

Empowering Interactive Learning



Qwizdom®

Qwizdom Interact

Mac User Guide

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1 Introduction

Thank you for choosing *Qwizdom*! This is a user guide for the ***Qwizdom Interactive Learning System***. This guide provides information with tips and notes on using ***Qwizdom***.

If you need technical support, use the ***Troubleshoot*** section to identify and solve problems related with using ***Mac Qwizdom Interact***. Contact Technical Support for further assistance.

Website	www.qwizdom.com
Phone	(253) 770-1285
E-mail	support@qwizdom.com
Support Hours	6:00 a.m. to 4:30 p.m. PST
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Getting Started

Here is what you need to setup and complete before using the program:

- Remote Set Contents
- Student RF Remotes
- Instructor Remote
- RF Host
- USB Cable
- Charger and/or Multi-Charger (depending on remote type)
- Screwdriver
- Screws
- Batteries
- Quick Reference Guide

1. Take the USB cable and host, plug the host (normally located in the pouch of the remote case) into an open USB port. See ***Initializing the Host*** to install the USB drivers for the host.
2. The Q4 RF remotes need two AA batteries (the provided AA batteries are located in the pouch of the remote case). The Q5 RF student and Q5 RF instructor remotes need to be charged for 24 hours before first use.
3. Install *Qwizdom Interact* --this is the main program that needs to be installed to use

the remotes and must be installed first before installing curriculum. See [Installing Qwizdom on Macintosh](#) for directions on installing the software.

2.1 Installing Software

System Requirements

OS 10.4 or later
600 MHz Power PC G3 and later
128 MB RAM (256 MB recommended)
Hard drive with 300 MB free space
16 bit color display
CD-ROM Drive
Powered USB Port

You need the Qwizdom Mac Interact software to install on Mac computers. If you did not receive the Mac version of Qwizdom Interact (received the Windows version by error), please call Technical Support.

Mac OS 10.4 (or later)

You may need to have administrator level access in order to install your software.

1. Insert your *Qwizdom Interact* into the CD-ROM drive.
2. Double-click on the CD.
3. Double-click on *Interact Installer*. The *Interact Installer* window will appear.
4. Click on *Continue*.
5. Please read the *Important Information* and click on *Continue*.
6. Please read the *Software License Agreement* and click on *Continue*. You will be prompted if you disagree or agree with the *Software License Agreement*.
7. Click on *Agree*.
8. Select the destination you want *Qwizdom Interact* to be installed on and click on *Continue*.
9. You can choose to a customized or upgrade installation. If you choose customize, select the package names you want to install, and click on *Easy Install*.
10. After selecting how you want to install the program, a prompt will appear asking you to restart your computer after installing.
11. Click on *Continue Installation*. *Qwizdom Interact* will install.
12. When installation is complete, click on *Restart* to restart the computer.

After the software has been successfully installed, you will need to setup the hardware.

1. Using the USB cable located in the pouch of the remote case, plug the host into an open USB port on your computer. The drivers are located on the *Qwizdom Interact* disc and should automatically install.
2. Now go to [Remote Setup](#) to setup your remotes.

Software Updates

[Mac Interact updates](#) are available on our website for existing customers. *Mac Interact* must already exist on the computer that will be updated because updates are not full versions of the software. *Mac Interact* updates do not apply to *Qwizdom TA*.

Installing Curriculum

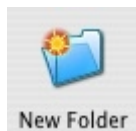
You may need to have administrator level access in order to install your software. *Qwizdom Interact* must be installed first before installing curriculum.

1. Insert the curriculum CD into the CD-ROM Drive.
2. Double-click on the curriculum CD icon on the desktop.
3. Double-click on the **Interact Curriculum Installer.app**. The *Interact Curriculum Installer* window appears.
4. Click on *Install Curriculum* and the curriculum will begin to install. This will take a few moments to complete.
5. When done, a "Process Complete" prompt will appear.
6. Open *Interact* and the "New Content Found" appears.
7. Click on *Import* and the curriculum will import into the content tree.

3 Chapter 1

3.1 Folders

Folders organize the created or imported activities.



1. Click on the **New Folder** button.
2. Enter the folder name and click *OK*.
3. The folder will appear in the content tree on the left side of the screen. The folder is automatically saved in the content tree and is marked by a folder icon.

TIP: To rearrange activities or folders, simply click, drag, and drop the activity or folder in the desired location.

Renaming a Folder

1. Select the folder you want to rename in the content tree.
2. Double click on the name of the folder. A box will appear around the name.
3. You are now able to change or revise the name of the folder.

Deleting a Folder

1. In the content tree, select the folder you would like to delete.
2. Go to the *File* menu and select *Delete Folder and Contents*.
3. The folder is deleted and removed from the content tree.

3.2 Activities

Activities are composed of slides and can be presented as lessons, tests, games, etc.

1. Select a folder you want the activity to appear in (optional).



2. Click on the **New Activity** button.
3. Enter the activity name and click *OK*.
4. The activity will appear in the content tree. The activity is automatically saved in the content tree.

TIP: To rearrange activities or folders, simply click, drag, and drop the activity or folder in the desired location.

Renaming an Activity

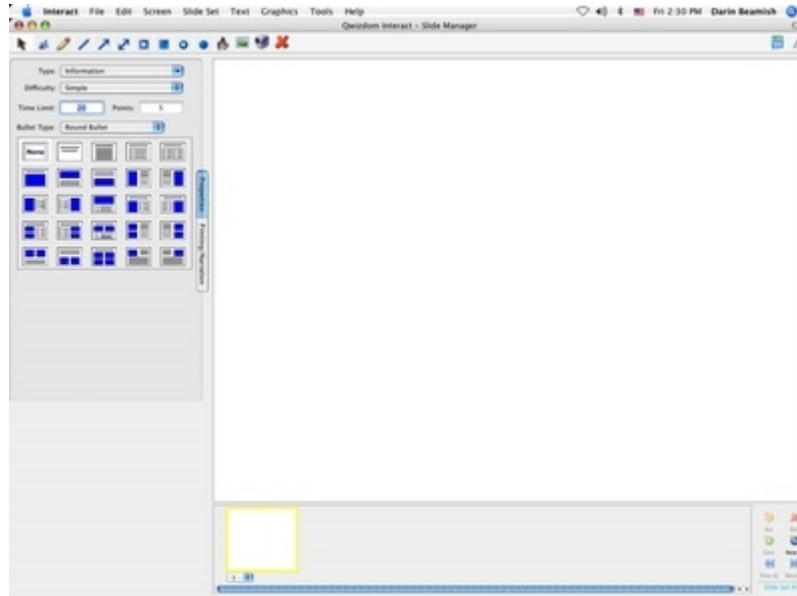
1. Select the activity you want to rename in the content tree.
2. Double-click on the activity name.
3. Edit the name and press the *Enter* key.

Deleting an Activity

1. In the content tree, select the activity you would like to delete.
2. Go to the *File* menu and select *Delete Activity*.
3. The activity is deleted and removed from the content tree.

















3.3 Slide Editor

Slide Editor is where you create and edit slides. Here is a quick overview on the *Slide Editor* functions and items.



Edit Menu



- | | | | |
|---|-----------------------------------|---|-----------------------------|
|  | -pointer |  | -equation editor |
|  | -fill color |  | -create a straight line |
|  | -drawing tool |  | -create a single arrow |
|  | -delete object |  | -create a double-head arrow |
|  | -access font menu |  | -create a rectangle |
|  | -insert image |  | -create a filled rectangle |
|  | -insert multimedia (movie, sound) |  | -create a circle |
|  | -insert text box |  | -create a filled circle |

Color Panel



Color panel is where you select the drawing/background color.

Drawing color:

1. To change the drawing color, go to the *Tools* menu and select *Color Panel*.
2. Select *Drawing Color*.
3. Select the color you would like to use.
4. Draw your object on the slide.

Fill color:

1. To change the fill color, go to the *Tools* menu and select *Color Panel*.
2. Select *Fill Color*.
3. Select the color you would like to use.
4. Draw your object on the slide.

Background color:

1. To change the background color, go to the *Tools* menu and select *Color Panel*.
2. Select *Background Color*.
3. Click on the white bars below *Coloring Targets*.
4. Then select your color from the color list to change the slide background.

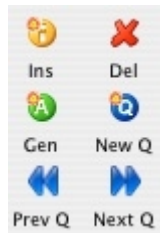
Slide Properties

- **Type**-select the type of slide; i.e. multiple choice, true/false, short answer, etc.
- **Difficulty**-slide difficulty can be set as *Simple*, *Intermediate*, *Advanced*, and *Expert*.
- **Time Limit**-the time limit can be set on every slide; you want to give an ample amount of response time (in seconds only, not minutes) for students.
- **Points**-each slide can be assigned a number of points
- **Layout**-choose from many templates (image w/text, text only, images w/headline)

Answer Menu

After creating a question slide, you will select the answer to the question. The answer menu is where you select the correct answer(s) and is located under the *Properties* tab underneath *Layout*. Once you select the correct answer(s), an answer slide is automatically generated after the question slide. The correct answer(s) will be highlighted by an asterisk. The *Answer Menu* will vary for each question type.

Quick Creator Menu



The *Quick Creator* menu is located in the bottom right corner of the *Slide Editor*. You can click on the New Q button to open a new slide set without exiting the *Slide Editor*.



Ins -insert/adds slides in slide set



Del -delete slide



Gen -generate answer slide



New Q -create new question slide



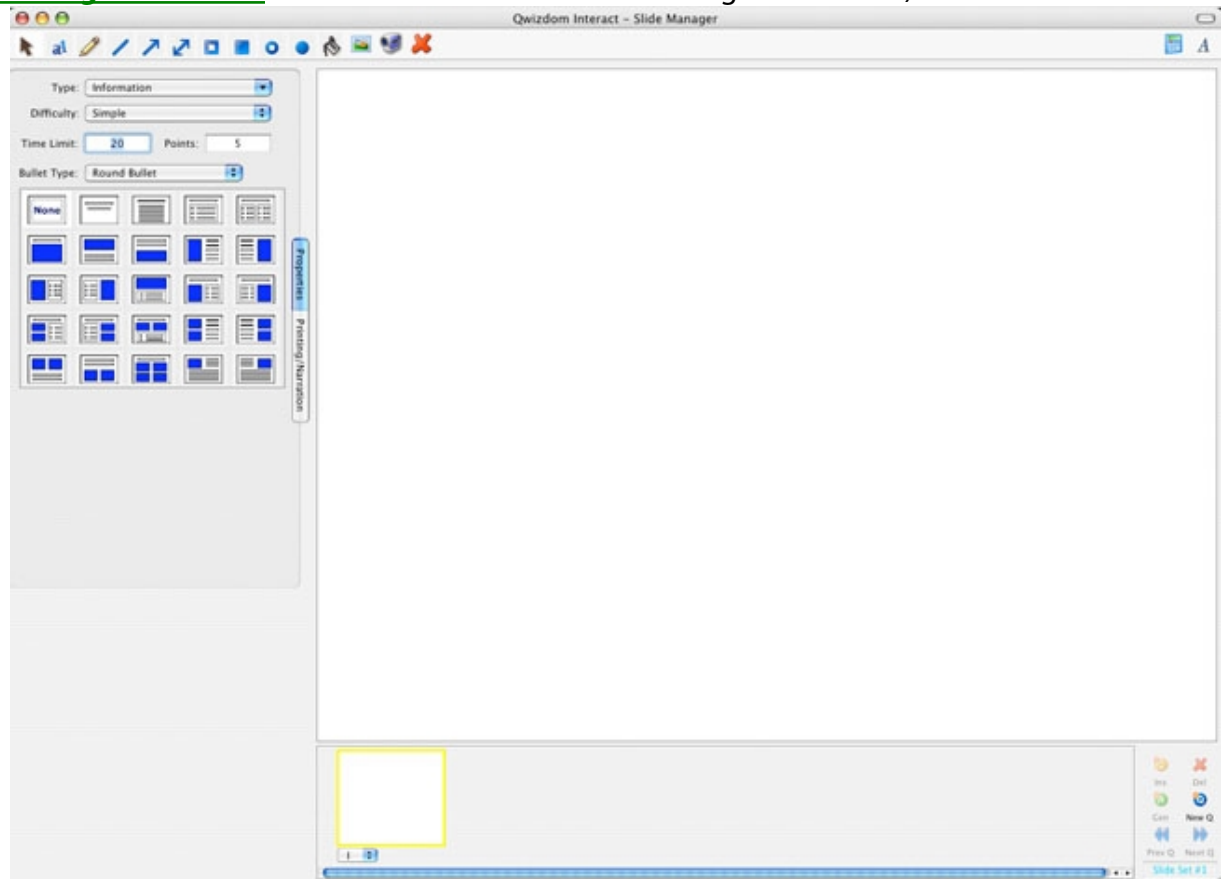
Prev Q -go back to previous question



Next Q -go to next question

3.4 Slides

Slides display information, images, sound, and animations for presentation purposes. (Go to [Adding Multimedia](#) for more information about adding multimedia.)

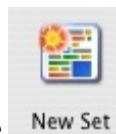


Below are the types of slides that can be created:

- **Information**- used for lesson review so that the instructor is able to talk while presenting the *Information* slide (or present it on paper). Only one slide per slide set is allowed for lessons.
- **True or False**-students answer by remote (or paper) True or False.
- **Yes or No**-students answer by remote (or paper) Yes or No.
- **Multiple Choice**-students select A-F choices for the correct answer by remote (or paper).
- **Multiple Mark**-students are able to select more than one choice for the answer; eliminates having to choose E or F for "all of the above" response.
- **Numeric Problem**-students answer by remote (or paper) by keying in the answer and hitting the *Send* key.
- **Sequence**-students answer by remote (or paper) in sequence (i.e. What order do these go in?)
- **Multiple Answer List**-students answer by being called on by the teacher or answer on paper; students see all choices listed and in the *Number of Answers Needed* window, you would specify the number of choices.
- **Fill In/Completion**-students answer by being called on by the teacher or answer on paper.
- **Short Answer Specific**-students answer by being called on by the teacher or answer on paper.
- **Short Answer**-non-remote question type for students to fill in the blank.
- **Essay**-teacher can print out the essay slides on paper for students to answer.
- **Rating Scale**-students answer a rating scale question by remote (i.e. on a scale from 1-7, how would you rate this?)

Slides display information, images, sound, and animations for presentation purposes.

Information



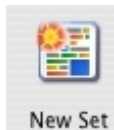
1. Click on the **New Set** button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Information* as the slide type.
3. Select a template in the *Layout*.
4. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
5. When the slide is complete, either go to *File* menu and select *Close*; or click on the



New Q button to open a new slide set.

TIP: You can rearrange slides in an activity simply by clicking and dragging the slides from left to right while in the *Content* screen.

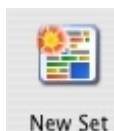
True/False



1. Click on the **New Set** button. The *Slide Editor* opens.
2. In the *Properties* tab, select *True/False* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Select the correct answer in the *Answer Menu* to generate the answer slide.
7. When the slide is complete, either go to *File* and select *Close*; or click on the **New Q** button to create a new slide set.



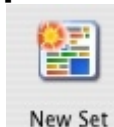
Yes/No



1. Click on the **New Set** button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Yes/No* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Select the correct answer in the *Answer Menu* to generate the answer slide.
7. When the slide is complete, either go to *File* and select *Close*; or click on the **New Q** button to create a new slide set.



Creating a Multiple Choice Slide



1. Click on the **New Set** button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Multiple Choice* as the question type and the number of choices.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Select the correct answer in the *Answer Menu* to generate the answer slide.
7. When the slide is complete, either go to *File* and select *Close*; or click on the **New Q** button to create a new slide set.

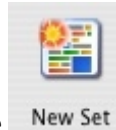


New Q button to create a new slide set.

NOTE: If you are creating step-by-step solution slides, you can insert a slide after the Q&A slides to explain how the answer was found. When you insert additional slides from the *Screen* menu, the slides will not have a template. You will add text boxes by clicking on the *Text* button; and add images by clicking on the camera icon in the toolbar.

