



Qwizdom[®] **Connect**

User Guide

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1 Introduction

This is a user guide for the **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

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2 Getting Started

Contents of Remote Set

- Q2RF, Q4RF, or Q5RF Remotes*
- 1 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.*

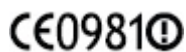
2.1 Notice

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, users 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.



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 or later

Microsoft PowerPoint® 2003 or later (registered version)

Microsoft Excel® 2003 or later (registered version)

Microsoft .NET Framework 3.5 (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

1. Insert the *Qwizdom Connect disc* into the CD-ROM drive, follow the *Installation Wizard*.
2. Click on *Next*. The *Select Installation Folder* window appears.
3. You have the option to select the location of where you would like *Qwizdom Connect* to be saved or use the default location.
4. Click on *Next* to begin the installation. This will take a few moments.

5. Once the installation is complete, click on *Close* and restart your computer.

Registration Wizard

1. The first time you open *Qwizdom Connect* the *Registration Wizard* should appear. If it does not automatically appear go to the *File* menu and select *Preferences*. This will bring up the *Preferences* window. In the bottom right hand corner of the window, select *Start Registration Wizard*. The *Registration Wizard* window appears.
2. Press the *Next* button to continue.
3. Enter the customer type and press the *Next* button.
4. Select your state from the drop-down menu and select all subjects that you teach. In this step, you are setting the *User Properties* for your content filter search.
5. Click on *Next*.
6. Enter your *Alias*. An *Alias* is your screen name that will appear should you choose to share content using our online sharing features.
7. Click *Next* to continue.
8. Connect will download state standards.
9. Click *Finish* to complete registration.

2.3 Hardware Setup

1. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port.
2. Place two AA batteries (provided in the remote set) and insert the screw (optional) into the back of the Q4RF remote to secure the battery compartment; or place two AAA batteries (provided in the remote set) and insert the screw (optional) into the back of the Q2RF remote to secure the battery compartment. Plug the Q5RF participant and Q5RF instructor remotes into the multi-charger and/or single charger for 24 hours before first use.

Installing USB Drivers on Vista (RF Host)

You will need to do this procedure twice (*because there are two drivers*).

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 on *Hardware and Sound*.
4. Click on *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 on *Qwizdom RF Host* and select *Update Driver*. The installation wizard will appear.
8. Select "*Browse Computer for Software Driver*" and click on *Next*.

9. Click on the *Browse* button. The *Open* window appears.
10. Click on *My Computer*.
11. Click on the drive the Qwizdom Connect CD is in.
12. Select the *USB_Drivers* folder.
13. Click on *OK* and then on *Next*.
14. When it's done installing, click on *Close*. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows XP (RF Host)

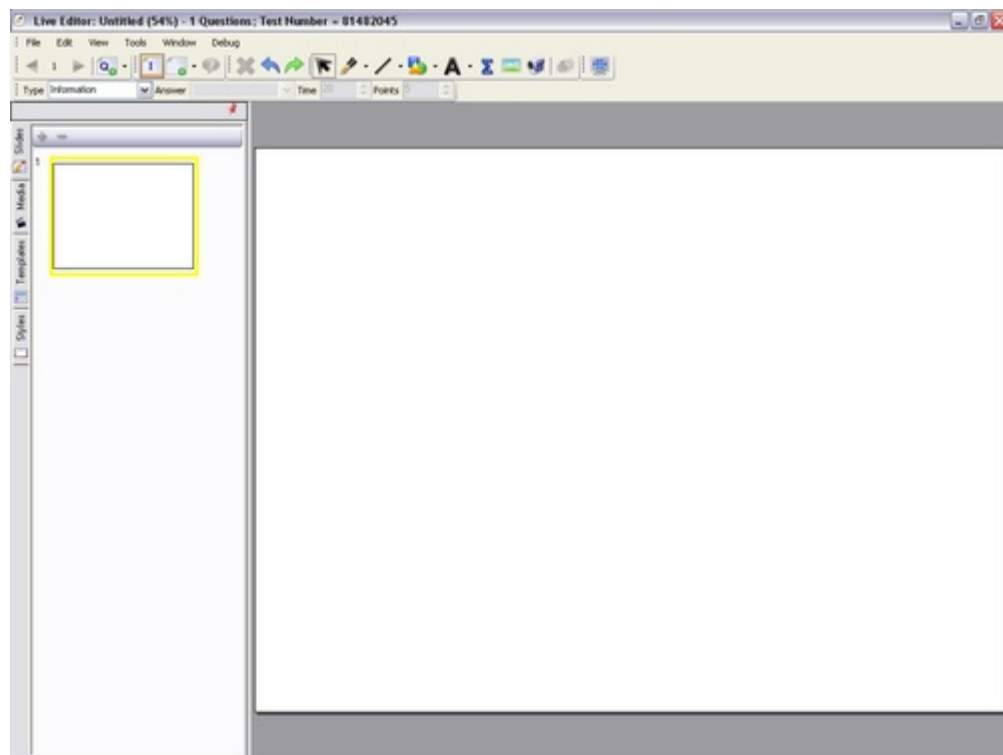
You will need to do this procedure twice (*because there are two drivers*).

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 on the *System* icon and click on the *Hardware* tab.
4. Click on the *Device Manager* button.
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 on the *Qwizdom RF Host* and select *Update Driver*. The installation wizard will appear.
8. Select "*Install from a list or specific location*" and click on *Next*.
9. Select "*Include this location in search*" boxes.
10. Click on the *Browse* button. The *Open* window appears.
11. Click on *My Computer*.
12. Click on the drive the *Qwizdom Connect* CD is in.
13. Select the *USB_Drivers* folder.
14. Click on *OK* and then on *Next*.
15. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing, click on *Continue Anyway* and then *Finish*.
16. Repeat the above steps once more and then restart your computer.

3 Live Editor

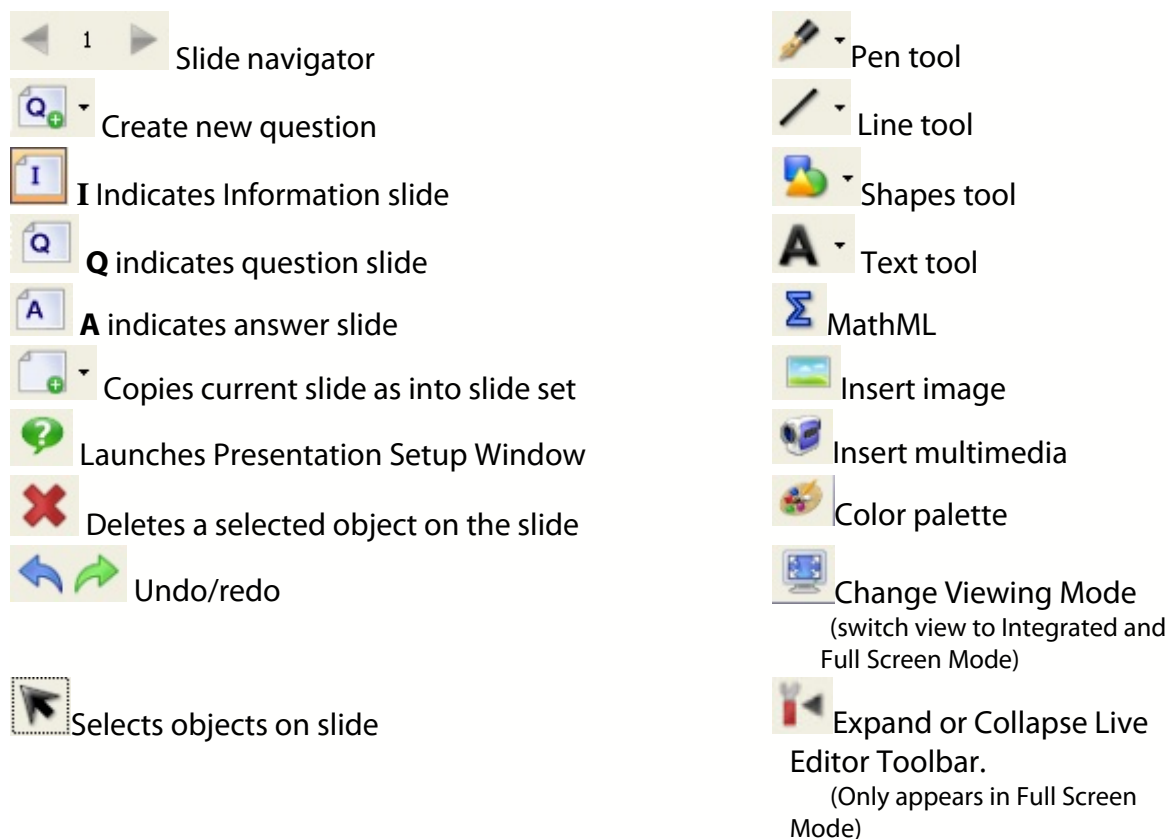
Create and present multimedia activities, lessons, and tests in *Live Editor* using premade styles , tools, and templates or creating your own.

1. Go to the *Programs* menu and select *Live Editor*; or right-click on the *Qwizdom Connect* tray icon and select *Live Editor*.





Editor Toolbar





Pen Tool



1. Click on the  Pen tool drop-down arrow.
2. Select *Customize*. The *Customize Pens* window appears.
3. Click on the  Add button and choose thickness, color, and transparency.



Click on the  Delete button to delete a pen style.

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

Line Tool



1. Click on the  Line tool drop-down arrow.
2. Select *Customize*. The *Customize Line* window appears.
3. Click on the  Add button and choose thickness, color, and transparency.



Click on the  Delete button to delete a line style.

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

Shapes Tool



1. Click on the  Shapes tool drop-down arrow.
2. Select *Customize*. The *Customize Shapes* window.
3. Click on the  Add button and choose thickness, color, and transparency.



Click on the  Delete button to delete a shape.

4. Click on OK to save the custom shapes.

Text Tool


1. Click on the  Text tool arrow.
2. Select *Customize*. The *Customize Text* window appears.
3. Click on the  Add button and choose font type, size, and attributes.

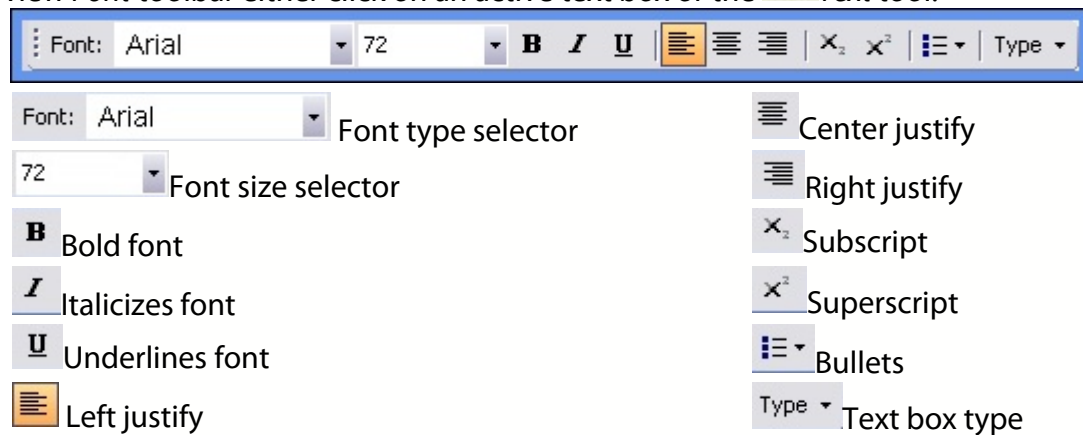


Click on the  Delete button to delete the custom font.

4. Click on OK to save the custom font.

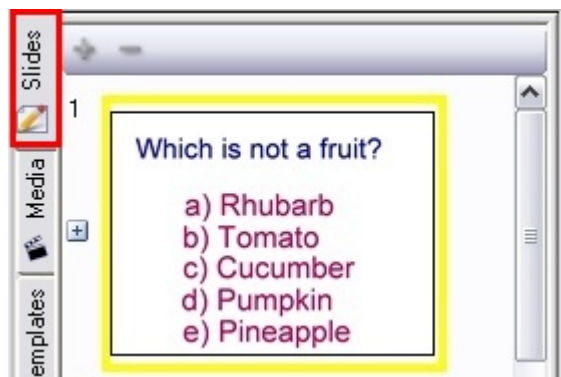
Font Toolbar

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



Slides Tab

Displays thumbnails of all slides in the activity.



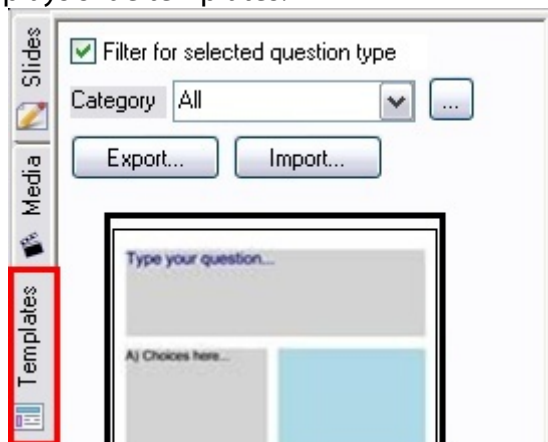
Media Tab

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



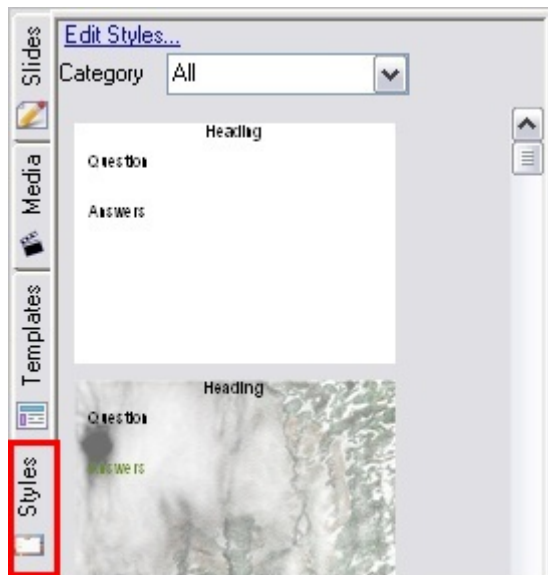
Templates Tab

Displays slide templates.



