
5. (Optional) Click the *Public Graph* icon to display the response graph.

Pose Spontaneous Question (with Q5RF Instructor Remote)

An activity must be in presentation mode before following the instructions below.

1. Press the *New Q* key on the Q5RF Instructor Remote. A list of question types appear.
2. Use the thumb pad to scroll through the different question types.
3. Press the *Circle* (thumb pad) key to select the question type you want to pose.
   - The answer choices appear for *Multiple Choice*, *Yes/No*, *True/False*, and *Multiple Mark*. Select the correct answer and press the *Send* key.
   - For *Numeric*, *Sequence*, and *Short Answer*, you will need to enter the answer. Enter the answer and press the *Send* key.
   - For survey questions (no correct answer), press the *Send* key without

selecting an answer.

4. Participants will either see the answer choices or a blank on their remotes. At this time, they would select or enter their response and press the *Send* key to confirm.
5. After all participants have responded, press the *Public Graph* [/] key to display the response graph. Press the *Public Graph* [/] again to close the response graph.

Spontaneous data will be recorded if you chose to save the results.

Pose Spontaneous Question (without Instructor Remote)

An activity must be in presentation mode before following the instructions below.

Check the *Show Function Toolbar* box in the *Presentation Setup* window to display the *Response Graph*, *Pick*, and *Re-pose* buttons during presentation.

1. Click the *New Question* drop-down arrow.
2. Select the question type you want to pose.
3. Select or enter the correct answer.
4. Click the *Pose* icon.
5. Participants will either see the answer choices or a blank on their remotes. At this time, they would select or enter their response and press the *Send* key to confirm.
6. Click the *Stop* icon when time is up or after everyone has responded.
7. (Optional) Click the *Public Graph* icon to display the response graph.

8.5 Games

Actionpoint and *Connect* both offer the *Qwizdom* games.

There are different ways to display the game animations during presentation:

Actionpoint

- Using computer mouse-Clicking the *Game* button in the function toolbar will display the game animations.
- Tablet-press the *Show* icon.
- Q5RF Instructor-press the 7 key.

Connect

- Using computer mouse--click the right arrow in the *Presentation* toolbar to advance to the next slide.
- Tablet-press the *Show* icon or advance to the next slide.
- Q5RF Instructor-press the right arrow key.

Baseball

Two teams are needed to play *Baseball*, which the program will automatically group by remote numbers: odd number remotes vs. even number remotes. The outcome of the game depends on the number of correct responses of each team for each question.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Baseball*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. The *Baseball* setup window will display the odd and even remote numbers in their respective teams.
9. A batter appears for the team that is up; a question slide will follow.
10. Participants from both teams will send in their responses.
11. The outcome of each play is determined by the number of responses from each team. The game will go in favor of the team with the most correct responses in the least amount of time.
12. The winning team will be displayed when all questions have been answered or when the game has ended.

Fast Track

Fast Track is a race car game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Fast Track*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide appears.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has ended.

Mission to Mars

Mars Mission is a space ship game in which points are rewarded based on the response time of each remote.

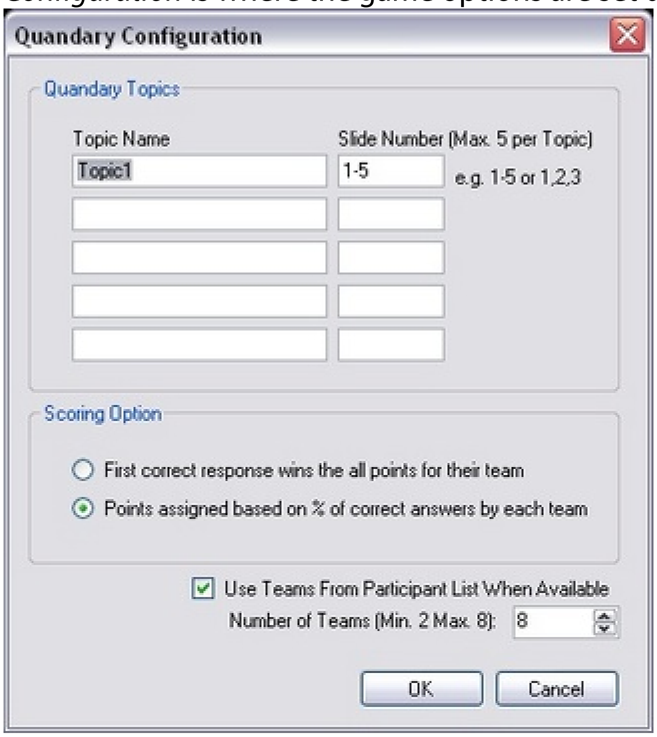
1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Mars Mission*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide appears.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has ended.

Quandary

Quandary is a Jeopardy-like game where users select various dollar amount questions from a game board. 25 slides (questions) are recommended in order to fill the game board.

1. Click the *Present* button.

2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Quandary*.
6. Select the options you would like available during presentation in the *General*, *Login*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *Settings*. The *Quandary Configuration* window appears. *Quandary Configuration* is where the game options are set up for presentation.



8. Enter the name of each topic. Each topic represents a category of questions.
9. Enter the slide numbers related to the particular topic. Each slide represents a different dollar amount in each category (starting from 100 to 500).
10. Select the scoring option for the game.
11. Check the *Use Teams from Participant Lists When Available* box to use pre-existing groups (created in the *Participants* tab) or have the game create temporary groups (which the program will assign) for the current presentation.
12. Click *OK*. You will be taken back to the *Presentation Setup* window.
13. Click *OK* to start the presentation.
14. The *Team Members* screen appears displaying remote numbers in each group.
15. Press or click *1 Categories* to start the game.
16. The game board will display with the categories and dollar amounts.
17. Select a dollar amount from a category. A question slide appears.
18. Participants will use the remotes to send in their responses.
19. Team points are based on the number of correct responses from each team

member. Individual scores are based on how fast the user was able to send in the correct answer because the first remote to send in the correct answer receives all the points for that question.

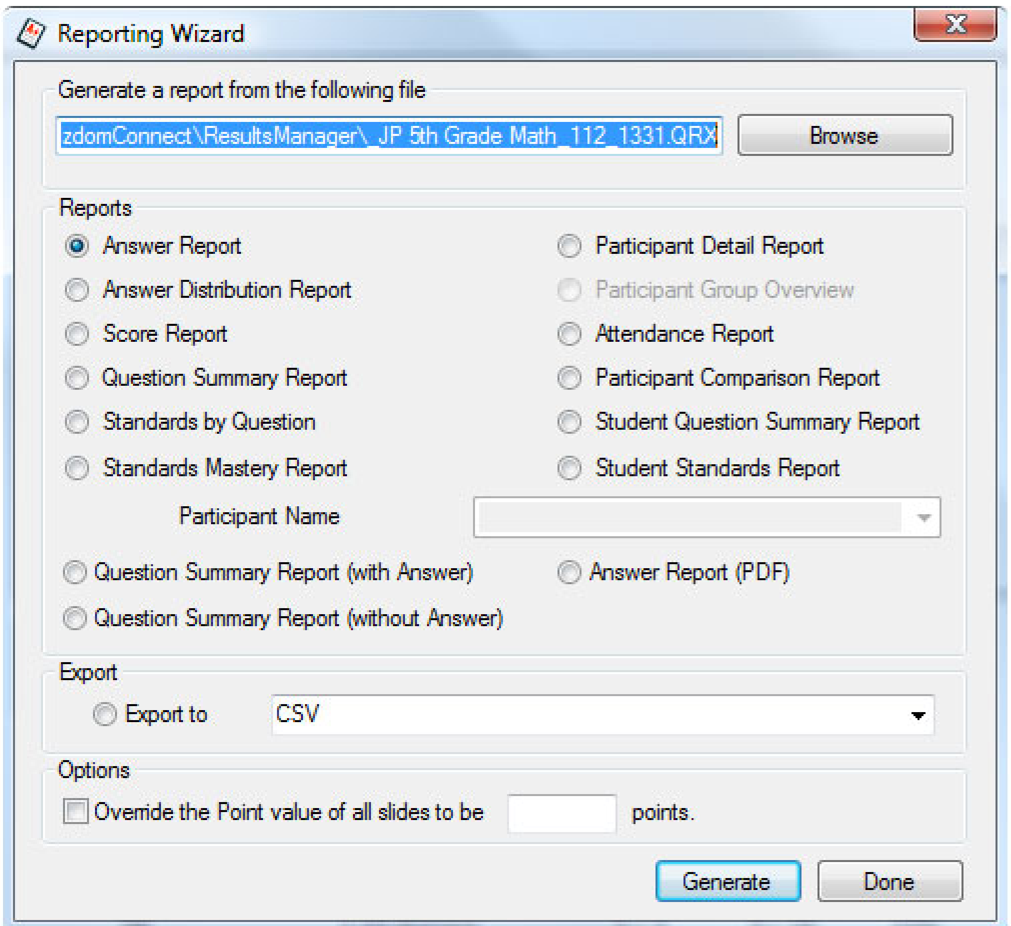
20. The winning team will be displayed when all questions have been answered or when the game has ended. The individual winner can be determined in the *Player Scores* screen.

9 Results

You can generate reports* using existing saved results.

**Registered version of Microsoft Excel® is required to generate reports.*

1. Click the *Results* tab.
2. Select the *Results File (.QRX)* from which you would like to generate reports.
3. Click the  *Report Wizard* button. The *Reporting Wizard* window opens.



Reports and Features

- ***Answer Report***-displays the class average score bar chart, participant question responses, correct answers, and scores.
- ***Answer Distribution Report***-displays total percentage of responses for each question with correct answer and bar chart.
- ***Score Report***-displays participant information with various point totals and scores.
- ***Question Summary Report***-displays a thumbnail preview of each question within an activity with a bar chart indicating question responses next to each question.

- ***Standards by Question Report***-displays the standards that are linked to the questions (activity).
- ***Standards Mastery Report***-displays percentage of class that met each standard in the activity.
- ***Participant Detail Report***-displays participant information.
- ***Participant Group Overview Report***-displays participant group information.
- ***Attendance Report***-displays participant information with their remote login time.
    - ***Participant Comparison Report***-displays a comparison of the participant's question responses, correct answer, and score to the whole class' results.
    - ***Student Question Summary Report***-displays a thumbnail preview of each question within an activity with answer details next to each question, including correct answer, participant response, class percentage, and mode.
- ***Student Standards Report***-displays how the individual participant met each standard in the activity.

Flash Reports

- ***Question Summary (with Answer)***-based report displays each question slide with response charts, marking the correct answer in green.
- ***Question Summary (without Answer)***-based report displays each question slide with response charts.
- ***Answer Report*** -displays each question slide with the user's response and the correct answer.

Export:

- ***Convert to .CSV***-convert *.QRX* file to *.CSV*.

Options:

- ***Override the Point value of all slides to be --- points***-overrides point value that was awarded during presentation.

4. Select the type of report you want to generate and click the *Generate* button.
5. This will launch the *Report Viewer* window. View, print, and export reports.
6. Close the *Report Viewer* window when finished. This will bring you back to the *Reporting Wizard*. Select another report or click *Done* when finished.

10 Answer Key

Grade existing class worksheets, paper-based tests, and textbook material in the *Answer Key Mode*.

Creating an Answer Key

1. Click on the *Content* tab. Click the *New Answer Key* button. Enter a name for the activity and click *OK*.
2. The Answer Key appears in a folder titled *Recently Added Answer Keys* located in the *Content Tree* on the left. Double-click on the *Answer Key* to launch the *Answer Key Maker*.
3. Click the *Insert a Question* button.
4. Click on the *Type* field and select a question type.
5. Click on the *Answer* field to set correct answer. (Optional) Choose *Advanced* for partial grading options (if applicable) and/or to send question text to Q6RF student remotes.
6. Set the number of points.
7. Click the *Insert a Question* button and repeat steps 4-6.

If you delete a question or if the numbering is not in sequential order, go to the *Tools* menu to select *Renumber Questions* to correct.

8. When the answer key is complete, click the *Save* button.

Presenting an Answer Key

1. Click on the *Content* tab.
2. Double-click an Answer Key file in *Content Tree* the to launch the *Answer Key Maker* window.
3. Click the *Present* button.
4. The *Presentation Setup* window appears.
5. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use. Select *Qwizdom Connect* to choose a class/participants list created in *Qwizdom Connect.*
6. Click the *Save Results* drop-down arrow and select *Auto Save to Results Manager* (recommended). This automatically saves a *.QRX* file located under the *Results* tab *(see **Saving Results*** for other options).
7. Select the options you would like available during presentation in the *General*, *Login*, and Chart tabs in the lower part of the *Presentation Setup* window (see ***Presentation Setup*** for details).

8. Click *OK* to begin the presentation.
9. The *Privacy Screen* appears. (Optional - Click the red *X* within the window to show a grid of all the participants and their progress.)
10. The answer key will load into the remote.
11. When all answer keys have been completed, click End Session *End Session*.

Instruct students to push the right directional arrow keys after answering the last question to complete the answer key activity. The remote LCD screen will display "Complete... Y or N" Click on the T (Yes) button to confirm that they have completed the activity. If the activity is not complete, the student's score will not be recorded.

12. You will be taken back to the *Answer Key Maker* window.
13. The saved results will save in the location you selected.

Presenting Odd-Numbered Questions

1. Click on the *Content* tab.
2. Double-click an *Answer Key* file in *Content Tree* the to launch the *Answer Key Maker* window.
3. Go to the *Edit* menu and select *Select Odd*. Only the odd-numbered questions will be checked.
4. Click the *Present* button.
5. Participants will only answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

1. Click on the *Content* tab.
2. Double-click an *Answer Key* file in *Content Tree* the to launch the *Answer Key Maker* window.
3. Go to the *Edit* menu and select *Select Even*. Only the even-numbered questions will be checked.
4. Click the *Present* button.
5. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Click on the *Content* tab.
2. Double-click an Answer Key file in *Content Tree* the to launch the *Answer Key Maker* window.
3. Check the question numbers you want to present.
4. Click the *Present* button.
5. Participants will only answer the selected question numbers during their answer

key.