Multiple Mark

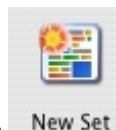
This question type enables two or more correct answers.



1. Click on the *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Multiple Mark* as the question type and the number of options.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Select the correct answers in the *Answer Menu* to generate the answer slide.
7. When the slide is complete, either go to *File* and select *Close*; or click on the *New Q* button to create a new slide set.



Numeric

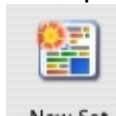


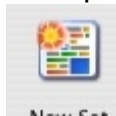


1. Click on the *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Numeric* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Uncheck the "No Answer (Survey)" box and enter a correct answer.
7. Click on the *Gen* button in the lower right to generate the answer slide. Generating the answer slide only places the question onto the slide, not the answer.
8. Click on the Text box to create the answer on the answer slide.
9. When the slide is complete, either go to *File* and select *Close*; or click on the *New Q* button to create a new slide set.



Sequence

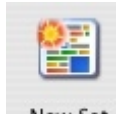
Place item choices in the specified order.

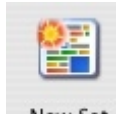



1. Click on the  *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Sequence* as the question type and the number of items.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Uncheck the "No Answer (Survey)" box and enter a correct answer.
7. Click on the  *Gen* *Generate Answer* button in the lower right to generate the answer slide.
8. When the slide is complete, either go to *File* and select *Close*; or click on the  *New Q* button to create a new slide set.

Multiple Answer List (non-remote)

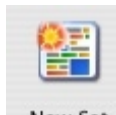
This question type enables two or more correct answers.





1. Click on the  *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Multiple Answer List* as the question type and the number of options; selecting this question type automatically generates the answer slide.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Select the required number of options.
7. When the slide is complete, either go to *File* and select *Close*; or click on the  *New Q* button to create a new slide set.

Fill In/Completion (only applicable to Q5 RF remotes)

This question type allows correct answer(s) up to 30 characters.

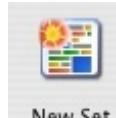


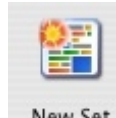


1. Click on the  *New Set* button. The *Slide Editor* opens.

2. In the *Properties* tab, select *Fill In/Completion* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Enter the correct answer and click on the  *Generate Answer* button in the lower right to generate the answer slide.
7. A prompt will appear asking if you would like to replace the existing answer slide. Click on *Yes*.
8. When the slide is complete, either go to *File* and select *Close*; or click on the  *New Q* button to create a new slide set.

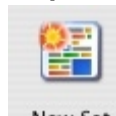
Short Answer-Specific (only applicable to Q5 RF remotes)

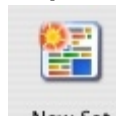
This question type allows correct answer(s) up to 30 characters.



1. Click on the  *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Short Answer-Specific* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
6. Enter the correct answer and click on the  *Generate Answer* button in the lower right to generate the answer slide.
7. A prompt will appear asking if you would like to replace the existing answer slide. Click on *Yes*.
8. When the slide is complete, either go to *File* and select *Close*; or click on the  *New Q* button to create a new slide set.

Essay (non-remote)

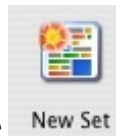


1. Click on the  *New Set* button. The *Slide Editor* opens.
2. In the *Properties* tab, select *Essay* as the question type.
3. Setting the difficulty level, time limit, and number of points are optional.
4. Select a template in the *Layout*.
5. Enter text onto the slide; adding multimedia such as images, movies, sound are optional.

- When the slide is complete, either go to *File* and select *Close*; or click on the *New Q* button to create a new slide set.



Rating Scale



- Click on the *New Set* button. The *Slide Editor* opens.
- In the *Properties* tab, select *Rating Scale* as the question type.
- Setting the difficulty level, time limit, and number of points are optional.
- Select a template in the *Layout*.
- Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
- Select the range in the *Rating Scale* area.
- When the slide is complete, either go to *File* and select *Close*; or click on the *New Q* button to create a new slide set.



Survey



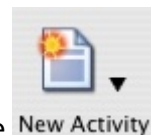
- Click on the *New Set* button. The *Slide Editor* opens.
- In the *Properties* tab, select a remote answerable question type such as *Multiple Choice*, *True/False*, *Yes/No*, etc.
- Select a template in the *Layout*.
- Enter text onto the slide; adding multimedia such as images, movies, sound are optional.
- Select "*None*" or "*No Answer [Survey]*" (depends on question type).
- When the slide is complete, either go to *File* and select *Close*; or click on the *New Q* button to create a new slide set.



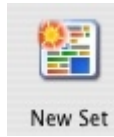
3.5 Equation Editor


Equations can be created using the *Equation Editor* within *Qwizdom Interact*. Below are a few things you should learn about *Equation Editor*.

Creating an Equation



- Select an activity in the content tree or click on the *New Activity* button to create a new activity.



2. Click on the **New Set** button. The *Slide Editor* opens.
3. Under *Type* in the *Properties* tab, select the type of slide you are wanting to create (*Numeric, Multiple Choice, etc.*) and select a layout.
4. There are two ways to insert an equation onto the slide-click on the  *Equation* button in the toolbar.
5. Move the cursor so that it's on the slide and click the mouse. A text box will appear and the *Equation Editor* window will open.
6. Click on a button that has the equation template you want to use and select the template. The template will appear in the *Equation Editor* window.
7. Create the equation.
8. When finished, close the *Equation Editor* window. You will be taken back to the *Slide Editor* screen and the equation will appear on the slide.
9. If the equation is too small or large, resize the equation to the desired size. Read **Resizing Equations** below for more information.

Editing an Equation

1. Double-click on the equation on the slide. The *Equation Editor* window will open.
2. Edit the equation.
3. When you are finished, go to *File* and select *Update* and then select *Exit and Return to Qwizdom Interact*.

Resizing Equations

1. Double-click on a slide with an equation on it. The *Slide Editor* opens.
2. Click on the equation for the handles to appear.
3. Move the mouse over one of the handles to resize the equation.

3.6 Multimedia

Images

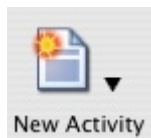
You can add *.jpeg, .TIFF, .bmp, and .gif* files to slides. There are three different ways to add images:



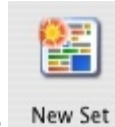
- Click on the **Image** icon on the slide.
- Go to *Graphics* menu and select *Set Image*.





- Click on the **Image** button in the toolbar.
1. Select an activity in the content tree or create a new activity by clicking on the





New Activity button.



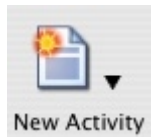
2. Click on the **New Set** button. The *Slide Editor* opens.
3. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
4. Select a layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can insert an image by clicking on the  *Image* button in the toolbar or go to the *Graphics* menu and select *Set Image*.
5. Click on the  *Image* icon on the slide (using the multimedia template) and the *Open* window will appear.
6. Search for the image you want to use and select it.
7. Click on *Open*. The image will appear on the slide.
8. Add text or color to the slide (optional).
9. When finished, go to the *File* menu and select *Close*.

Sound

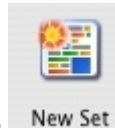
There are a few ways to add sound:


- Click on the  *Multimedia* icon on the slide
- Go to the *Graphics* menu and select *Add Multimedia*
- Click on the  *Multimedia* icon in the toolbar



1. Select an activity in the content tree or create a new activity by clicking on the





New Activity button.



2. Click on the **New Set** button. The *Slide Editor* opens.
3. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
4. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add sound by clicking on the  *Multimedia* button in the toolbar or go to the *Graphics* menu and select *Add Multimedia*.



5. Click on the  *Multimedia* icon on the slide (using the multimedia template) and the *Open* window will appear.
6. Search for the sound file you want to add. You may need to change the file type in the *Files of Type* drop-down menu to view the file you're searching for.
7. When you find the sound file you want to add to the slide, select it and click on *Open*. The  *Sound* button will appear on the right side of the slide indicating there is a sound file on the slide.

NOTE: To remove a sound file from the slide, click on the sound icon and press the *Delete* key on your keyboard.

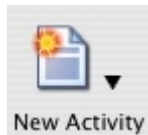
8. Click on the  *Sound* button drop-down menu, located in the right corner of the slide.
9. Select *Properties*. The *Multimedia Options* window will appear.
10. Check options such as *Play when clicked*, *Repeat*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
11. Click *OK* to exit the *Multimedia Options* window.
12. To play the sound, click on the  *Sound* button drop-down menu and select *Play/Stop*.
13. Go to *File* and select *Close*.

Video

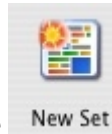
There are a few ways to add multimedia:


- Click on the  *Multimedia* icon on the slide
- Go to the *Graphics* menu and select *Add Multimedia*
- Click on the  *Multimedia* icon in the toolbar




1. Select an activity in the content tree or create a new activity by clicking on the



New Activity button.



2. Click on the *New Set* button. The *Slide Editor* opens.
3. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
4. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add sound by clicking on the  *Multimedia* button in the toolbar or go to the *Graphics* menu and select *Add Multimedia*.

5. Click on the  *Multimedia* icon on the slide (using the multimedia template) and the *Open* window will appear.
6. Search for the movie you want to add. When you find the movie file you want to add to the slide, select it and click on *Open*. The movie should display on the slide and the  *Multimedia* icon will appear on the right side of the slide indicating that there is a movie on the slide.
7. Click on the  *Multimedia* drop-down menu and select *Properties*. The *Multimedia Options* window will appear.
8. Check options such as *Repeat*, *Visible in presentation*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
9. Click *OK* to exit the *Multimedia Options* window.
10. To play the movie, double-click the movie, to stop it, click on the red X.
11. Go to *File* and select *Close*.

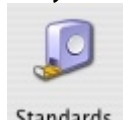
12

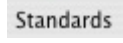
3.7 Standards

Standards are automatically installed when *Qwizdom Interact* is installed.

Select any activity you would like to link standards to.

1. Select an activity that the standards will be linked to.



2. Click on the  *Standards* button. The *Standards* window will appear.
3. In the *Current Standard* drop-down list, select the standards for your state.
4. Select to either apply standards to the whole activity or selected slides.
5. Select the standard and click on *Link* to apply.
6. To remove a standard, select the standard and click on *Unlink*.
7. Click *Apply and Close* when finished.
8. To view the applied standards, click on the *Standards* tab on the bottom right. If you do not see the *Standards* tab, go to the *Options* menu and select *Activity Properties* to access it.
9. All of the standards that have been applied to that particular activity/slide will display.

3.8 Creating Game Activities

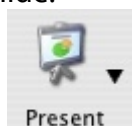
Almost any activity can be used as a game. There are a couple requirements to use an activity (you create or pre-existing) as a game.

- Activities **must contain 25 slides** or more.
- Slides in the activities **must be remote answerable question types** such as *Multiple Choice, True/False, Yes/No, Numeric, or Short Answer-Specific* (Q5 RF remotes only).
- Each slide set **must have a question and answer slide**.

Presenting an Activity as a Game

When you present an activity as a game, the activity temporarily converts into a game for that presentation only.

1. Select an activity in the content tree. The activity must consist of 25 slide or more. There slides must be remote answerable (*Multiple Choice, True/False, etc.*) and have an answer slide.



2. Click on the **Present** button. The *Presentation Setup* window will open.
3. Select the class you want to present the game to.
4. Click on the *Play Mode* drop-down menu and select *Game*.
5. Click on the *Game* drop-down menu and select the game type.
6. If groups are required to play the game, select "Use Groups." See [Building Groups](#) for information on creating groups. Certain games require you to play in group mode or limits the number of players so you may need to play in groups. See [Games](#) for player limitation and group mode play.
7. Click OK to begin the game. The host will initialize and the game setup screen will appear.
8. Select the options in the game setup screen and click on >> or *Continue* to begin the game. See [Games](#) for directions on playing a game.

Creating a Quandary Activity

Quandary activities must consist of 25 slides and 5 topics in order to fill the game board.

1. Click on the *New Activity* button.
2. Type the activity name and click OK.
3. Click on the *New Set* button. The *Slide Editor* will open.
4. Create 25 question and answer slides (five slides for each of the five categories). Only remote answerable slides are allowed (*Multiple Choice, True/False, etc.*). Every question must have an answer slide.
5. When all 25 slides have been created, click on the *Edit* button at the bottom of the screen. The *Activity Properties* window will appear.

NOTE: If you do not see an *Edit* button, go to the *Options* menu and select *Activity Properties*.

6. Click on the *Editing/Presentation* tab.
7. Click on *Edit Quandary Topics*. The *Edit Quandary Topics* window appears.
8. Type in the topic names. Topic 1 will apply to the first 5 slides, topic 2 will apply to

the next 5 slides, and so on.

NOTE: After you enter the names for the topics, click away from the topic fields to deselect any one of them before you click on OK to save all topic names.

9. Click on *OK* when done.
10. Click on the *Present* button to present the activity. The *Presentation Setup* window appears.
11. In the 1 *General Options* area, select *Game* as the *Play Mode* and *Quandary* as the *Game*.
12. Select the class and check the desired options.
13. When the setup is complete, click *OK* and the presentation will begin.

Creating a Quandary Activity Using Existing Activities

1. Click on the *New Activity* button.
2. Type the activity name and click *OK*.
3. What you're going to do is copy and paste slides (a total of 25 slides) from other activities into this activity to create a *Quandary* game.
4. Select an activity in the content tree. There are two ways to copy slides. Either you can select the slides, go to the *Edit* menu and select *Copy* or drag and drop the selected slides into the activity (in the content tree).
5. Copy 25 slides into the activity (that will be presented as *Quandary*).
6. Once you have 25 slides in the activity, click on the *Edit* button at the bottom of the *Content* screen. The *Activity Properties* window appears.

NOTE: If you do not see an *Edit* button, go to the *Options* menu and select *Activity Properties*.

8. Type in the topic names.
7. Click on the *Editing/Presentation* tab.
8. Click on *Edit Quandary Topics*. The *Edit Quandary Topics* window appears.
9. Topic 1 will apply to the first 5 slides, topic 2 will apply to the next 5 slides, and so on.


NOTE: After you enter the names for the topics, click away from the topic fields to deselect any one of them before you click on OK to save all topic names.

10. Click on *OK* when done.
11. Click on the *Present* button to present the activity. The *Presentation Setup* window appears.
12. Depending on the version of the software-in the 1 *General Options* area, select *Game* as the *Play Mode* and *Quandary* as the *Game* or select the game under the *Game Type* drop-down menu in the *Game Options* area.
13. Select the class and check the desired options.
14. When the setup is complete, click *OK* and the presentation will begin.


3.9 Importing and Exporting Activities and Folders

Exporting Activities

1. Select the activity you would like to export.

2. Go to the *File* menu and select *Export Activity*. The *Export Content* window will appear.
3. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
4. Click *Export* and the activity will be exported to the directed location. The activity will be saved as a *.qxa* file format.

Exporting Activity Folders

1. Select the folder you would like to export.
2. Go to the *File* menu and select *Export Activity Folder*. The *Export Content* window will appear.
3. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
4. Click *Export* and the folder will be exported to the directed location. The folder will be saved as a *.qxa* file format (all activities within the folder will be compressed into one single file).

Importing Activities

1. Go to the *File* menu and select *Import Activity or Archive (qxa)*. The *Open* window will appear.
2. Search for the activity (it will be in *.qxa* file format).
3. Select the activity and click *Open*. The activity will import into the content tree.

Importing Activity Folders

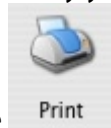
1. Go to the *File* menu and select *Import Activity or Archive (qxa)*. The *Open* window will appear.
2. Search for the folder (it will be in *.qxa* file format) you would like to import.
3. Select the folder and click *Open*. The folder will import into the content tree.

3.10 Printing

There are activities that require printing and passing them out to students. For answer key activities, students will work from their papers and respond in with their remotes.