Styles Tab

Displays slide styles.





3.1 Creating Slides

There are two ways to open *Live Editor*.

- Go to the *Programs* menu and select *Live Editor*.
- Click on the *Content* tab and select an activity from the tree. Then double-click on any slide in the activity to launch *Live Editor*.


Information



Non-question slide (non-remote).

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *None* as the slide type.
3. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
4. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

Multiple Choice




Multiple choice question slide (up to six choices). Use with Q2RF, Q4RF, and Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Multiple Choice* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.

6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.




Yes/No

Yes/No question slide. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Yes/No* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.




True/False

True/False question slide. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *True/False* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.




Numeric

Numeric question slide. Single digit numeric answer allowed for Q2RF; nine digit numeric answer allowed for Q4RF; and eight digit numeric answer allowed for Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Numeric* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

Sequence



Place item choices in the specified order. Use with Q4RF and/or Q5RF.

1. Click on the *New*  *Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Sequence* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

Multiple Mark




This question type enables two or more correct answers (up to six choices). Use with Q4RF and/or Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and

- the thumbnail preview of the slide will appear in the *Slides* tab on the left.
- Click on the *Type* drop-down list and select *Multiple Mark* as the slide type.
 - Setting the time limit and number of points are optional.
 - Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
 - Enter the correct answer(s) in the *Answer* field and press the *Enter* key on the keyboard to save it.
 - Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
 - Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
 - When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.


Rating Scale

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.). Use with Q4RF and/or Q5RF.



- Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
- Click on the *Type* drop-down list and select *Rating Scale* as the slide type.
- Setting the time limit and number of points are optional.
- Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
- Select the correct answer in the *Answer* field.
- Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
- Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
- When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

Text Input (only applicable to Q5 RF remotes)

Answer can be up to 30 characters long.




- Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
- Click on the *Type* drop-down list and select *Text Input* as the slide type.
- Setting the time limit and number of points are optional.
- Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
- Enter the correct answer in the *Answer* field and press the *Enter* key on the

keyboard to save it.


6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

Survey

Survey question slides do not have a correct answer. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the  *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *None* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select "None" in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the  *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the  *New Question* button to create a new slide set.

3.2 MathML

1. Click on the  *Equation* button. *MathML* opens.
2. Enter an equation in the *MathML* window.
3. Click on the *Close* button (red X) when finished.
4. The equation will appear on the slide as an object.
5. You can resize the equation by stretching the handles (click and drag).

3.3 Styles and Templates

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

Applying Styles

1. Create a slide with text.
2. Click on each text box and set the text box type (*Heading*, *Body 1*, *Body 2*, *Answer Choices*).

3. Click on 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 on 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.

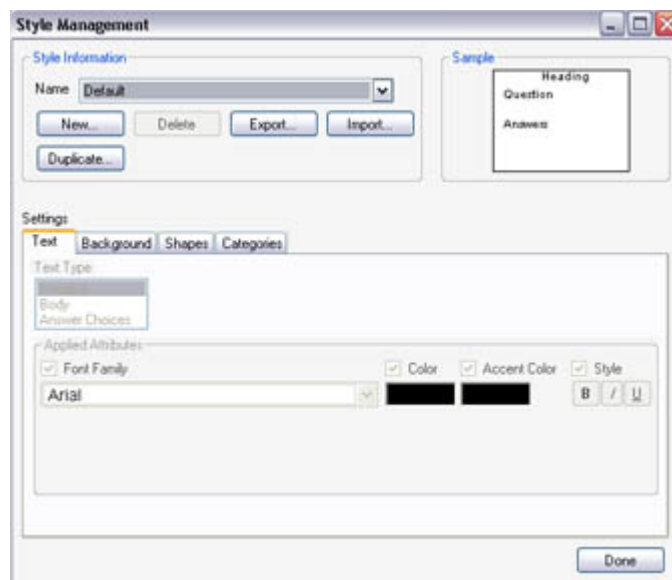
Creating Styles

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



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

4. Click on each tab to customize text, background, shapes, and categories of your newly created style.
5. 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 will appear 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**- is a tint feature you can apply 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 in 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**-organize your 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 on the *Styles* tab.
2. Double-click on the style you want to edit. The *Style Management* window appears.
3. Edit the style settings. See **Creating Styles** above for options.
4. Click on *Done* when finished editing.
5. Reapply the style to view the updated style.

Delete Styles

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

6. Click on *Done* to exit the *Style Management* Window.

Import Styles

1. Click on the *Styles* tab.
2. Click on *Edit Styles*. The *Style Management* window appears.
3. Click on *Import*. The *Open* window appears.
4. Select the .QSP (styles) file you want to import.
5. Click on *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 on the *Styles* tab.
2. Click on *Edit Styles*. The *Style Management* window appears.
3. Click on the *Export* button. The *Save As* window appears.
4. Select the location where you want the styles to save in.
5. Enter the name you want the styles to be saved as.
6. Click on *Save*. The styles saved in the selected location.

Applying Templates

1. Click on the *Templates* tab.
2. There are two ways to apply a template.
 - Click and drag the template onto the slide.
 - Right-click on 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 (selected in the *Type* field) by checking the "*Filter for selected question type*."

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

By default there are no pre-determined template categories. You must create categories, see [Creating Categories for Templates](#) below for more information.

Creating Categories for Templates

1. Click on the *Templates* tab.


2. Click on  *Browse* button. The *Categories Editor* window appears.
3. Enter a category name.
4. Click *OK* when finished.

3.4 Multimedia

Adding Images

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


Inserting a Image

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


Using Media Search

1. Click on 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 will appear in the *Media* tab.
4. Select an image by dragging and dropping it onto the slide (on the right).

Adding Movies

1. Click on the  *Add Video* button in the toolbar. The *Open* window appears.
2. Select the movie and click on *Open*.
3. The movie will appear on the slide.
4. Double-click the movie to play or stop it; or set the media properties.

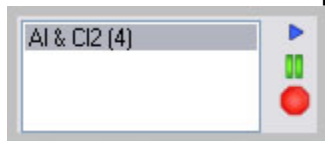
Adding Sound

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

Media Control

Media Control is used for presentation when the instructor remote will not be used.

1. Go to the *Window* menu and select *Media List*. The *Media Control* window appears.
The *Media Control* will appear during presentation.



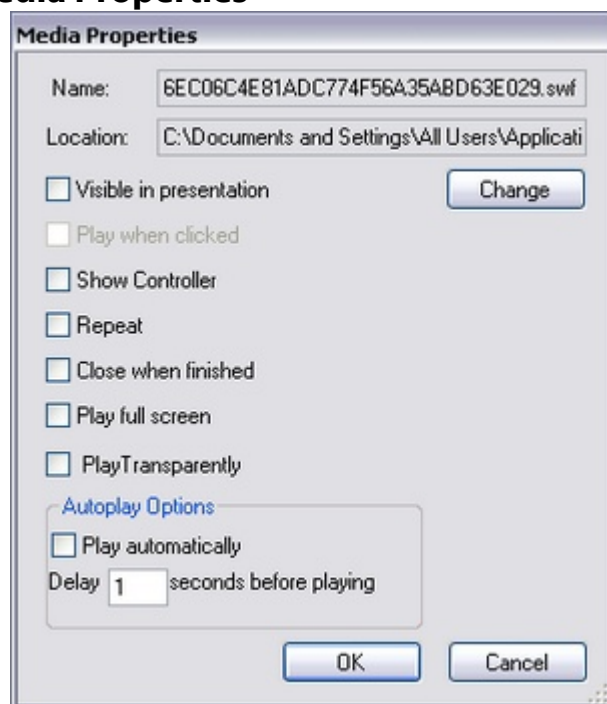
- **Play**-blue triangle

- **Pause**-double green bars
- **Stop**-red circle

Setting Transparency for Flash Movies

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

Media Properties



- **Visible in presentation**-displays the movie and/or sound file with name on slide.
- **Play when clicked**-to play 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**-repeat movie or sound file continuously when the slide is displayed.
- **Close when finished**-to stop movie or sound file when finished.
- **Play full screen**-for movies, plays movie in full size; for sound, 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**-to play the movie or sound file upon slide display.
- **Delay** ---- **seconds before playing**-enter number of seconds for the movie or sound file to play.

Setting Media Properties

1. Right-click on the movie or sound file.
2. Select *Properties*.
3. Select the options for presentation.
4. Click on *OK* to apply.

4 Content Manager

Content Manager is where all created and imported activities are stored.

Click on the *Content Manager* tab; or right-click on the *Qwizdom Connect* tray icon and select *Content Manager*.


Create a New Folder

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

Create a New Activity

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

Create a New Answer Key

1. Click on the black arrow to the right of the  *New Activity* button.
2. Select "*Create and Add Answer Key file*" and enter a name.
3. Click on *OK* and the answer key will appear in the *Content Tree* on the left.
4. Double-click on the answer key file to launch the *Answer Key* window. See [Answer Key](#) for more information.

4.1 Importing and Exporting

Importing Activities (.QAP and .QZA)

1. Go to the *File* menu and select *Import Activity or Archive*. The *Open* window appears.
2. Select the *File of Type*: .QAP or .QZA to import.
3. Select the activity and click on *Open*. The activity will import into the *Content Tree*.



You can also drag and drop activities (.QAP, .QZA, .QAK) 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 on *Open*. The external document will import into the *Content Tree*.

Exporting Activities

1. Go to the *File* menu and select *Export*. The *Save As* window appears.
2. Choose the location to export your file and select *OK*.

4.2 Printing


1. Select an activity and go to the *File* menu.
2. Select *Print*. The activity will print.

4.3 Standards

Installing Standards

1. Go to the *File* menu and select *Preferences*.
2. Click on the *Standards* tab.
3. Select your state standards in the *Select State* drop-down list.
4. Click on *Download State Standards* to download your state standards into *Qwizdom Connect*.

Applying Standards

1. Click on the  *Standards* button. The *Standards* window appears.
2. Select the standard at the level you want to apply to the slide(s).
3. Click on *Add* and then *Done*. The standards will 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*.

5 Presentation

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


Presenting an Activity (with Remotes)

1. Select an activity to present.


2. Click on the  *Present* button. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click on the *Saved 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 *Display* tabs in the lower part of the *Presentation Setup* window.
6. Click on *OK* to begin the presentation.
7. Have the participants turn on their remotes.
8. Either the answer choices or a blank screen will appear on the remote, depending on the question type.
9. Here are a few things you may execute during presentation:
 - Display the response chart by pressing the / key
 - Display the private graph by pressing the zero key
 - Randomly call upon a participant by pressing the *Pick* key
10. 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.


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

Presenting an Activity (without Remotes)

1. Select an activity to present.
2. Click on the  *Present* button. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click on the *Saved Results* drop-down arrow and select *None (Do not save)*.
5. 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 complete descriptions of presentation features.




Under the *Display* tab, you must check the *Show Function Toolbar* to view presentation features. See [Presentation Features](#) of more information.

6. Check the "Do not use Qwizdom Remotes" box.
7. Click on *OK* to begin the presentation.
8. Go through the presentation until all the question slides are answered.
9. When you are unable to advance to the next slide, this means the presentation is complete. Click on 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 tree of the *Content Manager*, select the folder that contains the answer keys.
2. Click on the  *Present* button.
3. The *Presentation Setup* window appears.
4. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
5. Click on 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*, *Display*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
7. Click on *OK* to begin the presentation.
8. The *Privacy Screen* appears.
9. *Activity ID* will appear on the remote LCD screen.

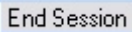


An activity ID is the answer key test number. Double-click on the answer key to launch Answer Key to view the test number. Write down the test number for each answer key for participants to enter.

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

Using Multiple Hosts

Up to 3 hosts (with 1000 remotes on each) can be used for presentation for Q2RF, Q4RF, and Q5RF.

If you have selected to use fixed set, be sure you have assigned fixed numbers for the remotes using all RF hosts.

1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select the hosts you will be using by placing a check mark in each one of the boxes.
4. You can create your own Session ID in the *User Session* column or use the default Session ID.



If you use the default Session ID in the *Host Session* column, the *User Session* column must be blank.

5. Click on *OK* to begin the presentation.
6. When the presentation appears, turn on the remotes.
7. If you assigned fixed numbers, the remotes will automatically log into the correct host, using the Session IDs used at that time.
8. Enter the appropriate Session IDs into the remotes (including instructor) if prompted to do so and press the *Send* (double arrows) key. Press the *C* (clear) key to delete if you accidentally mistype a number or see [Remote Setup](#) for more information.
9. Either the answer choices or a blank screen will appear on the remote, depending on the question type.



See [Using Remotes in Presentation](#) for description and troubleshooting of all the remote LCD screen messages.