Presenting Multiple Answer Keys

1. Before presenting multiple Answer Keys you may need to export your Answer Keys from the *Content Tree* to a designated folder. If you have already saved your Answer Keys to folder outside of Connect skip to step 7.
2. Create a new folder outside of Connect (*i.e. Desktop, My Documents, etc.*). This is where your Answer keys will be saved.
3. Export your Answer Keys. Click on the *Content* tab. Select the activity in the *Content Tree* you wish to export.
4. Go to the *File* menu and select *Export*. The *Save As* window appears.
5. Browse to the newly created folder and click *OK*.
6. Go to the *Programs* menu and select *Answer Key*. This will launch the *Answer Key Maker* window.
7. Click the  *Open* button. The *Open* window appears.
8. Browse to the folder where the Answer Keys are saved. Select an answer key and click *Open*.
9. The answer key will open with the *Test Number* (*Activity ID*) in the title bar of the window.
10. Write down the test number (activity ID).
11. Open another answer key and do the same.
12. Click the black arrow to the right of the *Present* button.
13. Select *Present Multiple Answer Keys*.
14. The *Browse for Folder* window appears.
15. Select the folder in which both Answer Keys are saved.
16. Click *OK* and the *Presentation Setup* window opens.
17. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use. Select *Qwizdom Connect* to choose a class/participants list created in *Qwizdom Connect.*
18. Click the *Save Results* drop-down arrow and select *Auto Save to Results Manager* (recommended). This automatically saves a *.QRX* file located under the *Results* tab *(see* **Saving Results** for other options).
19. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window (see **Presentation Setup** for details).
20. Click *OK* to begin the presentation.
21. The *Privacy Screen* appears.
22. *Activity ID* appears on the participant's remote LCD screen.

An activity ID is the answer key test number. Double-click on the answer key to launch *Answer Key* to view the test number. Write down the test number for each answer key for participants to enter.

23. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.
24. The answer key will load into the remote. (Optional - Click the red *X* within the window to show a grid of all the participants and their progress.)
25. When all answer keys have been completed, click End Session *End Session*.

Instruct students to push the right directional arrow keys after answering the last question to complete the answer key activity. The remote LCD screen will display "Complete... Y or N" Click on the T (Yes) button to confirm that they have completed the activity. If the activity is not complete, the student's score will not be recorded.

26. You will be taken back to the *Answer Key Maker* window.
27. The saved results will save in the location you selected.

Generating a Report for an Answer Key

1. Click on the *Results* tab.
2. Select the newly create results/scored activity (.*QRX* file). Click the *Report Wizard* button.

If you saved the results to another location outside of Connect. Click the Reports Wizard button and browse to the results file.

3. Select a report type (see ***Results*** for details).
4. Click *Generate*.
5. The report will display with options to view, print, and export reports.

11 Qwizdom Actionpoint

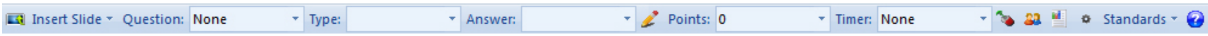
Turn any PowerPoint® slide show into a Qwizdom interactive presentation using Qwizdom Actionpoint. A clean bar fits snugly at the top of the program window, allowing the user to instantly insert new slides, set up question types, timer, add points, play games, and more.

There are three ways to launch *Qwizdom Actionpoint*.

- Go to the *Programs* menu and select *Actionpoint*.
- Right-click the *Qwizdom Tools* icon, located in the lower right-hand corner of the *Windows Taskbar,* next to the clock and select *Actionpoint*.
- Double-click a *PowerPoint* file on your computer to launch *Microsoft PowerPoint®*, which will automatically launch and display Qwizdom Actionpoint.

Microsoft PowerPoint® will open displaying the *Qwizdom Actionpoint* toolbar.

11.1 Actionpoint Overview



From left to right:

Present button -presentation setup
Insert Slide-creates a new slide
Question-displays slide type
Type-number of choices (applicable depending on question type)
Answer-correct answer or *None* for survey
Advanced Options-send text questions to Q6RF remotes during a presentation or set advanced grading/answer options
Points-number of points awarded for correct response
Timer-allows slide to be viewed in presentation for time that is set
Configuration Settings button-remote setup
Participants button-creates, modifies, imports participant lists
Reports button-uploads saved presentation results to generate reports
Settings button-additional options for Actionpoint
Standards-add standards to an activity
About button-displays software version number and user guide

11.2 Slides

Multiple Choice

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Multiple Choice* and the number of answer choices. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click the *Answer* drop-down menu and select the correct answer.
5. Click the *Advanced Options* button to view advanced grading options and/or to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Multiple choice answers are limited to a maximum of 15 characters. If you would like to display answer choices on Q6RF LCD screens longer than 15 characters, uncheck the Send Answer Choices to Remotes option. Then enter in your question and answer choices into the Send Question Text to Remotes field, keeping in mind that there is a 102 character limit.

Yes/No & True/False Slides

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select the type of slide you want to create. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. The *Question* field will indicate the slide format.
5. Select the answer from the drop-down menu.
6. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing. Click *OK* when finished.
7. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
8. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Numeric

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Numeric*. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click the *Advanced Options* button. This brings up the *Question Properties* window.
5. Enter the answer/s and point value.
    - ***Send Question Text to Remotes***-check to send question text to Q6RF remotes. Questions can have a maximum of 102 characters, including punctuation and spacing.
    - ***Numeric -*** Select *Numeric* to add in standard numeric answer/s. (Optional) Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
    - ***Numeric Range -*** Select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range.
    - ***Require Precision-*** sets a place value to which answer/s need to be rounded.
6. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Sequence

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Sequence* and the number of answer choices. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
5. Click the *Advanced Options* button. This brings up the *Question Properties* window.
5. (Optional) Check the *Send Question Text to Remotes* box to send question text to Q6RF remotes. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. Enter in answer and point value.
7. (Optional) Check the *Give 1 Point for every item in the correct position box*, to apply partial grading.
8. Click *OK* when finished.
9. (Optional) Click the *Timer* drop-down menu and select the time or type in the

desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Multiple Mark

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Multiple Mark* and the number of answer choices. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the Answer field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode or to set partial grading. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Rating Scale

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Rating Scale* and select the type of rating scale. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the *Answer* field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Short Text Response (For Q5RF and Q6RF remotes only)

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select *Text Input*. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
4. Click in the *Answer* field and type in correct answer. Press *Enter* when finished.
5. (Optional) Click the *Advanced Options* button to send question text to Q6RF remotes, while in presentation mode. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
7. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

Text Response, Text Edit, and Equation (For Q6RF remotes only)

1. Click the Insert Slide *Insert Slide* drop-down menu.
2. Select the type of slide you want to create. The template appears on the slide.
3. Enter text onto the slide; adding multimedia such as images, movies, or sound and using templates and styles are optional.
5. (Optional) Click the *Advanced Options* button to enter answer, send question text to Q6RF remotes while in presentation mode, and set partial grading options. Questions can have a maximum of 102 characters, including punctuation and spacing.
6. (Optional) Click the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

11.3 Participants

Creating a Participant List

1. Click the *Participant* button. The *Participant* wizard opens.
2. Select *Create New Participant List.*
3. Enter a name for the participant list and click *Next*.
5. Templates are commonly used fields that allow you to quickly add fields to a participant list. Select a template or click *Next* to skip this step.

Remote ID is a default column within the templates. You do not need to create a field for the Remote IDs, otherwise you will have two *Remote ID* columns.

6. In the *Participant Field Selection* window, add and/or remove the different fields you would like to use. If you do not see a field you would like in the participant list, you can create a customized field. Click *Next* when finished.
7. A blank participant list will appear.
8. Fill in the fields and click on *Finish*. The *Save As* window will open.
9. Click *Save* and the participant list will save as a *.QPL* file.

Importing a .CSV (Comma Separated Values) File

You can import a *.CSV* file and convert it into a ***Qwizdom*** participant list (*.QPL*).

If you have a participant list in *Microsoft Excel*® you would like to import, save them as *.CSV* files.

1. Click the *Participant* button. The *Participant* wizard opens.
2. Select *Import/CSV* and click *Next.*
3. The *Open* window opens. *Browse to the CSV file* and click *Open*.
4. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*.
5. If the information on the left are headers, check the *First Record is Header* box;

otherwise leave it unchecked. For example, if the imported information on the left shows column headers such as *Last Name, First Name, Remote ID*, etc., those are headers so you would check the *First Record is Header* box. If the information on the left shows the actual name, Remote ID, etc., uncheck *First Record is Header* because those are not headers.

6. Click *Next* when all the fields have been matched.
7. Click *Next*. The participant list will appear.
8. Click *Finish* and the *Save As* window opens.
9. Type in the participant list name and click on *Save*. The *.CSV* file will save as a *.QPL* file (*Qwizdom Participant List*).
10. Click *Save*. The participant list will be available for you to select when you go into presentation mode.

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct estimated number of remotes set within the *Configurations Settings* window. For example, if you create an anonymous list with a hundred participants but only have eighty as the estimated number of remotes, then not all remotes will register.

1. Open a *PowerPoint®* presentation (that has been properly formatted with the *Qwizdom Actionpoint* toolbar).
2. Click the *Present* button. The *Presentation Setup* window opens.
3. Click the *Participant List* drop-down list and select *Anonymous*.
4. Enter in the number of participants. The anonymous list has been created.

In *Configuration Settings*, check to make sure the estimated maximum number of remotes reflects the number of the participants (or higher). *e.g If you have 32 participants but 24 as the estimated maximum number of remotes, then only 24 remotes will be allowed.*

5. Click *OK* to begin presentation.

Editing an Existing Participant List

1. Click the *Participant* button. The *Participant* wizard opens.
2. Select *Browse and Modify Existing List*.
3. Click ... *Browse*. The *Open* window opens.
4. Search for the participant list you want to edit.
5. Select it and click *Open*. The name of the participant list appears in the *Name* field.
6. Click *Next*. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
7. Click *Next*. The participant list will appear.

You can renumber the remotes according to the order of any column you choose

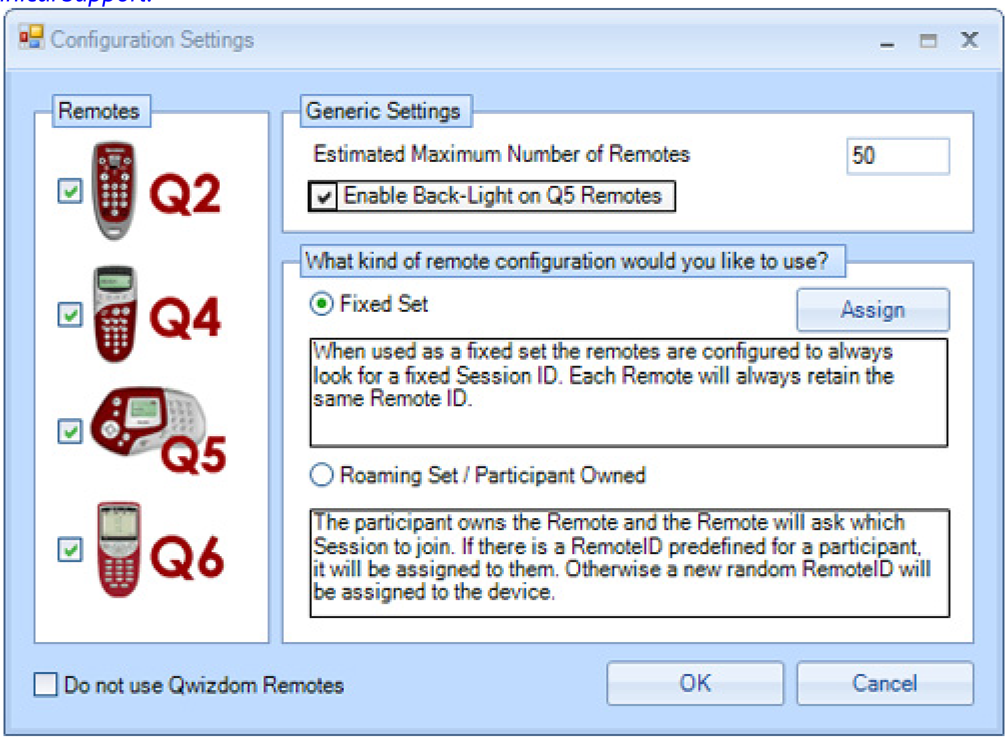
by going to *Options* (in the *Participant Wizard* window) and selecting *Auto number Remotes*.

8. Make the necessary changes and click *Finish* when done. The *Save As* window opens.
9. Enter the name of the participant list and click *Save*.

11.4 Remote Setup

Follow the steps below to set up remotes. Be sure the HID or RF host* is properly installed before proceeding.

v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support.



- ***Estimated Maximum Number of Remotes***-the number of remotes that will be in use for presentation. Class/group sizes vary, so it's best to enter the highest estimated amount of remotes rather than accommodating each class/group.
- ***Enable Backlight***-activates the back light on the Q5RF Participant and Q5RF Instructor Remotes.
- ***Fixed Set***-select this mode if you are K-12 or Corporate setting. *Fixed Set* is where the remotes are assigned with an internal number (assigning fixed numbers) where logging in by ID is not mandatory.
- ***Roaming Set or Participant Owned***-check this option if the participants own the remotes. This mode is best-suited for Higher Ed/University settings. Participants are required to either enter a Session ID or Participant ID to join a presentation (see ***Remote Login*** for more details).

1. Click the  *Remotes* menu.
2. Enter an estimated number of remotes that will be used.
3. Depending on the setting, select *Fixed Set* or *Roaming Set/Participant Owned*.
4. Click *OK*.

What is a Session ID?

When using RF Remotes for the first time, the remotes may ask for a Session ID. Each host has a unique six-digit Session ID. Session IDs "assign" the remote to the host, allowing the remote to only communicate with that specific host.

The Session IDs can be found:

- For both HID and RF Host, the Session ID can be found in the *Remote Assignments* window, the *Login* tab in the *Presentation Setup* window, and the *Login* tab during a presentation in the ***Qwizdom Toolbar***.
- For the *HID Host*, click *Qwizdom Tools*, found in the lower right hand corner of the *Windows Taskbar* (next to the clock). The *Session ID* will be displayed at the top of the menu.
- For the RF Host, the Session ID can be found on the bottom of the device on a white sticker.

You can also create your own *Session ID* in the *Presentation Setup* window. Creating your own *Session ID* does not change the host's default *Session ID*. The *Session ID* must be unique because if there are other hosts in the same building, the remotes will become confused about the host with which they are to communicate.