1. Select the activity you would like to print.



2. Click on the  *Print* button or go to the *File* menu and select *Print*. The *Qwizdom Interact Printing* window will open. A preview will generate and a thumbnail view of the activity will be displayed with the following options below.
 - **Show Name Line**-name, class, and date will appear at the top of the page
 - **Header/Footer**-the header is the title of the printed material and can be

changed. The footer is the activity name and cannot be changed.

- **Questions Per Page**-set the number of thumbnail slides you would like to print on a single page



3. Click on the *Print* button to print the activity.

4 Chapter 2

4.1 Class Setup

Class lists are created to organize and track students. A class list is also necessary in running a presentation (see [Presentation](#) for more information).

Creating a Class

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to *Class* and select *New Class*. The *Class Information* window will appear.
 - **Class Name**-name of the class
 - **Type**-*Normal*; regular class, *Anonymous*; list matches number of remotes (go to **Anonymous Class** below for more information).
 - **Grade Scale**-different options to grade all work; *Grade Scale*, *Credit-No Credit*, *European Scale*, *GPA Scale* or you can create your own in *Edit Grade Scales* under the *Class* menu.
 - **New**-takes you to the *Edit Grade Scales* window to create a new grade scale.
 - **Remotes**-number of remotes in class that will be in use-this option is designated for an *Anonymous* class. (Go to **Anonymous Class** below for more information.)
 - **Comments**-type in comments about class
3. Type in the name of the class.

4. Select *Normal* in the *Type* drop-down menu. You may include and fill in any other information.
5. Click on *Done* and you will be taken back to the *Students* screen. Go to [Adding Students](#) to learn how to add students to the class.

Anonymous Class

Anonymous classes allows the program to take the responses from unassigned remotes. The anonymous option tells the programs to read the number of remotes in the class (e.g., if you have 32 remotes in class, it will read remotes #1-32 to be in use for presentation). Anonymous classes work best with surveys (see the [Survey](#) section for more information) but you can use anonymous classes for any type of activity.

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *New Class*. The *Class Information* window will appear.
3. Type in the name of the class and select *Anonymous* under type.
4. Enter in the number of remotes in your class (e.g., *24 for 24 remotes*). The number of remotes will be the number of users in the anonymous class (e.g. *24 remotes- there will be 24 anonymous users in the class*). You may include and fill in any other information.
5. Click on *Done* when finished.

4.2 Students

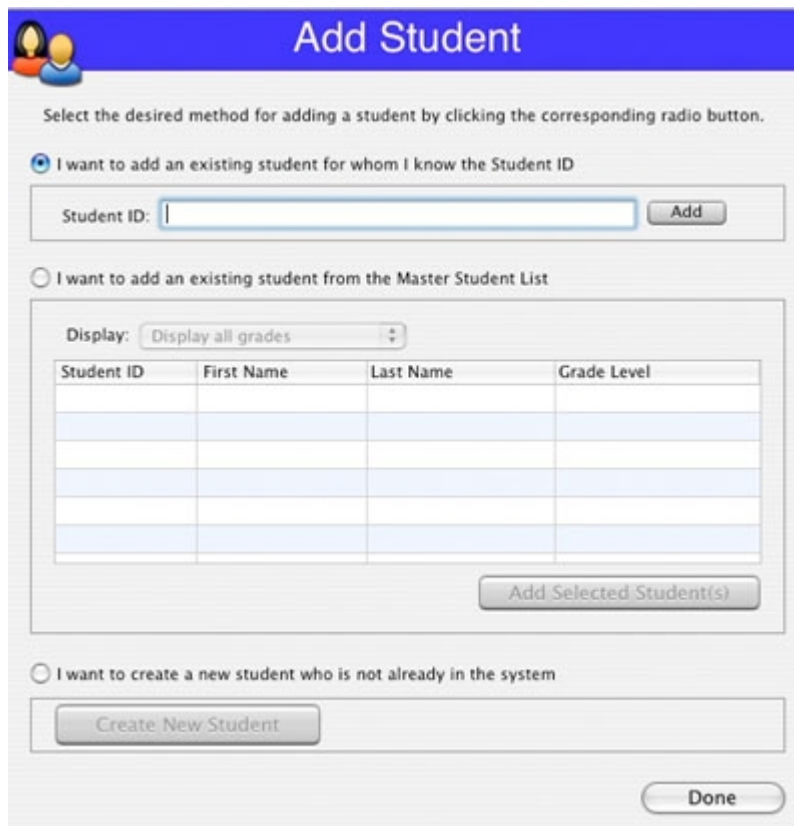
You can either add new students or existing students into a class. To import students, go to [Importing and Exporting Class Lists and Students](#) for more information.

Creating a New Student

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Select the class you want to add students to in the *Class* drop-down menu.



3. Click on the *Add Student* button. The *Add a Student* window will appear.



Add Student

Select the desired method for adding a student by clicking the corresponding radio button.

☒ I want to add an existing student for whom I know the Student ID

Student ID:

☐ I want to add an existing student from the Master Student List

Display:

Student ID	First Name	Last Name	Grade Level

☐ I want to create a new student who is not already in the system

4. Select "I want to create a new student who is not already in the system" and then click on the **Create New Student** *Create New Student* button. The *Student Information* window will appear.

NOTE: The fields marked in red are required; Name, Gender, Student ID, etc.

5. Fill out the required fields (in red)-Last Name, First Name, Gender, Student ID, and Remote Number. All other fields are optional.
6. Click on *Done* when complete.

Student Information tab window:

- *Student* section; Last Name, First Name, Middle Name, Email, Date of Birth, Gender, Student ID, Generate ID automatically
- *User Information* section; Username, Password, Retype Password
- *Student Settings for this Class* section; Current Grade, Remote, Ability, Group, Pick Chance
- *Comments* (optional)
- The student ID is used for student remote registration. Student remote registration allows students to log into presentation if they are not using their assigned remote number. This option is helpful when you want students to be able to use any remote number and/or have absent students. Each student should have a unique student ID assigned to their name. Student ID's can be 1-10+ numbers long and cannot be repeated twice.
- The username and password are for students to log into student mode to complete activities, tests, and any other assignment they missed.
- *Pick Chance* is an option to set the chance of student being selected for random picks in presentation (presentation feature where you can call on random students with the teacher remote or use the mouse). 0 = Never, 1 = Normal, 2 = Twice as Likely.

Personal Information tab window:

- *Attributes* section; *Generic and Ethnicity*
- *Contact Information; Primary and Secondary*. When e-mailing the student's reports, the reports will be sent to the e-mail address that is located on this tab.
- *Notes*

Adding Existing Students by ID

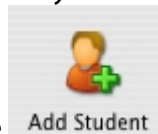
1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you want to add students to in the *Class* drop-down menu.



3. Click on the *Add Student* button. The *Add a Student* window will appear.
4. Select "*I want to add an existing student for whom I know the Student ID.*"
5. Type in the student's ID in the *Student ID* field.
6. Click on the *Add* button to add the student to the class.
7. Click on *Done* when complete.

Adding Existing Students from the Master List

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you want to add students to in the *Class* drop-down menu.

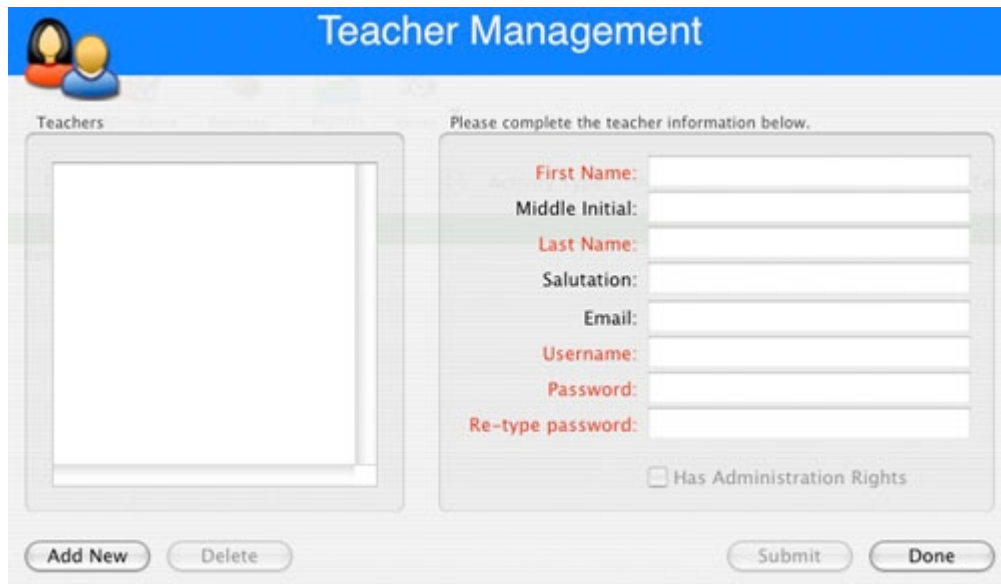




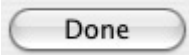
3. Click on the *Add Student* button. The *Add a Student* window will appear.
4. Select "*I want to add an existing student from the Master Student List.*"
5. Click on the gray column to highlight the student. To select more than one student at a time, hold down the *Control* key while selecting students with the mouse.
6. Click on the *Add Selected Student(s)* button to add the student(s) to class.

4.3 Teacher Setup

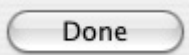
Adding Teachers

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* menu and select *Edit Teachers*.
3. These are the required fields; *First Name*, *Last Name*, *Username*, *Password*, and *Re-type Password*.



4. Click on the  *Add New* button and begin typing in the first name, middle initial, and last name.
5. Type in a username and password. This is what you will use to log into *Interact* and is a necessary security feature.
6. Check the "*Has Administrative Rights*" box. This feature allows you to disable and enable the login feature (for security and *Student Mode*).
7. Click on  *Submit* to add the teacher and save changes.
8. Click on  *Done* when finished.

Deleting Teachers

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *Edit Teachers*.
3. Select the name of the teacher under the *Teachers* section and click on *Delete* to remove teacher.
4. When you click on *Delete*, if the teacher has assigned classes, a window will appear asking you to either reassign or delete the classes.
5. Click  *Done* when finished and you will be taken back to the *Students* tab.

4.4 Login

You must be a teacher with administrative rights to enable and disable the login. See [Creating Teachers](#) for more information.

Enable Login

For security reasons, enable login to prompt users to type in a username and password to

access *Qwizdom Interact*.

1. Open *Qwizdom Interact*.
2. Go to *File* and select *Enable Log In*. Be sure to have created your username and password (go to [Adding, Editing, and Deleting Teachers](#) for more information).

Log in must be enabled for *Student Mode* (go to ***Student Mode*** for more information).

Disable Login

Disabling login allows anyone to have access to *Qwizdom Interact*.

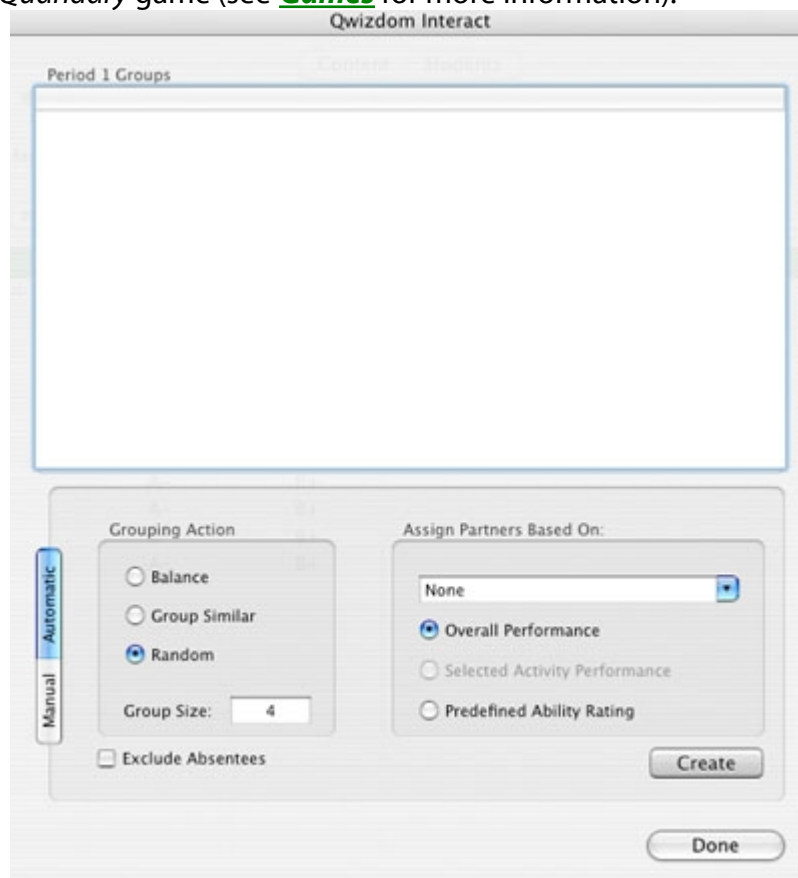
1. Open *Qwizdom Interact*.
2. Go to *File* and select *Disable Log In*.

Log in must be enabled for *Student Mode* (go to ***Student Mode*** for more information).

If you are unable to log in, please contact Tech Support.

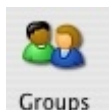
4.5 Group Setup

There are two ways of creating groups-automatically and manually. Groups are necessary for the *Quandary* game (see [Games](#) for more information).



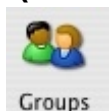
Creating Groups (Automatically)

1. In *Qwizdom Interact*, click on the *Students* tab.
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* tab, select the *Grouping Action*.
 - **Balance**-groups students by ability
 - **Group**-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
 - **Exclude Absent Students**-check this box to ignore students who are absent (go to **Attendance** for more information)
 - **Assign Partners Based On**-you are able to assign partners based on ability and performance
 - **Select an Activity**-use this drop-down menu to select the activity when you are assigning partners based on selected activity performance.
 - **Overall Performance**-based on overall grade in class
 - **Selected Activity Performance**-based on overall grade on a particular activity
 - **Predefined Ability Rating**-based on student's capability of learning
5. Under *Grouping Action*, select *Balance*.
6. Select *Overall Performance* under *Assign Partners Based On*.
7. Click on *Create* and then click on *Done* when finished.

Creating Groups (Manually)



1. Click on the **Groups** button. The *Group Management* window will open.
2. Select the *Manual* tab.
3. Click on the *Clear* button to clear the previously made groups.
4. Click on *New Group* to make groups (e.g., Group 1, Group 2).

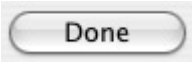
NOTE: You are able to change the Group names. After you rename all groups, click away from the group names to deselect any one of them to apply and save the names of the groups.

5. Click on a student and then drag and drop the selected student into the desired group.
 - **Clear**-clears out groups created
 - **New Group**-creates groups (e.g., Group 1, Group 2)
 - **Remove**-removes the selected student from that group
6. Click *Done* when you are finished.

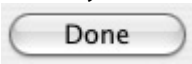
4.6 Managing Classes and Students

Edit a Class

1. In *Qwizdom Interact*, click on the *Students* tab.

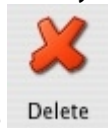
2. Go to the *Class* drop-down menu to select the class you want to edit.
3. Go to the *Class* menu and select *Class Properties* to edit the class such as the class name.
4. When complete, click  *Done* to save changes and exit out of the window.


Edit a Student

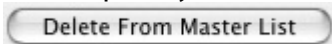
1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* drop-down menu and select the class of the student you would like to edit. The class you selected will open.
3. Double-click on the student you would like to edit.
4. When complete, click  *Done* to save changes and exit out of the window.

Delete a Student

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu and select the class of the student you would like to delete.
3. There are two ways in deleting a student from the class: select the student and



click on the *Delete* button OR double-click on the student and click on the  *Remove From Current Class* button.

4. To completely delete a student out of the program, click on the  *Delete From Master List* button.

NOTE: To permanently delete a student from *Qwizdom Interact*, you must delete the student from the master list.

5. A prompt will appear asking "Are you sure you want to delete this student from the current class?" This will also delete student's answers/scores.
6. Click *OK* to delete the student or *Cancel*.

