



QClick Software and Driver Installation

Prior to getting started, you will need to install your QClick software; please follow these instructions:

Software:

Insert CD
Open to view files in CD
Double-click on the file, 'qclick_setup'
Click, 'Next'
Click, 'Next' to begin installation
Click, 'Install'
Click Finish

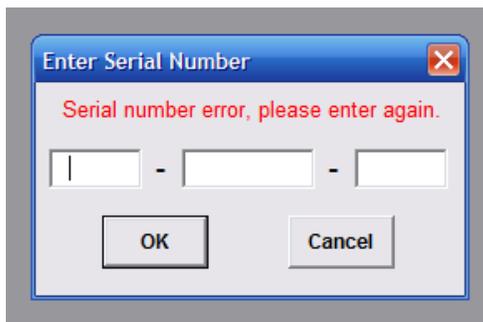
You will now see two icons on your desktop, "QClick Quiz Master" and 'QClick Setting & Query'. But wait! You must install the QClick Driver for all of this to work.

USB Driver:

Return to the files on your CD
Double-Click to open the folder USB interface driver
Double-Click 'Win2k_XP'
Double-click on the file, 'pre-installer'
Click 'Install'
Click, 'OK'

Installation Complete!

...**One more thing!** Once you have installed the software on your computer, click on the **Quiz Master** icon on your desktop. When the software opens up, you will see this message:



This will only happen the first time you use the software with your computer. The Serial number is located on the bottom of the receiver. Simply enter the serial number and then click "OK".

Now, you are ready to get started!

Getting Started: A really basic user's guide.

1. After installing your **QClick software and QClick Driver**, connect your receiver into the USB input.
2. Once you have connected your receiver, click on the QClick setting and query icon located on your desktop.
Select Manager from the drop down box. Next, click on the password. The password is the number 8 typed 8 times.

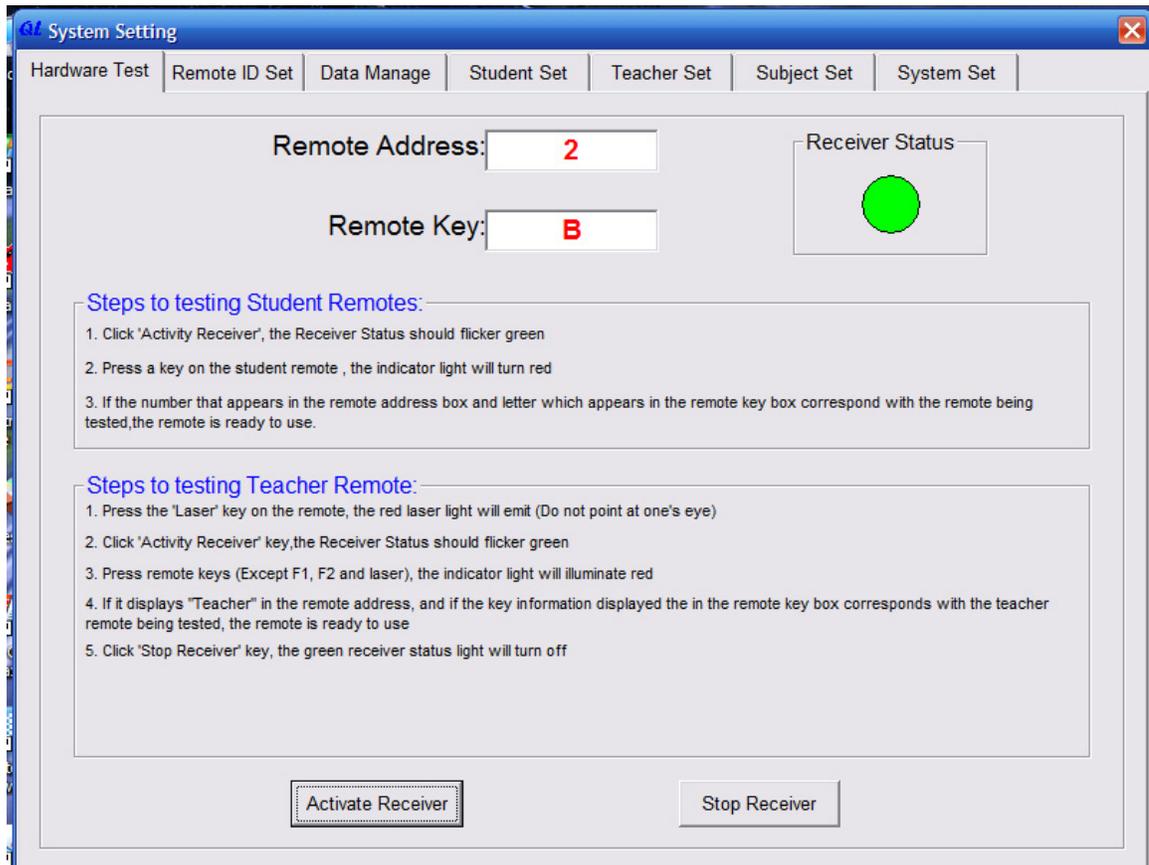


3. Once you have entered your password, it should take you to the general screen.

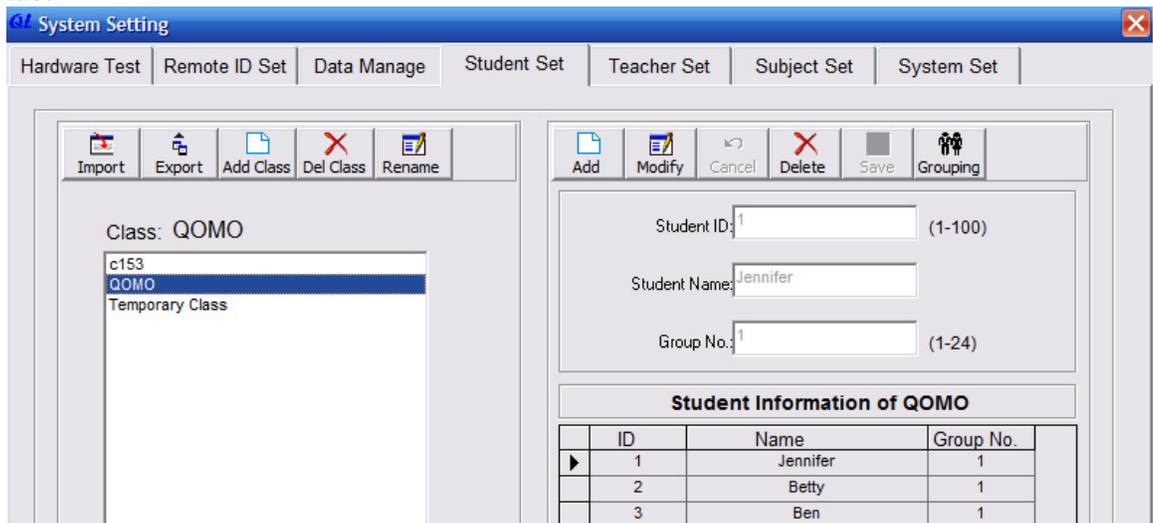


Click on the "Set" button to set up your QClick.