Assigning Fixed Numbers

Assigning fixed numbers assigns the remote ID (*e.g. remote #1, remote #2, etc*.). The file that contains the remote assignments is saved onto the computer, not on the remotes. **You only have to assign fixed numbers once, unless you change computers or hosts.**

1. Be sure the *RF* host is properly installed before proceeding (v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support).
2. Go to the *Remotes* menu. The *Configuration Settings* window appears.
3. Enter the estimated number of remotes that will be in use.
4. Select *Fixed Set*.
5. Click *Assign*. The *Remote Assignment* window opens.
6. Click the *Host* drop-down menu and select the *COM* number (of the host) you will be using. The Session ID will automatically appear in the *Session ID* field.
7. Click *Start*.
8. Turn on the remotes and enter the Session ID. When the remotes communicate with the host, the number of the remote (with a remote image) appears in the window. The Remote ID will also appear on the remote.

If remotes have been labeled with numbers, turn on remotes in sequence. Be sure to wait until the remote has connected to the host before turning on the next remote.

9. After all the remotes have been assigned, click *Stop*.

10. Click *OK* to save and exit the *Remote Assignment* window.
11. Click *OK* to save and exit the *Configuration Settings* window.

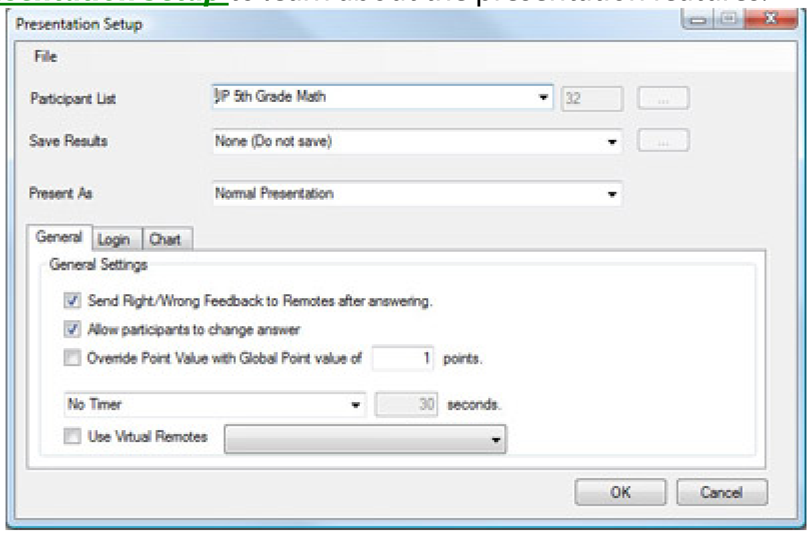
Changing Session IDs

If the RF remote or Tablet displays *No Net*, *Not Found*, *Not Active*, or *Inactive*, it could be that the Session ID is not correct.

- ***For Q2RF remotes:*** wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see *--S* on the display, it is prompting you for the Session ID. Enter it and press the *Send* key to confirm.
- ***For Q4RF remotes:*** press the *Menu* key, use the right arrow to scroll to *Sess. ID.,* and press the *Send* (double arrows) key to select the option. You will see the current Session ID and will be asked if you want to change the Session ID. Press *T* (*Ye*s) to change. Enter the Session ID and press the *Send* (double arrows) key to send.
- ***For Q5RF remotes:*** wait for the remote to display *No Net*, *Not Active,* or *Not Found*. Press the *Menu* key and select *Enter Session ID* using the Send (double arrows) key or the circle key on the thumb pad. Enter the Session ID and press the *Send* (double arrows) key.
- ***For Q6RF remotes:*** press the *Menu* key, scroll to *Enter Session ID,* press the (↵) menu select key, re-enter the Session ID, and press the *Join* key.
- ***For Q7 Tablet:*** press the *Menu* key and use the *Scroll* button to select *Enter Session ID*. Press the *Enter* key to select it and enter the Session ID. Press the *Enter* key to confirm.

11.5 Presentation

Before presenting a *PowerPoint*® presentation using *Qwizdom* remotes, please see ***Presentation Setup*** to learn about the presentation features.



1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
6. Click *OK* to begin the presentation.

If you present using the *PowerPoint*® *Slide Show* options, *Qwizdom* remotes will not activate. You must present the slides by clicking on the  *Present* button to use *Qwizdom* remotes.

7. Have the participants turn on their remotes.
8. Either the answer choices or a blank screen appears on the remote, depending on the question type.

Here are a few things you may execute during presentation:

- Display the response chart (see ***Response Graph*** for details).
- Display the private graph.
- Randomly call upon a participant.
- Pose a spontaneous question (see ***Posing Spontaneous Questions*** for details).

See *Using Remotes in Presentation* for instructions on use and troubleshooting of all the remote LCD screen messages.

9. Go through the presentation until all the question slides are answered.
10. When you are unable to advance to the next slide, this means the presentation is done. Press the circle key in the thumb pad to stop the presentation (screen will go black) and press it again to exit back to *PowerPoint*®.

11.5.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.

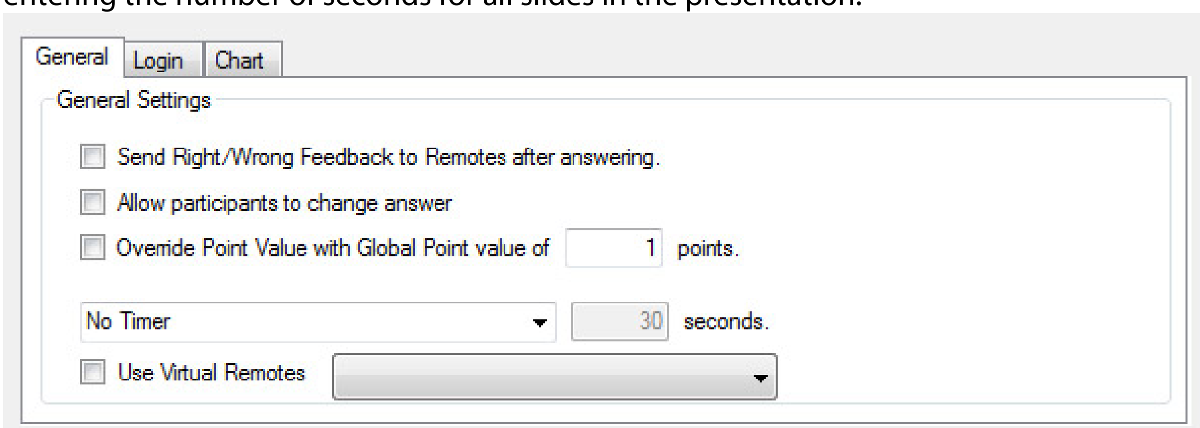
General tab:

Send Right/Wrong Feedback to Remotes after answering-remotes will receive a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a check mark and X to indicate that the response has been received, if feedback is turned off.

Allow participants to change answer-allows participants to change their answer for the current question slide.

Override Points Value with Global Point value of --- points-enters the new amount of points that will be temporarily applied to the slide for that presentation.

Timer-you can select no timer, use the time set within the slides, or global timer by entering the number of seconds for all slides in the presentation.



Login tab:

Require Login by ID-remotes prompt participants to enter their Participant ID.
Show Login Screen-displays the login screen so the instructor can view the participants that are logging in.
Add & Allow Unregistered participants-participants will be added to the participant list by logging in with their Participant ID. This option must be checked when using an *Anonymous* list. For the *Anonymous* list, participants will only log in with the Session ID.
Deny Login After --- minutes-logins after the set amount of time will not be accepted.
Use Virtual Remotes--feature coming soon

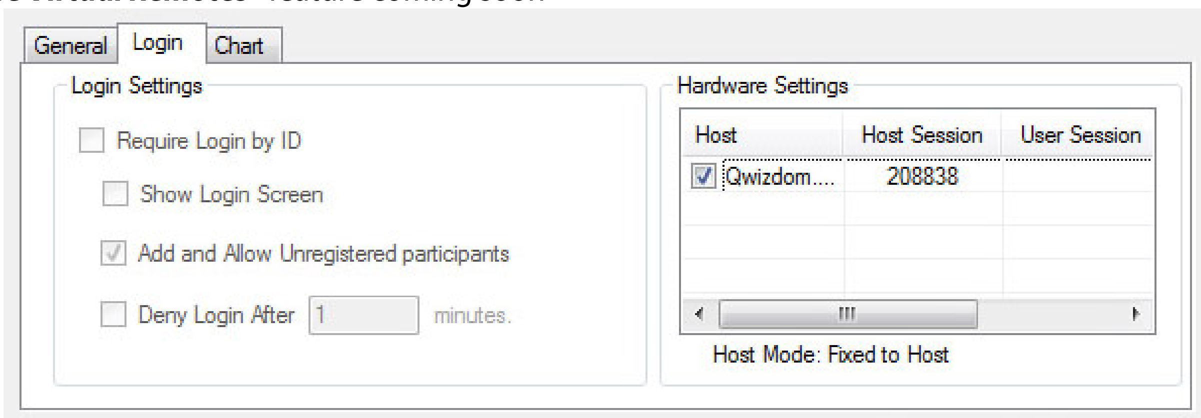
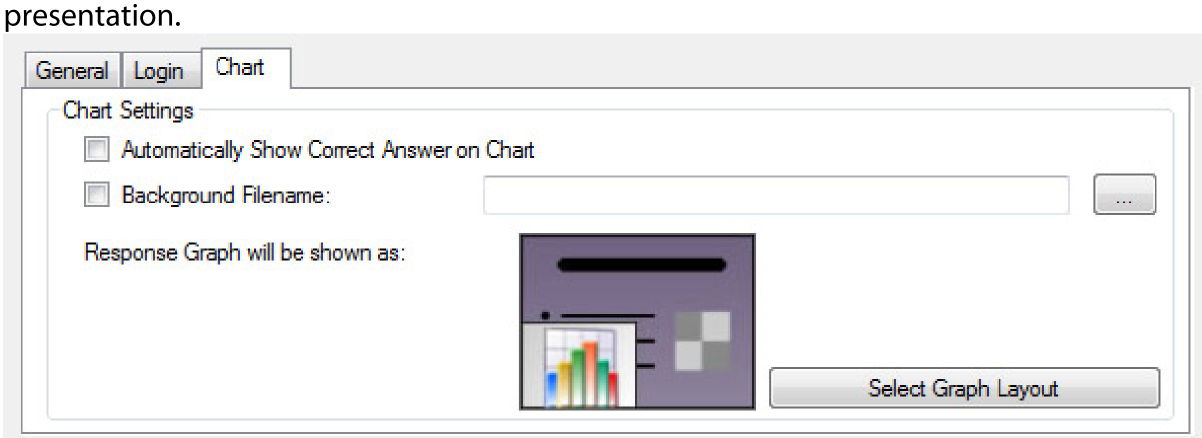


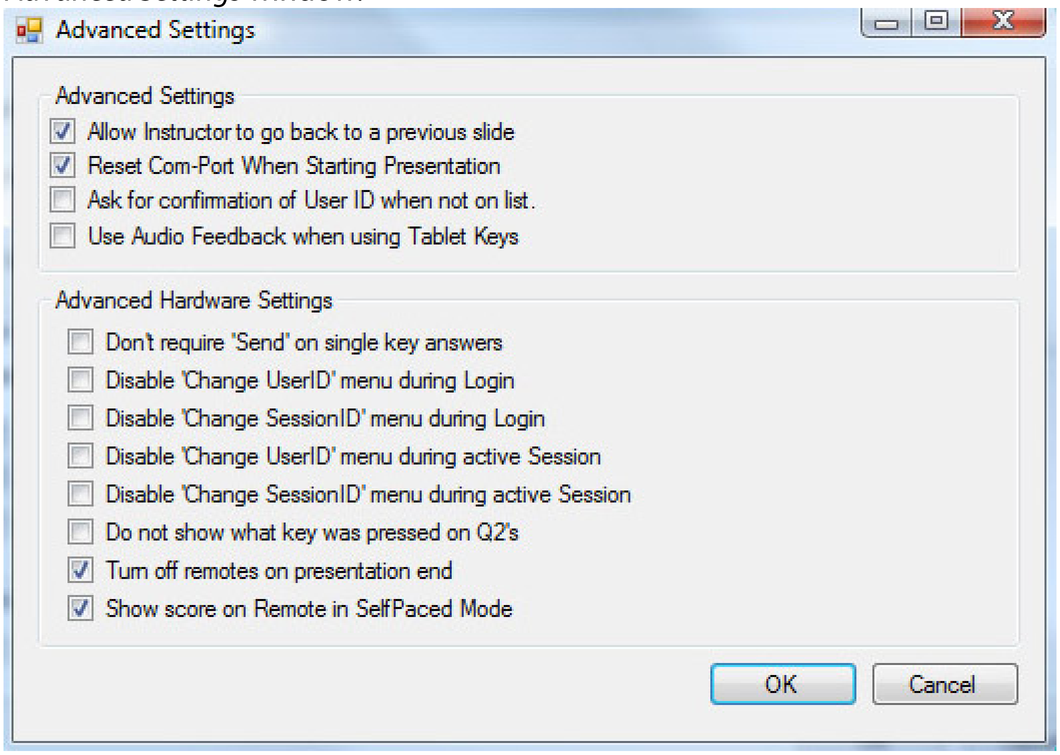
Chart tab:

Automatically Show Correct Answer on Chart-displays a fraction and percentage of correct answers. For example: Correct Answer(s) 10/12 83%.
Background Filename-selecting this option will allow you to select an image to display as the response chart background.
Select Graph Layout-selects how the response chart will be displayed during presentation.



Advanced Settings

In the *Presentation Setup* window, go to *File* and select *Advanced Settings*. This will bring up the *Advanced Settings* window.



Advanced Settings

- ***Allow Instructor to go back to a previous slide***-allows the Q5RF Instructor Remote and Q7RF Tablet to move back to a previous slide.
- ***Reset Com-Port When Starting Presentation***-this option is checked by default to ensure the host activates when presentation begins.
- ***Ask for confirmation of User ID when not on list***-the remote will prompt the participant for the user ID again, if the participant is not in the participant list that is loaded.
- ***Use Audio Feedback when using Tablet Keys***-when using the Tablet, the computer will emit a beeping sound as a notification that the Pen and Tablet are communicating.