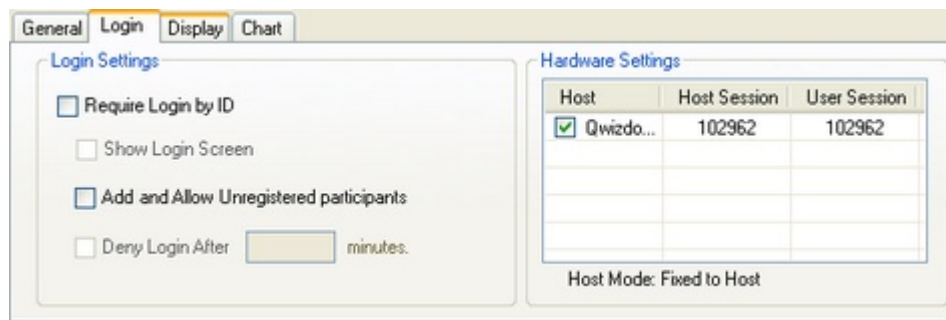
5.1 Presentation Setup

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

General tab:

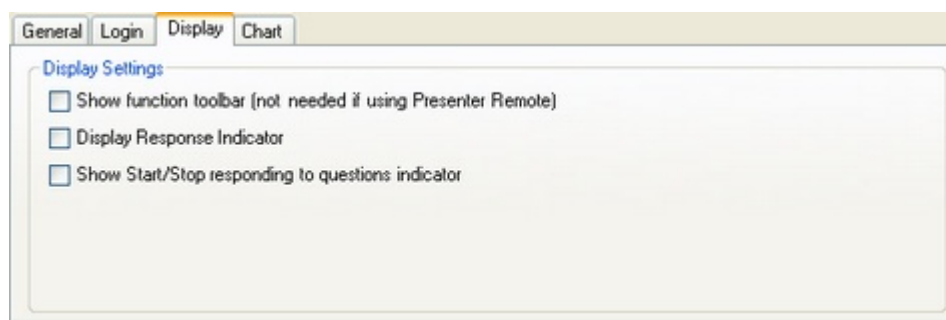
- ***Send Right/Wrong Feedback to Remotes after answering***-remotes will receive a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a *check mark* and *X* if feedback is turned off to indicate that the response has been received.

- **Allow participants to change answer**-checking this option allows participants to change their answer for the question slide they are on.
- **Override Points Value with Global Point value of "----" points**-enter the new amount of points that will be applied to the slide temporarily for that presentation.
- **Timer**-you can select no timer, use the time set within the slides, and global timer by entering the number of seconds for all slides in the presentation.



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 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.



Display tab:

- **Show function toolbar (not needed if using Presenter Remote)**-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.
- **Display Response Indicator**-this displays the percentage of the class that has answered; double-click the percentage to convert to a fraction.
- **Show 'Start/Stop' responding to questions indicator**-clicking on *Stop* will pause the presentation and responses will not be accepted. Clicking on *Start* reposes the question.

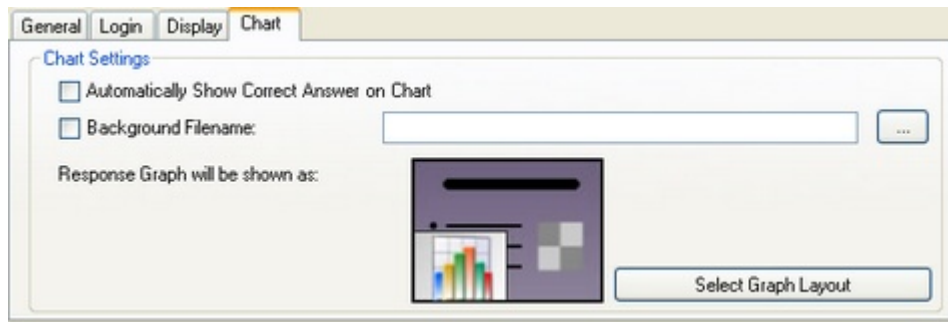



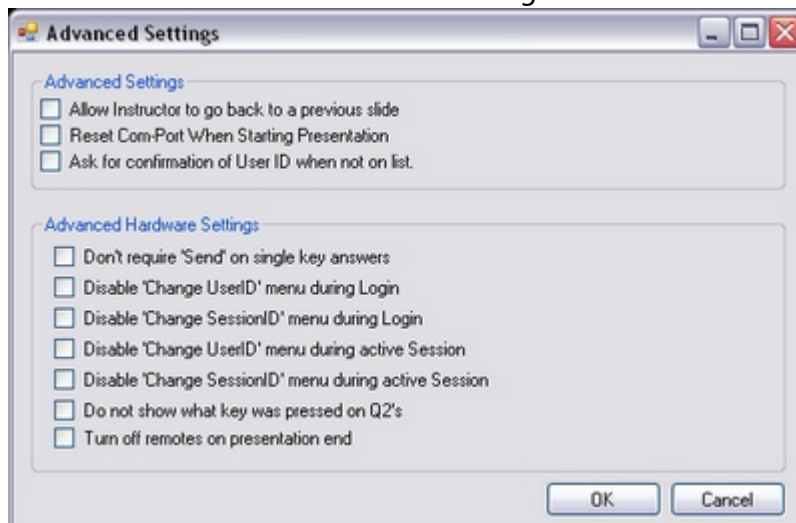
Chart tab:

- **Automatically Show Correct Answer on Chart**-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.
- **Background Filename**-selecting this option will allow you to select an image to display as the response chart background.
- **Select Graph Layout**-select how the response chart will be displayed during presentation.

Advanced Settings

To change advanced settings

1. Click on  *Present*. The Presentation Setup window appears.
2. Go *File* and select *Advanced Settings*. The *Advanced Settings* window will appear.



Advanced Settings

- **Allow Instructor to go back to a previous slide**-checking this option allows the instructor remote 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.

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.

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 on *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.

5.1.2 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 on the  *Present* button. The *Presentation Setup* window will appear.
2. Select *Browse for Save Location*.


3. Click on the  *Browse* button. The *Save As* window appears.
4. Select a location to save the results in.
5. Enter the name you want the results to be saved as.
6. Click on *Save*. The file name and location will appear in the *Save Results* field.
7. The results will save in the selected location.

Auto-save

1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click on *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

You must be logged into *Qwizdom Online* to access this feature.

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


5.1.3 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 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.
 - IDs cannot be used for more than one participant (IDs cannot be duplicated).
1. Select an activity or create one to present.
 2. Click on the  *Present* button. The *Presentation Setup* window will appear.
 3. Select a participant list from the "*Participant List*" drop-down menu.
 4. Click on 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 on *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 select to deny log in after 5 minutes. After 5 minutes has passed, participants who try to log in will be denied.

5.2 Presentation Features


Function Bar

The *Function* bar displays the *Response Graph*, *Pick*, and *Re-Pose* buttons. The *Function* bar is optional and is normally used if the instructor remote will not be in use during presentation. To view the *Function* bar during presentation, select "Show Function Bar" in *Display* tab.




Response Graph



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

Picking Participants



1. Click on the  *Pick* button to randomly call upon a participant.
2. The participant's name will appear on screen.




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

Response Indicator



The response indicator displays the percentage of participants that have answered.

In the *Presentation Setup* window:

1. Check the "*Display Response Indicator*" box in the *Display* tab.
2. In presentation mode, you can move the response indicator by clicking on it with the mouse and dragging it to another area of the screen.
3. To change the indicator view, double-click on it to display responses as fractions.
4. Double-click again to change indicator back to percentage.

Start/Stop Indicator



The start/stop indicator resets the time and reposes the question.

1. Check the "*Show 'Start/Stop responding to questions indicator*" box in the *Display* tab of the *Presentation Setup* window.

Timer

To view the timer during presentation, click on the *Timer* drop-down list in the *General* tab to view the timer options. Here are a few tips on using the timer:

- The timer has pause/play, stop, and add/subtract five seconds options.
- You can move the timer by clicking on it and dragging it to another area of the screen.
- Remotes will not be able to answer when time is up.

You can set the timer two ways; use the time from each slide or apply a new time to the presentation. When you create a slide, you enter the amount of time you want the slide to display for.

To set a new time to the presentation:

1. Click on the *Timer* drop-down list and select "*Use Global Timer Value of...*"
2. Enter the number of seconds.
3. Click on *OK* to present the presentation with the newly set time.

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. Check the "Override Point Value with Global Point value of ---- points" option.
2. Enter the number of points.
3. Click on *OK* to present the presentation with the newly set time.

Right/Wrong Feedback

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

1. Check the "Send Right/Wrong Feedback to Remotes after answering" box in the *General* tab of the *Presentation Setup* window.

Feedback will appear 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* will appear on the LCD screen indicating that a response was received.

5.2.1 Posing Spontaneous Questions

Spontaneous questions can be posed during presentation with the instructor remote.

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 instructor remote. A list of question types will 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 will 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 Question (with Q7RF Instructor Tablet)

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




1. Click on the  *New Question* drop-down arrow. A list of question types will 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 on the  *Pose* icon.
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 on the  *Stop* icon when time is up or after everyone has responded.
8. Click on the  *Public Graph* icon to display the response graph. Click on 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 the *Any* icon for the specific question type.
2. Click on the  *Pose* icon.
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 on the  *Stop* icon when time is up or after everyone has responded.
5. Click on the  *Public Graph* icon to display the response graph.

Pose Spontaneous Question (without Instructor Remote)

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

1. Click on the  *New Question* drop-down arrow.
2. Select the question type you want to pose.
3. Select or enter the correct answer.
4. Click on 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 on the  *Stop* icon when time is up or after everyone has responded.



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



7. Click on the *Public Graph* icon to display the response graph.

5.2.2 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.

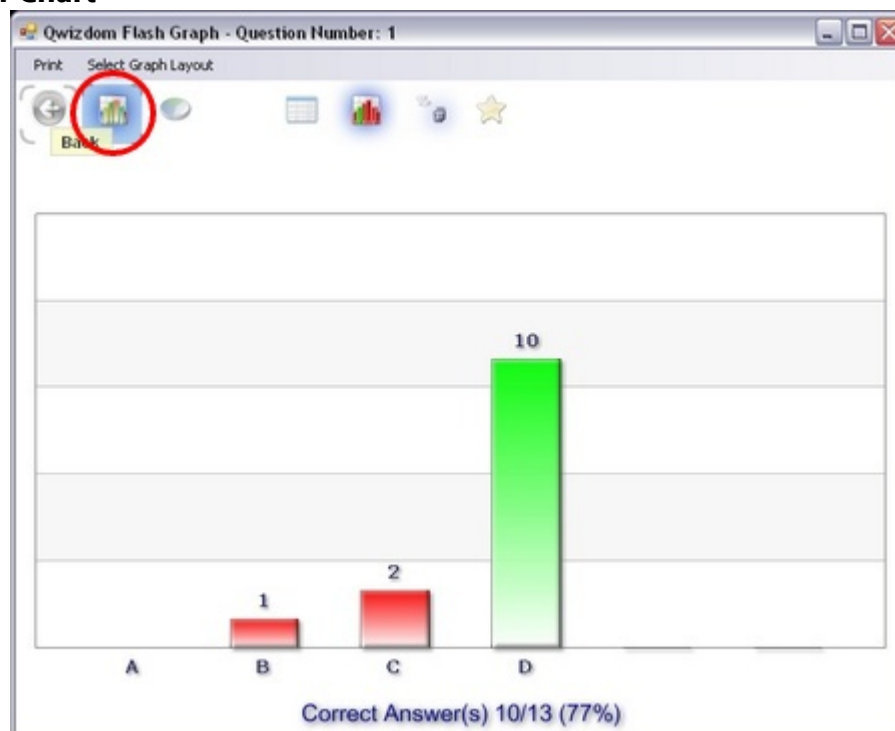
Public Response Graph

1. Press the / key on the RF instructor remote.
2. The response graph will appear 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.



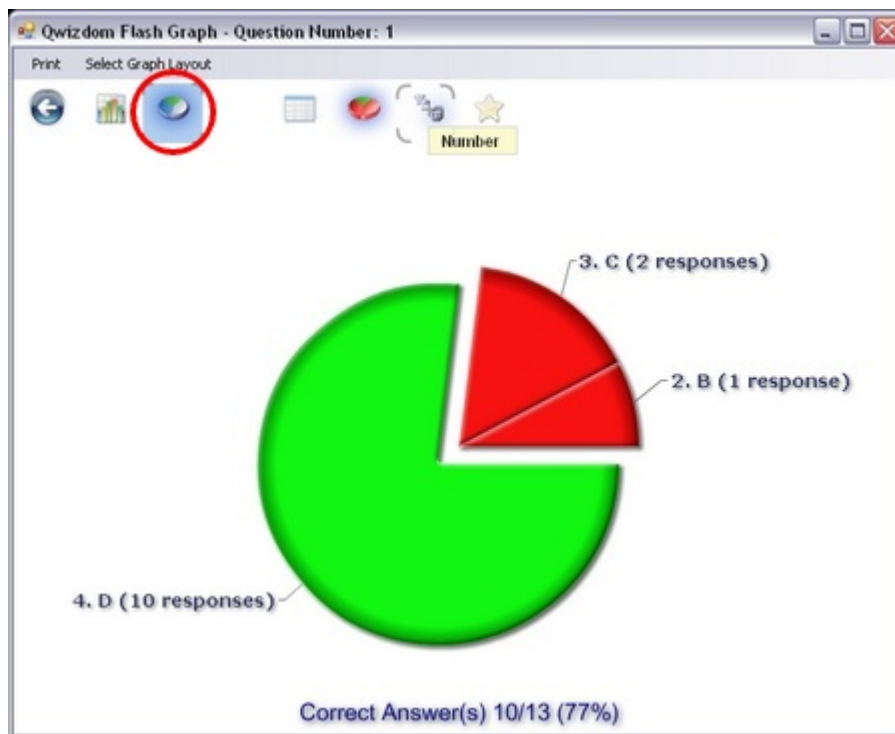
If you have a graph displayed, either on the instructor remote or computer, you must first remove that graph before displaying the other graph and/or move onto the next question.