- Once you have clicked the “Set” button, the settings screen will appear.

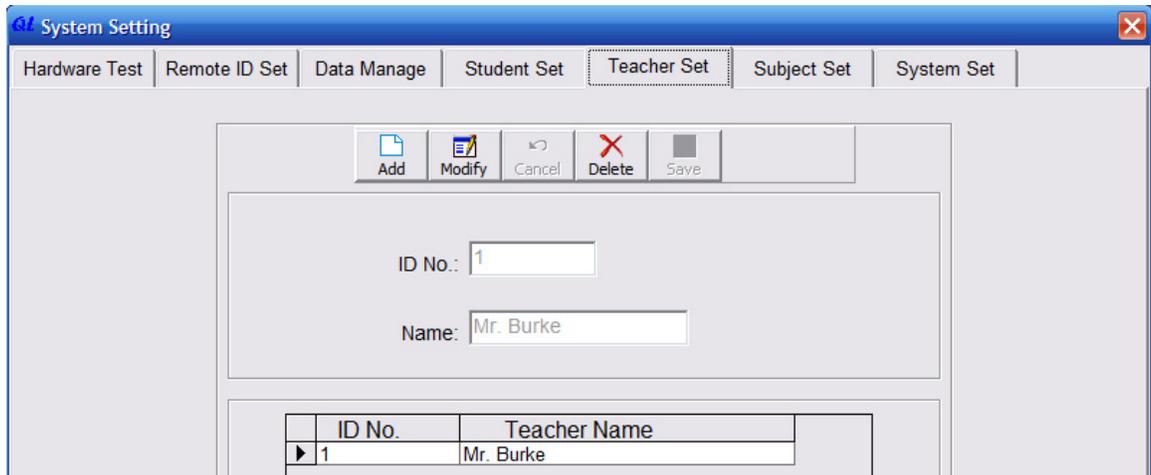


- The box labeled “Activate Receiver” should be highlighted. Click on this box, and a green light will begin flashing in the “Receiver Status” box. Be sure you have 2 fresh AAA batteries in your clickers, and just hit any key. The controller ID and the key you pressed will appear at the top. This will indicate your clickers are talking to the receiver. When you have tested all of your clickers, including the teacher’s remote, simply click the box indicated “Stop Receiver”.
- The next step is to set up our class. Click the “Student Set” tab.

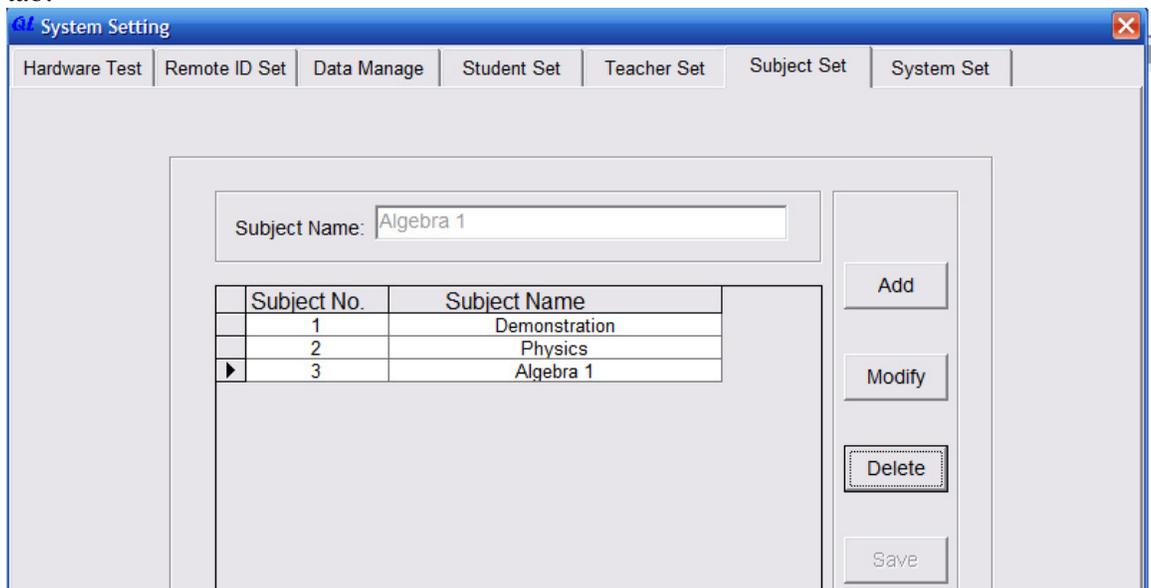


Here is where we will set up our class. Simply click the “Add Class” icon. Once you have added and saved your Class, you can begin adding your students. Simply click on the “Add” tab located over the Student ID side. You will need to insert the Student ID (which is the number of the clicker assigned to the student), and then type in the students name. Once you have done that, click the “save” icon and continue until you have added your entire class.

6. Now, we will add our instructor. Click on the “Teacher Set” tab. The instructors ID will always remain the same. You merely need to add the individual teacher’s name and save.