Advanced Hardware Settings

- ***Don't require "Send" on single key answers***-the remote will automatically send the answer once it has been entered.
- ***Disable "Change UserID" menu during Login***-hides the *User ID* option from the menu.
- ***Disable "Change SessionID" menu during Login***-hides the *Session ID* option from the menu.
- ***Disable "Change UserID" menu during active Session***-hides the *User ID* option from the menu during presentation.

- ***Disable "Change SessionID" menu during active Session***-hides the *Session ID* option from the menu during presentation.
- ***Do not show what key was pressed on Q2's***-does not show the key that is pressed on the display.
- ***Turn off remotes on presentation end***-automatically turns off the Q2RF and Q4RF remotes when a presentation ends.
- ***Show score on Remote in Self-Paced Mode***-checking this option displays the participant's score on the remote when the participant has completed the answer key.

11.5.1.1 Presentation Settings

Presentation settings can be saved and loaded (onto the same computer or another computer) into the *Presentation Setup* window of *Actionpoint*, *Answer Key*, and *Question Bar* applications.

Saving Presentation Settings

1. In the *Presentation Setup* window, select the options you would like during presentation.
2. Go to the *File* menu and select *Save Settings*. The *Save As* window appears.
3. Enter the name for the selected settings.
4. Click *Save*. The settings will save as a *.CFG* file in the location you selected.

Loading Presentation Settings

1. In the *Presentation Setup* window, go to the *File* menu.
2. Select *Load Presentation Settings*. The *Open* window appears.
3. Select the saved settings file (*.CFG*) and click on *Open*.
4. The current settings in the *Presentation Setup* window will change to the settings you selected to load.

11.5.1.2 Remote Login

Logging in with IDs allows participants to use any remote. If you use Participant IDs from a participant list, the ID will link the remote to the participant's information in the list.

To have participants log in, they must have a Participant ID. Participant IDs are set up when creating participant lists. (Go to ***Participant Lists*** for more information). Each participant should have a unique ID assigned to their name.

- Participant IDs can only be numeric.
- The maximum number of digits allowed for IDs using the Q2RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q4RF remotes is 9.
- The maximum number of digits allowed for IDs using the Q5RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q6RF remotes is 15.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).

1. Open a *PowerPoint®* presentation or create one to present.

2. Click the *Present* button. The *Presentation Setup* window opens.
3. Select a participant list from the *Participant List* drop-down menu.
4. Click the *Login* tab.
5. Check the *Require Login by ID* option.
6. Checking the *Show Login Screen* is optional.
7. Select all other preferred options and click *OK* to present. The presentation will begin.
8. The Q4RF, Q5 RF and Q6RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
9. Participants will enter their ID and press the *Send* key.
10. Once everyone has logged in, begin the presentation.

You can start the presentation as participants log in. Participants who are late can log in later if you have not set a timer to deny log in.

Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the *Deny Login After --- Minutes* option.
2. Enter the number of minutes that participants have to log in.

For example, you have selected to deny log in after 5 minutes. After 5 minutes have passed, participants who try to log in will be denied.

Logging in with Participant IDs

Participant IDs can only be numeric.

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Click the *Login* tab.
3. Select *Require Login by ID.*
4. Select the participant list and any other options you want to apply to the presentation.
5. Click *OK* to begin the presentation.
6. The Q4RF and Q5RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
7. Enter the Participant ID and press the *Send* key.
8. If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied,* or the Q2RF remote displays *--U*, then the Participant ID may have been entered incorrectly.
    - For Q2RF remotes, press the *Hand* key, re-enter the Participant ID, and press the *Join* key.
    - For Q4RF remotes, press the *Menu* key, use the right arrow to scroll to *User ID*, and press the *Send* (double arrows) key to select it. Re-enter the Participant ID and press the *Send* (double arrows) key.
    - For Q5RF remotes, press the *C* (clear) key, re-enter the Participant ID, and press the *Send* (double arrows) key.

The Participant IDs will be remembered for the session until another participant list is selected.

11.5.1.3 Presentation Queue

Presentation queues are only for *Actionpoint* using *PowerPoint®* presentations.

Use Presentation Queue

1. Click the  *Present* button. The *Presentation Setup* window appears.
2. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue* window appears.
3. Click *Add*. The window will change to show three fields: *Presentation*, *Participant List*, and *Results*.
4. Click the *Presentation Browse* button. The *Open* window appears.
5. Select the presentation and click *Open*.
6. Click the *Participant List Browse* button. The *Open* window appears.
7. Select the participant list and click *Open*.
8. Click the *Results Browse* button. The *Save As* window appears.
9. Select a location where the results will be saved.
10. Enter a name for the results and click *Save*.
11. Click *Add*. You will be taken back to the *Presentation Queue* window and see the files you just added.
12. Repeat steps 4-12 to add another presentation.
13. When you are finished creating your queue, click *Save Queue*. The *Save As* window appears.
14. Select a location where you would like to save the queue.
15. Enter a name for the queue and click on *Save*.
16. Click *OK*. You will be taken back to the *Presentation Setup* window.
17. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
18. Click the *Saved Results* drop-down arrow and select how you would like to save the results.
19. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
20. Click *OK* and the queue will start.
21. When the first presentation is complete, exit presentation mode.
22. The results will save as a *.QRX* file in the selected location with a designated name.
23. The second presentation will begin, on its own, in a few moments.

This process will repeat depending on how many presentations are set in the queue. Results will be generated after each presentation is closed upon completion.

Loading a Saved Presentation Queue

1. Click the  *Present* button. The *Presentation Setup* window appears.
2. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue*

window appears.
3. Click *Load Queue*. The *Open* window appears.
4. Select the queue you want to use and click *Open*. The files appears in the *Presentation Queue* window.
5. Click *OK* and you will be taken back to the *Presentation Setup* window.

11.5.2 Presentation Features

Qwizdom Toolbar

There are many ways to customize your Qwizdom presentation tools. Right-click on the Qwizdom Toolbar to view options.

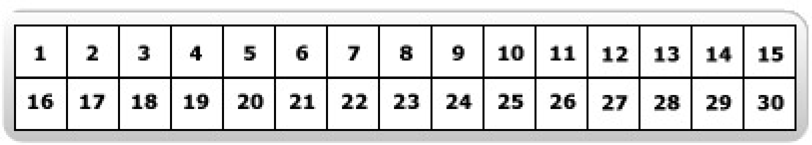
Buzz-In Box/Participant Counter

The Buzz-In Box displays the percentage of participants who have answered.

During a presentation:
1. Right-click the *Qwizdom Toolbar* and go *View/Buzz-in Box*.
2. Click the *Buzz-In Box* to change the indicator view from percentage to fraction.

Answer Grid

The *Answer Grid* indicates participant response by corresponding remote ID numbers.



To Show/Hide the *Answer Grid*.
1. Right-click the *Qwizdom Toolbar* and go *View/Answer Grid.*
2. Right-click *Answer Grid* to change display settings, including size, number of columns, placement, etc.

Qwizdom Tools

Includes three presentation tools including , the *Response Graph*, *Pick, Re-pose,* and *Game/Show*. Use when presenting activities without the Q5RF Instructor remote or the Q7RF Presenter Tablet.

Response Graph

1. Click the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click the available chart(s) to view the results.

4. Double-click the title bar of the window to display the graph in full screen.

Picking Participants

1. Click the *Pick* button to randomly call upon a participant.
2. The participant's name appears on screen.
3. Click the *Pick* button again to remove the name.

Re-posing a Question

Re-posing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Re-posing the question overwrites the previous responses if any are recorded.

1. Click the *Re-pose* button to ask the question on the slide again.

Game/Show

1. Click the *Game* button to view game windows, including scores, animations, etc.

Automatically Show Correct Answer on Chart

Displays a fraction and percentage of correct answers on the response graph. For example: Correct Answer(s)10/12 83%.

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, select *Automatically Show Correct Answer on Chart.*

Timer

You can set the timer two ways; use the time from each slide or apply a new time during the presentation.

To set a new time to the presentation:

1. Right-click the *Qwizdom Toolbar* and select *Setting.*
2. Under the *Display* tab, check the *Show Timer* box. Select *Use Global Timer Value of---* from the *Timer* drop-down menu.
3. Enter the number of seconds.
4. Click *OK* to close presentation options and apply changes.

To quickly view or hide Timer, right-click the Qwizdom Toolbar and go View/Timer.

Points

You can set the point value two ways: use the point value from each slide or apply a new point value to all the questions in the presentation. When you create a slide, you enter the number of points the correct response will be awarded. Go to ***Creating a Slide*** for more information.

To apply a new point value to all the questions in the presentation:

1. Click the Present button. This brings up the *Presentation Setup* window.
2. Check the *Override Point Value with Global Point value of --- points* option in the *General* tab.
3. Enter the number of points.
4. Click *OK* to present the presentation with the newly set number of points.

Right/Wrong Feedback

This allows participants to see if their response is right or wrong. Feedback appears on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* appears on the LCD screen, indicating that a response was received.

1. Click the Present button. This brings up the *Presentation Setup* window.
2. Check the *Send Right/Wrong Feedback to Remotes after answering* box in the *General* tab.

11.5.2.1 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Public Response Graph using no Instructor Device

1. Click the *Response Graph* button located on the Qwizdom Tools bar. See ***Presentation Features*** for details.

Public Response Graph using the Q7RF Tablet

1. Press the *Public Graph* icon on the Q7RF Tablet.
2. The response graph appears on the computer screen.
3. Press the *Public Graph* icon on the Q7RF Tablet again to close the response graph.

If you have a graph displayed, either on the Q7RF Tablet or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q7RF Tablet

1. Press the *Private Graph* icon on the Q7RF Tablet.
2. The response graph will display on the Q7RF Tablet's LCD.
3. Press the *Private Graph* icon on the Q7RF Tablet again to close the response graph.

Public Response Graph using the Q5RF Instructor Remote

1. Press the */* key on the Q5RF Instructor Remote.
2. The response graph appears on screen for the participants to view.
3. Press the right/left arrows to view a different graph of the results.
4. Press the */* key again to remove the response graph.

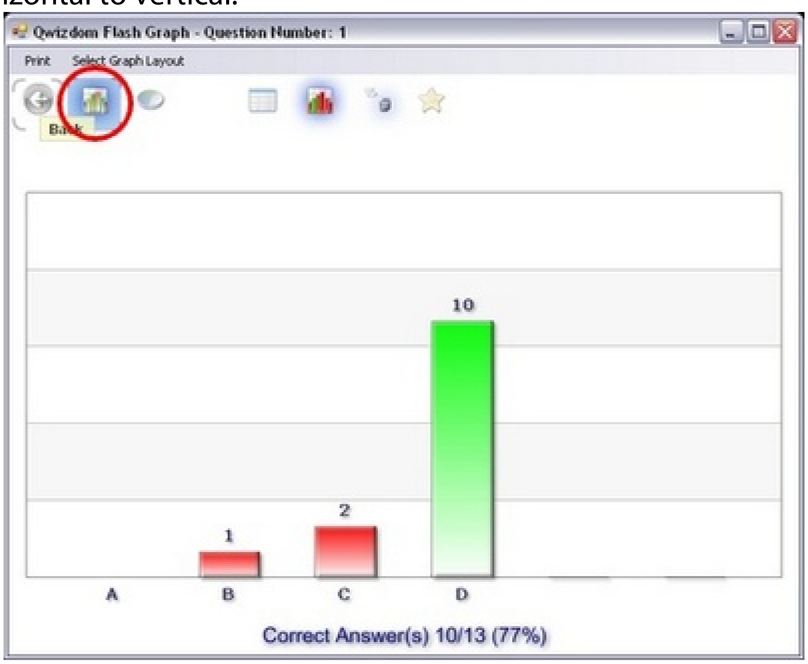
If you have a graph displayed, either on the Q5RF Instructor Remote or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q5RF Instructor Remote

1. Press the *0* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *0* key again to remove the graph.

Bar Chart

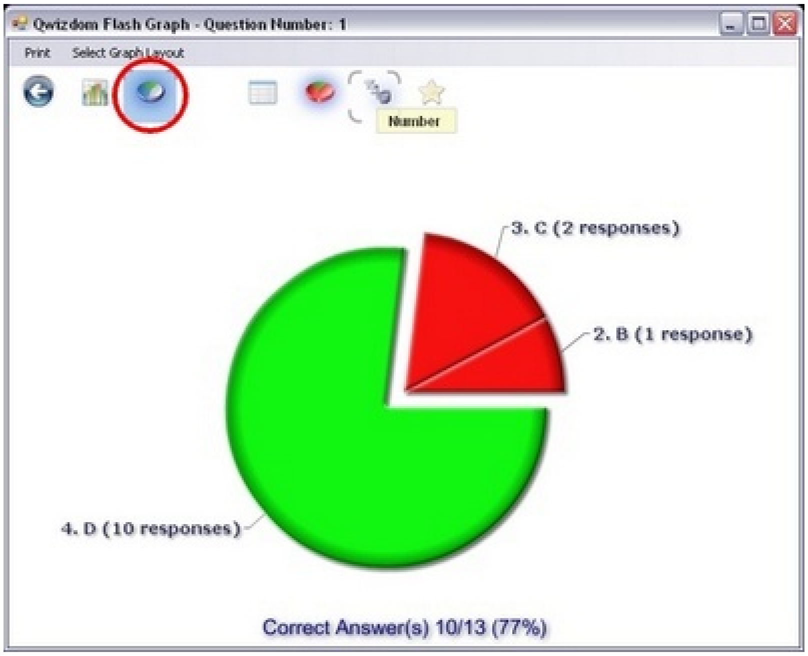
Displays results as a bar chart. Click or press the Bar Chart to change the bars from horizontal to vertical.



Press the circle key to show bars horizontally or vertically.