Bar Chart

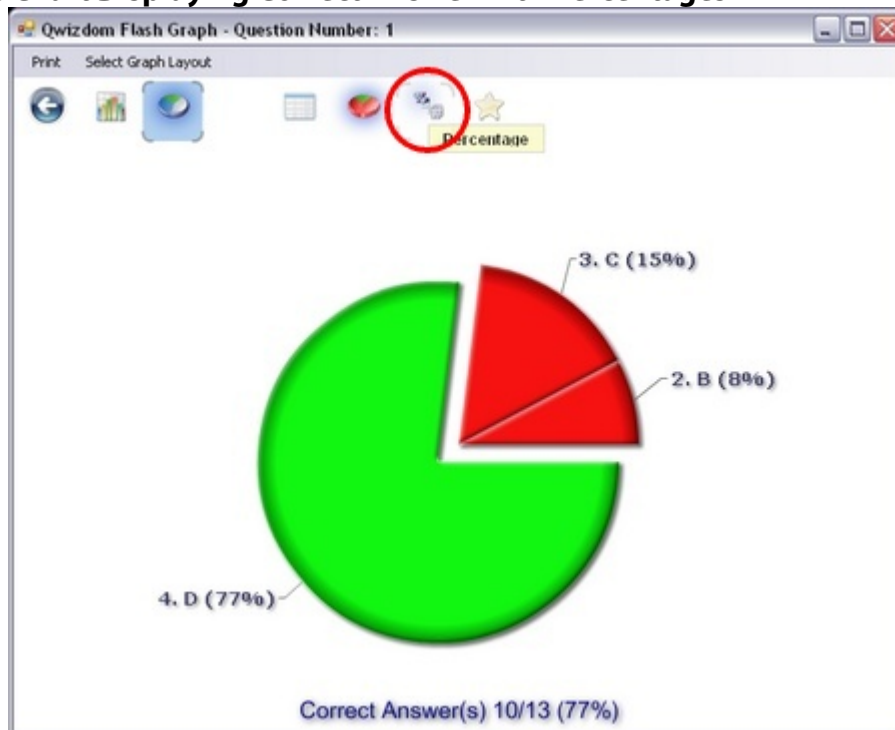


Press circle key to show bars horizontally or vertically.

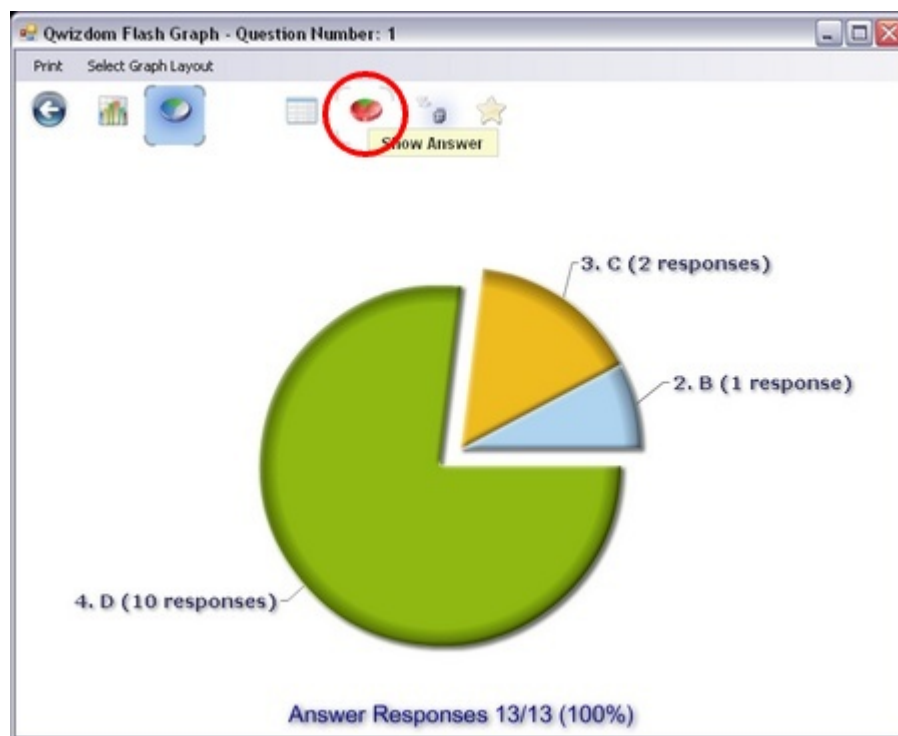
Pie Chart Displaying Correct Answer with Number of Responses



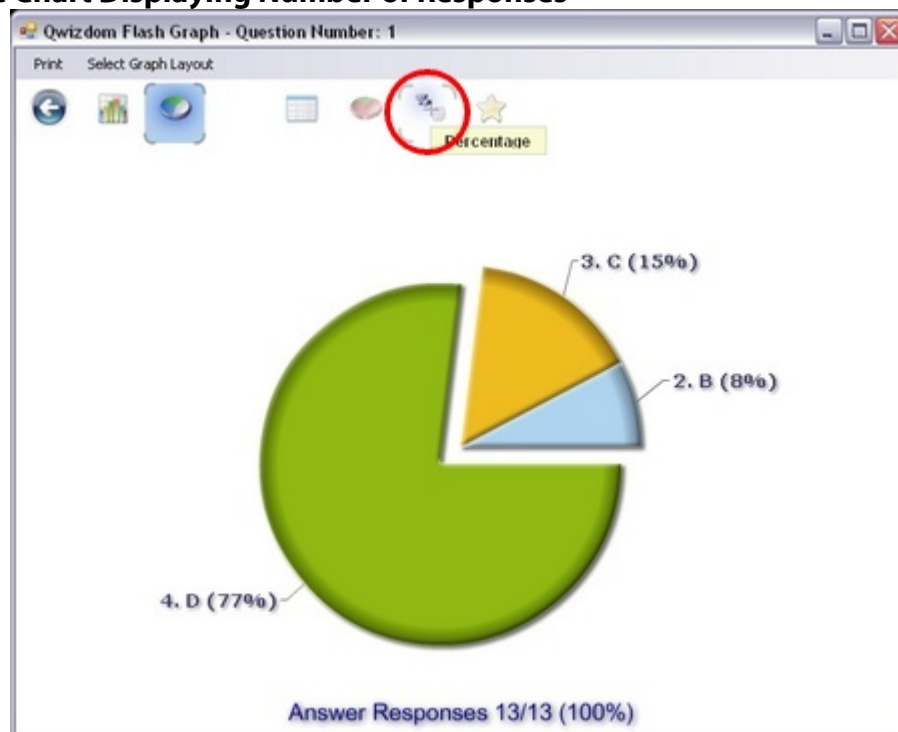
Pie Chart Displaying Correct Answer with Percentages



Pie Chart Displaying Number of Responses



Pie Chart Displaying Number of Responses



List View Chart

Qwizdom Flash Graph - Question Number: 1

Print Select Graph Layout

← 📊 🌐 ⭐ List View

Remote ID	Participant ID	Name	Selected	Response Time	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

Qwizdom Flash Graph - Question Number: 1

Print Select Graph Layout

← 📊 🌐 ⭐ Scores

Remote ID	Participant ID	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

Private Response Graph


1. Press the 0 key on the RF instructor remote.

2. A bar chart showing the number of responses will display on the RF instructor remote's LCD screen.
3. Press the 0 key again to remove the graph.

6 Participants



Creating a Participant List

1. Click on the *Participants* tab.
2. Click on the  *Participant Wizard* button. The *Participant* wizard will appear.
3. Select "Create New Participant List."
4. Enter a name for the class and click on *Next*.
5. In the *Template Selection*, select the template you would like to use (optional).



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. Templates are commonly used fields to allow you to customize a participant list you create or an existing one.



6. Select a template (optional) and click on *Next*.
7. Select the different fields you would like to use and click on *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.
8. If you want to create groups, enter the name of the group in the "Create a new group" field and click on *Add*. The name of the group will appear in the "Use the following Groups" column. Skip to the next step if you do not want to create groups.
9. Click on *Next*. The participant template will appear.
10. Fill in the fields and click on *Finish*. The *Save As* window will open.
11. Click on *Save* and the participant list will save as a .QPL file.

Importing a .CSV (Comma Separated Values) File

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



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

1. Click on the *Participants* tab.
2. Click on the  *Participant Wizard* button. The *Participant* wizard will appear.
3. Select *Import from a .CSV file*.
4. Click on the  *Browse* button. The *Open* window will appear.
5. Search for the .CSV file you want to import.
6. Select the .CSV file and click on *Open*. The name of the class file will appear in the *Name* field.
7. Click on *Next*. You will be taken to *Template Selection*.
8. Select a template (optional) and click on *Next*.




When importing the participant's gender, the code for the gender should be either *M* or *True* for male and *F* or *False* for females.

9. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined ones that are available.
10. 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 show the actual name, Remote ID, etc., uncheck "*First Record is Header*" because those are not headers.
11. Click on *Next* when all the fields have been matched. You will be taken to *Group Selection*.
12. If you want to create groups, enter the name of the group in the '*Create a new group*' field and click on *Add*. The name of the group will appear in the "*Use the following Groups*" column. Skip to the next step if you do not want to create groups.
13. Click on *Next*. The class list will appear.
14. Click on *Finish* and the *Save As* window will appear.
15. Type in the class name and click on *Save*. The .CSV class will save as a .QPL file (*Qwizdom Participant List*).
16. Click on *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. Select an activity, answer key, etc. to present.
2. Click on the  *Present* button. The *Presentation Setup* window will appear.
3. Click on 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. Select the *Participants* tab.
2. Click on the  *Participant Wizard* button. The *Participant* wizard will appear.
3. Select "*Browse and Modify Existing List*."
4. Click on the  *Browse* button. The *Open* window will appear.
5. Search for the participant list you want to edit.
6. Select it and click on *Open*. The name of the participant list will appear in the *Name* field.
7. Click on *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 on *Next*. You will be taken to *Group Selection*. You may add new groups or remove existing groups. If you do not want to change anything, skip to the next step.
9. Click on *Next*. The participant list will appear.



You can renumber the remotes in order of any column you click on to order by going to *Options* (in the *Participant Wizard* window) and selecting *Autonumber Remotes*.

10. Make the necessary changes and click on *Finish* when done. The *Save As* window will appear.
11. Enter the name of the class and click on *Save*.

Importing Class Lists from Interact


1. Click on the *Participants* tab .
2. Go to the *File* menu and select *Import*.
3. Select *Import Classes from Interact*. The *Interact Import* window appears.

4. Select the class(es) you want to import and click on *Import*.
5. The classes will import into the tree in the Participants window.

6.1 Groups

Groups are necessary for certain games.


Creating Groups

1. Click on the *Participants* tab. The *Users/Participants* window appears.
2. Select the class, in the *Class* drop-down menu, you want to create groups for.
3. Click on 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
 - **Group Similar**-groups students evenly; one team may be odd depending on the number of students in your class
 - **Random**-groups students randomly; groups may be odd/even
 - **Group Size**-specify the number of students in each group
5. Under *Grouping Action*, select *Balance*.
6. Select *Overall Performance* under *Assign Members Based On*.
7. Click on *Generate* and then click on *Done* when finished.

Click on a student and then drag and drop the selected student into the desired group.


6.2 Seating

The seating chart is used to track student seating and needs to be completed to take attendance. See [Attendance](#) for more information.


1. Select the class you want to setup the seating chart for.
2. Click on the  *Seating Chart* button to bring up the seating chart. The *Seating Chart* window appears.
3. Student names will be in a column on the right.
4. Click and drag the name of a student to place them onto the seating chart.
5. Click on *OK* when you are finished.

6.3 Attendance

The seating chart must be completed before you start taking attendance. See [Seating Chart](#) for more information.

1. Select the class you want to take attendance for.
2. Click on the  *Attendance* button. The *Attendance* window will appear.
3. Click on the *Layout* or *List* tab.
4. Mark the attendance of each student by clicking on the student name.
5. Click on *OK* when finished.

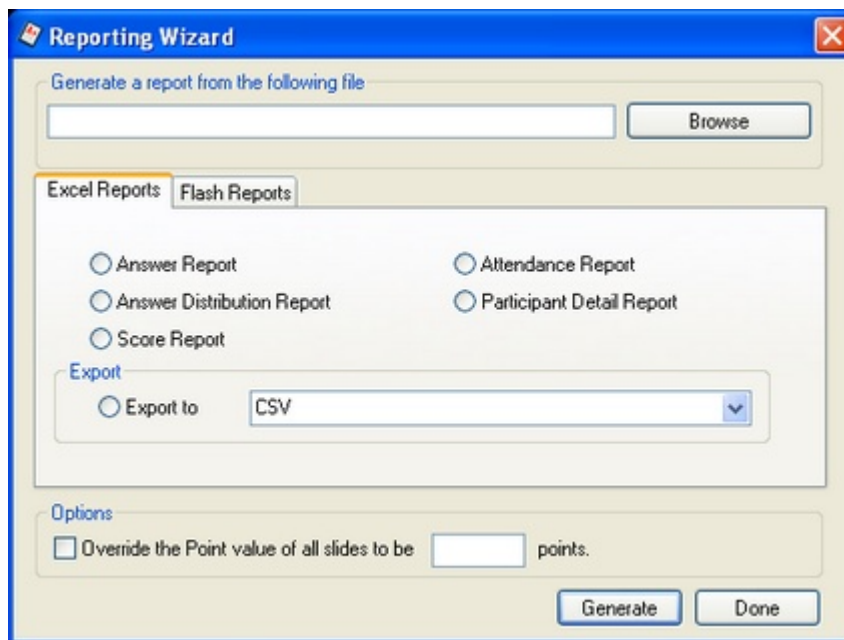
Attendance by Remote Login


1. Select the class you want to take attendance in.
2. Click on the  *Attendance* button. The *Attendance* window will appear.
3. Click on the *Layout* or *List* tab.
4. Click on the *Host* drop-down list and select the COM number the host is on. The Session ID will automatically appear in the *SessionID* field.
5. Using the RF remotes to log in, press the *Menu* key.
6. Select *Login* and press the *Send* (double arrows) key.
7. The students would enter their ID and press the *Send* (double arrows) key.
8. Click on *OK* when finished.

7 Results

You can generate reports* using existing saved results.

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



1. Click on the *Results* tab.
2. Click on the  *Report Wizard* button. The *Reporting Wizard* window will appear.
3. Click on the *Browse* button to search for the file you want to generate a report for. The *Open* window will appear.
4. The file type will be .QRX. Search for the file and select it.
5. Click on *Open*.
6. Select the type of report you want to generate and click *OK*. *Microsoft Excel*® will open to generate the report.
7. In *Microsoft Excel*®, go to the *File* menu and select *Save* to save the report.