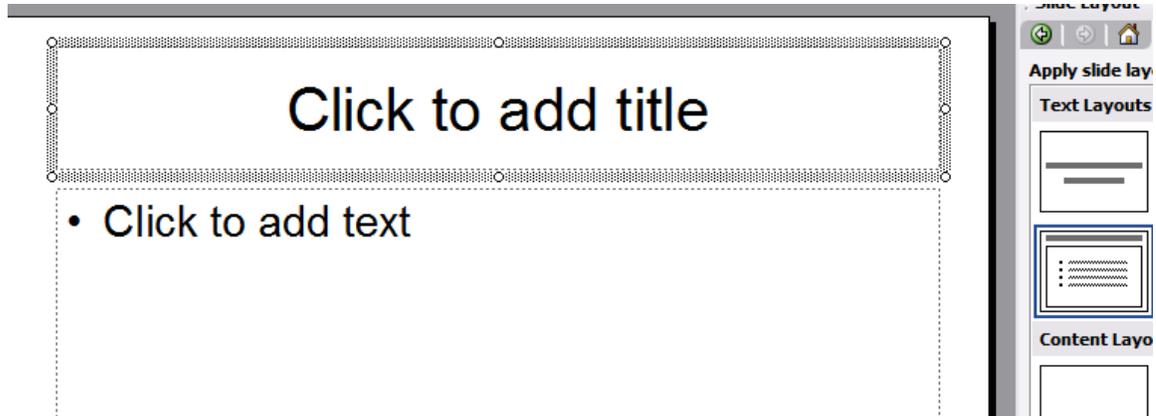


7. Finally, it is time to set the individual class. Click on the “Subject Set” tab.

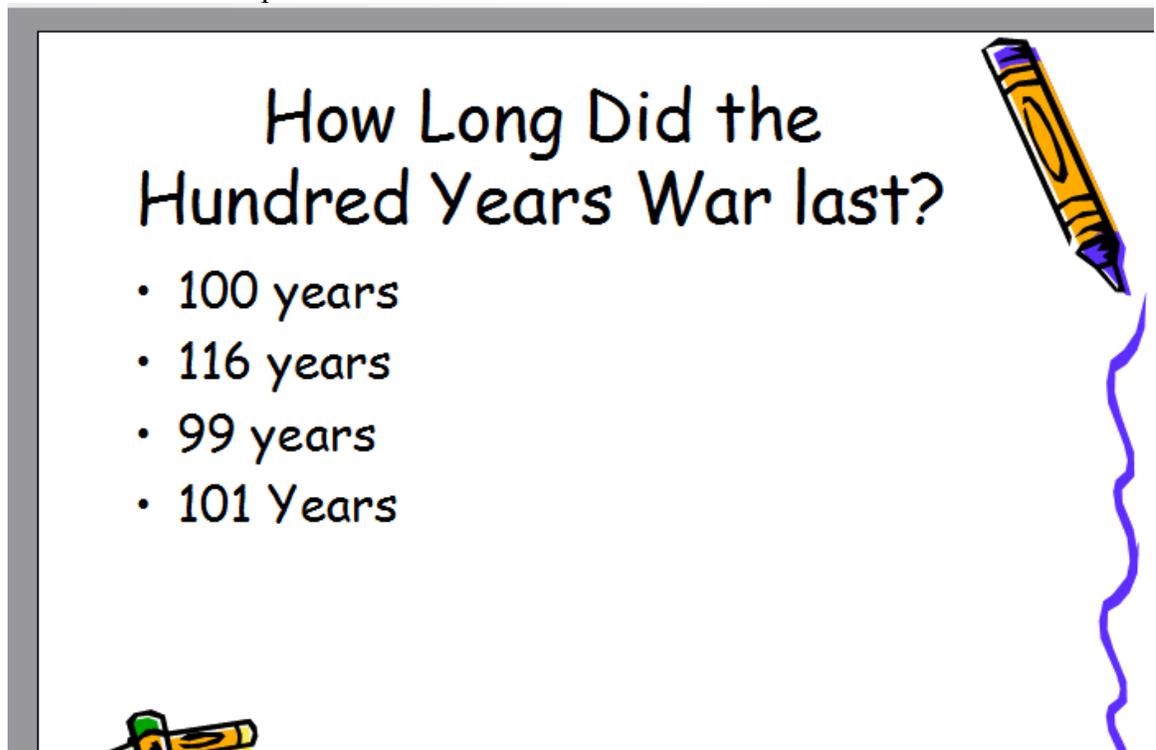


You can add delete or modify these classes. Once you have entered and saved these items, you can exit this program, and open the QClick Quiz Master. **Before you open that program, you must exit and close the QClick Setting and Query program.**

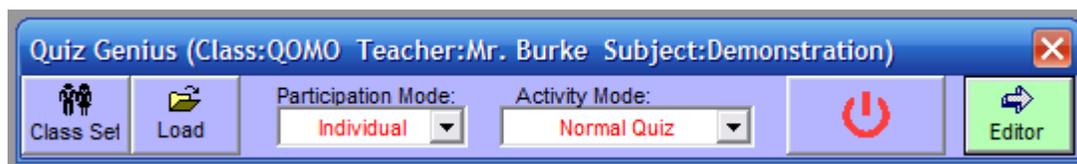
8. There are two methods to creating your test. You may create the test in PowerPoint, or you may create your test in QClick. We will show both types. QClick software allows you to create any bulleted PowerPoint slide, and by pressing two buttons, QClick will automatically convert your slides into questions. The “Title” will become your question, and the “bullets” will become the answers.



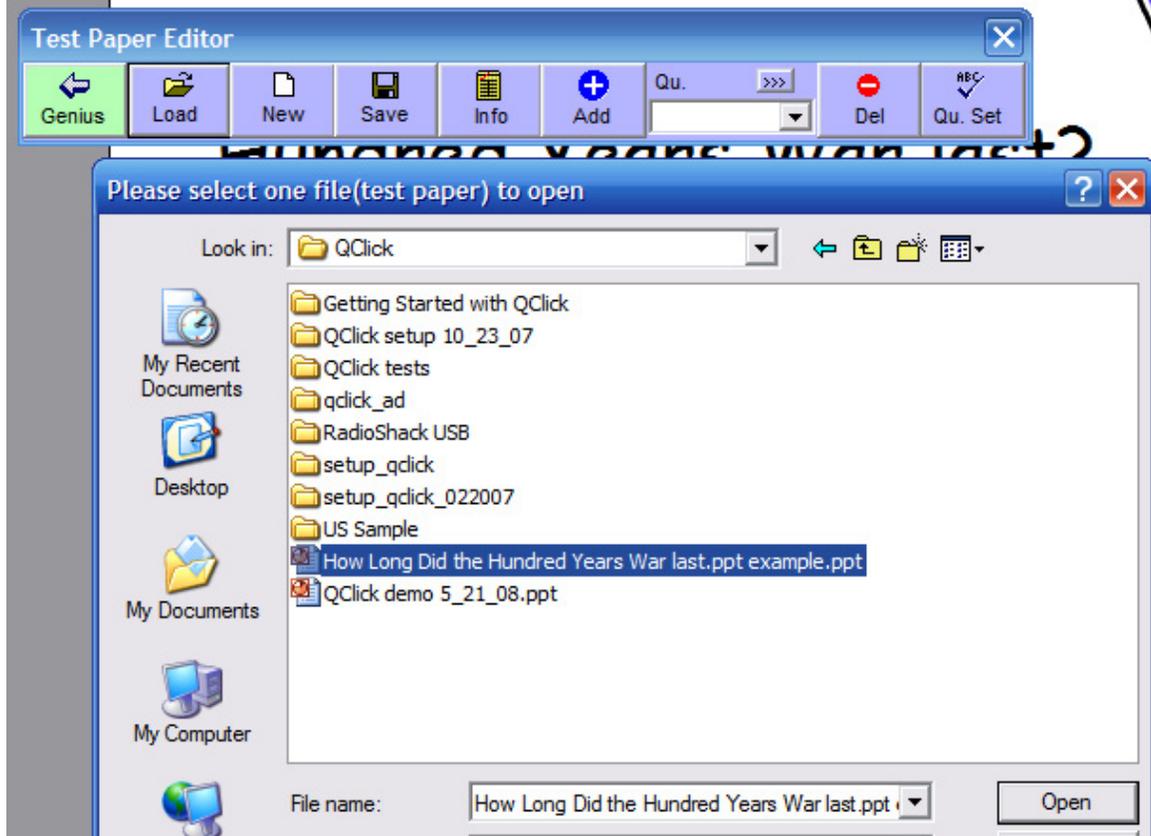
Consider this example created in PowerPoint.