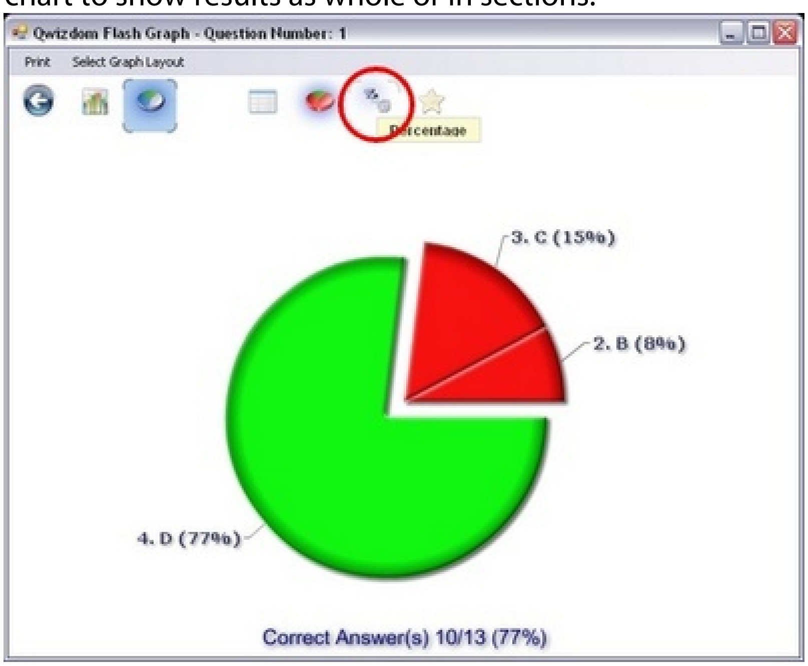
Pie Chart Displaying Correct Answer with Number of Responses

Displays results as a pie chart with numbers and the correct response. Click on actual pie chart to show results as whole or in sections.



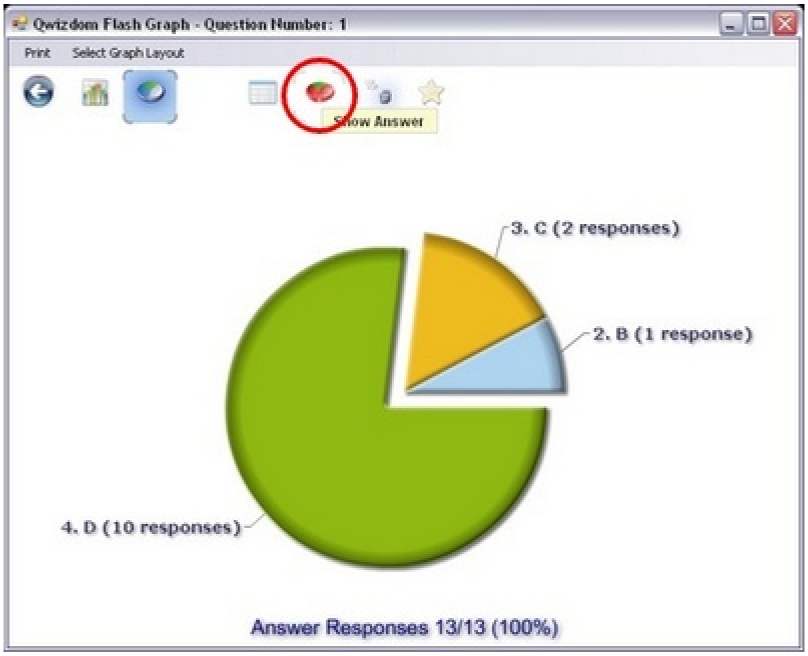
Pie Chart Displaying Correct Answer with Percentages

Displays results as a pie chart with percentages and the correct response. Click on actual pie chart to show results as whole or in sections.



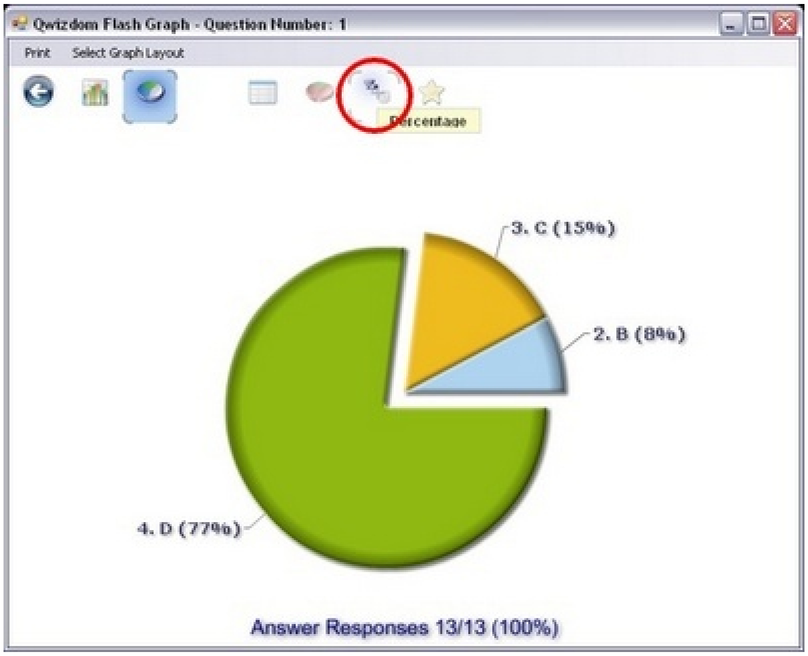
Pie Chart Displaying Number of Responses

Displays results as a pie chart with numbers. Click on actual pie chart to show results as whole or in sections.



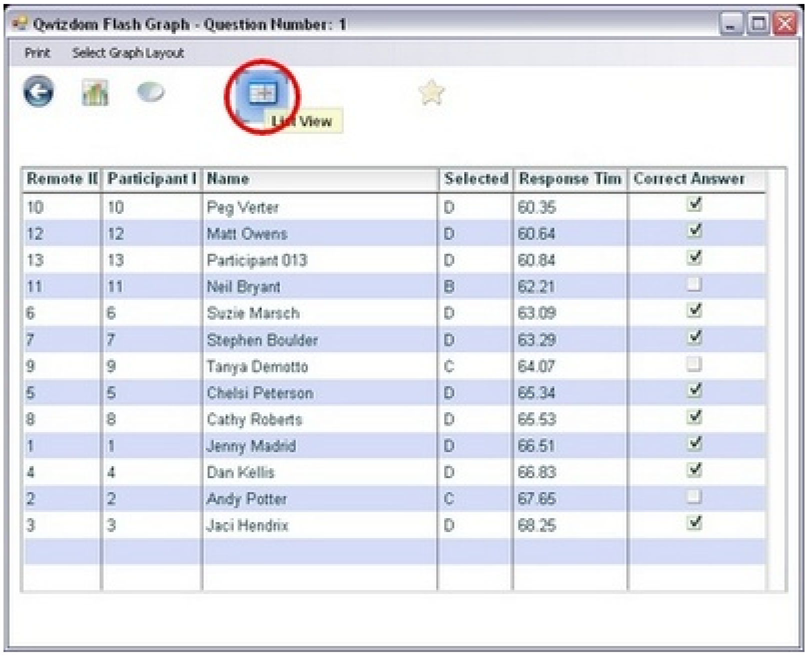
Pie Chart Displaying Percentage of Responses

Displays results as a pie chart with percentages. Click on actual pie chart to show results as whole or in sections.



List View Chart

Displays results in the order it was received by Remote ID, Participant ID, Participant Name, their response, how long it took for the response to be received, and if their response was correct.



Remote II	Participant I	Name	Selected	Response Tim	Correct Answer
10	10	Peg Verter	D	60.35	✓
12	12	Matt Owens	D	60.64	✓
13	13	Participant 013	D	60.84	✓
11	11	Neil Bryant	B	62.21	☐
6	6	Suzie Marsch	D	63.09	✓
7	7	Stephen Boulder	D	63.29	✓
9	9	Tanya Demotto	C	64.07	☐
5	5	Chelsi Peterson	D	65.34	✓
8	8	Cathy Roberts	D	65.53	✓
1	1	Jenny Madrid	D	66.51	✓
4	4	Dan Kellis	D	66.83	✓
2	2	Andy Potter	C	67.65	☐
3	3	Jaci Hendrix	D	68.25	✓

Scores Chart

Displays results by Remote ID, Participant ID, Participant Name, points, and their current percentage (which is accumulative) for the presentation.

Remote II	Participant I	Name	Total Points	Percentage
3	3	Jaci Hendrix	1	100
12	12	Matt Owens	1	100
4	4	Dan Kellis	1	100
1	1	Jenny Madrid	1	100
8	8	Cathy Roberts	1	100
5	5	Chelsi Peterson	1	100
13	13	Participant 013	1	100
7	7	Stephen Boulder	1	100
6	6	Suzie Marsch	1	100
10	10	Peg Verter	1	100
9	9	Tanya Demotto	0	0
2	2	Andy Potter	0	0
11	11	Neil Bryant	0	0

11.5.3 Games

Actionpoint and *Connect* both offer the *Qwizdom* games.

There are different ways in displaying the game animations during presentation:

Actionpoint

- Using computer mouse there is a  *Game* button in the Qwizdom Toolbar. Click to display the game screens and animations.
- Tablet-press the  *Show Presentation* button.
- Q5RF Instructor-press the 7 *Show* key.

Connect

- Using computer mouse-click the right arrow in the *Presentation* toolbar to advance to the next slide.
- Tablet-press the  *Show Presentation* or advance to the next slide.
- Q5RF Instructor-press the right arrow key.

Baseball

Two teams are needed to play *Baseball*, which the program will automatically group by remote numbers: odd number remotes vs. even number remotes. The outcome of the game depends on the number of correct responses of each team for each question.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Baseball*.
6. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. The *Baseball* setup window will display the odd and even remote numbers in their respective teams.
9. A batter appears, followed by a question slide.
10. Participants will send in their responses.
11. The outcome of each play is determined by the number of responses from each team. The game will go in favor of the team with the most correct responses in the least amount of time.
12. The winning team will be displayed when all questions have been answered or when the game has been manually ended.

Fast Track

Fast Track is a race car game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Fast Track*.
6. Select the options you would like available during presentation in the *General*, *Login*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide appears.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has been manually ended.

Mission to Mars

Mars Mission is a space ship game in which points are rewarded based on the response time of each remote.

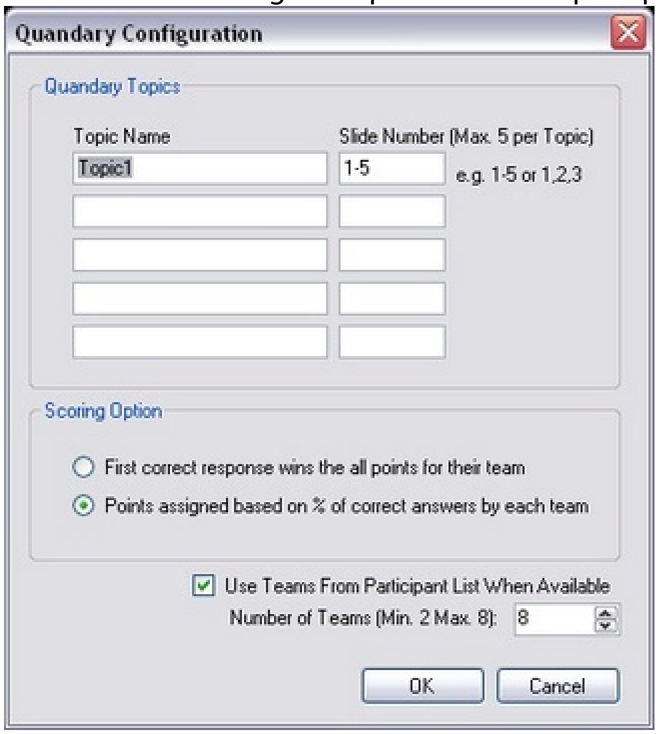
1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Mars Mission*.
6. Select the options you would like available during presentation in the *General*, *Login,* and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click *OK* to start the presentation.
8. A question slide appears.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has been manually ended.

Quandary

Quandary is a Jeopardy-like game where users select various dollar amount questions from a game board. 25 slides (questions) are recommended in order to fill the game board.

1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click the *Save Results* drop-down arrow and select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Quandary*.
6. Select the options you would like available during presentation in the *General*, *Login,* and *Chart* tabs in the lower part of the *Presentation Setup* window.

7. Click *Settings*. The *Quandary Configuration* window appears. *Quandary Configuration* is where the game options are set up for presentation.

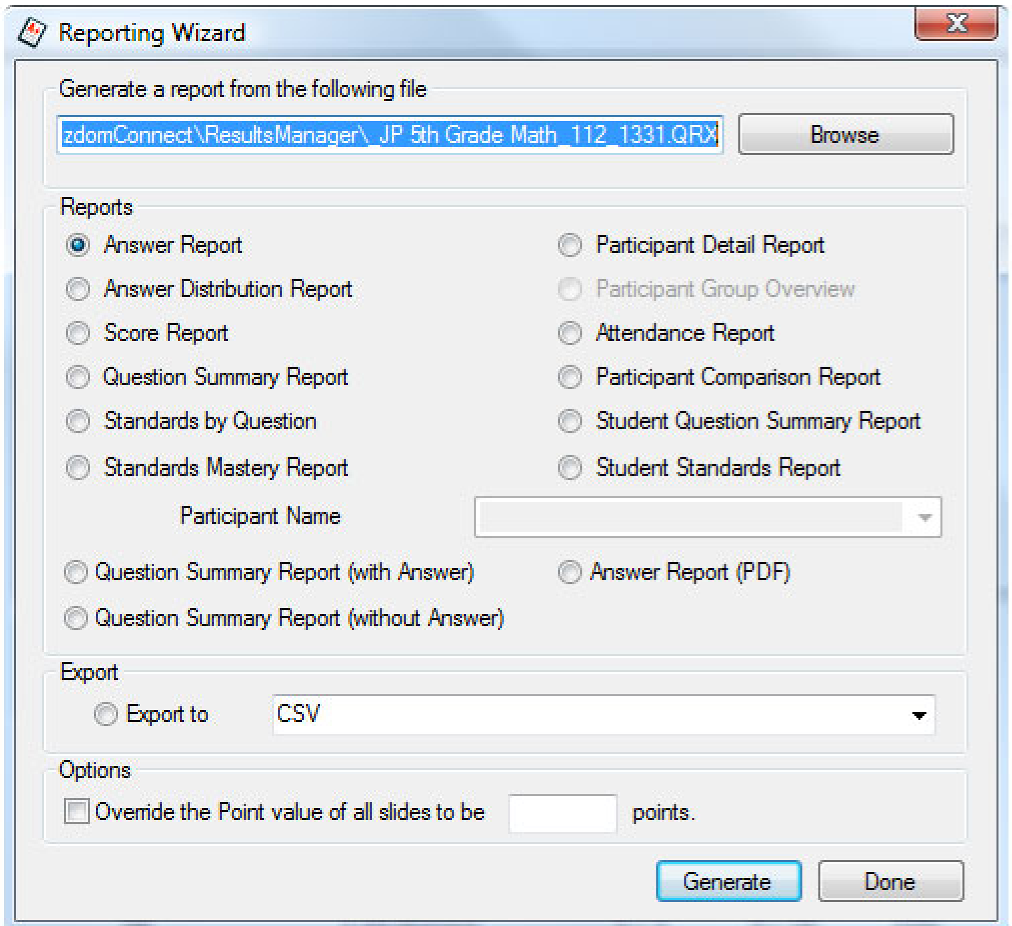


8. Enter the name of each topic. Each topic represents a category of questions.
9. Enter the slide numbers related to the particular topic. Each slide represents a different dollar amount in each category (starting from 100 to 500).
10. Select the scoring option for the game.
11. You can use pre-existing groups (created in the *Participants* tab) or have the game create temporary groups (which the program will assign) for the current presentation.
12. Click *OK*. You will be taken back to the *Presentation Setup* window.
13. Click *OK* to start the presentation.
14. The *Team Members* screen appears displaying remote numbers in each group.
15. Press or click *1 Categories* to start the game.
16. The game board will display with the categories and dollar amounts.
17. Select a dollar amount from a category. A question slide appears.
18. Participants will use the remotes to send in their responses.
19. Team points are based on the number of correct responses from each team member. Individual scores are based on how fast the user was able to send in the correct answer because the first remote to send in the correct answer receives all the points for that question.
20. The winning team will be displayed when all questions have been answered or when the game has been manually ended. The individual winner can be determined in the Player Scores screen.