Delete Students from the Master List

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* menu and select *Edit Master List*.
3. Select the student you want to delete and click on the *Delete* button. You can select more than one student at a time by holding down the *Control* key as you select the students. When you delete a student from the master list, you are permanently removing the student from *Qwizdom Interact*.
4. Click on *Done* when finished.

Deleting a Class

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* drop-down menu and select the class you would like to delete.
3. Go to the *Class* menu and select *Delete Class*.
4. A prompt will appear asking "Are you certain you wish to delete the current class?"
5. Click *OK* to delete the class or *Cancel*.

4.7 Importing and Exporting Classes and Students

Classes can be imported from *Qwizdom Teaching Assistant (TA)*, *Excel* or grade book programs in *.CSV* or *.txt* file format.

If you created a class in *Microsoft Excel* and save it as a *.CSV* file, you can import it into *Qwizdom Interact*.

1. In *Microsoft Excel*, go to the *File* menu and select *Save As*. The *Save As* window will open.
2. Enter the name of the class.
3. Click on the *Save as Type* drop-down menu.
4. Select *CSV (Comma Delimited) (*.csv)* as the file type the class will be saved as.
5. Select a location you want the class to be saved in and click on *Save*.

Now follow the instructions (below) for *Importing a .CSV File into Interact*.

Importing a .CSV File Into Qwizdom Interact

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* menu and select *New Class*.
3. Type in the name of the class along with filling out other necessary information and click *Done*.
4. Go to the *File* menu and select *Import*, then *Students*.
5. Search for the file (should be in *.CSV* file format-comma delimited or it can be in a *.txt* file format).
6. Select the file and click *Open*. The *Student Import* window will appear.

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

7. You are able to drop down the fields to select the information that will be imported. Be sure the fields on the right match up to the information on the left.
8. Uncheck the "First Record is Header" if the first record aren't headers. If the first record is a header, the information on the left will not have student information. It will have the column heading information from where you are importing the file from (e.g., *First name*, *Last name*, etc.). See image below.
9. Click on *Import*. The created class will appear.

Exporting Students from Qwizdom Interact into Excel

You are also able to export students into *Excel*, other grade book programs, or into *Interact*

on another computer.

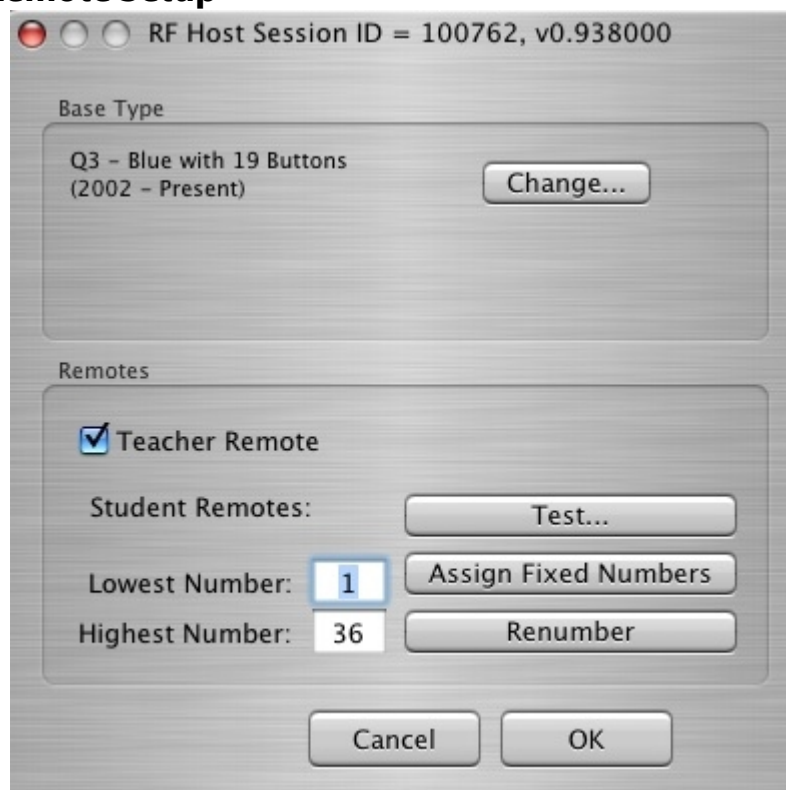
1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* drop-down menu and select the class you want to export. The class you selected will open.
3. Go to *File* and select *Export* then *Students*.
4. The *Student Export* window will appear.
5. Select *Student Information* under "What would you like to Export?" and *Comma Delimited*.
6. Click on *Export*.
7. Select the destination of where the file will be saved and then click *Export* when finished. The file will export and save to where it was directed to (e.g., *My Documents, Desktop*).

5 Chapter 3

5.1 Remote Setup

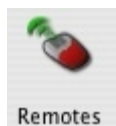
Testing your remotes ensures that the student and teacher remotes are sending and receiving signals to and from the host; and the host is operating properly.

Q3 Remote Setup



Below are the options that apply to Q3 IR remotes:

- **Change**-this is where you select the correct remote type you are using
- **Teacher Remote**-make sure this option is checked in order to activate the teacher remote
- **Lowest Number/Highest Number**-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
- **Test**-this is where you test that your remotes and receiver are responding correctly. You only need to test your remotes once to make sure all remotes are responding correctly. The only other time you should use this option is when you think your remote/host isn't working properly.
- **Renumber**-reassigns class remotes. When you click on *Renumber*, a window will appear asking if you would like to reassign remote numbers for *Current Class*, *My Classes*, or *All Classes*. Select the option of your choice to reassign the remotes. The remotes will be reassigned in numeric order from the first student in alphabetic order.

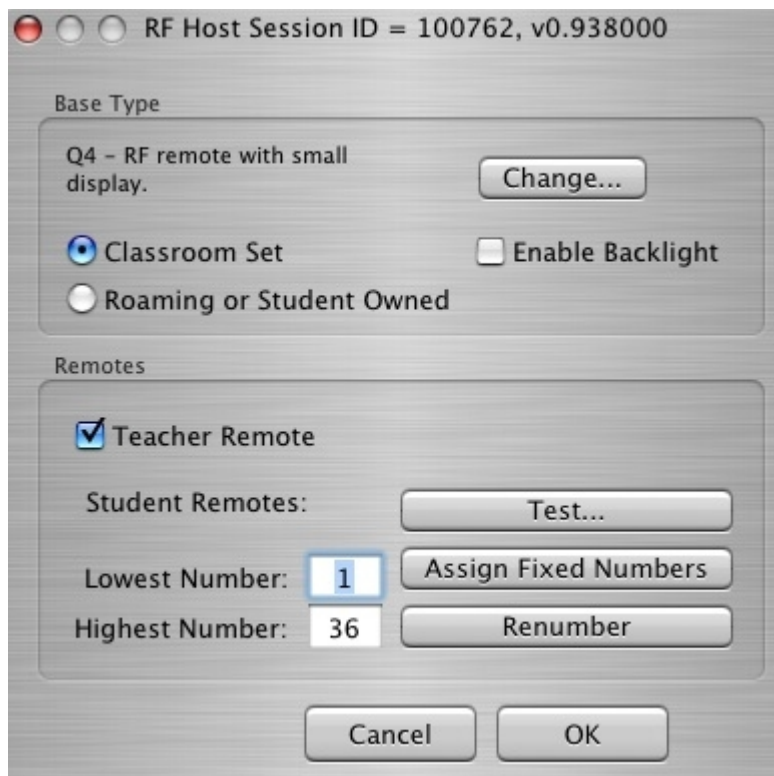


1. Click on the **Remotes** button. The *Remote Options* window will appear.
2. The *Remote Type* area is where you select the type of remote you have. Click on the **Change** button under *Remote Type*. The *Change Remote Type* window will appear.
3. Select your remote type to the *Q3 Blue with 19 Buttons (2002-Present)* and click **OK** when done. You will be taken back to the *Remote Options* window.
4. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
5. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., set of 1-24 remotes, lowest-1, highest-24).

Testing IR Remotes

1. Click on **Test**. The host will initialize and the *Test Remote* screen will appear. There will be a gray box of each remote number on the screen. (If it doesn't initialize, be sure the correct remote type you are using was selected.)
2. Press any key on the remote to test it; the number of the remote will light up in blue on the screen (e.g., press the 2 key on remote #5, remote #5 will light up in blue on screen) and the right/wrong lights on the remote will flash.
3. Select **Close** once you are done to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window. Click **OK** to exit.

Q4 and Q5 RF Remote Setup



- **Change**-this is where you select the remote type you are using
- **Classroom Set**-select this option if the same group of remotes will always be used with the same host (receiver). This scenario is most common in K-12 settings. If you are going to share the set of remotes, you can still use this mode as long as the remotes always stay with the same host. The remotes are assigned a fixed number and the session ID is permanently assigned to the remotes. Students may still log in using their student ID/user ID if you select the option in the *Presentation Setup* window. This option allows the student to pick up any remote rather than having to use the same remote each time.
- **Roaming or Student Owned**-check this option for university settings or situations where the students will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the students must have a numerical student ID/user ID to put into the remote, and each time the remote is used a new session ID must be entered into the remote.
- **Enable Backlight**-select to activate the remotes Backlight
- **Teacher Remote**-select to activate the instructor remote
- **Lowest Number/Highest Number**-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
- **Test**-this is where you test that your remotes and host are responding correctly. You only need to test your remotes once to make sure all remotes are responding correctly. The only other time you should use this option is when you think your remote/host isn't working properly.
- **Assign Fixed Numbers**-click this button if you selected *Classroom Set* to assign

remotes a fixed number. Assigning fixed numbers assigns an internal number on the remote (e.g. *remote #1, remote #2, etc.*).

- **Renumber**-reassigns class remotes. When you click on *Renumber*, a window will appear asking if you would like to reassign remote numbers for *Current Class, My Classes, or All Classes*. Select the option of your choice to reassign the remotes. The remotes will be reassigned in numeric order from the first student in alphabetic order.

The Q5 RF student and instructor remotes need to be charged 24 hours before using.



1. Click on the **Remotes** button. The *Remote Options* window will appear.
2. The *Remote Type* area is where you select the type of remote you have.
3. Click on the *Change* button under *Remote Type*. The *Change Remote Type* window will appear.
4. Select your remote type to one of the RF remotes and click *OK* when done. The host will initialize (if the USB drivers were properly installed and the correct remote type was selected). You will be taken back to the *Remote Options* window.
5. Select *Classroom Set* or *Roaming or Student Owned*. Most users will select *Classroom Set*. *Roaming or Student Owned* are intended for higher education such as colleges, universities, etc.
6. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
7. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., *set of 1-24 remotes, lowest-1, highest-24*).

Assigning Fixed Numbers

If you have selected *Classroom Set*, follow the steps below. If you have selected to use *Roaming or Student Owned*, you do not need to assign fixed numbers.

1. Be sure the remotes are turned off and click on the *Assign Fixed Numbers* button. The *Assign Remotes* screen will open. There will be a gray box of each remote number on the screen.
2. Turn on a student remote, enter in the session ID (session ID is located in the remote options title bar), and press the *Send* key. The number of the remote will light up in blue on the screen and the remote number will appear on the LCD display on the remote.
3. Repeat step 2 for the rest of the remotes. The remotes will number sequentially in the order you turn them on.
4. After all the remotes have been assigned fixed number, click on the *Save* button. You will be taken back to the *Remote Options* window.
5. Click *OK* to exit out of the *Remote Options* window.

Testing RF Remotes

You only need to test the remotes once to ensure the remotes are responding correctly. The only other time you should need to test remotes again is when you suspect a remote or host isn't working properly. If you have selected to use *Roaming or Student Owned*, you do not need to test your remotes.

1. Click on the *Test* button in the *Remote Options* window. The *Test Remotes* screen will open. There will be a gray box of each remote number on the screen.
2. Turn on the student remotes. The number of the remote will light up in blue on the screen.
3. After all the remotes have tested correctly, click on *Close* to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window.
4. Click *OK* to exit out of the *Remote Options* window.

5.2 RF Remote Setup

Place the AA batteries in the Q4 RF remotes and charge the Q5 RF remotes.

Session IDs help Q4 RF and Q5 RF remotes identify where to send information to. The session IDs prevent the remotes sending the information to another host.

K-12 or Corporate Setting



1. Click on the **Remotes** button. The *Remote Options* window will appear.
2. Turn on a remote; if using Q4, hold down *Menu* key, if using Q5, turn power switch to right.
3. The remotes may ask for a session ID. A session ID is a six-digit number that tells the remotes which host it will communicate with. The session ID is located in three places: bottom of RF host on a white sticker, *Remote Options* window title bar, and in the presentation title bar.
4. Click on the *Assign Fixed Numbers* button.
5. Turn the remotes on in the order you want them numbered. There are remote number stickers provided in your remote set to number the outside of your remotes (optional).
6. If the remotes say "*Host not Found*" or "*No Net*", then the incorrect ID was entered into the remote. To re-enter the session ID on the Q4 remote, press the *Menu* key, use the right arrow to scroll to *Sess. ID*, and press the *Send* (double arrows) key to select the option. The remote may say there is an existing ID and will ask if you want to change it. Press *T* for to change. Enter the new session ID and press the *Send* (double arrows) key to confirm. To re-enter the session ID on the Q5 remote, press the *Menu* key and use the down arrow to scroll to *Session ID*. Press the *Send* (double arrows) key to select it and enter the new session ID. Press the *Send* (double arrows) key to confirm.
7. When the remotes connect to the host, the gray remote boxes on screen will light up in dark gray and the remote LCD screens will display "*Qwizdom*" with the

remote ID in the upper right.

8. Click on *Save* and then click on *OK* to exit the *Remote Options* window.

College/University Setting (*where students own their remote*)



1. Click on the **Remotes** button. The *Remote Options* window will appear.
2. Turn on a remote; if using Q4, hold down *Menu* key, if using Q5, turn power switch to right.
3. The remotes may ask for a session ID. A session ID is a six-digit number that tells the remotes which host it will communicate with. The session ID is located in three places: bottom of RF host on a white sticker, *Remote Options* window title bar, and in the presentation title bar.
4. Click on the *Test* button.
5. Turn the remotes on. If the remotes say "Host not Found" or "No Net", then the incorrect ID was entered into the remote. To re-enter the session ID on the Q4 remote, press the *Menu* key, use the right arrow to scroll to *Sess. ID*, and press the *Send* (double arrows) key to select the option. The remote may say there is an existing ID and will ask if you want to change it. Press *T* for to change. Enter the new session ID and press the *Send* (double arrows) key to confirm. To re-enter the session ID on the Q5 remote, press the *Menu* key and use the down arrow to scroll to *Session ID*. Press the *Send* (double arrows) key to select it and enter the new session ID. Press the *Send* (double arrows) key to confirm.
6. When the remotes connect to the host, the gray remote boxes on screen will light up in dark gray and the remote LCD screens will display "Qwizdom" with the remote ID in the upper right.
7. Click on *Save* and then click on *OK* to exit the *Remote Options* window.

Changing Session IDs

If the RF remote says "No Net," it could be that the session ID has been entered incorrectly.

1. To change the session ID, wait for the remote to say "No Net."
2. Press the *Menu* key when the remote says "No Net."
3. Use the arrows to scroll to *Enter Session ID* or *Sess. ID*.
4. Press the *Send* (double arrows) key to select the option. For the Q4 remotes, the remotes will display the current session ID and will ask if you would like to change the ID. Press *T* (Yes) to change the session ID.
5. Enter the session ID and press the *Send* (double arrows) key.

5.3 Remote Login

Student remote login allows any student to use a remote and sign in. It does not have to be their assigned remote. This option is helpful when you:

- do not have assigned remotes
- have absent students

- have random people using remotes (e.g., during lectures, presentations)

To have students sign in, they must have a student ID. Student ID's are setup in the *Student Information* window. (Go to [Class Setup](#) for more information about student information). Each student should have a unique student ID assigned to their name. Student ID's can only be numeric and 50 numbers long. An ID cannot be used for more than one student (student IDs cannot be duplicated).