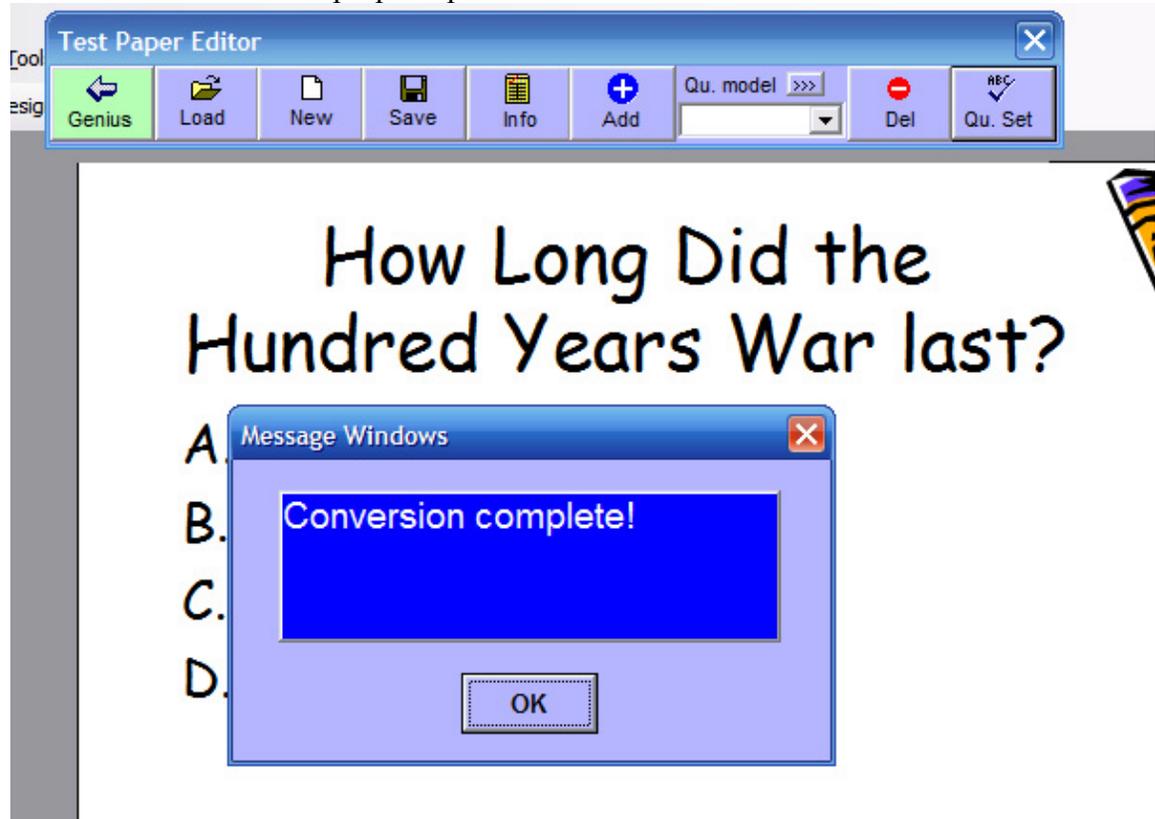
This is a standard PowerPoint with a stock PowerPoint Background. We will now bring this into QClick. Click on the QClick Quiz Master icon. Upon opening, you will see this toolbar. Click on the “Editor” button on the far right.



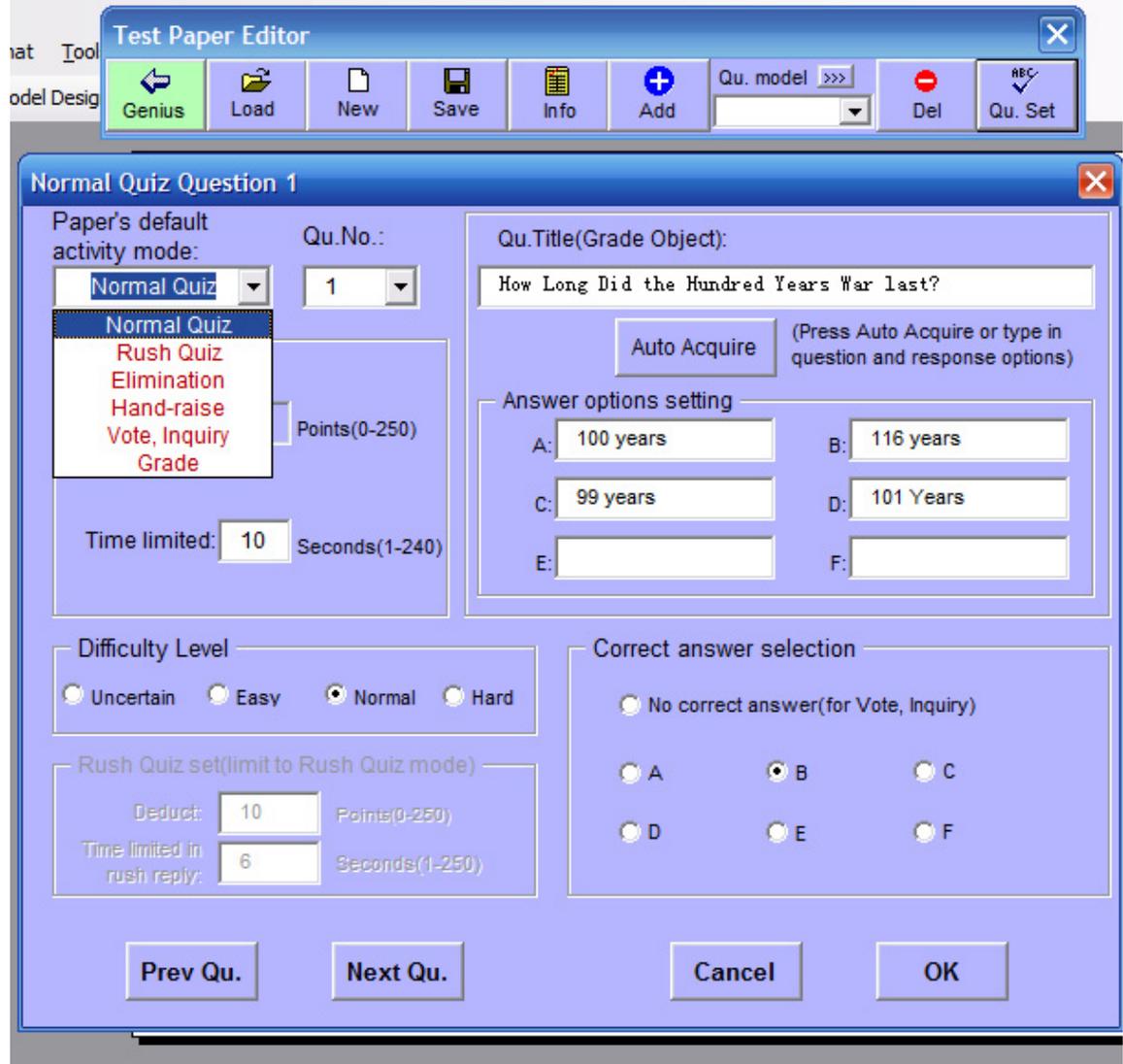
Now that we have selected the Test Paper Editor, it is time to import our PowerPoint slide we just created.