11.6 Reports

You can generate reports* using existing saved results. **Registered version of Microsoft Excel® is required to generate reports.*

1. Click the  *Reports* button. The *Reporting Wizard* window opens.



Reports and Features

- ***Answer Report***-displays the class average score bar chart, participant question responses, correct answers, and scores.
- ***Answer Distribution Report***-displays total percentage of responses for each question with correct answer and bar chart.
- ***Score Report***-displays participant information with various point totals and scores.
- ***Question Summary Report***-displays a thumbnail preview of each question within an activity with a bar chart indicating question responses next to each question.
- ***Standards by Question Report***-displays the standards that are linked to the questions (activity).
- ***Standards Mastery Report***-displays percentage of class that met each standard in the activity.
- ***Participant Detail Report***-displays participant information.

- ***Participant Group Overview Report***-displays participant group information.
- ***Attendance Report***-displays participant information with their remote login time.
    - ***Participant Comparison Report***-displays a comparison of the participant's question responses, correct answer, and score to the whole class' results.
    - ***Student Question Summary Report***-displays a thumbnail preview of each question within an activity with answer details next to each question, including correct answer, participant response, class percentage, and mode.
- ***Student Standards Report***-displays how the individual participant met each standard in the activity.

Flash Reports

- ***Question Summary (with Answer)***-based report displays each question slide with response charts, marking the correct answer in green.
- ***Question Summary (without Answer)***-based report displays each question slide with response charts.
- ***Answer Report*** -displays each question slide with the user's response and the correct answer.

Export:

- ***Convert to .CSV***-convert *.QRX* file to *.CSV*.

Options:

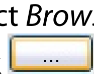
- ***Override the Point value of all slides to be --- points***-overrides point value that was awarded during presentation.

2. Click *Browse* to search for the file for which you want to generate a report. The *Open* window opens.
3. The file type will be *.QRX*. Search for the file and select it.
4. Click *Open*.
5. Select the type of report you want to generate and click *Generate*.
6. This will launch the *Report Viewer* window. View, print, and export reports.

11.6.1 Saving Results

All results are saved as an *.QRX* file but can be converted into a *.CSV* (Comma Separated Values) file.

Manual Save

1. Click the  *Present* button. The *Presentation Setup* window opens.
2. Select *Browse for Save Location*.
3. Click  *Browse*. The *Save As* window appears.

4. Select a location in which to save the results.
5. Enter the name with which you want the results to be saved.
6. Click *Save*. The file name and location appears in the *Save Results* field.
7. The results will save in the selected location.

Auto-save

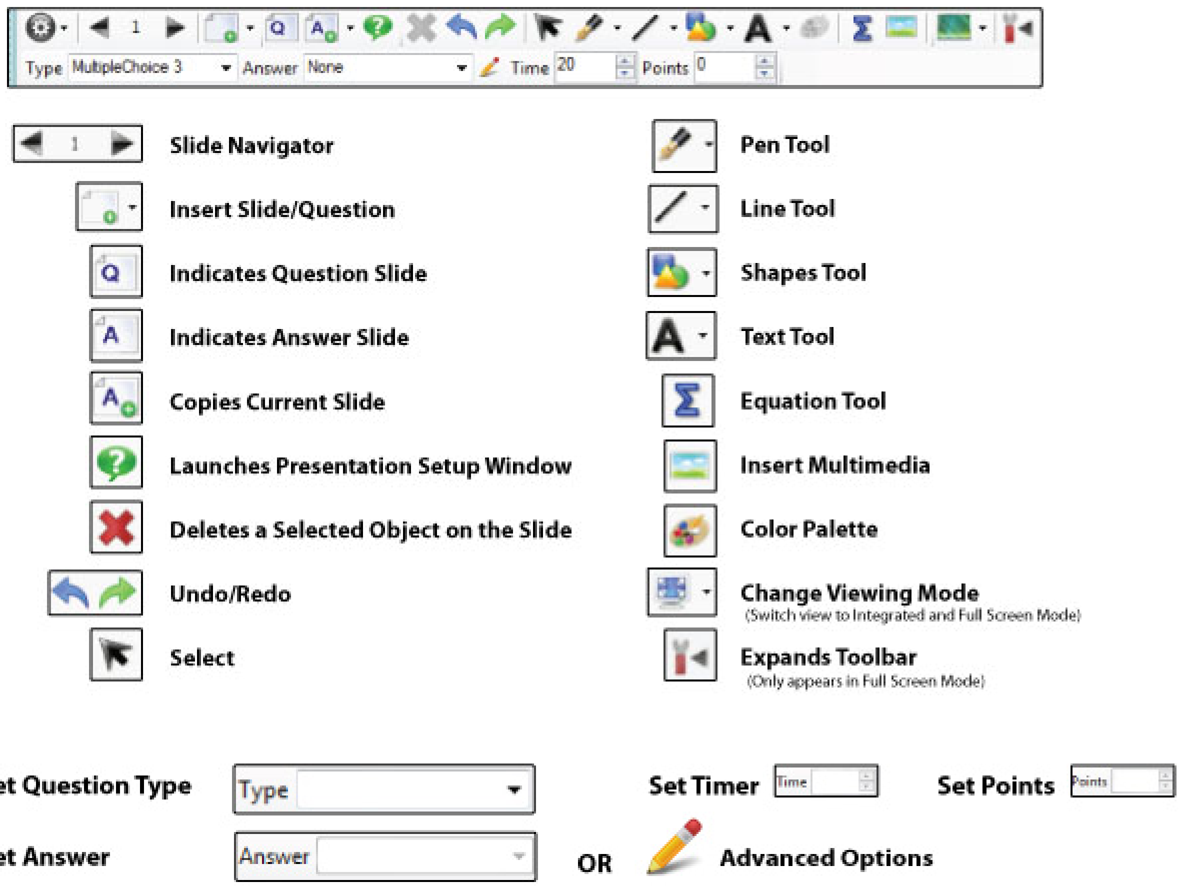
1. Click the  *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click *OK*.
5. The file name will contain the location, name of the participant list, date, and time under the *Save Results* field.
6. The results will save when the presentation is complete.

Auto-Save to Results Manager (Recommended)

1. Click the  *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save to Results Manager.*
3. The results will save in the *Results/Reports* window when the presentation is complete.

12 Question Toolbar

Question Toolbar allows you to turn any activity into an interactive presentation. This floating toolbar appears over any application (including web pages, written documents, lessons, slide shows, etc.) allowing you to ask verbal questions or create content on-the-fly, while students respond in using student remotes. You may choose to save results to assess student understanding or simply save your presentations.



1. Go to the *Programs* menu and select *Question Toolbar*. The *Presentation Setup* window appears.
2. Click the *Participant List* drop-down arrow and select what type of participant list you would like to use.
3. Click the *Saved Results* drop-down arrow and select how you would like to save the results.
4. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window. See ***Presentation Setup*** for details.
5. Click *OK* to begin the presentation.

6. Have the participants turn on their remotes.
7. Ask verbal questions/or create content on-the-fly. Use either your desktop, laptop, or Q7 Presenter Tablet to create slides and pose questions.
8. (Optional) Open up any computer program, application, graphic, etc you wish to use in your presentation.
9. Select a question type from the *Type* menu (Multiple Choice, True/False, Yes/No, etc).
10. Choose the correct answer.
11. (Optional) Click the *Advanced Options* button to send question text to Q6RF participant remotes only or set partial grading options.
12. (Optional) Set points and timer.
13. Click the *Pose* button to send the question to the participant remotes. A screen capture of your desktop will be made into the background of your presentation.
14. Once all participants have answered click the *Stop Pose* button.
15. (Optional) Click the public graph button on the Qwizdom Toolbar, Q5RF, or Q7RF Presenter Tablet to view results graph. See ***Presentation Features*** for more information on presentation options.
16. Click the right-arrow to create and pose another question.
17. When you are finished presenting, click the *Utilities* button and select *Exit*.
18. A window appears prompting you to *Rename*, *Delete*, or *Leave* the activity name.
19. Choose *Rename* and enter a name for the activity. The activity appears in the tree of the *Content Manager*.

13 Settings/Preferences

Go to the *File* menu and select *Preferences*. The *Preferences* window appears.

General Tab

- ***Auto-start Qwizdom Connect on system start up***-checking this option will open *Qwizdom Connect* when your computer starts up.
- ***Auto-login to Qwizdom Connect***-automatically logs in with your username and password when *Qwizdom Connect* is opened. When this option is checked, you will be prompted to enter your username and password to store for the auto-login process.
- ***Auto-upload results to Qwizdom Connect***-must be logged in to enable results to be automatically uploaded to the *Results/Reports* window of *Qwizdom Connect*.
- ***Auto Group Results Files***-auto groups results files in folders.
- ***Software version number*** - helpful information to give support technicians when requesting help.

Proxy Tab

- ***I do not have a proxy*** -- this is used when you are not behind a proxy and/or your proxy does not require authentication. This is currently the default
- ***Use my computer settings*** -- this means use the proxy settings that are already configured on my machine.
- ***Specify custom settings*** -- this allows you to specify a custom proxy server and/or credentials to authenticate with against the proxy server.

14 Qwizdom Online

Qwizdom Online enables you to access online content and media to preview and download. Registration must be completed in order to use any of *Qwizdom Connect's* online features. See ***Online Registration*** for details.

1. Go to the *Login* menu and type in your username and password.
2. Click the *Qwizdom Online* tab in the application window.

14.1 Online Search

There are multiple ways to search for activities, multimedia,etc .Certain activities and curriculum packages require a product code (license), which can be acquired through the purchase of *Qwizdom Connect Premium Service*. Restricted content may be previewed but not downloaded.

 Indicates Restricted Content.

Activities that are downloaded from the online search are saved into Qwizdom Connect. To view all recently downloaded activities, click on the Content tab, and open the Recently Added folder in the Content Tree.

Keyword Search

1. Click the *Qwizdom Online* tab.
2. Enter keyword/s into the *Keywords* field.
3. Click *Search*.
4. Activities, documents, and multi-media materials will appear.
5. *Preview*, *Recommend*, *Download*, etc curriculum and materials.

Browse Collections

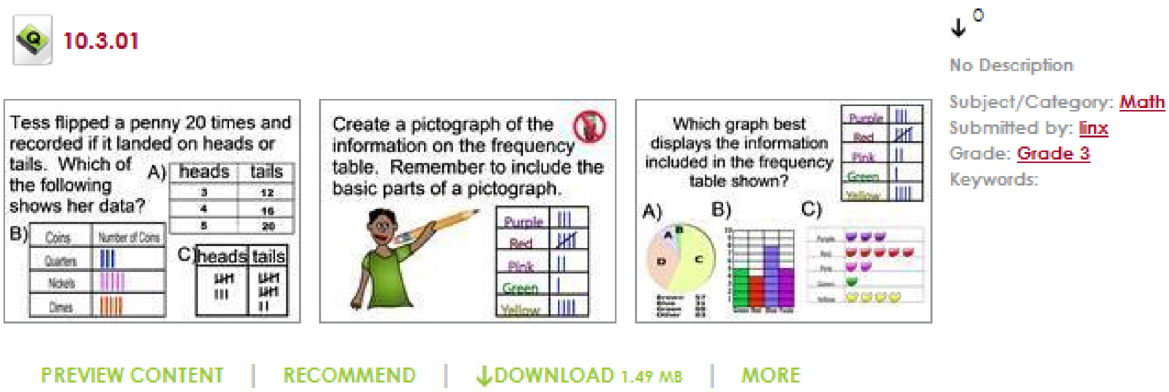
1. Click the *Qwizdom Online* tab.
2. Click the *Browse Collections*. This allows you to view multiple lessons and activities within a package.
3. Select *Subject*, *Grade*, and *Package* to view content.
4. *Preview*, *Recommend*, *Download*, etc curriculum and materials.

Browse by Standards

1. Click the *Qwizdom Online* tab.
2. Click the *Browse by Standards*. This allows you to view multiple lessons and activities by state standards.
3. Select *Subject*, *Grade*, and *Package* to view content.
4. *Preview*, *Recommend*, *Download*, etc curriculum and materials.

14.2 Share Content

1. Go to the *Login* menu and enter your username and password. (See ***Online Registration*** to create a username and password.)
3. Click the *Connect Online* tab.
3. Click on *Share* .
4. Fill out the form and click the *Submit* button when finished.
5. This brings up the *My Page* window. Click on the *Uploads* bar to view your recently uploaded materials and status (pending or complete).
6. When the content has been successfully uploaded, a preview or icon will appear with a description of the item.