IR Remote Login



1. Select an activity and click on the *Present* button. The *Presentation Setup* window will appear.
2. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
3. Check the preferred options and select the class.
4. Click *Okay* when you are finished setting up the presentation.
5. The registration screen will appear.
6. Have each student type in their student ID and hit the *Send* key. Their name along with the number of the remote will appear on screen. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)
7. If the student keys in the incorrect ID, have them hit the *Clear* button on their remote and then enter in their student ID.

RF Remote Login



1. Select an activity and click on the *Present* button. The *Presentation Setup* window will appear.
2. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
3. Check the preferred options and select the class.
4. Click *Okay* when you are finished setting up the presentation.
5. The registration screen will appear.
6. Have each student type in their student ID and hit the *Send* key. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)
7. Their name and the number of their remote will appear on screen.
8. If the student keys in the incorrect ID, or two or more students attempt to enter the same student ID, the name of the student will appear in the *Login Conflict* log.
9. The instructor can choose to *Kick*, *Keep*, or *Remove* the students attempting to log in with a duplicate student ID.
 - **Kick**-denies student access to the presentation
 - **Keep**-allows that student to use the student ID

- **Remove**-removes the student and has them re-enter the correct student ID
If a student enters in a non-existing student ID for that class, the remote will refuse it and ask for the user ID again.

10. After all students have logged in, click on *OK* to begin the presentation.

5.4 Q3 IR Diagram

Student Remote



1. CLR (Clear) key-clears the information from the remote queue
2. Question [?] key-signals help to instructor
3. Delta (triangle) key-allows students to change their answer during an answer key presentation
4. Send key-press to submit answer
5. Right/Wrong indicator-lets students know if their response is correct/incorrect (this feature can be disabled) or received (both lights will flash)
6. True/Yes and False/No keys-use to answer True/False and Yes/No questions

Instructor Remote



1. CLR [Clear] key-toggles the status bar during presentation and hides the response graph/chart
2. Question [?] key-press this with an answer and then hit the Send key to pose a spontaneous question
3. Delta [triangle] key-displays/hides the response graph/chart
4. Send key-toggles the menu bar, enters spontaneous questions, and exit out of scores or student log in information screen
5. T [Right] and F [Wrong] keys-mark students correct/incorrect
6. 7 [<< Left double arrow] key-goes back to the previous slide set
7. 8 [Pick] key-randomly calls on a student and displays their name
8. 9 [>> Right double arrow] key-advances to the next slide set and game setup/options menus
9. . [< Left single arrow] key-goes back to the previous slide within a slide set or to a different response graph
10. 0 [Play] key-starts, pauses, and continues an autopilot presentation or video/sound clip. To manually play a video on a slide, press Play and then 1 on the instructor remote. If there are two videos on one slide, press Play and 1 for the first video and then Play and 2 for the second video. You can set options for the video to play





automatically Go to [Adding Multimedia](#) for more information.


11. / [> Right single arrow] key-advances to each individual slide within a slide set or to a different response graph
12. - [Show] key-displays students groups, scores, and remote assignments

5.5 Q4 RF Diagram

Student Remote




1. Send  key-press to submit answer
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. The remotes do not automatically turn off. Turn off remotes if they are not in use. *Search, Sess. ID, and 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*.

3. *Help*--press *Menu* during presentation to request help.
4. *Clear* [C] key--press to delete response
5. *Scroll*  keys--to scroll through menu options or answer choices
6. *True/Yes* and *False/No* keys--use to answer True/False and Yes/No questions

5.6 Q5 RF Diagram




Student Remote



1. Send  key--press to submit answer
2. *Clear* [C] key--press to delete response or change an answer in an answer key presentation
3. Thumb pad--press to navigate between letters when keying in answer and press the button in the middle to select a letter or to scroll through menu options
4. Question [?] key--signals help to instructor during presentation
5. Menu key--displays menu options such as entering session ID and search again for host. Use the thumb pad to scroll through the menu options. *Search*, *Sess. ID*, and *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*.
6. *Help*--press *Menu* during presentation to request help.
7. *True/Yes* and *False/No* keys--use to answer True/False and Yes/No questions
8. Power switch--turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
9. Light switch--turns Backlight on/off

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



1. Send  key-press to submit command
2. C [Clear] key-press to hide/show status bar and buzz in box
3. Thumb pad-press right or left to navigate between slide sets and menu options; press up or down to navigate between question and answer slides. Press the button in the middle to select an option.
4. Help List [?] key-displays list of students 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-press to mark student responses correct or incorrect
7. New Q [-] key-press to pose a spontaneous question. See [Spontaneous Questions and Surveys](#) for more information.
8. Pick [.] key-randomly calls on a student and displays their name on screen
9. LCD Graph  [0] key-displays the results of the class as a graph on the LCD screen of the instructor's remote
10. Screen Graph  [/] key-displays the results of the class as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the up and down controls on the thumb pad to scroll through the different graphs.
11. Show [7] key-displays student groups, scores, and remote assignments
12. Play [8] key-starts, pauses, or continues an autopilot presentation or video/sound clip. To manually play a video on a slide, press Play and then 1 on the instructor remote. If there are two videos on one slide, press Play and 1 for the first video and

then Play and 2 for the second video. You can set options for the video to play automatically Go to [Adding Multimedia](#) for more information.

13. Fn (Function) key-executes a unique function (this customized option must be special ordered to access)
14. Power switch-turns remote on/off
15. Light switch-turns Backlight on/off. The "*Enable Backlight*" box in the *Remote Options* window needs to be checked to turn on the Backlight feature.

6 Chapter 4

6.1 Presentation

There are many options that can be set for presentation. Read the following to familiarize yourself with the available options. Here are the four requirements to successfully run a presentation; a class, remotes (if you will be using them), proper installation of the USB Host, and an activity. Remotes can be turned on before and during presentation.



1. Select an activity in the content tree and click on the *Present* button. The *Presentation Setup* window will appear.



- **Group**-is where you select the class that will participate in the presentation.
 - **Play Mode**-select the activity to play as *Normal*, *AutoPilot*, *Answer Key*, or *Game*.
 - **Record Answers/Scores**-checking this box records the responses/score for an activity.
 - **Just Participation**-is a rarely used option; an anonymous presentation for sensitive material (survey) and does not record the responses/score but appears in the grade book to show that the users participated.
 - **Game**-select *Fast Track* or *Quandary* if playing *Game* mode.
 - **Display Options**-allows features such as *Answer Slides*, *Countdown Timer*, *Slide Number*, and *Warning if % Wrong* for viewing during presentation.
 - **Remote Options**-allows user to setup remote options for a presentation.
 - **Randomize Slide Order**-rearranges the slide order for that presentation only.
 - **Use Groups**-turns on group mode when checked-be sure groups have been created in the Students section. See [Building Groups](#) for more information.
 - **Time Limit**-allows user to set time limit for question response or use time from each slide set.
2. Click on the *Group* drop-down field and select the name of the class.
 3. Click on the *Play Mode* drop-down field and select *Normal* as the presentation type.
 4. Check the "Use Remotes" box to use the remotes.

5. Select any other options you would like.
6. When the setup is complete, click OK.
7. After clicking OK, the first slide of the presentation will appear.
8. Students will see the choices (depending on question type) on the remote LCD screen.
9. To send in your response, select the choice or enter the number/text and press the *Send* key to confirm the response. See [Using Remotes in Presentation](#) for more information on responding with remotes.
10. When the presentation is complete, a prompt will appear stating that all (question) slides have been answered. Click on the X in the upper left to exit the presentation.

Instructor Remote Tips

- Press the / key on the RF instructor remote to display the response graph; the delta (triangle) key on the IR instructor remote.
- Press the / key on the RF instructor remote to close the response graph; the delta (triangle) key on the IR instructor remote.
- 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 student during presentation; the *Pick* (8) key on the IR instructor remote.
- Press the *Play* (8) key on the RF instructor remote to play/stop movie or sound on slide; the *Play* (0) key on the IR instructor remote.
- Press the *Show* (7) key on the RF instructor remote to show current scores of students/group during game mode; the *Show* (-) key on the IR instructor remote.
- 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; the question mark key, the correct answer, and press the *Send* key on IR instructor remote.
- Press the ? key to display the list of students who have requested help.

Presentation Features

Below is the presentation menu bar that displays during presentation:



**Not all options will be available, depending on the presentation type.*



-Exits presentation and returns to Content tab.



-Hides/shows the drop-down menu at the top of the screen.



-Returns to the previous slide.



-Advances to the next slide.



-Picks a student at random.



-Shows the question slide of the current slide set.



-Shows the answer slide of the current slide set.

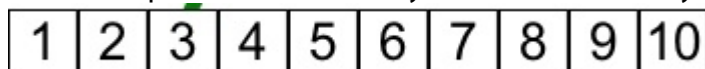


-Shows the information slide of the current slide set.

- To navigate through slides in a presentation, click on the and buttons; on the IR instructor remote press the 7 and 9 keys (double arrows) or for the RF instructor remote, press the left and right arrows (on the thumb pad) to navigate through slides in a presentation.
- To navigate through individual slides (e.g., question, then show the answer), click on the , , or buttons; on the IR instructor remote press the . and / keys (single arrow) or for the RF instructor remote, press the up and down arrows (on the thumb pad) to navigate through individual slides.
- To toggle full screen and hide/show the top menu bar, click on the button; on the IR instructor remote, press the *Send* key or on the RF instructor remote, press the C (clear) key to toggle full screen and hide/show the top menu bar.
- Press the *Control* key with the letter G key to display the response graph/chart; on the IR instructor remote, press the *Delta* (triangle) key or on the RF instructor remote, press the / key (chart with arrow pointing to right) to display the response graph/chart.
- To exit the presentation, click on the **X** button in the left corner of the screen.

The Buzz In Box

The *Buzz In Box* displays the remote numbers at the bottom of the screen during presentation (press the *Control* key with the letter B key show/hide *Buzz In Box* bar).




The *Status Bar* allows you to see which remote has or has not responded in by the boxes changing color. Colored boxes indicate that the person with that remote has responded in; it does not indicate that the student is right or wrong.



Presentation Options Associated with Remotes

- The icon displays when the student(s) are required to input their answer and hit the *Send* key on their remote. This is only necessary for multiple mark, numeric, and sequential questions.
- The icon will appear when spontaneous questions are posed.
- If a student needs help during presentation, on the IR remotes, they can press the ?

(question mark) key or on the RF remotes, press the *Menu* key to select *Help* and

press *Send* on their remote to request for help. This  icon will display. The 1 represents the number of students that requested help (*only one student needs help*); the arrow will point away from the number to indicate the number of students that requested help. Click on the arrow to display the numbers of the student remotes that need help (e.g., *the student with remote 16 requested help*); the arrow will point in to show the remote number(s) that requested help. On the RF instructor remote, a list of the names requesting help will appear on the LCD.

- To remove names from the Help menu, select *Clear All* and press *Send* on the LCD screen of the RF instructor remote, press the 1 key on the IR instructor remote, or use the mouse to click on the icon to clear out the requested help.

6.2 Using Remotes in Presentation

- To request help; on the student RF remote, press the *Menu* key to select *Help* and press *Send* on the remote to request for help. On the student IR remote, press the ? key to request for help.
- To change the Session ID on the Q4 RF 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 Q5 RF remote, press the *Menu* key when the remote displays "*No Host Found*." Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.
- To change the user ID on the Q4 RF 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.

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.

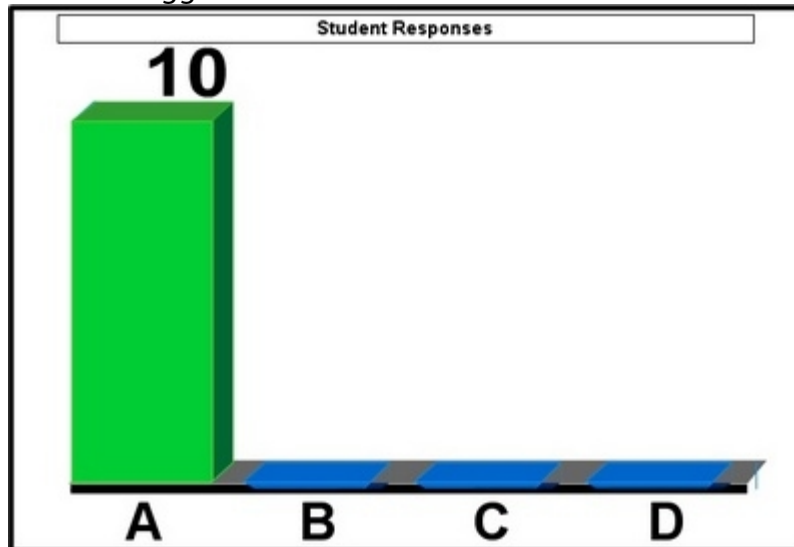
- **Short Answer-Specific;** for Q5 remotes only. The alphabet menu will automatically appear when this question type is displayed. Use the arrows on the thumb pad to navigate through the letters, using the *Circle* key to select the letter(s). Press the *Send* key to confirm your answer.

6.3 Response Graph

The response graph shows the number of student responses for each of the available choices during presentation.

1. After the students respond to the question, using the RF instructor remote, press the / key to display the response graph; press the *Delta* (triangle) key on the IR instructor remote; or use the mouse to click on the *Show* menu and select *Question*

Response Graph. If you do not see a menu at the top of the presentation, click on the  toggle button.



6.4 Answer Keys

An answer key* is a paper-based activity that enables students to work at their own pace and are automatically graded. Answer keys can be created from new or existing activities and by importing ExamView (.XML) files. Students are allowed to change their answers if the teacher permits.

**Answer keys can only be used with the RF remotes.*



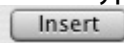
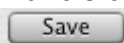
1. Click on the *New Activity* drop-down menu and select *Add Answer Key*.
2. Type in the name of the answer key. The answer key will appear in the content tree (on the left and the answer key grid will appear on the right).

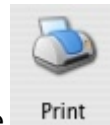
There are six columns in the answer key:

- **Number**-the number of the question
- **Type**-the type of question being presented (e.g., *multiple choice, short answer, numeric, etc.*)
- **Answer**-correct answer to the question
- **Answer 2 (Alt, Min)**-alternate answer or more than one answer to the question (e.g., *answer is 70.9, but it can be rounded to 71 and be correct as well*).
- **Answer 3 (Alt, Max)**-alternate answer or more than one answer to the question (e.g., *selecting more than one choice for the answer*)

- **Points**-number of points assigned to the question (e.g., question #1 is worth 25 points).

Select a question type and type in the answer for question one.

3. Click on the  *Insert* button below. This will create another question.
4. Repeat step 4 and 5 until the answer key is complete.
5. Click on the  *Save* button to save the completed answer key.
6. Print and pass out the questions (generated from text books, another program, etc.) to the students. If you are printing a *Qwizdom Interact* activity, select the



activity in the content tree, and click on the *Print* button. The *Qwizdom Printing* window will appear.

7. Click on *Print* and pass out the activity. Students will work off the paper and use the remotes to send the answers.

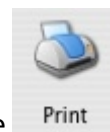


8. Select the answer key activity and click on the *Present* button. The *Presentation Setup* window will appear.
9. Select the correct class under *Groups* and click *OK*. A prompt will appear asking "Do you want the students to be able to change their answers? If you choose Yes, the Right/Wrong feedback will be disabled." Select Yes or No. The presentation will start.

Using Existing Activities as Answer Keys

Let's use an existing activity as an answer key*. The answers are already provided since it is a pre-existing activity. You can use any pre-existing Q & A activity as an answer key. This means any question and answer activity; lessons are excluded.

**Answer keys can only be used with the RF remotes.*



1. Select an activity in the content tree and click on the *Print* button. The *Qwizdom Printing* window will appear.
2. Click on *Print* and pass out the activity. Students will work off the paper and use the remotes to send in their answers.



3. Click on the *Present* button.
4. Select the correct class under *Groups* and select *Answer Key* as the *Play Mode* or check the *Use as Answer Key* box (options may vary due to version of software).
5. Click *OK* and it will start the presentation.