Once we have imported our .PPT file, we will click on the “Shift” key on our computer, and the box which says “Question set” on the far right of our QClick tool bar. By hitting these two keys at the same time, QClick will automatically convert the bullets into a proper alpha format.

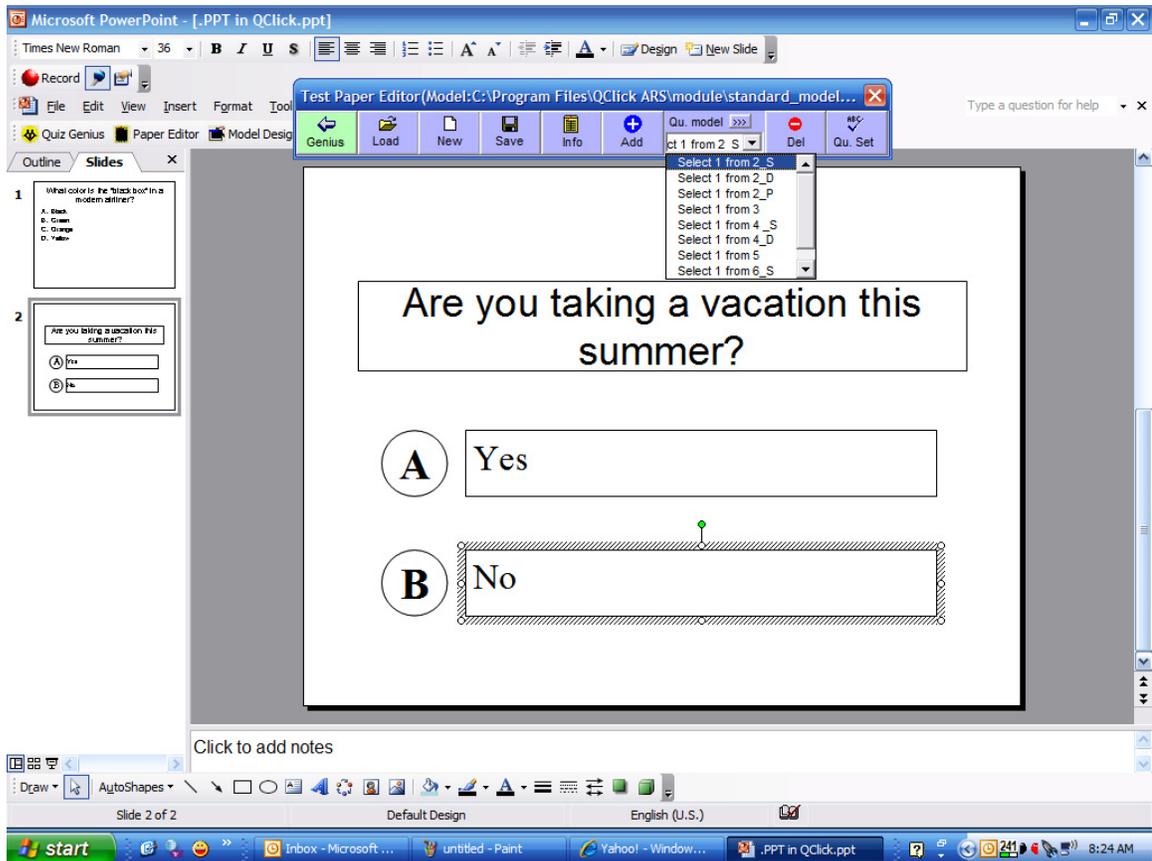
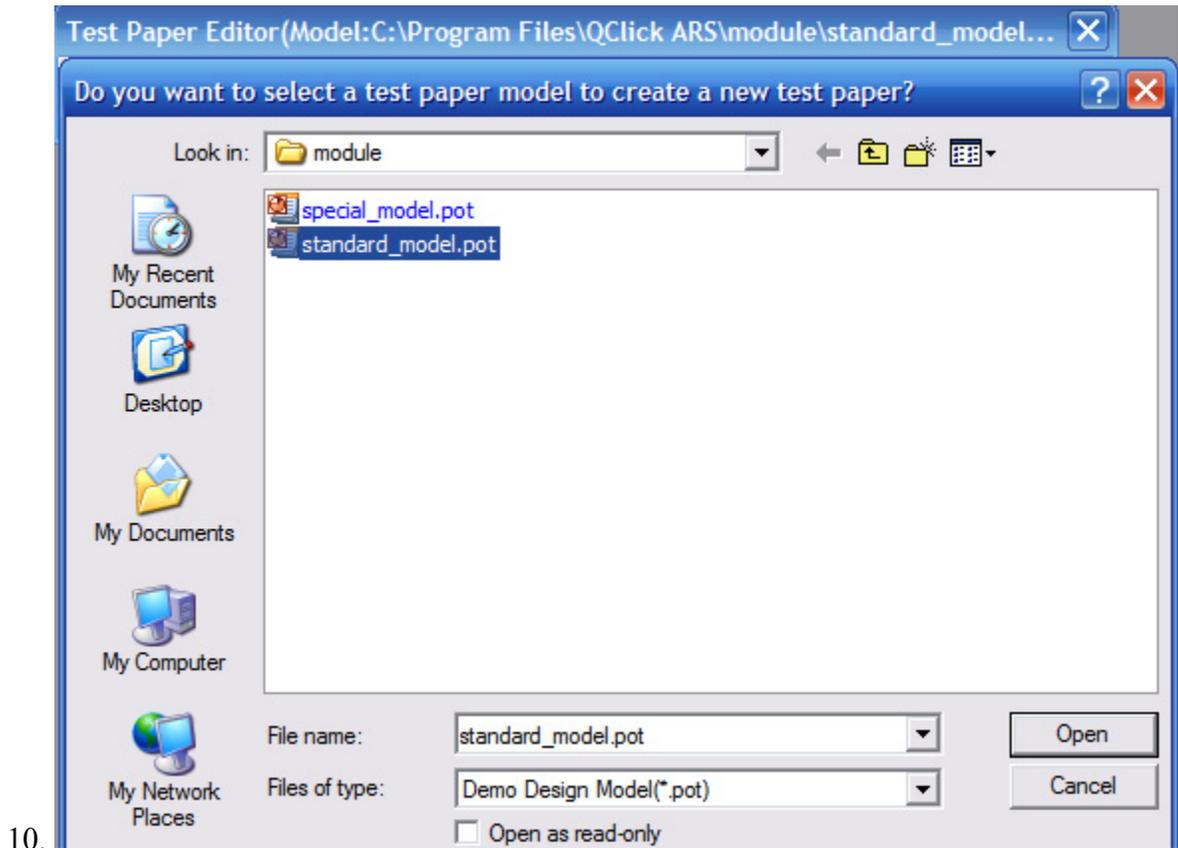