To quickly find your recently uploaded item, select Most Recent in the Sort By drop-down menu.

7. You can *Preview Content*, *Recommend*, *Download*, *Edit* ,or *Remove* your uploaded content.

14.3 My Page

1. Go to the *Login* menu and enter your username and password. (See **_Online Registration_** to create a username and password.)
2. Click the *Connect Online* tab.
3. Click on *My Page*.
4. Click *Uploads* to view all your recently uploaded items.
5. Click *Downloads* to view all of your downloaded items.

14.4 Online Reporting

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

Teachers and administrators have the ability to view district, school, class, and student reports by score, performance comparison across schools, activities, demographics, standards mastery, and skills. All these reports provide instant student performance data, enabling teachers to quickly identify specific needs and follow up with modified instruction.

14.4.1 Managing Sites

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

Creating a Site

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete Site*.
5. Click *Next*.
6. Select *Create New Site*.
7. Enter a name for the site.
8. Click *Next*.
9. Fill out the fields (optional).
10. Click *Next* when finished.

Updating a Site

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete Site*.
5. Click *Next*.
6. Select *Update Site*.
7. Click the *Site* drop-down arrow and select the site you want to update.
8. Click *Next*.
9. Update the site information.
10. Click *Next* when finished.

Deleting a Site

1. Login with your username and password in the *Qwizdom Online* tab or the *Login*

menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete Site*.
5. Click *Next*.
6. Select *Delete Site*.
7. Click the *Site* drop-down arrow and select the site you want to delete.
8. Click *Next* when finished.

14.4.2 Managing Online Classes

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

Creating an Online Class

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a Class*.
5. Click *Next*.
6. Select *Create New Class*.
7. Enter a name for the class.
8. Click *Next*.

There are two ways to add participants: add a new participant or add participants from an existing QPL.

- To add participants from an existing list, click the *Add Students from Existing QPL*. The *Select Participant List* window appears. Select the QPL you want to import from the *Registered Participant Lists* drop-down arrow and click OK. Registered participant lists are the local QPLs listed in the *Participants Tree*; or to import a QPL outside of the *Participants Tree*, click *Select Other Participant List*. An *Open* window opens. Select the QPL you want to import and click *Open*.
- To add a new participant, click *Add New Student*. A new row appears for you to enter information.

9. When the participants have been added, click *Create Class*.
10. Click *Next* when finished.

Updating an Online Class

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a Class*.

5. Click *Next*.
6. Select *Update Class*.
7. Click the *Class* drop-down arrow and select the class you want to update.
8. Click *Next* when finished.

Deleting an Online Class

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a Class*.
5. Click *Next*.
6. Select *Delete Class*.
7. Click the *Class* drop-down arrow and select the class you want to delete.
8. Click *Next* when finished.

14.4.3 Managing Users

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

Creating a User

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a User*.
5. Click *Next*.
6. Select *Create New User*.
7. Enter a username for the user.
8. Click *Next*.
9. Fill out the fields with the user's information.
10. Click *Create*.
11. Click *Next* when finished.

Updating a User

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a User*.
5. Click *Next*.

6. Select *Update User*.
7. Click *Next*.
8. Select and enter the search criteria.
9. Click *Search*.
10. When the search results appear, select the user(s) you want to update.
11. Click *Next*.
12. Update the user's information.
13. Click *Update* when finished.

Deleting a User

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a User*.
5. Click *Next*.
6. Select *Delete User*.
7. Click *Next*.
8. Select and enter the search criteria.
9. Click *Search*.
10. When the search results appear, select the user(s) you want to delete.
11. Click *Delete Selected Users*. A prompt appears stating the user(s) have been deleted.
12. Click *Next* when finished.

14.4.3.1 Bulk XML Import

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Bulk XML Import/Export*.
5. Click *Next*.
6. Click *Select File*. The *Open* window appears.
7. Select the XML file you want to import and click *Open*. The name of the bulk XML file appears in the *Select the Bulk XML file* field.
8. Click *Submit*.
9. *Submission Complete* appears when the XML file has been successfully uploaded.
10. Click *Next* to finish.

Bulk XML Import Template

Use this template to create bulk XML files to upload into *Qwizdom Connect*.

```xml
<?xml version="1.0" encoding="utf-8"?>
<ImportData>
    <Templates>
        <ClassName>{Name}</ClassName>
        <TeacherUsername>{TUsername}</TeacherUsername>
        <TeacherPassword>{TPassword}</TeacherPassword>
        <StudentUsername>{SUsername}</StudentUsername>
        <StudentPassword>{SPassword}</StudentPassword>
    </Templates>
    <Schools>
        <School>
            <Status>ADD</Status>
            <SchoolID>5000</SchoolID>
            <Name>Test School A</Name>
            <Address1>Address1-A</Address1>
            <Address2>Address2-A</Address2>
            <City>Tacoma</City>
            <State>WA</State>
            <Zip>98404</Zip>
            <Email>testschoolA@qwizdom.com</Email>
            <Phone>123-456-7890</Phone>
            <Fax>098-765-4321</Fax>
            <WebSite>www.qwizdom.com</WebSite>
        </School>
    </Schools>
    <Teachers>
        <Teacher>
            <Status>ADD</Status>
            <TeacherID>5001</TeacherID>
            <SchoolID>5000</SchoolID>
            <FirstName>Teacher Test A</FirstName>
            <LastName>Test A</LastName>
            <MiddleName>A</MiddleName>
            <Email>TestA@Qwizdom.com</Email>
            <Sex/>
            <CurrentGradeLevel/>
            <BirthDate/>
            <Demographics/>
            <WorkPhone/>
            <MobilePhone/>
            <HomePhone/>
            <Address1/>
            <Address2/>
            <AptNumber/>
            <Notes/>
            <Image/>
            <TUsername>teacherTestA</TUsername>
            <TPassword>password</TPassword>
        </Teacher>
    </Teachers>
    <Students>
        <Student>
            <Status>ADD</Status>
            <StudentID>5002</StudentID>
            <SchoolID>5000</SchoolID>
            <FirstName>Student Test A</FirstName>
            <LastName>Test A</LastName>
            <MiddleName>A</MiddleName>
```

```
                <Email/>
                <Sex>M</Sex>
                <CurrentGradeLevel>9</CurrentGradeLevel>
                <BirthDate>1992-09-05</BirthDate>
                <Demographics/>
                <WorkPhone/>
                <MobilePhone/>
                <HomePhone/>
                <Address1/>
                <Address2/>
                <AptNumber/>
                <Notes/>
                <Image/>
                <SUsername>030146</SUsername>
                <SPassword>sep05</SPassword>
            </Student>
        </Students>
        <Courses>
            <Course>
                <Status>ADD</Status>
                <CourseNo>5003</CourseNo>
                <SchoolID>5000</SchoolID>
                <Period/>
                <SectionNo/>
                <TeacherID>5001</TeacherID>
                <Name>Test Class A</Name>
                <CourseID>99305</CourseID>
                <SchoolYear>2008</SchoolYear>
                <Term/>
                <Participates>
                    <Participate>
                        <Status>ADD</Status>
                        <StudentID>5002</StudentID>
                    </Participate>
                </Participates>
            </Course>
        </Courses>
    </ImportData>
```


14.4.4 Managing Distribution Groups

Must have Premium B to access the following features and options. Please contact Sales at 877-794-9366 for ordering information.

Creating a Distribution Group

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a Distribution Group*.
5. Click *Next*.
6. In *Create New Group*, enter a name.
7. Click *Create*.
8. Now, you will need to add users to the distribution group.

9. Click *Add New Members*.
10. Select and enter the search criteria.
11. Click *Search*.
12. When the search results appear, select the user(s) you want to add to the distribution group.
13. Click *Next* when finished.

Updating a Distribution Group

1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select *Create, Update, or Delete a Distribution Group*.
5. Click *Next*.
6. Click the *Select Group* drop-down arrow and select the distribution group you want to update.
7. To remove a user from the distribution group, select the user's row and press the *Delete* key on the keyboard.
8. To add users to the distribution group, click *Add New Members*.
9. Click *Next* to finish.

Deleting a Distribution Group

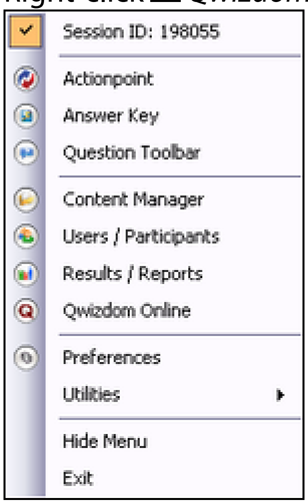
1. Login with your username and password in the *Qwizdom Online* tab or the *Login* menu.
2. Go to the *File* menu.
3. Select *Manage Qwizdom Connect Online*. The *Qwizdom Connect Online Management* window appears.
4. Select "*Create, Update, or Delete a Distribution Group*.
5. Click *Next*.
6. Click the *Select Group* drop-down arrow and select the distribution group you want to delete.
7. Click *Remove Selected Group*. The distribution group will be deleted.
8. Click *Next* when finished.

15 Qwizdom Tools

Qwizdom Tools are located in the lower-right hand corner of the *Windows Taskbar* (next to the clock). *Qwizdom Tools* is a tray application, set to launch automatically on system startup, allowing shortcuts to areas of the program and users to utilize features on the Tablet without launching other *Qwizdom* software applications like *Qwizdom Connect* or *Qwizdom Actionpoint*.

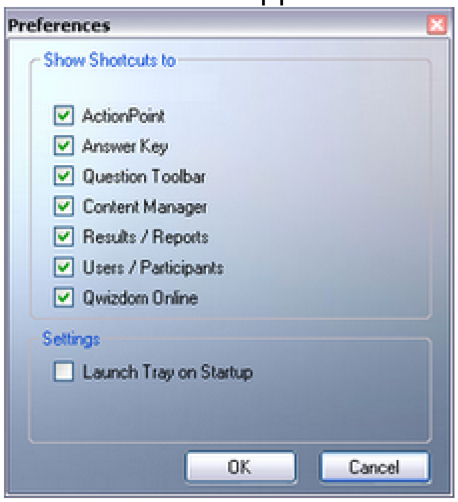
Customizing Qwizdom Tools

1. Right-click  *Qwizdom Tools*.

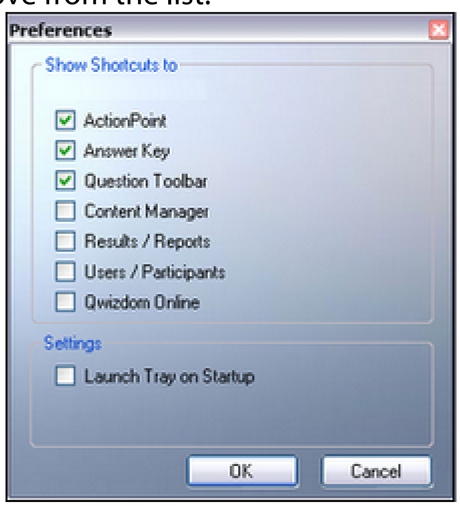


2. Select *Preferences*.

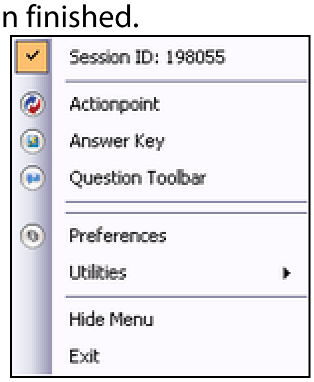
3. The *Preferences* window appears.



4. Select shortcuts you want displayed in the list and deselect shortcuts that you want to remove from the list.



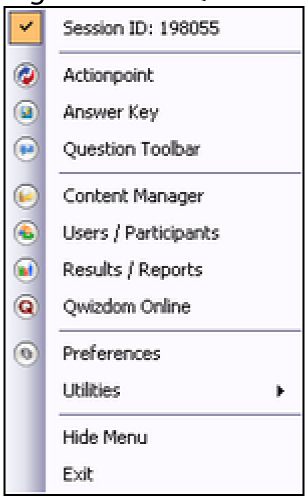
5. Click *OK* when finished.



6. Changes take affect immediately.

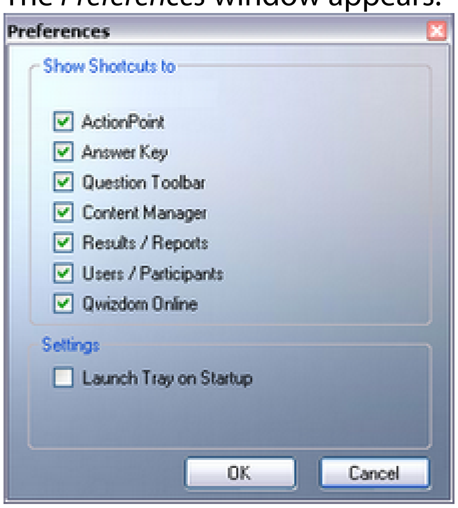
Setting Up Qwizdom Tools

1. Right-click *Qwizdom Tools*.



2. Select *Preferences*.

3. The *Preferences* window appears.

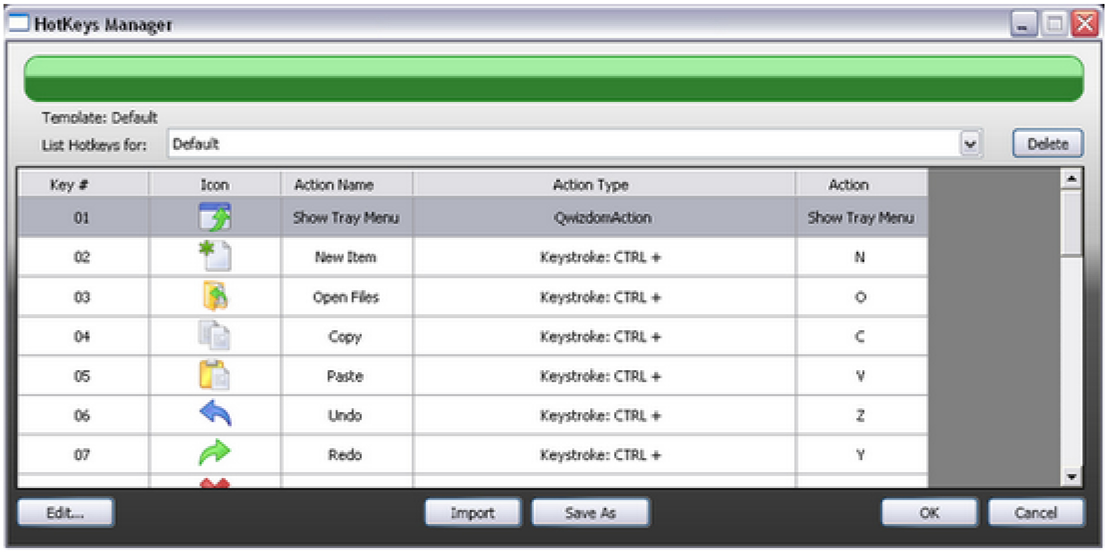


4. Check the "*Launch Tray on Startup*" to automatically start *Qwizdom Tools* on computer startup.

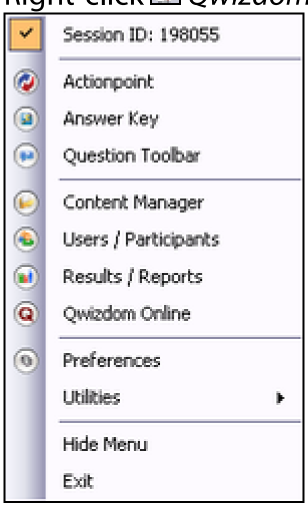
5. Click *OK* when finished.

