

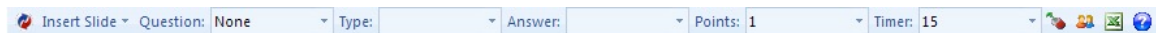
Presenter (Instructor) Quick Start Instructions

When starting a classroom session, follow these instructions to launch an ActionPoint presentation.

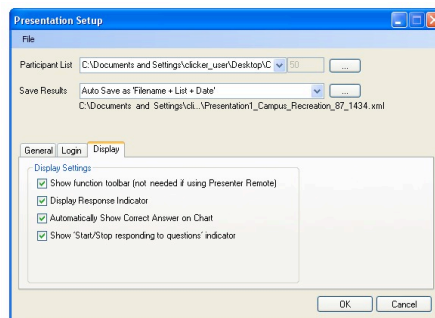
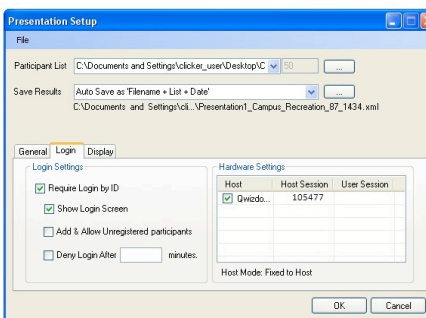
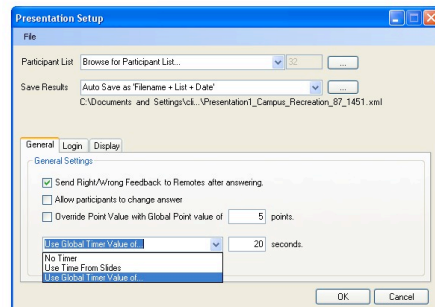
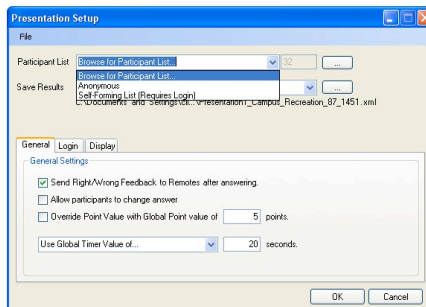
1. Plug in the RF (host) unit into a USB port on your computer.
2. Open ActionPoint (double click logo on the desktop).



3. Open the desired PowerPoint presentation.
4. In the ActionPoint toolbar (located below the main toolbars in PowerPoint 2003 or in the Add-Ins tab in PowerPoint 2007), click the Qwizdom launch button on the left side to load the presentation setup.



5. Specify the type of session you will be conducting (using a participant list or having the users remain anonymous) and where and how you would like your results saved.
6. On the General tab set the session properties (feedback, student response, and timing options).
7. On the Login tab, you will need to indicate whether you are going to require the users to login (select this option if you are using a participant list) or if you will allow them to be unregistered (select this option if want users to remain anonymous). In the hardware settings, make certain the Session ID on the bottom of the RF unit matches the number listed here. If no host is identified, the clickers will be unable to interact with ActionPoint.
8. On the Display tab, choose the options that appear on the control toolbar in the live presentation.
9. Click the OK button complete the setup process.



10. If the users are required to login, the first screen to appear will display the users as they are authenticated. If you are allowing users to remain anonymous, the presentation begins immediately.