Now, we need to set the correct answer and establish time and games. Simply click on the “Question Set” button again and the screen will appear which will allow you to select the correct answer, determine the time the student will have to answer the question as well as the point value for the individual questions.



In addition to setting the answers and time, you may also select the activity mode you wish to use.

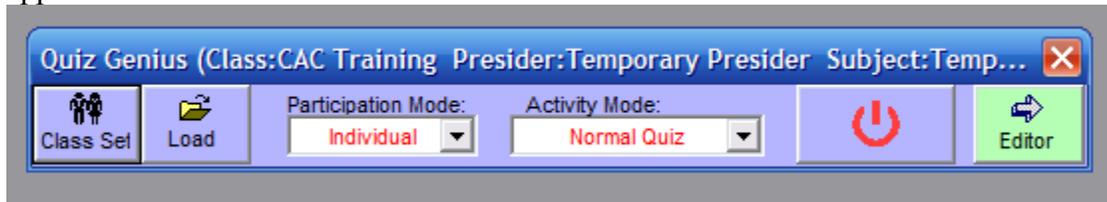
9. The second method of preparing a PowerPoint presentation for use in QClick is to develop the PowerPoint within QClick. Simply open the Quiz Master, and then select the “Editor” on the far right. Now, select the “New” tab and the PowerPoint template will open. The advantages of creating into QClick is it saves time, and once you convert the first slide, QClick will automatically convert the rest and provide you with multiple question formats. In choosing this option, select the tab that says “New”. Once you have selected this you will need to select which model you will want to use. Typically, you will select the “Standard Model”



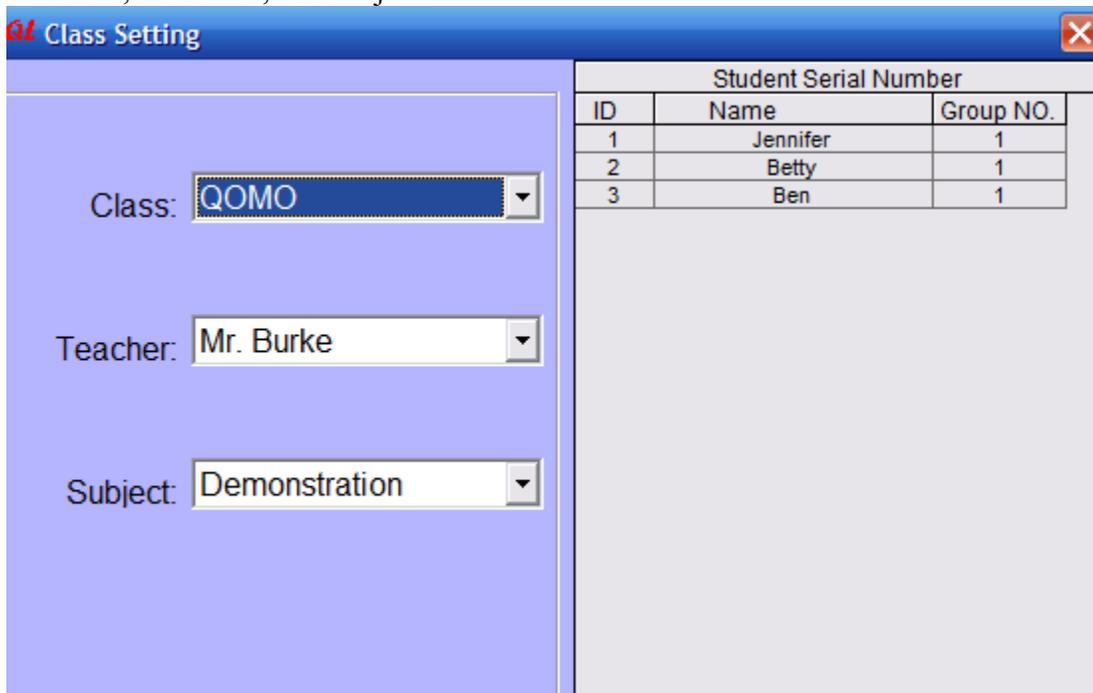
The tab “Qu model” lets you select from a drop down box allowing you to lay out the type of question you want. (Ex. A or B) To add more slides, simply click the “Add” tab. Once you have created your questions. Simply click the “Qu. Set” tab as

you did before in order to select the correct answers and choose timing and activity mode.