6. A prompt will appear asking if you would like to allow students to change their answers. Select *Yes* or *No*. If you allow them the option to change their answers, the right/wrong feedback will be turned off; which means, when they respond in, they will not know if the answer sent in is right or wrong.

Multiple Answer Keys

Students can take different tests using one answer key*.

**Answer keys can only be used with the RF remotes.*

1. Select the activities in the *Content Tree* to print and pass out to students. Students will see the test ID on the activity printout (header).



2. Click on the *Present* button drop down menu.
3. Select *Present Multiple Tests (Answer Key Mode)*. The *Presentation Setup* window will appear.
4. Select the class and click *OK* when finished.
5. A prompt will appear asking if you would like to allow students to change their answer. Select *Yes* or *No*.
6. The answer key grid will appear. Students will enter the activity ID using their remotes. The activity ID lets the program know which student is taking a particular activity.
7. A plus sign will appear next the student's remote number once the activity has been completed.
8. When all the students have completed their activities, exit the presentation.
9. Click on the *Students* tab to go to the grade book to view the scores.

6.4.1 Changing Answers During Answer Key

When the presentation starts, it will ask "*Do you want the students to be able to change their answer? If you choose Yes, Right/Wrong feedback will be disabled.*" Disabling the right/wrong feedback will discourage cheating. Being able to change answers will allow students to come back to certain questions they are having difficulty with.

During presentation, a student is working on an answer key* activity. The student is on a question but would like to go back to change the answer for previous question.

**Answer keys can only be used with the RF remotes.*

1. During an answer key, press the left and right arrows to go to the question that you would like to change the answer for.
2. When the question number of the answer you want to change appears, press the *Clear* button.
3. Select the answer and press the *Send* (double arrows) key.
4. Use the left and right arrows to get back to the question number you left off on.

6.4.2 Resuming Answer Keys

Answer keys* can be partially completed and finished later. Follow the instructions below to resume a partially completed answer key.

**Answer keys can only be used with the RF remotes.*

1. Select the answer key that needs to be completed and click on the *Present* button. The *Presentation Setup* window will appear.
2. Select the class under *Groups* and click *Okay*. The presentation will begin.
3. A prompt will ask you if you would like to *Resume*, *Start Over*, or *Cancel*. Click on *Resume*. The answer key will appear. You will see the student remote numbers and the question boxes next to them.
4. To pick up from where the students left off, press the *Send* key on any one of the remotes to get started. Only one student remote is needed to press the *Send* key.
5. The question number that the student left off on will appear on the RF remote. The students can now resume in completing the answer key.

6.5 Games

Here is what's needed to get started:

- An activity with remote answerable slides (e.g. *Multiple Choice*, *True/False*, etc.).
- We recommend using 25 or more slides but it's not required.
- A class list with assigned remotes and groups so students are able to participate and record scores.
- In the *Presentation Setup* window, select *Game* as the *Play Mode* and then select the game type.

Charts and solution slides are not available in game mode. Groups cannot be used if you are using *Roaming/Student Owned* mode.

Fast Track Remote only game, individual and groups; up to 80 individuals or groups-**remotes are required**

Quandary Individual and group; up to 64 individuals separated into 8 teams-**remotes are required**

6.5.1 Fast Track

Remote only game, individual and group; up to 80 individuals or groups-**remotes are required to participate.**

1. Select an activity.
2. Click on the *Present* button.

3. The *Presentation Setup* window will appear.
4. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Fast Track*.
5. Click OK.

NOTE: Multi-key remotes must be used in order to play this game. This is a remote only game.

In *Fast Track*, students or teams compete to answer the most questions correctly in the fastest time. This game is designed for up to 80 teams or players to play.

NOTE: If 5 or less remotes are in play, there will be computer players.

The game has five scoring modes:

- 1-Points are awarded based on how fast players respond; wrong answers = -300 points
- 2-Points are awarded based on how fast players respond; wrong answers = 0 points
- 3-Points are awarded based on order of response; wrong answer = -300 points
- 4-Points are awarded based on order of response; wrong answer = 0 points
- 5-Points are awarded based on order of top five responses; wrong answer = 0 points

- To show the answer (using remotes) after everyone has answered, on the IR instructor remote, press the 7 key (<< Left Arrows) or on the RF instructor remote, press the left arrow on the thumb pad.
- To show the answer (not using remotes) after everyone has answered, click on the << (Left Arrows).

TIP: The time limit can be set for all questions, or it can be individually set with different time limits within each slide set.

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

Load will resume the previously saved game for that class period.

Erase will erase the scores of that previously saved game and start new.

Skip will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

6.5.2 Quandary

Individual and team; up to 64 individuals can play in up to 8 groups or players can play in 8 equal groups only using 8 remotes. There are requirements for using an activity for Quandary. See [Creating Game Activities](#) to learn more about creating a *Quandary* activity.

- 25 slides are required to completely fill the game board (five slides for each of the five columns).

- It's recommended to have five different categories but not required.
 - The slides must be remote answerable (*Information* slides and other non-remote slides are not permitted).
1. Select an activity in the content tree that you would like to present as a *Quandary* game.
 2. Click on the *Present* button.
 3. The *Presentation Setup* window will appear.
 4. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Quandary*.
 5. Click *OK*.

NOTE: Groups must be created in order to play Quandary. Each individual will still have their own remote to respond to contribute to the group's coin bank.

Up to 64 individuals in 8 groups can compete in *Quandary*.

1. Select the game mode you would like to play in:
 - *Mode 1-Traditional*. The first player to answer correctly gets all the points. Up to 64 individuals or groups can play.
 - *Mode 2-All Respond* (remotes required). Everyone responds and earns points for their correct answers. Up to 64 individuals in groups can play.
 - *Mode 3-All Respond with Penalty* (remotes required). Everyone earns points for correct answers. Points are deducted for wrong answers. In individual mode, individual responses count toward a team total.
2. Start the game by selecting an individual or team to select a topic and point value from the game board. The student or team can select any column but should choose the lowest available value in that column.
3. Using the remote to select the categories and dollar amount: from left to right (1-5), press the category number on the instructor remote (e.g., press 3 for third category). Then use the 1-5 keys to select the dollar amount of the slide (e.g., 1=100, 2=200). If you are using the mouse, just click on the desired square.
4. After all remotes have responded, the coin bank screen will appear displaying the number of points each individual or team received for their correct responses. Scores are rounded to the nearest 10.
5. The game board appears again.
6. This process continues until the game board has been completely cleared; or when you select *Quit* from the *File* menu. The individual/team with the most points wins!

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

Load will resume the previously saved game for that class period.

Erase will erase the scores of that previously saved game and start new.

Skip will skip the previously recorded scores and play as new.


When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

6.6 Spontaneous (On-the-Fly) Questions

During a presentation, you may want to pose a spontaneous question to students to test their knowledge or gather opinions.

Posing a Spontaneous (On-the-Fly) Question (RF Remote)




1. Select an activity in the content tree and click on the *Present* button.
2. Select the class and check the preferred options .
3. Click *OK* to start the presentation.
4. Anytime during the presentation, ask the class a question and give them answers to choose from; after asking the question, press the - (*New Q*) key on the instructor remote.
5. Use the up/down arrows to navigate through the question types and press the circle key (in thumb pad) to select the question type.
6. Select the correct answer and press the circle key (in thumb pad) to confirm or press the circle key without selecting an answer for survey.
7. A  question mark icon will appear on the screen. This icon tells students a question has been posed.
8. Students will select the answer and press the *Send* key (double arrows) to send in their response. After the students have responded in, there are two ways to view their results. Either press the / key (chart with arrow pointing to right) so that everyone can view the results or press the 0 key (chart) to privately view the results on the instructor remote.
9. When the presentation is complete, exit by clicking on the X in the upper left corner of the screen.
10. You are taken back to the Content screen.
11. Click on the Students tab.
12. Click on the activity name in the grade book (the column will highlight in yellow).
13. Click on the Reports button.
14. Select the Detailed Class Answer report and click on View.
15. The report will generate and the spontaneous (on-the-fly) responses will appear after the activity questions.

Posing a Spontaneous (On-the-Fly) Question (IR Remote)



1. Select an activity in the content tree and click on the *Present* button.
2. Check the preferred options and select the class.

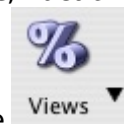
3. Click *OK* to start the presentation.
4. Anytime during the presentation, ask the class a question and give them answers to choose from (A, B, C, True or False, etc.).
5. After asking the question, press the ? (question mark) key on the instructor remote.
6. Press the answer and then the *Send* key. A  question mark icon will appear. This icon tells students a question has been posed.
7. Students will select the answer and press the *Send* key (double arrows) to send in their response. After the students have responded in, press the *Delta* (triangle) key on the teacher remote to pull up the graph. The graph shows how many students answered each of the following choices.
8. When the presentation is complete, exit by clicking on the X in the upper left corner of the screen.
9. You are taken back to the Content screen.
10. Click on the Students tab.
11. Click on the activity name in the grade book (the column will highlight in yellow).
12. Click on the Reports button.
13. Select the Detailed Class Answer report and click on View.
14. The report will generate and the spontaneous (on-the-fly) responses will appear after the activity questions.

7 Chapter 5

7.1 Grade Book

Qwizdom Interact has its own grade book system to track student answers, scores, and overall grades. In order to have grades, you must record them. The option to record answers/scores is available in the *Presentation Setup* window.

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Recorded results will appear in the grade book in columns with the activity names in the header.
3. You can change the view of the grades to percentage, fractions, or points. To



change the way the results are displayed, click on the **Views** button.

- **Points**-shows the total number of points awarded for each correct answer. Points are assigned in each slide. See [Slides](#) for more information.
- **Fractions**-shows grades as a fraction of the number of correct responses over the total number of questions. e.g., 8/10-the student got 8 correct out of 10
- **Percentages**-shows grades in percentage form based on the number of correct responses. e.g., 96%
- **Grades**-shows the letter grade based on number of correct responses. e.g., A-

To print a report, go to [Emailing, Printing, and Saving Reports](#) for more information.

Grade Scales

The grade scale you would like to set for the class can be adjusted.

Grade Specification

Please Edit/Select your Grade Scale

Grade Scale	Grade Scale Settings	
Grade Scale Name	Grade	Percentage
Grade Scale		
Credit-No Credit		
GPA Scale		
European Scale		

New Copy Delete ☐ Calculate decimal grades for Point Scale ?

Mastery Settings for this gradescale

Partial Mastery Percentage: 60% Full Mastery Percentage: 80%

Rounding option for this gradescale

☒ Whole Number (e.g. 72.457% becomes 72%)
 ☐ Tenths Place (e.g. 72.457% becomes 72.5%)
 ☐ Hundredths Place (e.g. 72.457% becomes 72.48%)

Cancel Done

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Go to the *Class* menu and select *Edit Grade Scales*. There are four different grade scales that can be set to your grading standards. Select the grade scale or create a new grade scale to edit to your grading standards.
3. To create a new grade scale, click on the *New* button and type in the name of the grade scale in the *GradeScale* column.
4. Create the grades in the *Grades Scales Settings* column.
5. Click *Done* when finished.

Activity Scores Adjustment

Scores in the grade book can be added or adjusted. This is useful for adding extra credit points.



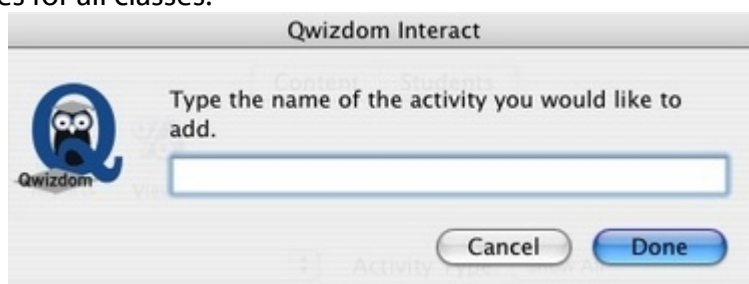
The screenshot shows the 'Adjust Activity Scores' window in Qwizdom Interact. It features a table with five columns: StudentID, Student Name, Score, Adjustment, and Total. The table contains ten rows of student data. At the bottom of the window are 'Cancel' and 'Done' buttons.

StudentID	Student Name	Score	Adjustment	Total
101	Blair, Estera	95	0	95
103	Hendrix, Jackie	100	0	100
110	Henly, Pat	110	0	110
107	Kelly, Randy	110	0	110
102	Leonardo, Tom	105	0	105
109	Madrigal, Jen	110	0	110
106	Nite, Janet	110	0	110
105	Pollack, Andrew	110	0	110
104	Robison, Junior	110	0	110
108	Thomas, Mike	110	0	110

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Select the class you would like to adjust the scores for.
3. Double-click on a field under the activity column. The *Activity Score Adjustments* window will appear.
4. Type in a student's score in the *Score* column. The *Adjustments* column adds or subtracts bonus and extra credit points.
5. The information in the *Score* and *Adjustments* column will automatically calculate and appear in the *Total* column.
6. Click *Done* when finished adjusting scores. The scores will appear in the grade book.

Adding Graded Paper-Based Activities to the Grade Book

You are able to add paper-based activities into the grade book to have *Interact* keep record of grades for all classes.



The screenshot shows the 'Add Activity' window in Qwizdom Interact. It has a title bar that says 'Qwizdom Interact'. On the left is a Qwizdom logo. The main text says 'Type the name of the activity you would like to add.' Below this is a text input field. At the bottom are 'Cancel' and 'Done' buttons.

1. In *Qwizdom Interact*, click on the *Students* tab.
2. Select the class you would like to add an activity to.



3. Click on the **Add Activity** button.
4. Type in the name of the paper-based activity you would like to enter in.
5. Click *OK*. A prompt will appear asking the maximum points of the activity.
6. A prompt will appear asking you to specify the maximum amount of possible

- points. Enter in the maximum number of possible points.
7. The added activity will appear in the grade book (in alphabetical order).
 8. To add the grades, double-click on a field under the activity column. The *Activity Score Adjustments* window will appear.
 9. Type in a student's score in the *Score* column. The *Adjustments* column adds or subtracts bonus and extra credit points.
 10. The information in the *Score* and *Adjustments* column will automatically calculate and appear in the *Total* column.
 11. Click *Done* when finished adding all grades for the class .

7.2 Exporting Grades

You have the option to export grades into *Microsoft Excel* or certain grade book programs that support the .CSV file format. The grades will be exported in .CSV file format. You cannot import grades as a .csv file.



1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *File* menu and select *Export*, then *Grades*.
3. The *Grade Export* window will appear asking you what else you would like to export. It is best to leave all the defaulted options.
4. Click on *Export*. The *Export Students* window will appear.
5. Find a location to save the file (e.g., *My Documents*, *Desktop*) and type in the file name.
6. Click on *Save*. The file will be saved in .CSV file format which is supported by

Microsoft Excel or grade book programs (that support .CSV files).

7.3 Graded Activities

When activities are graded, they become locked. There will be a green lock icon on the activity indicating that it has been graded. The reason for locked activities prevents any revisions made to the activity that could affect grades attached to that activity. A locked activity can be duplicated or unlocked for revision.

1. Go to the *File* menu and select *Duplicate*.
2. Enter the name of the duplicated activity and click *Ok*.

NOTE: Each activity name should be different (activity names should not be duplicated).