15.1 Hot-Key Editor

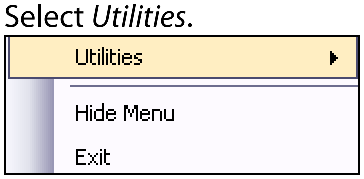
Hot-Key Editor allows you to dedicate actions that are taken specific to the current active application. The Hot-Key Editor controls the default commands for the soft-keys on the Tablet, allowing users to customize some of the default commands and set up alternate commands that are automatically used with other applications.



1. Right-click  *Qwizdom Tools*.



2. Select *Utilities*.



3. Select *Hot-Key Editor*. *Hot-Key Manager* opens.

List of Actions

These are the actions that can be set for the Hot Key Editor.

- None
- Open Application
- Open File
- Open Website
- Keystroke
- Keystroke: CTRL +
- Keystroke: ALT +
- Keystroke: CTRL + ALT +
- Keystroke: CTRL + SHIFT +
- Keystroke: ALT + SHIFT +
- Keystroke: CTRL + ALT + SHIFT +

Editing a Key

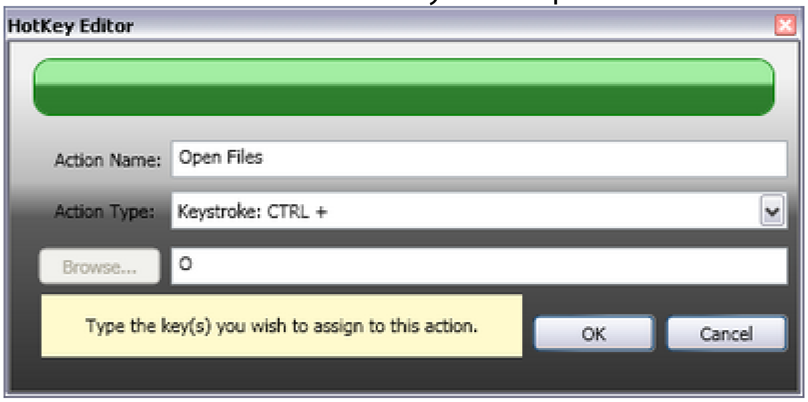
Soft-keys can be customized to perform specific commands.

1. Click the *List Hot-Keys for* drop-down list and select the program you want to edit the keys for:
   - *Default* is *Connect:* keys 2-8, 19
   - *MS PowerPoint* is *Actionpoint:* keys k-13, 16, 19
   - *Add New Application*: when you add an application, it will be keys 2-13, 16, 19, 32-43, 46, 49

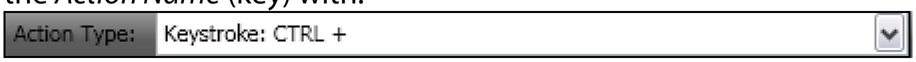
2. Select a key number.

02		New Item	Keystroke: CTRL +	N
03		Open Files	Keystroke: CTRL +	O
04		Copy	Keystroke: CTRL +	C
05		Paste	Keystroke: CTRL +	V
06		Undo	Keystroke: CTRL +	Z

3. Click the *Edit* button. The *Hot-Key Editor* opens.



4. Click the *Action Type* drop-down list and select the keystroke you want to associate the *Action Name* (key) with.



5. Then, enter in the character in the field below.

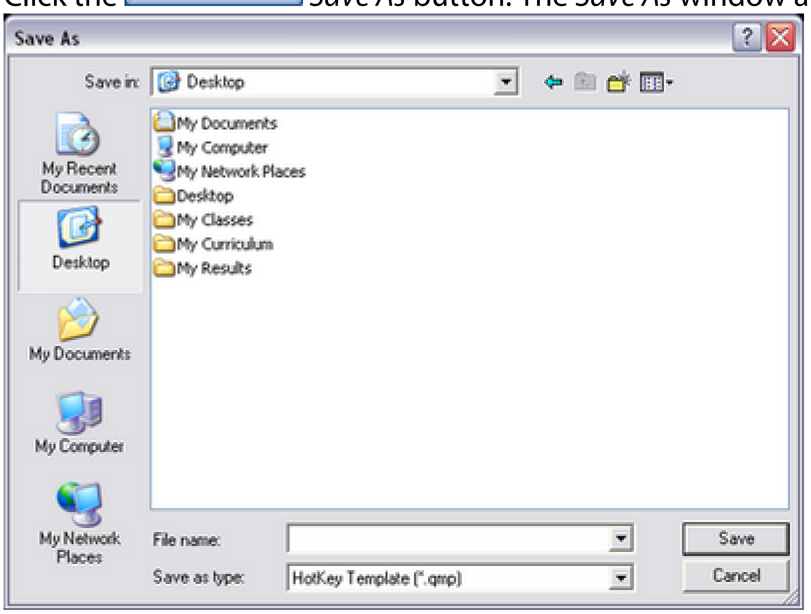
6. Click *OK* to confirm the key assignment.

Exporting (Saving) a Hot-Key Configuration File

You can transfer the *Hot-Key* configuration file to another computer to save time from reconfiguring the open soft-keys on the Tablet.

1. Click the 

Save As button. The *Save As* window appears.



2. Select the save location of the file.
3. Enter the name of the file.

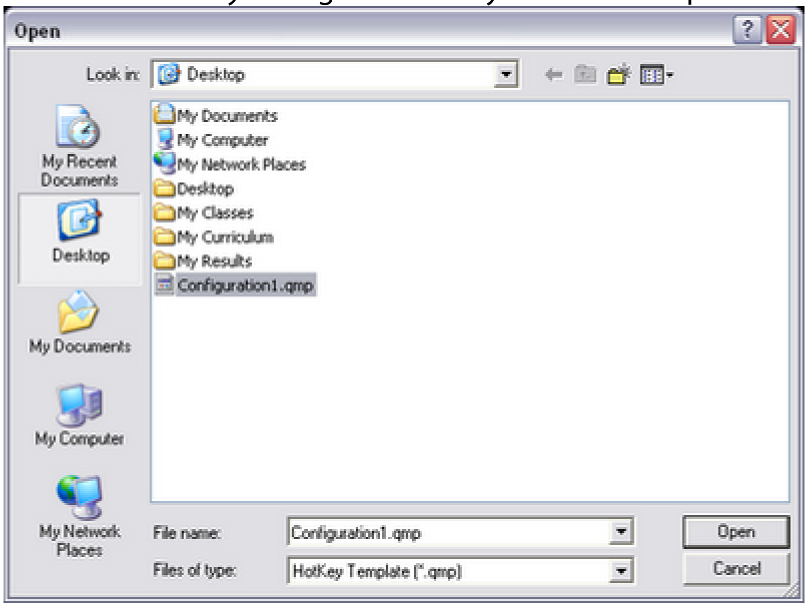
4. Click 

Save. The *Hot-Key* configuration file is saved as .QMP.

Importing a Hot-Key Configuration File

1. Click the 

Import button. The *Open* window appears.
2. Select the *Hot-Key* configuration file you want to import.



3. Click 

Open.
4. The configuration file appears, replacing the currently displayed configuration file in the *Hot-Key Manager* window.

16 Troubleshoot

16.1 Installing USB Drivers

Installing the USB Drivers on Vista for the RF Host

You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our *Web site*. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel*.
3. Click *Hardware and Sound*.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click *Qwizdom RF Host* and select *Update Driver*. The installation wizard opens.
8. Select *Browse Computer for Software Driver* and click *Next*.
9. Click *Browse*. The *Open* window appears.
10. Select the *USB Drivers* folder.
11. Click *OK* and then *Next.*
12. When it's done installing, click *Close.* Repeat the above steps once more and then restart your computer.

Installing the USB Drivers on Windows XP for the RF Host

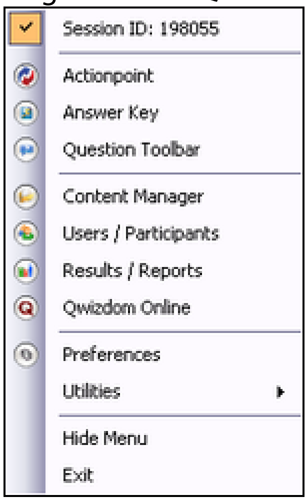
You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our *Web site*. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
3. Double-click the *System* icon and click the *Hardware* tab.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click the *Qwizdom RF Host* and select *Update Driver*. The installation wizard opens.
8. Select *Install from a list or specific location* and click *Next*.
9. Select *Include this location in search* boxes.
10. Click *Browse*. The *Open* window appears.
11. Select the *USB Drivers* folder.
12. Click *OK* and then *Next.*

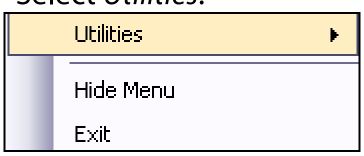
13. A prompt appears that says the drivers have not passed the *Microsoft Windows Update* testing, click *Continue Anyway* and then *Finish*.
14. Repeat the above steps once more and then restart your computer.

16.2 Retrieving Error Logs

1. Right-click *Qwizdom Tools.*

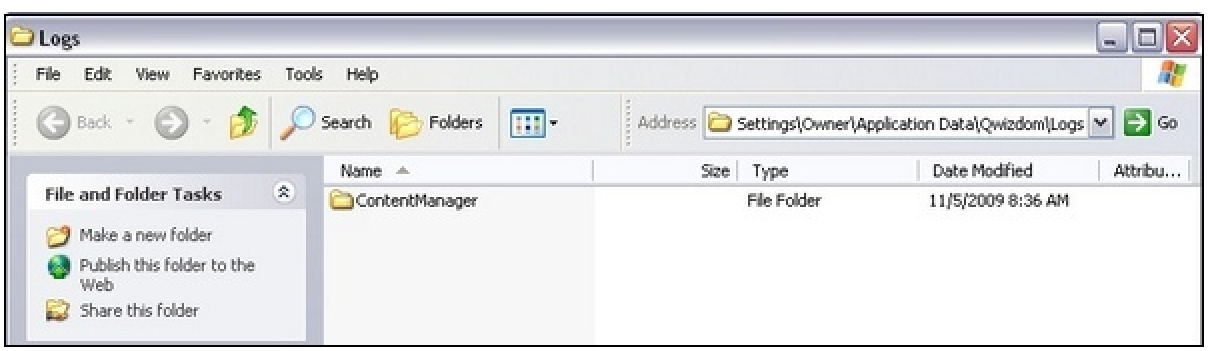


2. Select *Utilities*.



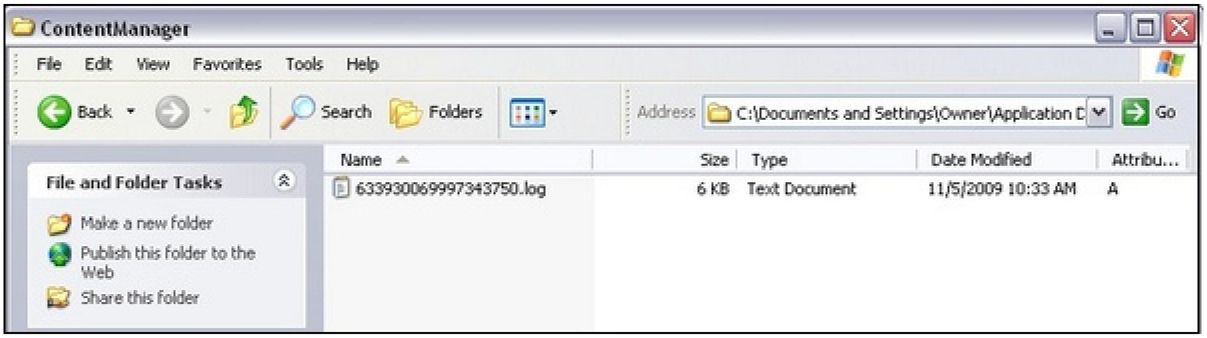
3. Select View Log Files.

4. The location of the error logs will open.



5. Double-click the available folders (number and names of folder will vary).

6. Error logs usually start with the number 6 and is a text file. If and when Qwizdom Technical Support request error logs, this is what needs to be emailed.



16.3 Uninstalling Software and Hardware

Uninstalling Qwizdom Connect

1. Go to *Add/Remove* programs in the *Control Panel*.
2. Search for *Qwizdom Connect* and click *Remove*.
3. The *Install Shield w*izard opens; follow the instructions.
4. Restart your computer for the changes to take effect.

Uninstalling USB Drivers (RF Host)

If the host is still not initializing after following the steps above, then the hardware needs to be completely removed and reinstalled. Follow the steps below.

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click *System* and click the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click *Device Manager* key.
3. Search for the *Qwizdom RF Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other* or *Unknown Devices*.
4. Double-click the file and click the *Driver* tab.
5. Select *Uninstall*.
6. Unplug your host after it is uninstalled and go back to the *Control Panel*.
7. Double-click *Add or Remove Programs* and search for *FTDI Universal Serial Converter Drivers*.
8. When you find it, remove the file.