11. Now that you have created your QClick test, it's time to actually switch back to the Quiz Genius and have some fun! Select the "Genius" tab on the far left of the tool bar to open the Quiz Genius.
12. When you open the Quiz Genius, the following toolbar will appear:

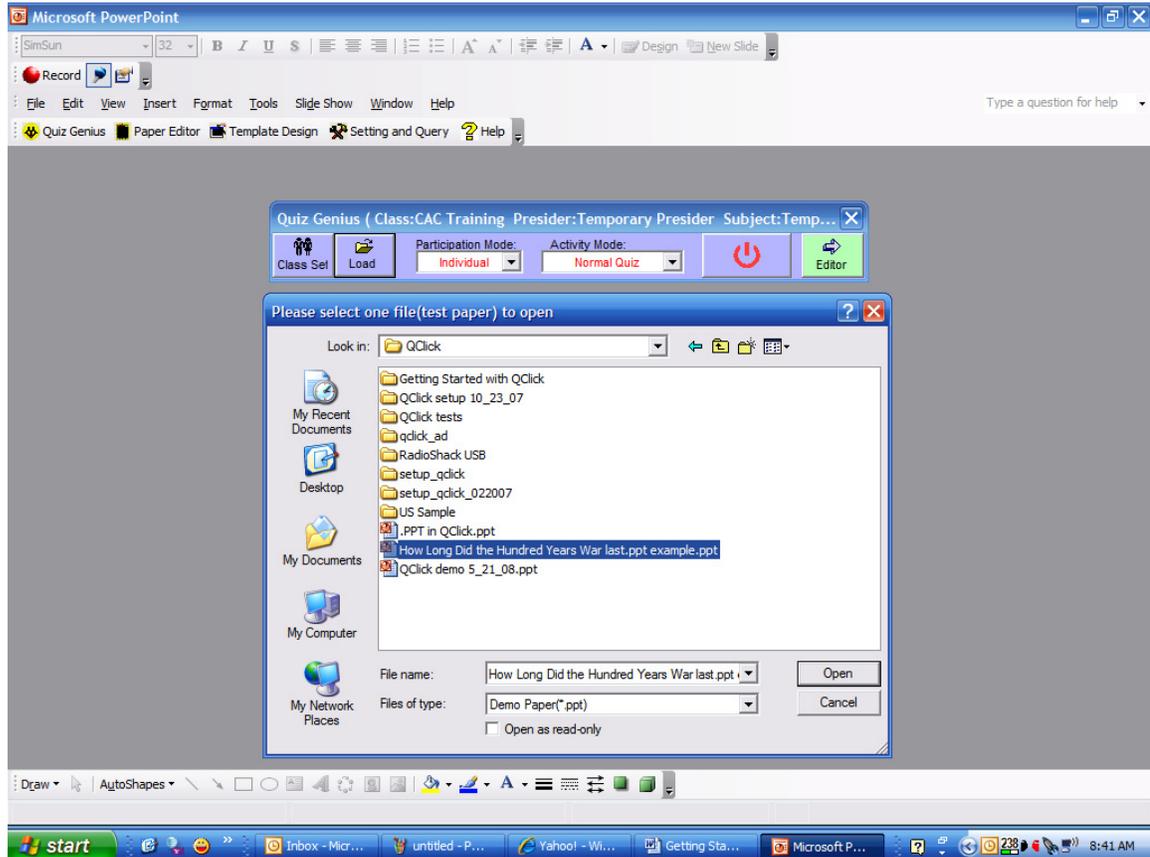


13. The first thing to do is to click on the "Class Set" tab. This will allow us to select the Class, Instructor, and subject.



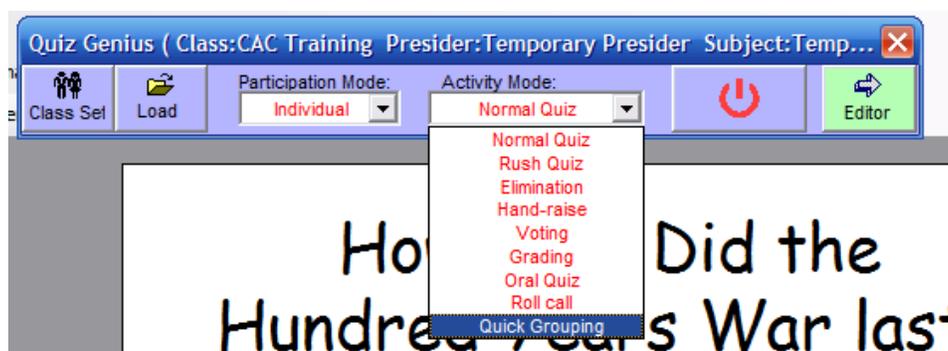
Once you have made your selections, simply click on "OK".

14. Next, we need to load the test we have created. Click on the “Load” tab, and insert your test.



15. Now you can select the participation mode. You can set this for individual testing or group testing. You can divide you class into groups and by selecting the group participation mode, have only groups answer questions. This can be used for team building exercises as well as some group dynamics.

16. The “Activity Mode” will allow you to determine how you would like to run the test.



There are several Activity modes included for fun and variation.

- **Normal Quiz**; is just that, it operates so each participant will answer the question they see on the screen.
- **Rush Quiz** is a speed competition. Using the hand raise icon on the top of the clicker, the student who responds first will automatically “lock out” the others

from participating and will have a time, predetermined by the instructor to answer the question. As you set up this activity, you can determine if you want the student to lose points for a wrong answer. This will all be set up in the Editor portion of the Quiz Genius.

- **Elimination** only allows those students who select the correct answer to continue taking the test.
- **Hand Raise** is similar to the Rush Quiz however, the answer is given verbally. For added fun, the instructor can select the F1 key on the remote control, and the computer will select students at random.
- **Voting** is just that, a vote. There is no right or wrong answer. The computer keeps track of the respondents and the questions voted upon.
- **Grading** activity uses the Likert scale responding to a survey question set. (IE strongly agree...strongly disagree).
- **Oral Quiz** (sometimes referred to as ad-lib or whiteboarding), allows the instructor to write a question on the white board or ask a question verbally. The student uses the clicker to respond. After the instructor hits the stop button, the computer will ask the teacher for the correct answer.
- **Roll Call** allows the instructor to take a recorded attendance.
- **Quick Grouping** allows the computer to configure the class into groups.

17. Once you have selected the activity mode, we are ready to begin the test!

18. Taking your instructors remote control, press the “Begin Program” icon located on the top right of your remote control.



You have now started the Test Program. To begin the actual test, hit the “Play” key which is the black arrow key on the lower left side of your instructors’ remote control. Once the test has started, the countdown clock will appear in the upper right hand corner of the screen, and will give an audible countdown when it reaches the remaining 10 seconds! Students may change their answers, and when they do, their ID number will change colors. The countdown clock will automatically stop the test

when it reaches zero, but you may also stop the test at any time by pressing the “Stop” key, which is the blue square located on the bottom right of the instructors remote control.