3. The activity will be duplicated with the new activity name in the content tree.

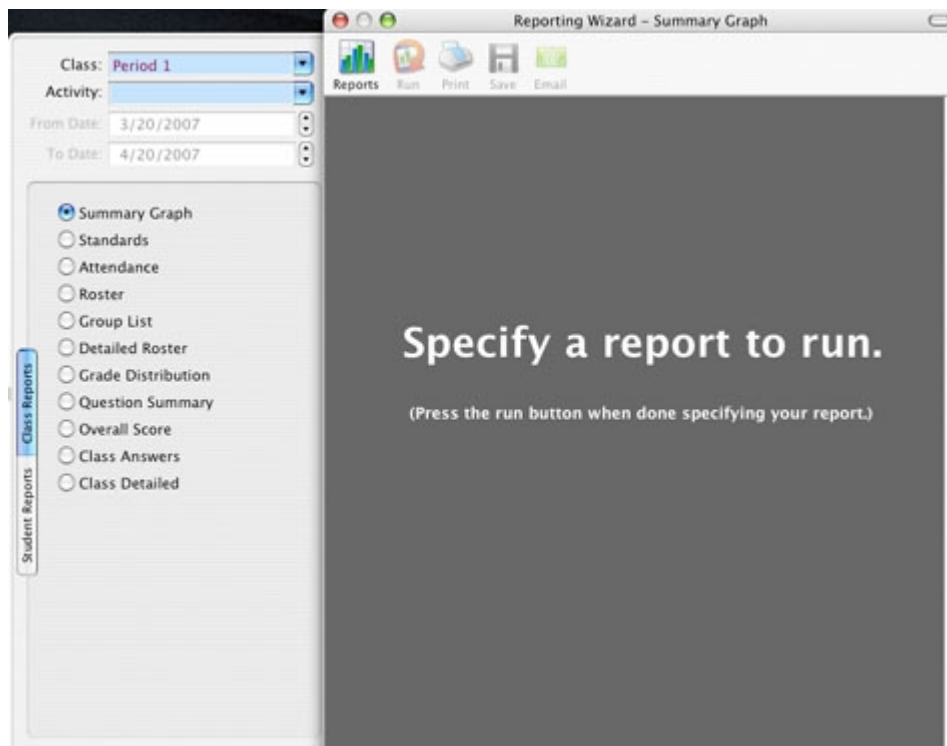
Unlocking an Activity

Unlocking an activity deletes the activity and grades from all the classes that have taken the activity. If you want to keep the grades recorded for that activity, duplicating the activity would be the best suggestion.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the activity you would like to unlock.
3. Go to the *File* menu and select *Unlock*. A prompt will appear letting you know that by unlocking an activity, the grades attached to the activity will be deleted in the grade book.
4. Click *Yes* to unlock the activity.

7.4 Reports

Reports detail: grades, student information, and attendance. They can be printed, saved (reports save as .PDP files), or e-mailed. To set up the e-mail function please go to [**Emailing, Printing, and Saving Reports**](#) for more information.

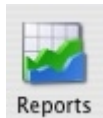


- **Summary Graph**-grade distribution chart, demographic chart sub-group chart, class high-low-average chart
- **Standards**-specific standards attached
- **Attendance**-daily attendance report for each student.
- **Roster**-displays student names, remote number, group number.
- **Group List**-displays the students in their assigned group with their remote number.
- **Detailed Roster**-displays student names, remote number, group number, student ID, username, and password.
- **Grade Distribution**-displays activity information with student information, responses, and total score with pie chart and bar graph.
- **Question Summary**-class responses by question
- **Overall Score**-summative scores by student
- **Class Answers**-answer report for all students per question
- **Class Detailed**-displays student names, IDs, group and remote numbers

7.5 E-mailing, Printing, and Saving Reports

E-mailing Reports

1. In *Qwizdom Interact*, click on the *Students* tab.



2. Click on the *Reports* button. The *Reporting* wizard will appear.

3. Click on the *Student Report* tab.
4. Select the report type and activity name.
5. Select the class or click on the *Students Reports* tab to select the student name.



6. Click on the **Run** *Run* button to generate the report.

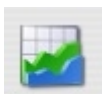
NOTE: The *Email* button will become activated after you run the report.



7. Click on the **Email** *E-mail* button. The report will be sent to the e-mail address that's located in the *Personal Information* section of the student's information. Go to [Students](#) for more information.

Printing Reports

1. In *Qwizdom Interact*, click on the *Students* tab.



2. Click on the **Reports** *Reports* button. The *Reporting* wizard will appear.
3. Select the report type and activity name.
4. Select the class or click on the *Students Reports* tab to select the student.



5. Click on the **Run** *Run* button to generate the report.

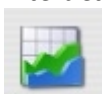
NOTE: The *Print* button will become activated after you run the report.



6. Select the report type and click on the **Print** *Print* button.

Saving Reports

1. In *Qwizdom Interact*, click on the *Students* tab.



2. Click on the **Reports** *Reports* button. The *Reporting* wizard will appear.
3. Select the report type and activity name.
4. Select the class or click on the *Students Reports* tab to select the student.



5. Click on the **Run** *Run* button to generate the report.

NOTE: The *Save* button will become activated after you run the report.



6. Select the report type and click on the **Save** *Save* button. The report will save as a *.PDP* file. *Adobe Acrobat Reader* is required to view the saved report. If you do not have *Acrobat Reader*, [download Adobe Acrobat Reader](#) to view the reports.

8 Troubleshoot

Use this troubleshoot to identify and solve problems related to using *Qwizdom Interact*. Select the topic(s) that best describe the problem and then try the suggested steps. You may also go through our [video tutorials](#) to assist you with our program.

- 1) **What do I do if I am being prompted to type in my username and password, but it's not working OR I don't have one?**
- 2) **Why is the *Present* button grayed out when I try to present an activity?**
- 3) **How do I export activities that I've created or imported into *Qwizdom Interact*?**
- 4) **How do I import activities that I've exported from other computers with *Qwizdom Interact*?**
- 5) **I created slides at home, how do I get those slides into *Qwizdom Interact* on my computer at school?**
- 6) **How do I save in *Qwizdom Interact*?**
- 7) **I can't edit my slides anymore; most of my options are grayed out. What happened?**
- 8) **How do I unlock an activity?**
- 9) **How do backup the work I've done within *Qwizdom Interact*?**
- 10) **How do I restore my *Qwizdom Interact* to an earlier date?**
- 11) **How do I import my class lists into *Qwizdom Interact*?**
- 12) **How do I export my class lists that I've created in *Microsoft Excel* or another program so that I can import them into *Qwizdom Interact*?**
- 13) **Why am I getting a prompt that says "*Invalid Lines*" when I try to import my class list into *Qwizdom Interact*?**
- 14) **In the *Remote Options* window, how do I know if I should use *Classroom set* or *Roaming* or *Student Owned* mode?**
- 15) **What is a session ID and where do I find it?**
- 16) **When do I need to change my session ID and how do I do this?**
- 17) **I have an RF remote and entered in the wrong session ID. How do I change the session ID?**
- 18) **I am receiving an error that says "*There is a problem with the base...*" What do I need to do to get my host to initialize?**
- 19) **My remotes are not responding. How do I get the remotes to respond?**
- 20) **Why aren't the remote boxes changing color when I'm testing the remotes in the test screen?**
- 21) **One of my Q3 IR remotes lights up as a different number than what is labeled on the remote. How can I change the number?**
- 22) **What is assign fixed numbers and how do I do it?**
- 23) **What is the difference between *Assign Fixed Numbers* and *Renumber* buttons in the *Remote Options* window?**

- 24) My RF remotes says "*No Host Found*" or "*No Net.*" What do I do?
- 25) I received more remotes. How will the program know that I have more remotes?
- 26) How do I set the timer for the presentation?
- 27) I don't want to use the timer, how do I turn it off?
- 28) During presentation, how do I toggle between the question and answer slides using the instructor remote?
- 29) Only 15/16 remotes show up at the bottom of the screen during presentation. I have more than 15/16 remotes, why aren't all of my remotes showing up?
- 30) During presentation, how do I know which students have responded and which haven't?
- 31) Can I display the student responses after they answer? How do I display their results?
- 32) Why can't I see all the remote numbers at the bottom of the screen during presentation?
- 33) I want to give two different versions of a test to discourage cheating. Can I present both versions at the same time using Interact?
- 34) How do students change their answer?
- 35) Using an instructor remote during presentation, how do I toggle between the question and answer slides?
- 36) Using an instructor remote during presentation, how do I go to the next slide or go back to the previous slide?
- 37) How do I pose a spontaneous question using the instructor remote?
- 38) Are there software updates available online?

If you need technical assistance, contact us. Please provide the following questions below as we will need this information when you call:

- What operating system you are working on?
- How long have you had your *Qwizdom* product?
- Where is the problem occurring?
- If you are getting an error, what does it say? When an error occurs, it is helpful to write down what it says.

Website	www.qwizdom.com
Phone	(253) 770-1285
E-mail	support@qwizdom.com
Office Hours	6:00 a.m. to 4:30 p.m. PST
Address	Qwizdom, Inc. 12617 Meridian East

Puyallup, WA 98373

1) What do I do if I am being prompted to type in my username and password, but it's not working OR I don't have one?

Please contact Tech Support at 253-770-1285 to receive help to log into *Qwizdom Interact*.

2) Why is the *Present* button grayed out when I try to present an activity?

The *Present* button is grayed out because you are attempting to present unregistered curriculum. You need to register the curriculum before presenting it.

3) How do I export activities that I've created or imported into *Qwizdom Interact*?

Select the activity and go to the *File* menu. Select *Export Activity* and save the activity in the desired location.

4) How do I import activities that I've exported from other computers with *Qwizdom Interact*?

First, you must export the activity and save the file onto a disc, drop it into an email, etc. to get it to the other computer. When you're at the other computer with your exported file, open *Interact* and go to the *File* menu and select *Import Activity or Archive*. The activity will import into *Qwizdom Interact*.

5) I created slides at home, how do I get those slides into *Qwizdom Interact* on my computer at school?

On your home computer, open *Qwizdom Interact* and select the activity you want to export. Go to the *File* menu and select *Export Activity*. Save the exported activity and drop it onto a disc, email, flash drive, etc. On the computer at school, open *Qwizdom Interact* and go to the *File* menu and select *Import Activity or Archive*. Direct the path to the location of the exported file (disc, flash drive, etc.) Click on *Open* and the activity will import into the *Qwizdom Interact*.

6) How do I save in *Qwizdom Interact*?

The program automatically saves things you create, install, grade, etc. but it is highly recommended that you back up your materials.

7) I can't edit my slides anymore; most of my options are grayed out. What happened?

It sounds like your activity has been locked. Look at the activity name in the content tree. You will see a small lock symbol on it. If you have presented an activity and recorded scores, the activity will automatically become locked. This is because the grades in the grade book are tied to the way that the activity appeared when it was presented. If it becomes altered after recording scores, then the reports become invalid. The activity becomes locked to keep consistency in the grade book.

8) How do I unlock an activity?

There are two different choices.

1. You can select the activity in the content tree, go to the *File* menu, and select *Unlock*. This will permanently remove the grades/responses that were recorded for the activity from the grade book.
2. You can duplicate the activity. Select the activity in the content tree, go to the *File* menu, and select *Duplicate As*. Type in the name of the duplicated activity and click on *OK*. This option leaves the previously recorded data in the grade book. This is the best choice if you want to compare scores of an activity taken more than once by a group, or if you want to present the same activity to two different groups (with a slight change or two in the activity).

9) How do I backup the work I've done within Qwizdom Interact?

Go to the *File* menu and select *Backup Database*. It is best to backup your database every day or once a week so if anything ever happens to your database, you will always have a backup. Activities and folders ***are not*** backed up during a database backup. Activities and folders must be exported.

10) How do I restore my Qwizdom Interact to an earlier date?

1. Go to the *File* menu and select *Restore Database*. The *Browse for Folder* window will appear.
2. The *Backups* folder should already be selected. Double click on the *Backups* folder and select the date you want to restore *Qwizdom Interact* to.
3. Click *OK* and exit out of *Qwizdom Interact* to restore the database to the date you specified.

11) How do I import my class lists into Qwizdom Interact?

For .txt (tab delimited) or .csv (comma-delimited) class lists:

1. Open *Qwizdom Interact* and click on the *Students* tab.
2. Go to the *Class* menu and select *New Class*.
3. Select the teacher and type in the name of the class.
4. Click *Done* when finished.
5. Now go to the *File* menu and select *Import Students*. The *Open* window will appear.
6. Search and choose the class you want to import.
7. Click on *Open* and the *Student Import* window will open.
8. Match the fields on the right with the imported information on the left. If the fields on the left are headers (First Name, Last Name, Remote Number, etc.), check the box that says "*First Record is Header*." If the fields on the left are actual student information (Greg Myers, 10), uncheck the box that says "*First Record is Header*."
9. Click on *Import* and the students will appear in the class.

12) How do I export my class lists that I've created in Microsoft Excel or another

program so that I can import them into *Qwizdom Interact*?

If the program you are using can export .csv files (comma-delimited), then you will be able to import the students into *Qwizdom Interact*. You should be able to save the class lists as .csv files using the save or export function if the program you're using supports .csv. Open *Microsoft Excel* and save the class list as a .csv file. Now you will be able to import the class list into *Qwizdom Interact*.

13) Why am I getting a message that says "Invalid Lines" when I try to import my class list into *Qwizdom Interact*?

You will get this message when the fields in the class list aren't separated correctly. Each field like last name, first name, etc., needs to be separated by quotation marks and commas. You will need to open the file to check if the fields in the class file are separated correctly. If the file you're trying to import is a .csv file, right click on the file and select *Open With Notepad*. The file will open as a text document for you to edit. Edit the fields by placing quotation marks around each field and then separating those fields with quotation marks by a commas. There shouldn't be a comma after the last field in the line. So if you only have three fields on each line, it should look something like this "Last Name", "First Name", "Remote Number"

14) In the *Remote Options* window, how do I know if I should use *Classroom set* or *Roaming or Student Owned* mode?

- *Classroom set* mode should be used if the same group of remotes will always be used with the same host (receiver). This scenario is most common in K-12 settings. If you are going to share the set of remotes, you can still use this mode as long as the remotes always stay with the same host. The remotes are assigned a fixed number and the session ID is permanently assigned to the remotes. Students may still log in using their student ID/user ID if you select the option in the *Presentation Setup* window. This option allows the student to pick up any remote rather than having to use the same remote each time.
- *Roaming or Student Owned* mode is best suited to university settings or situations where the students will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the students must have a numerical student ID/user ID to put into the remote. Each time the remote is used, a new session ID has to be entered into the remote.

15) What is a session ID and where do I find it?

A session ID is used to identify which host (receiver) your remotes will be sending information to. If you are using *Classroom set* mode, the session ID will be six digits long. There are a few ways to find what the host's session ID is—there may be a sticker with the session ID on the bottom of the host, click on the *Remotes* button and the session ID will be in the title bar of the *Remote Options* window, and click on the *Toggle* button during presentation to display the session ID at the top of the

screen. The *Toggle* button is the square image next to the *Close* (X) button. You can also press the *Send* key on the instructor remote to toggle the screen to show the session ID at the top of the screen.

If you are using *Roaming or Student Owned*, the session ID will be four digits long. The session ID can be found on the *Remote Assignments* screen during presentation.

16) When do I need to change my session ID and how do I do this?

Note: Q3 IR remotes do not require session IDs.

For Q4 remotes: If your remote says "*No Net*," the session ID for the remote may be incorrect. Choose the appropriate instructions from the following.

1. Press the *Menu* key.
2. Use the right arrow key to scroll to *Sess. ID*.
3. Press the *Send* (double arrows) key to select it.
4. An existing session ID may appear and then the remote will ask if you want to change it.
5. Press *T/Yes* key and then enter the correct session ID.
6. Press the *Send* (double arrows) key to confirm.

For Q5 remotes: When the remote says "*Session ID: XXXX Not found*," the wrong session ID has been put into the remotes and you need to put in the correct session ID. Choose the appropriate instructions from the following.

1. Press the *Menu* key. You can only press the *Menu* key if the remote says "*No Host Found*."
2. Use the arrows on the thumb pad to scroll to *Session. ID*.
3. Press the *Circle* (middle in thumb pad) key to select it.
4. Enter the correct session ID.
5. Press the *Send* (double arrows) key to confirm.

17) I have an RF remote and entered in the wrong session ID. How do I change the session ID?

- For Q4 remotes, press the menu key and use the left/right arrows to find *Enter Session*. Press the *Send* key (double arrow) to confirm your selection. Key in the session ID and press the *Send* key (double arrow).
- For Q5 remotes, press the menu key and use the arrows on the thumb pad to move through the selections. Select *Enter Session ID* and press the center key (in the thumb pad) or press the *Send* key (double arrow) to confirm your selection. Key in the session ID and press the *Send* key (double arrow).