Report Features

Excel® Reports:

- **Answer Report**-displays bar chart and lists participant names, ID, and remote ID with score and breakdown of responses for each question.
- **Answer Distribution Report**-shows a percentage for each answer choice, correct answer, percentage of correct answers , and the average of the answer sent for each question.
- **Score Report**-displays bar chart and shows the participant information with the number of correct responses out of the total number of questions answered and in the presentation. Also, shows score and spontaneous question totals.
- **Attendance Report**-displays participant information with their remote login time, number of questions answered and total questions.
- **Participant Detail Report**-displays detailed participant information such as name, ID, and group number.

Flash Reports:

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

Export:


- **Convert to .CSV**-selecting this options converts the .QRX file into a .CSV.

Options:

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




Quick Mark Grid

This feature is used for manually editing a results file. Use for make up tests and adding absent students.

1. Click on the *Results* tab.
2. Select a results file.
3. Click on the  *Quick Mark/Regrade* button. The *Paper-Based Score Entry* window appears.
4. Click on a response to change the feedback (right/wrong).
5. Click on *OK* when finished. The revised score will display in the results file.


8 Answer Key

Creating an Answer Key



1. Go to the *Programs* menu and select *Answer Key*. The *Answer Key Maker* window appears.
2. Click on the  *New Answer Key* button.
3. Click on the  *Insert a Question* button.
4. Select the question type and answer.
5. Set the number of points.
6. Click on the  *Insert a Question* button and repeat steps 3-5.



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.


7. When the answer key is complete, click on the  *Save* button. The *Save As* window will appear.
8. Select the location the answer key will be saved and enter a name.
9. Click on *Save* when done. The answer key will save as a .QAK file.

Presenting an Answer Key



1. Click on the  *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Click on the  *Present* button.
5. The *Presentation Setup* window appears.
6. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
7. Click on the *Saved Results* drop-down arrow and select how you would like to save the results.
8. 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.
9. Click on *OK* to begin the presentation.
10. The *Privacy Screen* appears.





Click on the Red X to show a grid of all the participants and their progress.

11. The answer key will load into the remote.
12. When all answer keys have been completed, click on the  *End Session* button.
13. You will be taken back to the *Answer Key Maker* window.
14. The saved results will save in the location you selected.



Presenting Odd-Numbered Questions

1. Click on the  *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Go to the *Edit* menu and select "Select Odd." Only the odd-numbered questions will be checked.
5. Click on the  *Present* button.
6. Participants will only answer the odd-numbered questions during their answer key.


Presenting Even-Numbered Questions

1. Click on the  *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Go to the *Edit* menu and select "*Select Even*." Only the even-numbered questions will be checked.
5. Click on the  *Present* button.
6. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Click on the  *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Check the question numbers you want to present.
5. Click on the  *Present* button.
6. Participants will only answer the selected question numbers during their answer key.

Presenting Multiple Answer Keys

1. Click on the  *Open* button. The *Open* window appears.
2. Select an answer key and click on *Open*.
3. The answer key will open with the *Test Number (Activity ID)* in the title bar of the window.
4. Write down the test number (activity ID).
5. Open another answer key and do the same.
6. Click on the black arrow to the right of the *Present* button.
7. Select *Present Multiple Answer Keys*.
8. The *Browse for Folder* window appears.
9. Select the location of the answer keys. With multiple answer keys, they must be saved in the same location (*i.e. Desktop, My Documents, etc.*).
10. Click on *OK* and the *Presentation Setup* window will appear.
11. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
12. Click on the *Saved Results* drop-down arrow and select how you would like to save the results.
13. 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.
14. Click on *OK* to begin the presentation.

15. The *Privacy Screen* appears.
16. *Activity ID* will appear 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.

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



Click on the Red X to show a grid of all the participants and their progress.

19. When all answer keys have been completed, click on the  *End Session* button.
20. You will be taken back to the *Answer Key Maker* window.
21. The saved results will save in the location you selected.

Generating a Report for an Answer Key

1. Go to the *Tools* menu and select *Reporting*. The *Reporting Wizard* window appears.
2. Click on the *Browse* button. The *Open* window appears.
3. Search for the saved results and select it.
4. Click on *Open*.
5. Select a report type.
6. Click on the *Generate* button.
7. *Microsoft Excel*® will open displaying the saved results in report form.

9 Qwizdom Actionpoint

There are two ways to launch *Qwizdom Actionpoint*.

- Go to the *Programs* menu and select *Actionpoint*.
- Right-click on the *Qwizdom Connect* tray icon and select *Actionpoint*.

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

9.1 Actionpoint Overview



From right to left:

Present (*Actionpoint icon*) button -presentation setup

Insert Slide-create a new slide

Question -displays slide type

Type-number of choices (applicable depending on question type)

Answer-correct answer or *None* for survey

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-create, modify, import participant lists

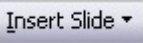
Reports button-upload saved presentation results to generate reports using

Microsoft Excel®

Settings button-additional options for Actionpoint

About button-displays software version number

9.2 Slides

1. Go to the *Programs* menu and select *Actionpoint. Microsoft PowerPoint®* will open.
2. Click on the  *Insert Slide* drop-down menu.
3. Select the type of slide you want to create. The template will appear on the slide.
4. The *Question* field will indicate the slide format.
5. If you selected *Multiple Choice, Sequence, Multiple Mark, or Rating Scale* as the slide format, the *Type* drop-down menu will show the number of choices you selected. If not, the *Type* field will be grayed out because it doesn't apply to the question type you selected.
6. Type in the question and choices (if applicable).
7. After the question has been created, click on the *Answer* drop-down menu and select or type the correct answer.




If you type the answer into the *Answer* field, press the *Enter* key on the keyboard to save it.

8. Click on 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.
9. Click on 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.

9.3 Participants



Creating a Participant List

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select "Create New Participant List."
3. Enter a name for the class and click on *Next*.
4. In the *Template Selection*, select the template you would like to use (optional).



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. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined templates that are available.



5. Select a template (optional) and click on *Next*.
6. Select the different fields you would like to use and click on *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.
7. If you want to create groups, enter the name of the group in the "Create a new group" field and click on *Add*. The name of the group will appear in the "Use the following Groups" column. Skip to the next step if you do not want to create groups.
8. Click on *Next*. The participant template will appear.
9. Fill in the fields and click on *Finish*. The *Save As* window will open.
10. Click on *Save* and the participant list will save as a *.QPL* file.

Importing a .CSV (Comma Separated Values) File

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



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

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select *Import from a .CSV file*.
3. Click on the  *Browse* button. The *Open* window will appear.
4. Search for the .CSV file you want to import.
5. Select the .CSV file and click on *Open*. The name of the class file will appear in the *Name* field.
6. Click on *Next*. You will be taken to *Template Selection*.
7. Select a template (optional) and click on *Next*. If you are importing a class list from *Qwizdom Actionpoint*, you will need to select a template and click on *Next*. You will be taken to the *Import from CSV* window.




When importing the participant's gender, the code for the gender should be either *M* or *True* for male and *F* or *False* for females

8. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined ones that are available.
9. 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 show the actual name, Remote ID, etc., uncheck "*First Record is Header*" because those are not headers.
10. Click on *Next* when all the fields have been matched. You will be taken to *Group Selection*.
11. If you want to create groups, enter the name of the group in the '*Create a new group*' field and click on *Add*. The name of the group will appear in the "*Use the following Groups*" column. Skip to the next step if you do not want to create groups.
12. Click on *Next*. The class list will appear.
13. Click on *Finish* and the *Save As* window will appear.
14. Type in the class name and click on *Save*. The .CSV class will save as a .QPL file (*Qwizdom Participant List*).
15. Click on *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 on the  *Present* button. The *Presentation Setup* window will appear.
3. Click on 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 on the  *Participant* button. The *Participant* wizard will appear.
2. Select "*Browse and Modify Existing List*."
3. Click on the  *Browse* button. The *Open* window will appear.
4. Search for the participant list you want to edit.
5. Select it and click on *Open*. The name of the participant list will appear in the *Name* field.
6. Click on *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 on *Next*. You will be taken to *Group Selection*. You may add new groups or remove existing groups. If you do not want to change anything, skip to the next step.
8. Click on *Next*. The participant list will appear.



You can renumber the remotes in order of any column you click on to order by going to *Options* (in the *Participant Wizard* window) and selecting *Autonumber Remotes*.

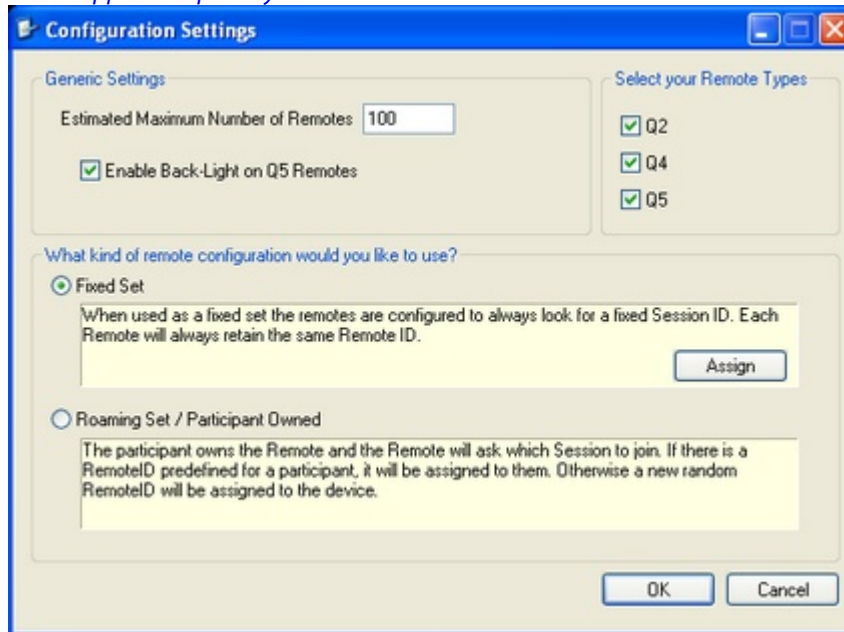
9. Make the necessary changes and click on *Finish* when done. The *Save As* window will appear.
10. Enter the name of the class and click on *Save*.

9.4 Remote Setup

Follow the steps below to set up remotes. 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 to update your hardware.



- **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 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 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.
1. Click on the *Remotes* menu; or right-click on the *Qwizdom Connect* tray icon, select *Preferences*, and then click on *Remote Settings*. The *Configuration Settings* window appears.
 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 on *OK*.

Session IDs

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. Session IDs are found on the bottom of the RF Host and within the *Configuration Settings* window.

You can also create your own Session ID. The Session ID must be unique because if of there are other hosts in the same building, the remotes will become confused as to which host to communicate with. If you are using a fixed set, Session IDs only need to be entered in once. If you switch hosts or use remotes from another set, you will need to enter the Session ID, for the host you will be using, into the remotes.

Assigning Fixed Numbers

If *Fixed Set* mode was selected, then you would assigned fixed numbers to the remotes if the participants will not be logging in by Participant ID. Assigning fixed numbers assigns the remote ID (e.g. *remote #1, remote #2, etc.*). The file that contains the remote assignments are saved onto the computer, not the actual remote. You only have to assign fixed numbers once unless you change computers or hosts.

1. Go to the *Remotes* menu. The *Configuration Settings* window appears.
2. Enter the estimated number of remotes that will be in use.
3. Select *Fixed Set*.
4. Click on the *Assign* button. The *Remote Assignment* window will appear.
5. Click on 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.
6. Click on the *Start* button.
7. 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) will appear in the window. The Remote ID will also appear on the remote.
8. After all the remotes have been assigned, click on *Stop*.
9. If you are not using multiple hosts, skip to *step 15*. If you are using multiple hosts, continue to *step 10*.
10. Click on the *Host* drop-down menu and select the *COM* number of the other host you will be using.
11. The Session ID will automatically appear in the *Session ID* field.
12. Click on the *Start* button.
13. Turn on the remotes and enter the Session ID. The remotes will be assigned to this host only.
14. When the remotes have been assigned fixed numbers, click on the *Stop* button.
15. Click *OK* to save and exit the *Remote Assignment* window.
16. Click *OK* to save and exit the *Configuration Settings* window.

Changing Session IDs

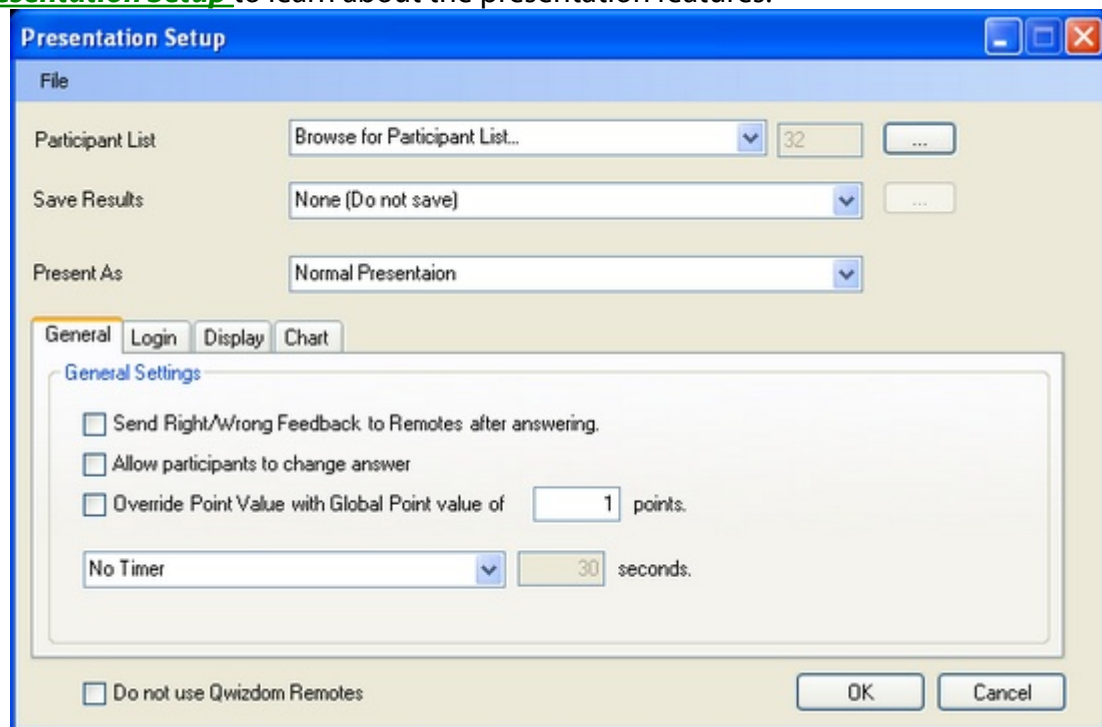
If the RF remote displays "*No Net*," "*Not Found*," "*Not Active*," or "*Inactive*," it could be that the Session ID is not correct.