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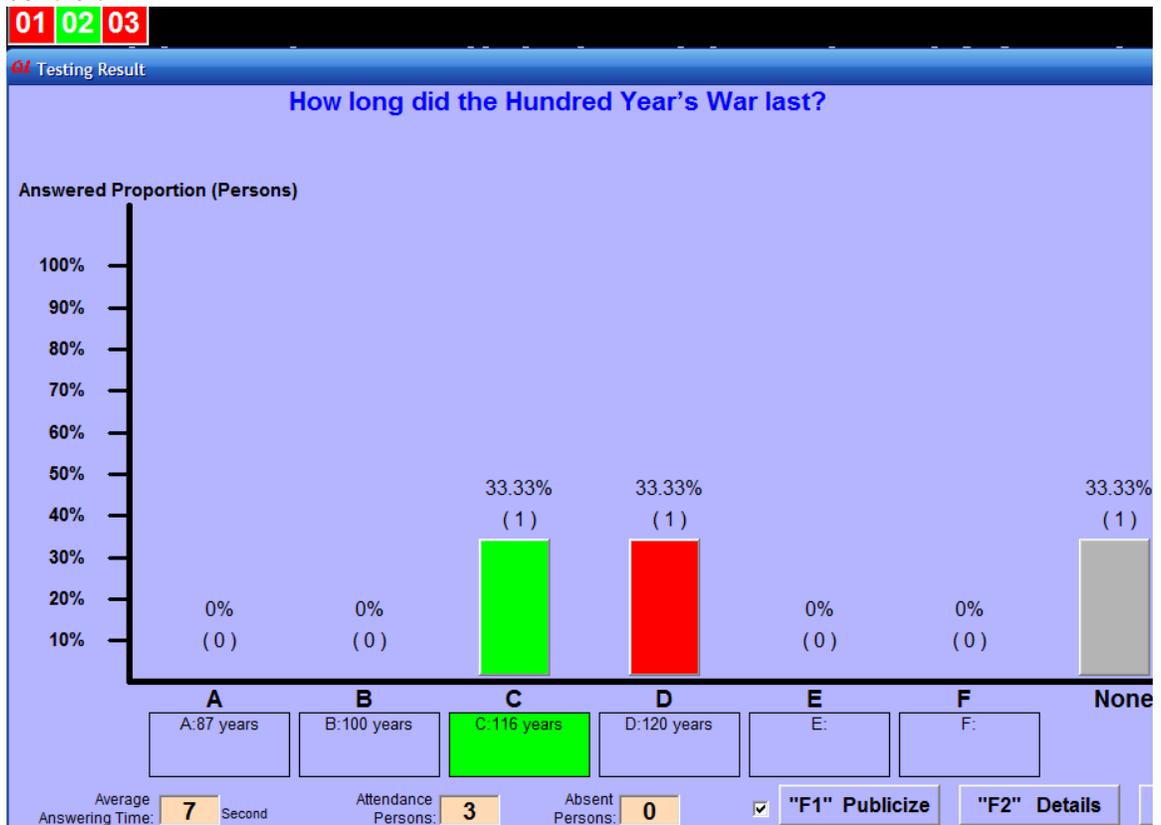
How long did the Hundred Year's War last?

Normal C 0

A. 87 years

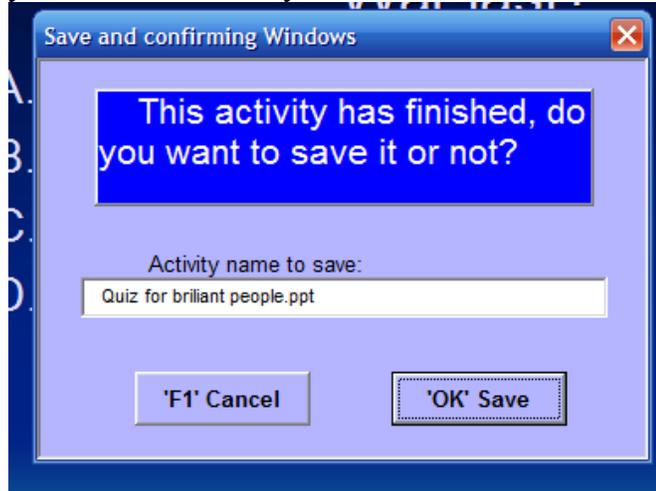
B. 100 years

19. You can check the results of how the class answered after any or all of the questions. Once the clock has counted to zero, simply press the bar chart button under the F2 icon on your instructor's remote control.

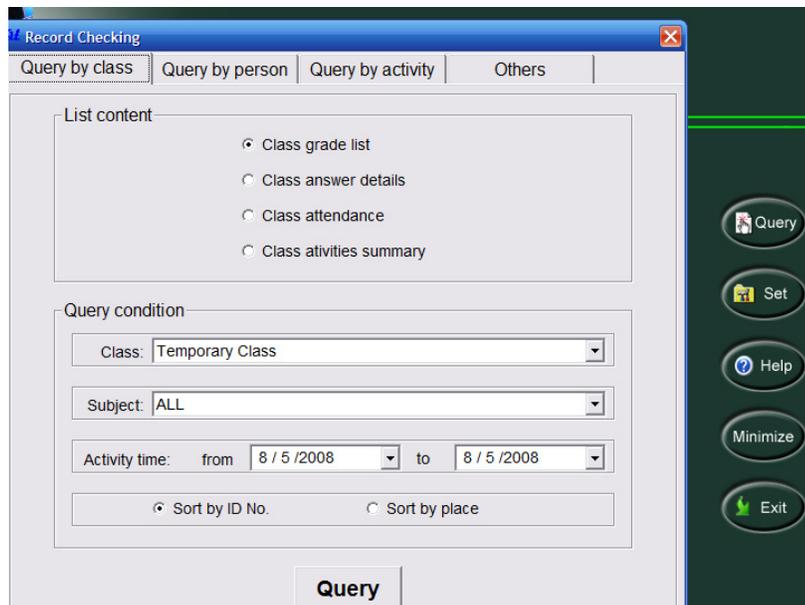


There are some advantages to checking the results. First, the students are not identified, only the responses. You can also see how many did not respond as well as the number of right and wrong answers. In order to review the results with more specific detail, save the test results and then you can go back to the Query program, which is password protected, and see the individual student's results.

20. Once the test is over, press the same key on the upper right of your instructor's remote control to stop the test program. You will be prompted with two questions, the first is do you want to stop the activity, just follow the screen commands and respond using your remote control. The second question is "Do you want to save your test results?" If you do not desire to save these, just exit.



21. Once you have finished here, you can close the program or play another quiz. If you have decided to save the test and desire to see the test results, you will need to exit the Quiz master and go back and re-open the Setting and Query. Remember, you will need the password to get into that program.
22. Now that you have exited the Quiz Master, you can go back and open the QClick Setting and Query program. Once you have selected the "Manager" from the drop down box and then entered your password, you will be sent to the opening screen. This time, select the Query tab.



23. You can now go into the program and select the class or subject; the date(s) and you can sort by user ID or place. You may query by class, person, and activity or select from 2 other options which will allow you to modify an answer and score, as well as calculate the weighted score. Simply enter you information and select the tab you wish to pursue.