18) I am receiving an error that says "*There is a problem with the base...*" What do I need to do to get my host to initialize?

Please contact Technical Support for assistance.

19) My remotes are not responding. How do I get the remotes to respond?

The host must initialize for the remotes to respond during test mode, assign fixed numbers, and/or presentation. Refer to **Initializing the Host** for more information if the host isn't initializing.

- *Q3 IR* remotes require two AA batteries. There is a diagram in the area where you place the batteries. It shows that the left battery goes in negative up, positive down and the battery on the right goes in positive up, negative down. It may not seem like the batteries go in that way because of the springs are on one side but they do. The remotes only respond in the test screen or presentation.
- *Q4 RF* remotes require two AA batteries. The session ID needs to be entered in the remote. The session ID is found in a few places; on the bottom of the RF host, in the title bar of the *Remote Options* window, and in the title bar of the presentation (click on the square button next to the X button to show the menu bar at the top of the window). After entering the session ID, the remotes only respond in the test/assign fixed numbers screen and presentation.
- *Q5 RF* remotes have rechargeable batteries. The remotes must be charged for 24 hours. The session ID needs to be entered in the remote. The session ID is found in a few places; on the bottom of the RF host, in the title bar of the *Remote Options* window, and in the title bar of the presentation (click on the square button next to the X button to show the menu bar at the top of the window). After entering the session ID, the remotes only respond in the test/assign fixed numbers screen and presentation.

20) Why aren't the remote boxes changing color when I'm testing the remotes in the test screen?

For the *Q3 IR* remotes, be sure the batteries are in correctly. For the RF remotes, be sure that the remotes have the correct session IDs and that they have been assigned fixed numbers.

21) One of my *Q3 IR* remotes lights up as a different number than what is labeled on the remote. How can I change the number?

You are able to reprogram the remote using the software.

1. Open the *Qwizdom Interact* folder double-click on "*RmtTest.exe*." The *Qwizdom Remote Tester* window will appear.
2. Enter the number of the remote in the # field and select 256 as the remote type. Be sure to put away the other remotes so that they aren't accidentally reprogrammed.
3. Press any key on the remote and the key you pressed will light up on screen. When you see the key you pressed change color, that indicates that the remote has been reprogrammed.

22) What is assign fixed numbers and how do I do it?

Assign fixed numbers is where you assign the remote numbers for the RF remotes.

Click on the *Remotes* button and the *Remote Options* window will open.

23) What is the difference between *Assign Fixed Numbers* and *Renumber* buttons in the *Remote Options* window?

Assign fixed numbers is where the remote is assigned a number. Renumbering does not affect the hardware. It affects the remote numbers in the class. Renumbering rennumbers the student remotes in the class, it does not affect the actual remotes. This feature rennumbers the remotes in numeric order in alphabetic order. This comes in handy when the remote numbers in the class are offset. You can renumber the current class or all classes.

24) My RF remotes says "*No Host Found*" or "*No Net.*" What do I do?

The remotes may not have the correct session ID. Please refer to **RF Remotes** for more information.

25) I received more remotes. How will the program know that I have more remotes?

You will need to change the lowest/highest number settings in *Remote Options*. In the Content or Student screen, click on the Remotes button. This is *Remote Options*. Set the lowest number as 1 (or the lowest number remote you have) and set the highest number as the last number remote you have (e.g. 24). Click on *Done* to save changes.

26) How do I set the timer for the presentation?

There are two ways to set the timer-within each slide set or the *Presentation Setup* window. To set the timer in the slides, double-click on a slide. On the *Properties* tab, type in the number of seconds you want the slide to display for in the *TimeLimit* box. Slide times can vary. After you set the time for all the slides, click on the *Present* button. The *Presentation Setup* window will appear. If you want to use the time set in each slide of the activity, check the "*Use Time from Each Question*" option under the *4 Play Options* box.

You can also set the timer in the *Presentation Setup* window. In the *4 Play Options* box, select the option to enter in the number of seconds that you want each slide to be displayed for. This timer will apply for all the slides so that all the slides will have the same time limit.

27) I don't want to use the timer, how do I turn it off?

The only time the timer applies to the presentation is during games and presentations on auto-pilot loop. There isn't a way to turn the timer off. If you are not playing a game or using auto-pilot loop, the instructor must advance the slides using the instructor remote or the mouse.

28) During presentation, how do I toggle between the question and answer slides using the instructor remote?

You can toggle between the question/answer/information slides within a slide set by using the up and down arrows on the thumb pad of the remote.

29) Only 15/16 remotes show up at the bottom of the screen during presentation.

I have more than 15/16 remotes, why aren't all of my remotes showing up?

Be sure you loaded the correct class. If you only see 15 remotes at the bottom, it sounds like you may have selected *Period1* as the class, which is our default class that has 15 students. If you only see 16 remotes, chances are that you're playing a game. If that's the case, some games have limits on the number of players. Refer to the *Games* section to see how many players can participate in each game. Also, check the number of remotes you have set up in *Remote Options*. In the *Content* or *Students* screen, click on the Remotes button. This is *Remote Options*. Set the lowest number as 1 (or the lowest number remote you have) and set the highest number as the last number remote you have (e.g. 24). Click on *Done* to save changes.

30) During presentation, how do I know which students have responded and which haven't?

The buzz-in bar, at the bottom of the presentation, shows the remote numbers in the class. Every remote number box is gray until a student send in their answer. When a student send in their answer, their remote number box will change color. The colors do not indicate if the student got the answer incorrect/correct, or if their response was first. Remote number boxes that are still gray, means that the student with that remote number has not yet responded.

31) Can I display the student responses after they answer? How do I display their results?

Yes, you can display the results by showing the response graph. There are four different ways to show the results-bar, pie, scatter, and individual response.

- IR remotes- using the instructor remote, press the *Delta* (triangle) key to display the response graph. Press the *Delta* (triangle) key again to close the response graph. Use the slash key (>) to scroll through the different graphs.
- RF remotes- using the instructor remote, press the slash (bar graph arrow) key to display the response graph. Press it again to close the response graph. Use the left and right arrows on the thumb pad to scroll through the different graphs.

The keypad short cut to display graph is Ctrl+G.

32) Why can't I see all the remote numbers at the bottom of the screen during presentation?

There are a few reasons why this may occur:

- A lesson or non-remote answerable slide is being presented.
- Remotes cannot be used during a lesson presentation. The slides must be remote-answerable as well. If the question type is essay, fill-in-the-blank, you

will not be able to use remotes. Also, if the slides do not have answer slides, the remotes will not be able to respond.

The *Windows* taskbar may be covering the remote boxes:

- Right-click on the taskbar and select *Properties*. In the *Taskbar* tab, select the "Auto-hide the taskbar" option and click *OK*.

The correct class wasn't loaded:

- If you select a class that only has 15 students, only 15 remote boxes will appear at the bottom of the screen.

Playing a game:

- Certain games limit the number of players. See the games section in the user guide for more information.
- *Remote Lowest/Highest Numbers* haven't been set.
- Click on the *Remotes* button and check the *Lowest/Highest Numbers*. The lowest number is the first remote number in your set (usually that is 1) and the highest number is the last remote number in your set (e.g. 32).

33) I want to give two different versions of a test to discourage cheating. Can I present both versions at the same time using Interact?

Yes, you can do this by presenting multiple answer keys.

1. Create the answer keys for each version you want to present to the class.
2. After the answer keys have been created, select one of the answer keys in the content tree. The test number for the answer key will appear in the title bar at the top of the screen.
3. Write the number down and then select the other answer key to get the test number for these numbers are needed for the presentation.
4. Print and pass out the paper version of the tests to the students.
5. Click on the drop-down menu on the *Present* button and select *Present Multiple Answer Keys*. The *Presentation Setup* window appear.
6. Select the correct class and click *OK*. The remotes will prompt the students to enter an activity ID. The activity ID is the test number you wrote down from the answer keys.
7. Have students enter in their activity ID number and press the *Send* (double arrow) key. By entering in the activity ID (test number), the remote will recognize which test the student is taking and it will display the proper answer choices based on the answer key that you created.

34) How do students change their answer?

In the *Presentation Setup* window, make sure the *Right/Wrong Feedback* is disabled. This way, students will not know if their response is correct or incorrect. Also, uncheck the "One Response Per Remote" option.

If presenting an answer key:

1. A prompt will appear asking if you want students to be allowed to change their answers.
2. Click *Yes* to allow students to change their answers.

To change answers using Q3 IR remotes:

1. Press the *Delta* (triangle) key on the student remote.
2. Press the number of the question you want to go back to and press the *Send* key. The question number the student requested to go back to will appear next to the student's remote number. The boxes will highlight in red. The student will now be able to change the answer and press the *Send* key to submit the new answer.
3. After the answer is changed, the next consecutive question will appear next to their remote number.

To change answers using Q4/Q5 RF remotes:

1. Use the left arrow to go back to a previous question.
2. When the question number of the answer you want to change appears on the remote (in the upper right corner), press the C (Clear) key to delete the previous answer.
3. Enter in the new answer and press the *Send* key.

When you are finished changing your answers, press the right arrow key until the remote asks if you are done. If you have completed the test, press *Yes*; if you have not completed the test, press *No*. Once you press *Yes*, you cannot go back so be sure everything is correct.

35) Using an instructor remote during presentation, how do I toggle between the question and answer slides?

You can toggle between the question/answer/information slides within a slide set by using the up and down arrows on the thumb pad of the remote.

36) Using an instructor remote during presentation, how do I go to the next slide or go back to the previous slide?

Use left/right arrows on the thumb pad to scroll through the slides.

37) How do I pose a spontaneous question using the instructor remote?

- For IR-During presentation, press the ? key, key in the answer (letter or numeric), followed by the *Send* key (double arrows). A question mark icon will appear on the screen. This lets students know to press the *Send* key (double arrows) after they've entered their response.
- For RF-The instructor remote must be version .64 or higher. During presentation, press the dash key (*New Q*) and the question types will appear on the instructor remote. Using the up/down arrows on the thumb pad, select the question type you'd like to pose, and press the *Send* key (double arrows). The choices for the question type you selected will appear on the instructor remote. Select the answer and press the *Send* key (double arrows). If you choose to not have an answer, press the *Send* key (double arrows) without selecting an answer for it to be recognized as a survey type question.

38) Are there software updates available online?

Updates are available online for existing customers on our website www.qwizdom.com. Updates are not full versions of the software. You must have existing software installed onto your computer before installing the latest update. If you have *Qwizdom TA* and are trying to install the *Qwizdom Interact* update, it will not work. If you do not have any version of our software installed, you cannot install the update because it isn't the full version of the software. To get the full version of the software, call 800-347-3050 to get information on purchasing.

8.1 Database Backup and Restoration

Backing up the Database

Mac Interact automatically backs up the database to save class lists and grades. Database backups do not include the activities--activities must be exported to save them. See [*Importing and Exporting Activities and Folders*](#) for more information.

1. The database is automatically backed up into the *Qwizdom Interact* folder but you can manually back up the database in a different location.
2. Go to the *File* menu and select *Backup Database*. The *Backup Database* window appears.
3. Click on *Manual* and the *Save As* window will open.
4. Select the location and enter the name of the database.
5. Click *OK*.

Restoring the Database

If you've accidentally deleted something, you can restore your database to the last save point where that item last existed. If the database isn't functioning properly, you can restore a database that was or if you accidentally deleted materials, you can restore your database to a prior date.

1. To restore a database, open *Qwizdom Interact*.
2. Go to the *File* menu and select *Restore Database*. The *Restore Database* window will open.
3. Either click on *Most Recent* to restore a database Interact automatically backed up or click on *Browse* to restore a database that was manually backed up in a specific location.
4. Wait a few moments for the restored database to take effect.

9 Glossary

Activity--contains slide sets that are presented as lessons, tests, games, etc.

Anonymous Class--anonymous users are generated by the entered number of remotes to create an anonymous class.

Answer Key-paper based activity that only requires the question type with correct answer, points, and time; student works off a paper and answers with the remote.

Categories-are how the slides are organized for the Quandary game; 5 categories represents the 5 columns to choose from.

Classroom Set-when the hardware (remotes and host) are used in the same room; this mode is best suited for K-12 and corporate settings.

Content-materials such as activities and folders created in the Content screen.

Content screen-screen where the content tree and slides are managed and stored; considered the main screen.

Content Tree-column located on the left side of the Content screen where all activities and folders are managed and stored.

Curriculum-subject materials such as Science, Math, History, etc.

Database-where grade book, classes, students, and activity names are saved and stored.

Difficulty-difficulty of question slide; can be set as Simple, Intermediate, Advanced, and Expert.

Equation Editor-where equations are created to insert onto the slide.

Essay-question type; teacher can print out the essay slides on paper for students to answer.

Fill In Completion-question type; alphanumeric input can be entered using the Q5 RF remote (only).

First Record is Header-when importing a class list, if the first record shows headers such as "First Name," "Last Name," "Student ID," etc., then the box needs to be checked. If there is actual information showing as the first record, then the First Record is Header box is unchecked.

Folder-contains and organizes activities.

Grade Book-manages classes, students, and grades; located in Students screen.

Grade Scales-grade scales can be created and customized to suit the grading system that best fits the class requirements.

Host-is the round, disc-shaped USB device that plugs into the computer to communicate with the remotes to collect and send data.

Information-question type; non-remote answerable slide. Only one slide per slide set is allowed for lessons.

IR-infrared

Layout-is where you select a template from.

Locking-a graded activity becomes locked so that the slides within the activity cannot be

edited to prevent grade alteration.

Master List-where all created and imported students are stored.

Multimedia-images, sound, or movie files

Multiple Answer List-question type; more than one multiple choice is the answer in a list form.

Multiple Choice-students select A-F choices for the correct answer by remote (or paper).

Multiple Mark-students are able to select more than one choice for the answer; eliminates having to choose E or F for "all of the above" responses.

Narration-computer generated voice that reads the slides out loud during presentation.

New Set-a slide set

Numeric Problem-question type; students answer by remote (or paper) by keying in the answer and hitting the Send key on the remote.

Points-value; points determine score.

Product Code-16 character code that is used to register and install software

Product Key-see *Product Code*

Q3 IR-Blue 19 button remotes; infrared

Q4 RF-Red/Gray small LCD remotes; radio frequency

Q5 RF-Red/Gray large LCD remotes that allows alphanumeric input; radio frequency

Rating Scale-question type; students answer a rating scale question by remote (i.e. on a scale from 1-7, how would you rate this?)

Remotes-interactive hand held devices

Response graph-displays results of question during presentation mode

RF-radio frequency

Roaming or Student Owned-student owns the remote or remote goes with the student to different classes to use with a different host and session ID

Sequence-question type; students answer by remote (or paper) in sequence (i.e. What order do these go in?)

Session ID-this is the unique host ID number that the remotes need to communicate with the host; session IDs are entered into the remote so that the remote knows which host to send the information to.

Short Answer Specific-question type; alphanumeric input can be entered using the Q5 RF remote (only).

Slides-displays information, images, sound, and animations for presentation purposes.

Slide Editor-screen where slides are created.

Slide Set-a slide set holds up to five individual slides; normally contains two slides which are the question and answer slides or one slide as an information slide.

Standards-state standardized objectives

Students screen-screen where grade book, classes, and students are managed

Student ID-student ID is a unique ID for students (IDs can only numeric); students IDs are required when logging in with remotes into a presentation.

Template-used to organize information such as text and multimedia on a slide; located in Layouts.

Time Limit-time set for students to answer the question.

True or False-question type; students answer by remote (or paper) T for true or F for false.

Type-is the format of the slide; i.e. Information, Multiple Choice, True/False, Short Answer, etc.

Unlocking-removes the lock from an activity and deletes any scores attached to that activity.

User ID-see *Student ID*

Yes or No-question type; students answer by remote (or paper) T for yes or F for no.