- 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* (Yes) 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.

9.5 Presentation

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



1. Click on the  *Present* button.
2. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
4. Click on the *Saved 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*, *Display* and *Chart* tabs in the lower part of the *Presentation Setup* window.
6. Click on *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 by pressing the / key
- Display the private graph by pressing the zero key
- Randomly call upon a participant by pressing the *Pick* key




See [Using Remotes in Presentation](#) for description 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*®.

Using Multiple Hosts

Up to 3 hosts (with 1000 remotes on each) can be used for presentation for Q2RF, Q4RF, and Q5RF.

If you have selected to use fixed set, be sure you have assigned fixed numbers for the remotes using all RF hosts.

1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select the hosts you will be using by placing a check mark in each one of the boxes.
4. You can create your own Session ID in the *User Session* column or use the default Session ID.



If you use the default Session ID in the *Host Session* column, the *User Session* column must be blank.

5. Click on *OK* to begin the presentation.
6. When the presentation appears, turn on the remotes.
7. If you assigned fixed numbers, the remotes will automatically log into the correct host, using the Session IDs used at that time.
8. Enter the appropriate Session IDs into the remotes (including instructor) if prompted to do so and press the *Send* key. Press the *C* (clear) key to delete if you accidentally mistype a number or see [Remote Setup](#) for more information.
9. Either the answer choices or a blank screen will appear on the remote, depending on the question type.



See [Using Remotes in Presentation](#) for description and troubleshooting of all the remote LCD screen messages.

9.5.1 Presentation Setup

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

The screenshot shows the 'General' tab of the Qwizdom software. It contains the following settings:

- ☐ Send Right/Wrong Feedback to Remotes after answering.
- ☐ Allow participants to change answer
- ☐ Override Point Value with Global Point value of points.
- Timer: seconds.

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* if feedback is turned off to indicate that the response has been received.

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

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

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

The screenshot shows the 'Login' and 'Hardware Settings' tabs. The 'Login Settings' section includes:

- ☐ Require Login by ID
- ☐ Show Login Screen
- ☐ Add and Allow Unregistered participants
- ☐ Deny Login After minutes.

The 'Hardware Settings' section includes a table:

Host	Host Session	User Session
<input checked="" type="checkbox"/> Qwizdo...	102962	102962

Host Mode: Fixed to Host

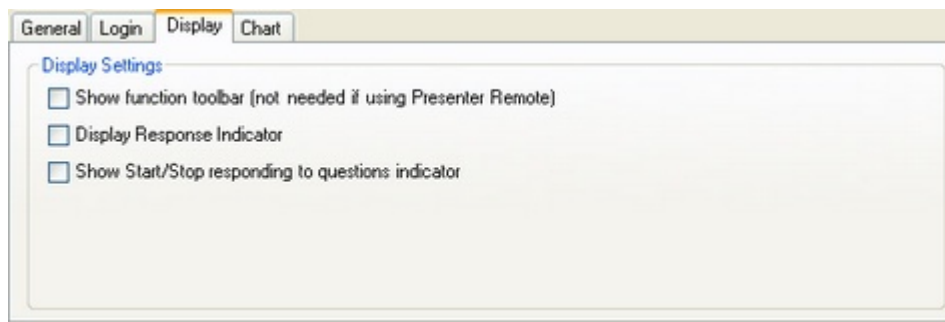
Login tab:

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 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.

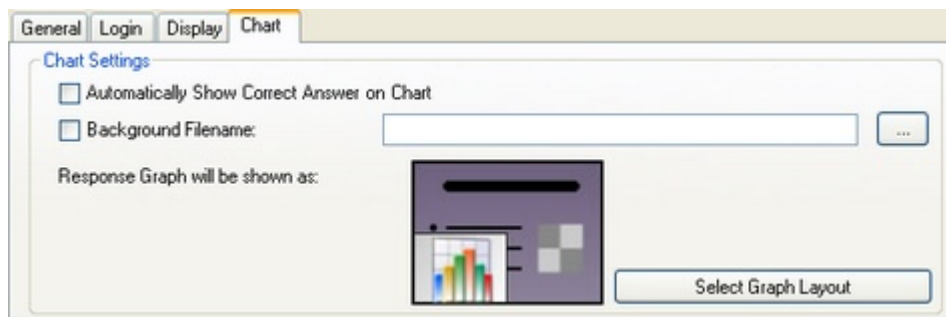
Deny Login After "----" minutes-logins after the set amount of time will not be accepted.

**Display tab:**

Show function toolbar (not needed if using Presenter Remote)-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.

Display Response Indicator-this displays the percentage of the class that has answered; double-click the percentage to convert to a fraction.

Show 'Start/Stop' responding to questions indicator-clicking on *Stop* will pause the presentation and responses will not be accepted. Clicking on *Start* reposes the question.

**Chart tab:**

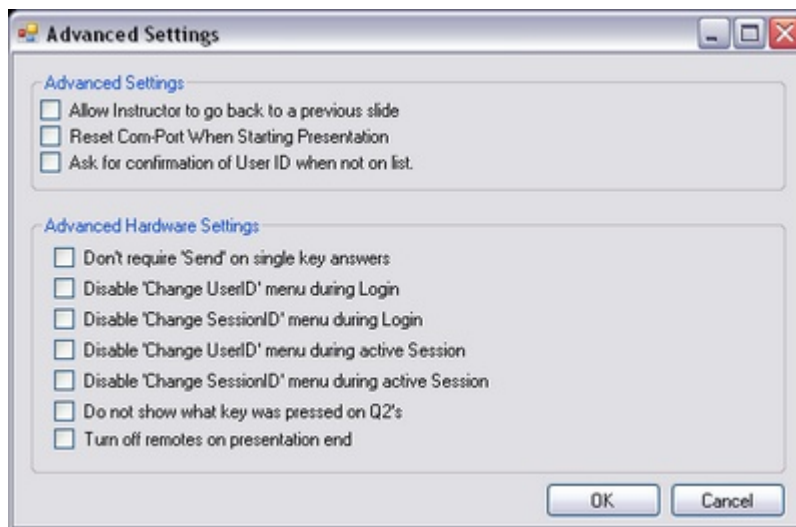
Automatically Show Correct Answer on Chart-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.

Background Filename-selecting this option will allow you to select an image to display as the response chart background.

Select Graph Layout-select how the response chart will be displayed during presentation.

Advanced Settings

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



Advanced Settings

- ***Allow Instructor to go back to a previous slide***-checking this option allows the instructor remote 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.

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.

9.5.1.1 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 on *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.


9.5.1.2 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 on the  *Present* button. The *Presentation Setup* window will appear.
2. Select *Browse for Save Location*.
3. Click on the  *Browse* button. The *Save As* window appears.
4. Select a location to save the results in.
5. Enter the name you want the results to be saved as.
6. Click on *Save*. The file name and location will appear in the *Save Results* field.
7. The results will save in the selected location.

Auto-save

1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click on *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

You must be logged into *Qwizdom Online* to access this feature.


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

complete.

9.5.1.3 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 setup 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.
 - 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 on the  *Present* button. The *Presentation Setup* window will appear.
 3. Select a participant list from the "*Participant List*" drop-down menu.
 4. Click on 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 on *OK* to present. The presentation will begin.
 8. The Q4RF and Q5RF 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 select to deny log in after 5 minutes. After 5 minutes has passed, participants who try to log in will be denied.

Logging in with Participant IDs

Participant IDs can only be numeric.


1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Click on 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 on *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 to present to.

9.5.1.4 Presentation Queue


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

Use Presentation Queue

1. Click on 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 on *Add*. The window will change to show three fields: *Presentation*, *Participant List*, and *Results*.
4. Click on the *Browse* button for *Presentation*. The *Open* window appears.
5. Select the presentation and click on *Open*.
6. Click on the *Browse* button for *Participant List*. The *Open* window appears.
7. Select the participant list and click on *Open*.
8. Click on the *Browse* button for *Results*. The *Save As* window appears.
9. Select a location where the results will be saved.
10. Enter a name for the results and click on *Save*.
11. Click on *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 on *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 on *OK*. You will be taken back to the *Presentation Setup* window.
 17. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
 18. Click on 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 on *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 on 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 on *Load Queue*. The *Open* window appears.
4. Select the queue you want to use and click on *Open*. The files will appear in the *Presentation Queue* window.
5. Click on *OK* and you will be taken back to the *Presentation Setup* window.

9.5.2 Presentation Features

Function Bar

The *Function* bar displays the *Response Graph*, *Pick*, and *Re-Pose* buttons. The *Function* bar is optional and is normally used if the instructor remote will not be in use during presentation. To view the *Function* bar during presentation, select "*Show Function Bar*" in *Display* tab.




Response Graph

1. Click on the  *Response Graph* button.


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

Picking Participants



1. Click on the  *Pick* button to randomly call upon a participant.
2. The participant's name will appear on screen.




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

Response Indicator



The response indicator displays the percentage of participants that have answered. In the *Presentation Setup* window:

1. Check the "*Display Response Indicator*" box in the *Display* tab.
2. In presentation mode, you can move the response indicator by clicking on it with the mouse and dragging it to another area of the screen.
3. To change the indicator view, double-click on it to display responses as fractions.
4. Double-click again to change indicator back to percentage.

Start/Stop Indicator



The start/stop indicator resets the time and reposes the question.

1. Check the "*Show 'Start/Stop responding to questions indicator*" box in the *Display* tab of the *Presentation Setup* window.

Timer

To view the timer during presentation, click on the *Timer* drop-down list in the *General* tab to view the timer options. Here are a few tips on using the timer:

- The timer has pause/play, stop, and add/subtract five seconds options.

- You can move the timer by clicking on it and dragging it to another area of the screen.
- Remotes will not be able to answer when time is up.

You can set the timer two ways; use the time from each slide or apply a new time to the presentation. When you create a slide, you enter the amount of time you want the slide to display for.

To set a new time to the presentation:

1. Click on the *Timer* drop-down list and select "*Use Global Timer Value of...*"
2. Enter the number of seconds.
3. Click on *OK* to present the presentation with the newly set time.

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. Check the "*Override Point Value with Global Point value of ---- points*" option.
2. Enter the number of points.
3. Click on *OK* to present the presentation with the newly set time.

Right/Wrong Feedback

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

1. Check the "*Send Right/Wrong Feedback to Remotes after answering*" box in the *General* tab of the *Presentation Setup* window.

Feedback will appear 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* will appear on the LCD screen indicating that a response was received.

9.5.2.1 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.

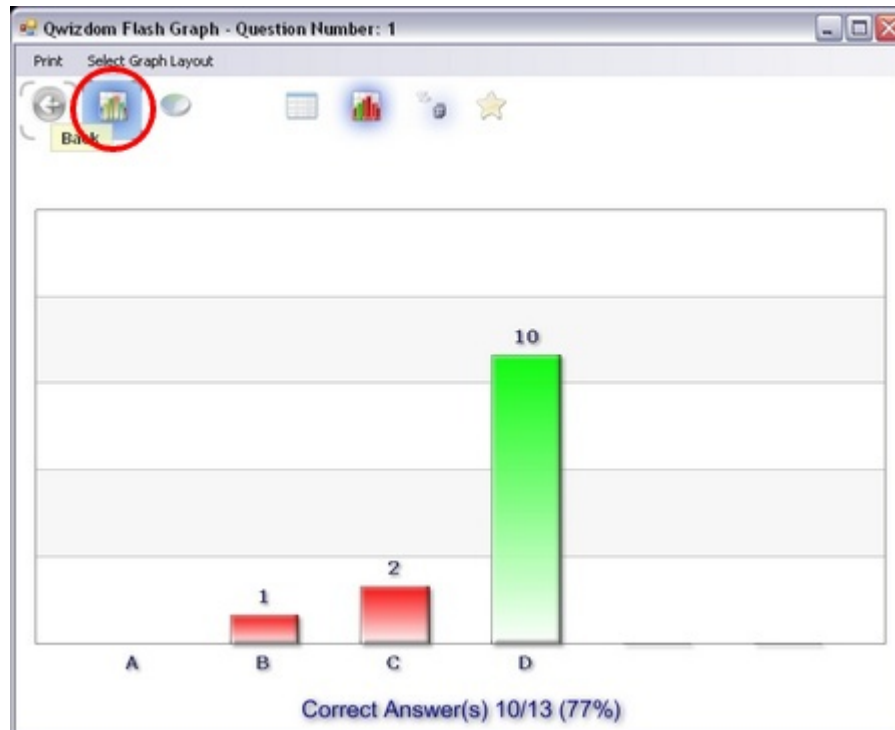
Public Response Graph

1. Press the / key on the RF instructor remote.
2. The response graph will appear 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.



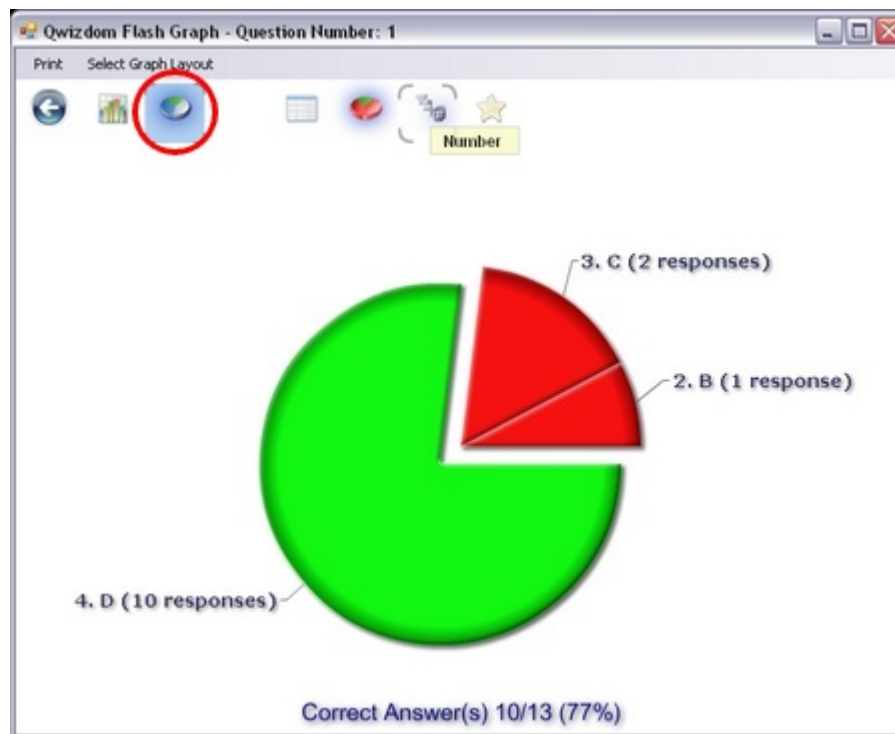
If you have a graph displayed, either on the instructor remote or computer, you must first remove that graph before displaying the other graph and/or move onto the next question.

Bar Chart

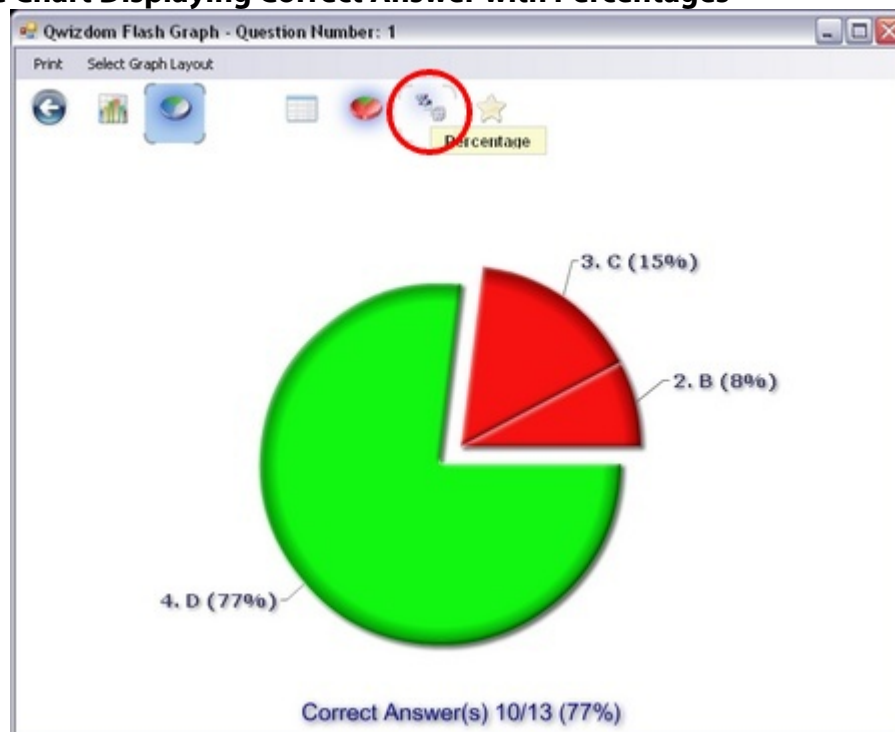


Press circle key to show bars horizontally or vertically.

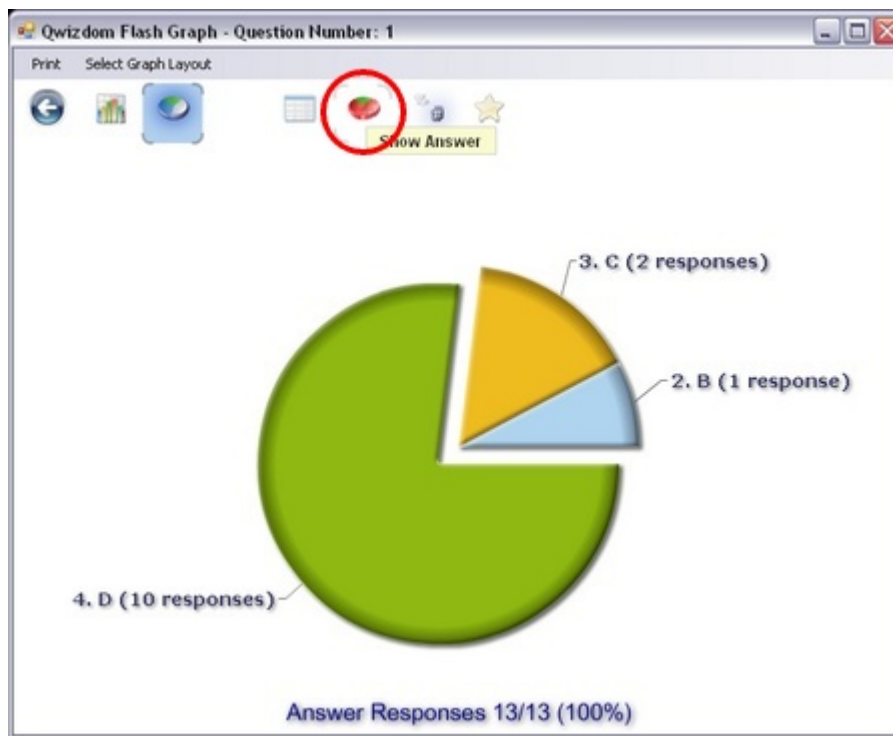
Pie Chart Displaying Correct Answer with Number of Responses



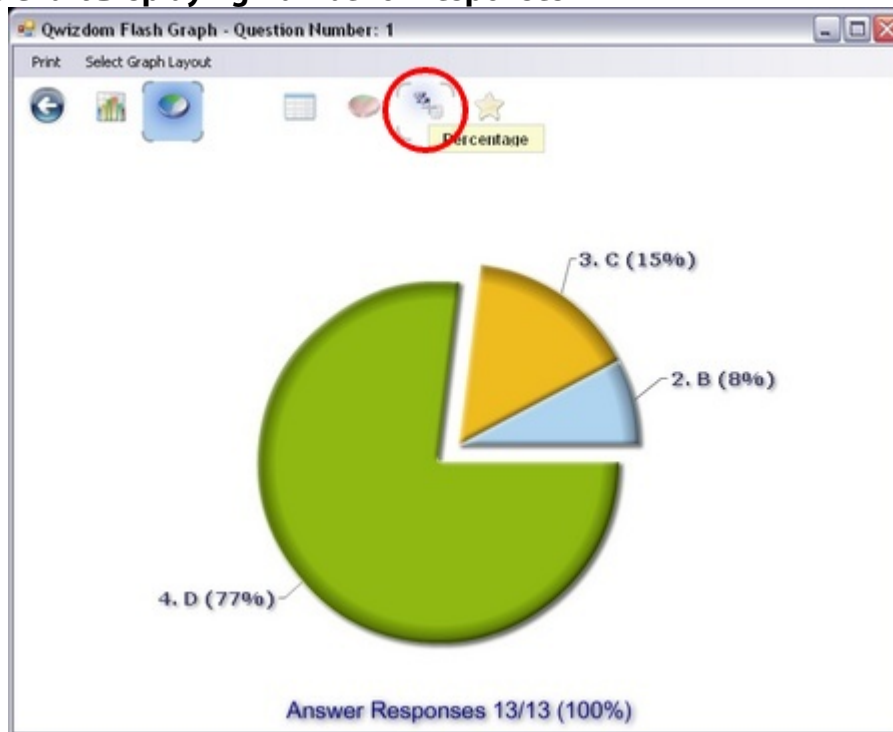
Pie Chart Displaying Correct Answer with Percentages



Pie Chart Displaying Number of Responses



Pie Chart Displaying Number of Responses



List View Chart

Qwizdom Flash Graph - Question Number: 1

Print Select Graph Layout

← 📊 🌐 ⭐ List View

Remote ID	Participant ID	Name	Selected	Response Time	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

Qwizdom Flash Graph - Question Number: 1

Print Select Graph Layout

← 📊 🌐 ⭐ Scores

Remote ID	Participant ID	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

Private Response Graph

1. Press the 0 key on the RF instructor remote.


2. A bar chart showing the number of responses will display on the RF instructor remote's LCD screen.
3. Press the 0 key again to remove the graph.

9.6 Reports

You can generate reports* using existing saved results.

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



1. Click on the  Reports button. The *Reporting Wizard* window will appear.
2. Click on the *Browse* button to search for the file you want to generate a report for. The *Open* window will appear.
3. The file type will be .QRX. Search for the file and select it.
4. Click on *Open*.
5. Select the type of report you want to generate and click *OK*. *Microsoft Excel®* will open to generate the report.
6. In *Microsoft Excel®*, go to the *File* menu and select *Save* to save the report.

Report Features

Excel® Reports:

- **Answer Report**-displays bar chart and lists participant names, ID, and remote ID with score and breakdown of responses for each question.
- **Answer Distribution Report**-shows a percentage for each answer choice, correct answer, percentage of correct answers , and the average of the answer sent for each question.
- **Score Report**-displays bar chart and shows the participant information with the

number of correct responses out of the total number of questions answered and in the presentation. Also, shows score and spontaneous question totals.

- **Attendance Report**-displays participant information with their remote login time, number of questions answered and total questions.
- **Participant Detail Report**-displays detailed participant information such as name, ID, and group number.

Flash Reports:

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

Export:

- **Convert to .CSV**-selecting this options converts the .QRX file into a .CSV.

Options:

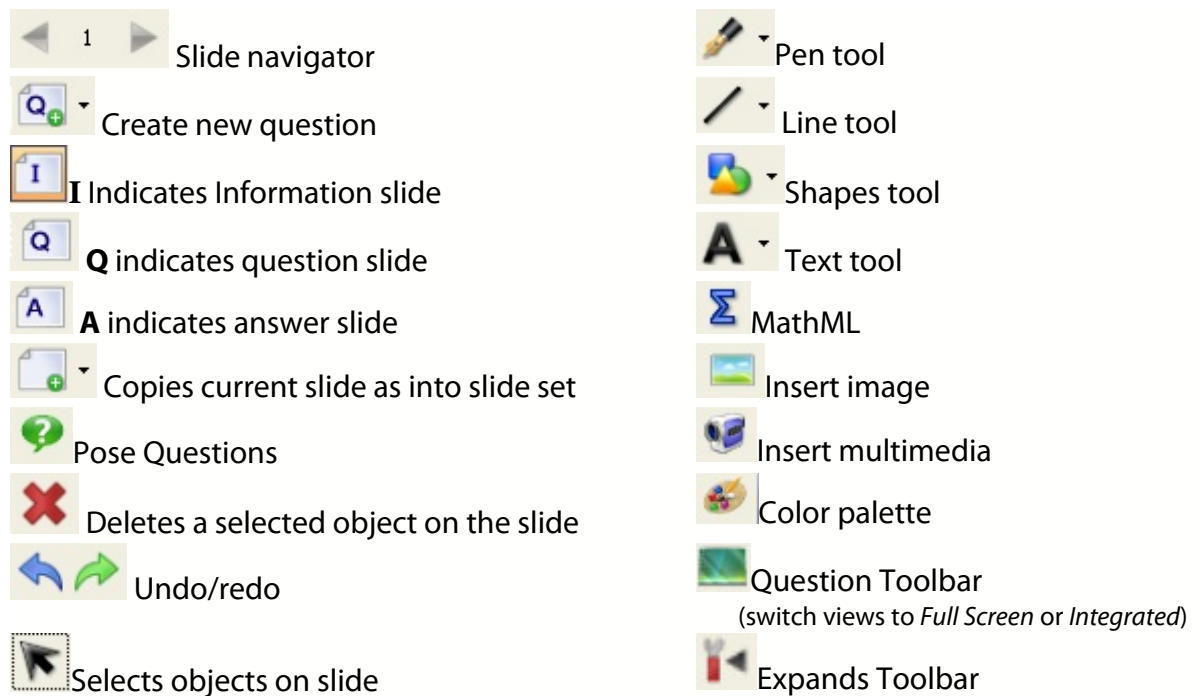
- **Override the Point value of all slides to be "----" points**-overrides point value that was awarded during presentation.


10 Question Toolbar

Question Toolbar allows you to ask questions, add content, and presentation mark ups on-the-fly. This tool captures your desktop and sets it as a background to your presentation. For example, if you have a document open that you wish to use as supplemental material to enhance your presentation or just simply want to add media or key points spontaneously, the glass mode feature will take a screen capture of your desktop and set the screen shot as your background.

Question Toolbar





1. Go to the *Programs* menu and select *Question Toolbar*. The *Presentation Setup* window appears.
2. Click on the *Participant List* drop-down arrow and select what type of participant list you would like to use.
3. Click on 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.
5. Click on *OK* to begin the presentation.
6. Have the participants turn on their remotes.
7. Use the Q7RF instructor tablet to access the toolbar to create slides and pose questions.
8. When you are finished presenting, click on the  *Utilities* button and select *Exit*.
9. A window will appear prompting you to *Rename*, *Delete*, or *Leave* the activity name.
10. Choose *Rename* and enter a name for the activity. The activity will appear in the tree of the *Content Manager*.

11 Qwizdom Online

Qwizdom Online lets you preview, rate, and download activities and multimedia files.

1. Click on the *Qwizdom Online* tab in the application window.


2. Log-in with your username and password.



Username is created during registration and the password is provided in the registration confirmation.

Notifications

Notify other teachers about content you have created and added to the online system.

1. Click on the  *Notification* button. The *Create Notification* window appears.
2. Type in a header along with a message.
3. Select the district or user(s) you would like to notify.
4. Click on the *Send* button.

11.1 Media

Search the media database for images and movies.

1. Click on the *Qwizdom Online* tab.
2. Click on the *Media* tab.
3. Enter the keyword(s) in the *Keywords* field to search for an image.
4. Click on *Search*.
5. Images and multimedia containing the keyword(s) will appear in the *Results* area.
6. Select the image or multimedia in the *Results* area.
7. Use the drag and drop feature to place the image or multimedia into *Live Editor*, *PowerPoint*[®], *Keynote*[®], or another program.

11.2 Content Search

Simple Keyword Search

1. Click on the *Qwizdom Online* tab.
2. Click on the *Activities* tab.
3. Click on the *Search* tab.
4. Enter a keyword into the *Keywords* field.
5. Click on *Search*.
6. Activities containing the keyword will appear in the *Package Name* column.
7. Click on an activity and then press the *Preview* button.

Advanced Keyword Search

Set search parameters to search by subject and/or grade level.

1. Click on the *Qwizdom Online* tab.
2. Click on the *Activities* tab.
3. Click on the *Search* tab.
4. Click on *Advanced Filter* and select grade level(s) and subject(s). Click on *Close* when finished.
5. Enter a keyword into the *Keywords* field.

6. Click on *Search*.
7. Activities containing the keyword will appear in the *Package Name* column.
8. Click on an activity and then press the *Preview* button.

Browse Content

1. Click on the *Qwizdom Online* tab.
2. Click on the *Activities* tab.
3. Click on the *Browse* tab.
4. If you wish to browse limited topics based on the user properties that you selected in the *Registration Wizard* window during installation process, check the *Filter by user properties* box. See [Installing Qwizdom Connect](#) for more information.
5. Select the desired package from the drop-down menu, click on an activity, and then press the *Preview* button.

Download Content

1. Click on the *Qwizdom Online* tab.
2. Click on the *Activities* tab.
3. Select a package or activity you would like to download.
4. Click on the *Import to Tree* button.
5. To view your the activity, click on the *Content Tab* and go to your *Recently Added* folder in the *Content Tree*.



Some activities require a license to download, see [Activity Licensing](#) for details.

11.3 Rating Activities

Rate content quality on a scale of 1 - 5. The number of stars indicates the average content rating.

1. Click on the *Online* tab.
2. Right-click the package or activity that you would like to rate. The *Rate Package* window appears.


The screenshot shows a 'Rate Package' window. It has a title bar with a Qwizdom logo and standard window controls (minimize, maximize, close). The main content area is titled 'Rating' and contains five radio buttons labeled 1 through 5. The first radio button (1) is selected. Below the buttons is a text area labeled 'User Comments:'. At the bottom right is a 'Submit' button.


3. On a scale of 1 - 5 select the quality of package and add you comment to the *User Comment* text filed. The comment will be not be displayed but we are happy to hear what our customers think of the content packages.
4. Press the *Submit* button when finished.


11.4 Activity Licensing

Certain activities and curriculum packages require a valid license code, which can be acquired through the purchase of *Qwizdom Connect Premium Service* (coming soon). Restricted content may be previewed but not downloaded.

Licensing Icons

 **Purchased License**- indicates that you have a license to download this content.

 **Need License**- indicates that you need to purchase a license before you can download content. [Contact us](#) to purchase *Qwizdom Connect Premium Service* (coming soon).

 **No License Required**- indicates that no license is required to download activity.

11.5 Upload an Activity

To upload an activity to the *Qwizdom Online*:

1. Click on the *Content* tab.
2. Right -click on the activity you wish to upload into the online system.
3. Select *Send to Qwizdom Online*.

12 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 you're computer starts up.
- **Show toolbar on desktop during startup**-displays *Qwizdom Connect* toolbar when program is launched.
- **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 for feature to enable

results to be automatically uploaded to the *Results/Reports* window of *Qwizdom Connect*.

- **Toolbar Items**-uncheck any of these options will remove them from the toolbar.
- **Remote Settings**-see [RF Remote Setup](#) for more information.
- **Start Registration Wizard**-*Qwizdom Connect* registration.
- **Software version number** - helpful information to give support technicians when requesting help.

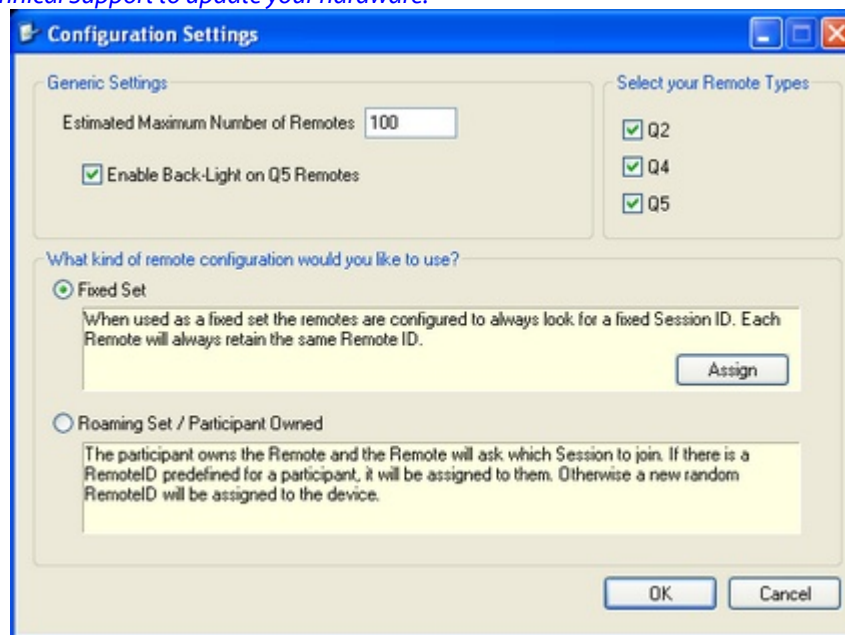
Standards Tab

1. Select your state standards in the *Select State* drop-down list.
2. Click on *Download State Standards* to download your state standards into *Qwizdom Connect*.

13 Remote Setup

Follow the steps below to set up remotes. 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 to update your hardware.



- **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 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 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.
1. Click on the *Remotes* menu; or right-click on the *Qwizdom Connect* tray icon, select *Preferences*, and then click on *Remote Settings*. The *Configuration Settings* window appears.
 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 on *OK*.

Session IDs

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. Session IDs are found on the bottom of the RF Host and within the *Configuration Settings* window.

You can also create your own Session ID. The Session ID must be unique because if there are other hosts in the same building, the remotes will become confused as to which host to communicate with. If you are using a fixed set, Session IDs only need to be entered in once. If you switch hosts or use remotes from another set, you will need to enter the Session ID, for the host you will be using, into the remotes.

Assigning Fixed Numbers

If *Fixed Set* mode was selected, then you would assign fixed numbers to the remotes if the participants will not be logging in by Participant ID. Assigning fixed numbers assigns the remote ID (e.g. *remote #1*, *remote #2*, etc.). The file that contains the remote assignments are saved onto the computer, not the actual remote. You only have to assign fixed numbers once unless you change computers or hosts.

1. Go to the *Remotes* menu. The *Configuration Settings* window appears.
2. Enter the estimated number of remotes that will be in use.
3. Select *Fixed Set*.
4. Click on the *Assign* button. The *Remote Assignment* window will appear.
5. Click on 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.
6. Click on the *Start* button.
7. 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) will appear in the window. The Remote ID will also appear on the remote.
8. After all the remotes have been assigned, click on *Stop*.
9. If you are not using multiple hosts, skip to *step 15*. If you are using multiple hosts,

continue to *step 10*.

10. Click on the *Host* drop-down menu and select the *COM* number of the other host you will be using.
11. The Session ID will automatically appear in the *Session ID* field.
12. Click on the *Start* button.
13. Turn on the remotes and enter the Session ID. The remotes will be assigned to this host only.
14. When the remotes have been assigned fixed numbers, click on the *Stop* button.
15. Click *OK* to save and exit the *Remote Assignment* window.
16. Click *OK* to save and exit the *Configuration Settings* window.

Changing Session IDs

If the RF remote 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* (Yes) 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.

13.1 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.

13.2 Q2RF

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. 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.

13.3 Q4RF

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 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 button 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-to 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.

13.4 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 button 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 button 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. Light switch-turns Backlight on/off

Instructor Remote (this is the instructor remote for Q4 and Q5 participant remotes)



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 button (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 the class responses as a graph on the LCD screen of the instructor's remote
10. Public Graph  [/] key-displays the results of the class 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 button (in middle of thumb pad) to show/hide correct responses.

11. **Show** [7] key-displays animations during game presentations
12. **Play** [8] key-pauses or continues a video/sound clip
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.

13.5 Q7RF

Instructor Tablet












Available Fall 2008



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 Q7RF Instructor Tablet acts as an absolute position mouse, controlling standard keyboard shortcuts such as:

- copy, paste, and delete
- navigating presentations

 Qwizdom Connect -launches Qwizdom Connect	 Stop -stops the question being posed
 New Item -creates new slide, file, or document depending on application	 Private Graph -displays private graph of responses on tablet
 Open -browse and open files	 Public Graph -displays response graph to participants
 Open Website -opens computer default browser	 LCD Backlight -turns backlight on or off
 File Browser -opens file browser window	 Pen tool-use to draw
 Copy -copies selected object(s)	 Highlighter -use to highlight
 Paste -pastes copied object(s)	 Line tool-use to draw lines
 Delete -deletes selected object(s)	 Text tool-use to create text
 Media Control -play and pause presentations and multimedia files	 Insert Multimedia -inserts images, audio, and video files
 Pick -picks random participants	 Window Shade -hides portion of displayed screen
 Show Presentation -displays image or presentation	 Laser Pointer -displays laser dot when using the Pen
 Help Requests -privately displays list of participants who requested help	 Pointer -displays arrowhead when using the Pen
 Insert Slide -creates slides for presentation	 Mouse -operates pen with mouse functions
 Pose -poses question slide	 Keyboard tool-displays keyboard
 Time tool-adds additional time to timer	 Function tool-lock/unlock functions for freehand ability

1 2 3 4 5 6 7 8 9 0 . - / Any For Numeric question types

A B C D Any For Multiple Choice question types

Rate 1-5 For Rating question types

Y N Any For Yes/No or True/False question types

Pen (for Q7RF Instructor Tablet)

Available Fall 2008



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.

USB Host (for Instructor Tablet)

Available Fall 2008



**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 USB Host does not require driver installation.

13.6 Using Remotes in Presentation

Instructor Remote Tips

- The Q5RF instructor remote will display "Ready" or "Last Key."

- Since the Q5RF remote is not applicable during answer keys, the LCD screen will display "*Access Denied.*"
- Press the / key on the RF instructor remote to display the response graph.
- Press the / key on the RF instructor remote to close the response graph.
- Press the 0 key on the RF instructor remote to display the graph on the instructor's LCD.
- Press the Pick (.) key on the RF instructor remote to randomly call upon a participant during presentation.
- Press the *Play* (8) key on the RF instructor remote to play/stop movie or sound on slide.
- Press the *Show* (7) key on the RF 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 will 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*; or 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 displays/hides the correct answer on response graph

Participant Remote Tips

- "*Qwizdom*" will be displayed on the Q4RF and Q5RF remotes when a lesson (non-question) slide is in view.
- 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 Q2RF remotes, participants will see a blank screen with a battery icon.
- To request help on the Q4RF and Q5RF remotes, press the *Menu* key to select *Help* and press *Send*. For Q2RF remotes, press the *Help* (Hand) key.
- 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*.
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- To change the Session ID on the Q2RF remote, wait for the remote to time out. You will see "- - -" appear on the screen and the remote will automatically 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 user ID on the Q4RF remote, press the *Menu* key and use the right arrow key to scroll to *User ID*. An existing user ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter a user ID. Press the *Send* key to confirm.
- The LCD screen on the participant remotes may read "*Push Key*," "*Inactive*," or "*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.
- If the Q4RF displays "*No Net*;" or the Q5RF remote displays "*Host 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 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:

- **True/False**; select T or F and press the *Send* key.
- **Yes/No**; select Y or N and press the *Send* key.
- **Multiple Choice**; select A, B, C, D, E, or F and press the *Send* key.
- **Multiple Mark**; select the letter choices and press the *Send* key.
- **Numeric**; enter the numbers and press the *Send* key.
- **Sequence**; enter the numbers in the order and press the *Send* key.

- **Multiple Answer-List;** press the letter choices and press the *Send* key.

- **Fill-in/Completion;** for Q5 remotes only-for one answer you will see:

1) _____

*)Send

Make sure 1) is highlighted and press either the *Circle* or the *Send* key to select it.

1) _____ will appear on the LCD. Press the *Menu* key to display the alphabet. 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 when finished entering the answer. You will see 1) your answer. Press the down arrow on the thumb pad to select *)Send and press the *Send* key to confirm the answer.

For two answers, you will see:

1) _____

2) _____

*)Send

Make sure 1) is highlighted and press either the *Circle* or the *Send* key to select the question number. 1) _____ will appear on the LCD. Press the *Menu* key to display the alphabet. 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 when finished entering the answer. You will see 1) your answer.

Press the down arrow on the thumb pad to select 2) _____ and press the *Circle* or *Send* key to select the question number. 2) _____ will appear on the LCD.

Press the *Menu* key to display the alphabet. 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 when finished entering the answer. You will see 2) your answer.

Press the down arrow on the thumb pad to select *)Send and press the *Send* key to confirm the answers.

- **Short Answer-Specific;** 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.

14 Troubleshoot

14.1 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 *InstallShield* wizard will appear and follow the instructions.
4. Restart your computer for the changes to take affect.

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 then reinstalled. Follow the steps below.

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